

VICTORIAN CANINE ASSOCIATION INC

REPRESENTATIVE'S REPORT [OBEDIENCE, TRACKING, TRACK & SEARCH & ENDURANCE]

As VCA Representative, it is your responsibility to ascertain that the venue and the arrangements made by the Affiliate are of a satisfactory standard so as to ensure Exhibitors and the General Public can enjoy their day.

Complaints and / or incidents are to be investigated and dealt with according to VCA Procedures.

Note that judicious use of your position as an independent third party of some importance may be useful in preventing a lesser incident from becoming a larger problem provided by using dispute resolution techniques.

Fill in all sections of this form and return it promptly to the VCA Office as a record of your attendance at the show, and provide a copy to the Affiliate within seven (7) days.

Name of Affiliate:

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Type of ShowDate of Show Venue

Were there any incidents / complaints that required Investigation: YES / NO

If YES give a brief outline of the incident / complaint. [Note that a full report must be submitted to the Management Committee within five (5) days].

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Any unresolved Problems Encountered:

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Any Other Matter That Should Be Brought To The Attention Of The Management Committee:

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Complete the reverse

REPRESENTATIVE'S REPORT (OBEDIENCE, TRACKING & ENDURANCE)

1. Are rings / tracks in suitable condition? YES / NO If NO, state why.....
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2. Did the check-in point adhere to procedure and to advertised opening and starting times? YES / NO

3. Did the Affiliate have a current copy of the VCA Regulations on hand? YES / NO

4. Was the name of the VCA Representative published in the Catalogue? YES / NO

5. Were the "Hides" located within reasonable distance of the rings (within approx 30m)? YES / NO

6. Time judging was scheduled to commence?Actually started

7. Did any judging start late? YES / No. If YES, state which ring and the reason

8. Was the attire, deportment and presentation of all Judges appropriate? YES / NO

If NO, state name of judge and nature of deficiency.....
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NOTE: It is not the VCA Representative's role to assess the quality of judging.

9. Were the trial precincts clearly defined and designated in the catalogue? YES / NO

10. Were walkways kept free of obstruction? YES / NO

11. Was a First Aid box available at the Fixture? YES / NO

12. Were any complaints made or incidents reported to you at the fixture? YES / NO

Please outline briefly.....
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13. Was any action taken over such complaints / incidents? YES / NO

Please outline briefly the outcome of such action.....
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IF SPACE INSUFFICIENT, PLEASE ATTACH ADDITIONAL PAGES

VCA REPRESENTATIVE (Print Name) Signature

ANY FURTHER ACTION REQUIRED BY THE VCA – NIL / FURTHER INVESTIGATION / REFER MANAGEMENT