



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: _____

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.

Any unresolved problems encountered?



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

3. **Is the area suitable for the test?** Yes No

If NO, state why:

4. **Time judging scheduled to commence:** _____ am /pm

Time judging actually started: _____ am /pm

5. **Did any judging start late?** Yes No

If Yes, state which course and/or reason/s:

6. **Did the check point adhere to procedure and opening/closing times?** Yes No

7. **Did the affiliate have a current copy of the VCA Regulations on hand?** Yes No

8. **Were all judges satisfied with the dens, scenting equipment and organisation?** Yes No

9. **Was the attire, deportment and presentation of all judges appropriate?** Yes No

If NO, state name of judge and nature of deficiency.

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

10. **Did the affiliate provide a first aid box?** Yes No



Catalogue Requirements

11. 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
- The name of the test officials Yes No
- Exhibits in running order Yes No
- List of awards Yes No

- Registered name, number, D.O.B, sire and dam, sex and breed of each main register exhibit? Yes No
- Registered name and number of associate register exhibit? Yes No

12. Were any complaints made or incidents reported to you at the fixture? Yes No

If YES, please outline briefly:

13. Was any action taken over such complaints/incidents? Yes No

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

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): _____