DOGS VICTORIA
YOUR CANINE COMMUNITY
Est. 1930

REPRESENTATIVE REPORT [SPRINT DOG]

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.

Event Details

Name of Affiliate: _____

Type of Event: ☐ Sprint Dog

Date of Event: _____ **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:

3. **Are courses in suitable condition?** ☐ Yes ☐ No

If NO, state why:

4. **Did the check in point adhere to procedure and to advertised opening and start times?** ☐ Yes ☐ No
5. **Did the affiliate have a current copy of the VCA Regulations on hand?** ☐ Yes ☐ No
6. **Was the name of the VCA Representative published in the catalogue?** ☐ Yes ☐ No

Judges and Judging Times

7. **Time event was scheduled to commence:** _____ ☐am /☐pm
8. **Time judging actually started:** _____ ☐am /☐pm
9. **Did the event start late?** ☐ Yes ☐ No

If YES, state which course and the reason:

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

If NO, state name of judge and nature of the deficiency:

_____

_____

_____

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

11. **Were the course precincts clearly defined and designated in the catalogue?** ☐ Yes ☐ No
12. **Were walkways kept free of obstruction?** ☐ Yes ☐ No
13. **Was a first aid box available at the fixture?** ☐ Yes ☐ No
14. **Were any complaints made or incidents reported to you at the event?** ☐ Yes ☐ No

If YES, please outline briefly:

_____

_____

_____

15. **Was any action taken over such complaints/incidents?** ☐ Yes ☐ No

If YES, please outline briefly the outcome of such action:

_____

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_____

If Space insufficient, please attach additional pages

Casual Vendors on site (For events at KCC Park & Bulla Exhibition Centre Only)

List the names of Casual Vendors & Services Provided:

_____

_____

_____

_____

VCA REPRESENTATIVE (Full Name): _____

Email: _____

Phone: _____

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

Dogs Victoria Member Number: _____

Sign (Insert electronic signature): _____