VICTORIAN CANINE ASSOCIATION INC

A0023882W

REPRESENTATIVE'S REPORT [RETRIEVING TRIALS]

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: ……

Type of Show: .....…….. Date 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

VCA Representative's Report – Retrieving Trials

Did the Organising Committee provide a safety briefing/information prior to the commencement of the trial? YES / NO

Did the organising committee have a copy of the VCA Regulations on hand? YES / NO

Did the organising committee have a copy of the Rules for the conduct of Retrieving Trials for Gundogs on hand? YES / NO

Did the organising committee have a copy of the VCA Representatives Handbook on hand? YES / NO

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

Was a First Aide Attendant present YES / NO & did the Affiliate provide a First Aide Box? YES / NO

Were entire bitches effectively vetted prior to the commencement of the trial? YES / NO

What was the time the trial was scheduled to commence …… and what time did the trial

commence …… ?

Were there any unnecessary delays in the commencement of the trial? YES / NO

Any other matters with which you were not entirely happy?

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VCA PRESENTATIVE(Print Name) ……..…… (Sign) ……..

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

All VCA Representatives forms are to be sent to the VCA for the attention of the Retrieving and Field Trial Committee.