

## REPRESENTATIVE REPORT [HERDING]

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:		
Date of Event:Total Entry N	Number:	
Venue:		
<ol> <li>Is the venue fenced and gated?</li> <li>Were there any incidents / complaints that required investigation:</li> </ol>	☐ Yes ☐ No ☐ Yes ☐ No	
<b>If YES</b> , give a brief but detailed outline of the incident / complaint. Include full nar Attach additional page if necessary.	nes of people involved.	



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Any unresolved problems encountered?	
Any other matter that should be brought to the attention of the Management Committee:	
<ul> <li>3. Are the arenas of suitable size?  Yes  No</li> <li>4. Are the arenas in suitable condition?  Yes  No</li> <li>If NO, state why:</li> </ul>	
5. Are the stock in good condition?  Yes No 6. Is water and shade supplied?  Yes No 7. Are the number of stock available as per the regulations?  Yes No 8. Is there a vet available or on call?  Yes No 9. Did the affiliate have a current copy of the VCA Regulations on hand?  Yes No 10. Did the affiliate have a current copy of the ANKC Regulations on hand?  Yes No 11. Time event was scheduled to commence:  Am / pm 12. Time judging actually started:  Am / pm 13. Did the event start late? Yes No	
If YES, state name of judge/s and/or reason/s:	
14. Were there any delays in the general running of the trial?   Yes  No If YES, state name of judge/s and/or reason/s:	



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15. Was the attire, deportment, presentation and fitness of all judges acceptable? ☐ Yes ☐ No If NO, state name of judge and nature of deficiency		
NOTE that it is NOT your role to assess the quality of	of judging	
16. Was there a first aid box for both humans	s and stock available at the event?  Yes No	
17. Did any dog show undue aggression towa	ards stock?	
If YES, please attach judge's report/s and de		
Catalogue Requirements		
18. Does the catalogue list the following?		
Date of event	☐ Yes ☐ No	
Judges in order of judging	☐ Yes ☐ No	
VCA Representative	☐ Yes ☐ No	
Trial secretary	☐ Yes ☐ No	
Name/Number of vet on call	☐ Yes ☐ No	
Precincts of the event	☐ Yes ☐ No	
Check in and start times	☐ Yes ☐ No	
Exhibits in running order	☐ Yes ☐ No	
List of awards	☐ Yes ☐ No	
19. Were there any rule violations by the affil	iate or judge/steward/exhibitor? ☐ Yes ☐ No	
If YES, state details below		
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Phone:		
At what time did you report to the Trial Secretary	y?	
Dogs Victoria Member Number:		
Sign (Insert electronic signature):		