REPRESENTATIVE REPORT [CONFORMATION]

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 compliantly enjoy their day.

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

The Representative should attend and observe any inquiry held at the show in relation to an Aggressive Dog Incident for the purposes of reporting only. Any party to the inquiry should not ask the Representative for advice

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.

Dogs Victoria Representative is to complete all editable sections required (**electronically preferred, typed or clear printed writing**) of this form and return within (5) five days to the Dogs Victoria office (events@dogsvictoria.org.au) as a record of your attendance at the event and provide a copy to the affiliate within (7) seven days.

PLEASE WRITE CLEARLY, ILLEGIBLE REPRESENTATIVE REPORTS WILL BE RETURNED

Report is to be **preferably electronically saved and emailed** but may be printed and scanned.

Show Details

Name of Affiliate: _____

Type of Show: _____

Date of Show: _____ **Total Entry Number:** _____

Venue: _____

1. **Is the venue fenced and gated?** ☐ Yes ☐ No
2. **Were there any incidents / complaints that required investigation**: ☐ Yes ☐ No
   If YES, give a brief but detailed outline of the incident / complaint. Include full names of people involved. Attach additional page if necessary.

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Any unresolved problems encountered?

Any other matter that should be brought to the attention of the Management Committee:

Rings and Club Requirements

3. **Are rings of a correct size?** ☐ Yes ☐ No
4. **Are rings in good condition?** ☐ Yes ☐ No

If NO, state why

5. **Are appropriate tables, judging ramps and wash up facilities provided?** ☐ Yes ☐ No
6. **Do all the rings have shelter (sun/rain) for the judges?** ☐ Yes ☐ No
7. **Is a copy of the show prize schedule available for viewing?** ☐ Yes ☐ No
8. **Does the affiliate have a current copy of the VCA regulations on hand?** ☐ Yes ☐ No
9. **Were the VCA Rep, Show Manager and List of the Club's Office Bearers & Committee published in the catalogue (7.3.8)?** ☐ Yes ☐ No
10. **Is a copy of the relevant breed standard(s) available for viewing?** ☐ Yes ☐ No
11. **Do trophies seem to be of required value (7.7.20)?** ☐ Yes ☐ No
12. **Was a first aid box available at the fixture?** ☐ Yes ☐ No

If No, details

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Judges and Judging Times

13. **Time judging scheduled to commence**: _____ ☐ am / ☐ pm
14. **Time judging actually started:** _____ ☐ am / ☐ pm
15. **What time was Judging completed?** _____ ☐ am/ ☐ pm
16. **Did any ring start late?** ☐ Yes ☐ No

If YES, state name of judge/s and/or reason/s:

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17. **Was the attire, deportment, presentation and fitness of all judges acceptable?** ☐ Yes ☐ No

If NO, state name of judge and nature of deficiency

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NOTE that it is NOT your role to assess the quality of judging

18. **Were there any overseas judges officiating?** ☐ Yes ☐ No

If YES, were they briefed on Australian judging procedures as per ANKC requirements? ☐ Yes ☐ No

19. **Was ANKC judging procedures followed by all judges?** ☐ Yes ☐ No

If No, Explain details.

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Casual Vendors on site (For events at KCC Park & Bulla Exhibition Centre Only)
List the names of Casual Vendors & Services Provided:

_____

_____

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_____

VCA REPRESENTATIVE (Full Name): _____

Email: _____

Phone: _____

At what time did you report to the Show Secretary? _____

Dogs Victoria Member Number: _____

Sign (Insert electronic signature): _____