



DOGS
VICTORIA
YOUR CANINE COMMUNITY

Dogs Victoria

Show Secretary

Guide

Amended:
October 2014
July 2022

Show Secretary's Guide

In preparing this guide, it is realised that each show secretary will have certain methods and duties peculiar to their own and their club's circumstances, however, it is hoped that it will serve as a useful reminder to even the most experienced person.

Wherever possible, examples have been drawn to clearly indicate the intentions of the writer.

With regulations of being continually streamlined, and updated, the onus is on the show secretary to keep abreast of new regulations or amendments.

These new regulations/amendments are printed in the Dogs Victoria Gazette, and are also on the Dogs Victoria website.

Judges, Contracts and Embargos

Following selection of judges by your club, contact should be made promptly, preferably by phone to establish if the judge is available to attend your fixture.

If the judge is available, and willing to accept the appointment, you should send a completed contract. Please bear in mind that the judge is not committed to your fixture until they have received, completed and returned the contract.

The embargo placed on judges by the club is at the club's discretion, and should be on the contract – NOT IN A SEPARATE LETTER. The reason for this is that by signing the contract with the embargo listed on the contract, the judge has agreed to the club's conditions. If the conditions are listed separately from the contract, there could be disputes about whether the parties have agreed or not.

The judge retains the right to decline an invitation with an unreasonable embargo, and the same right applies to the club if the judge specifies unreasonable fees or expenses.

An embargo placed on any championship or trainee judge for breeds within a group **SHALL NOT** apply to group specials or general specials, or to any special class for which an entry fee is charged. (Regulation 7.6.12)

Overseas Judges

In the case of an overseas judge – after initial contact has been made, a "Judging Application for a Person Not a Resident of Australia" form should be obtained from the Dogs Victoria office (or may be downloaded from the website. This form, and a judge's contract should be forwarded to the invitee, and returned, with an authority in writing from the canine controlling body in his/her country of residence, stating that he/she is approved by them, and has awarded challenge certificates, or their equivalent, in that country.

Upon receipt of the completed form and authority, these should be attached to a letter to Dogs Victoria, together with a cheque or proof of direct deposit for the appropriate fee (currently \$50 per judge) *payable to Dogs Australia (ANKC Ltd)*, requesting approval to appoint the overseas person to judge at your club's show. You should also state the date of the fixture, and the breeds involved.

These steps ***MUST BE TAKEN*** at least nine months prior to the date of the fixture, to allow attention to any query, or further consideration by Dogs Australia.

If submitted within nine months of the event, the fee increases to \$100.

Please note fees must be payable to Dogs Australia and not Dogs Victoria.

Judges Contracts (Regulation 7.6.4)

An affiliate shall not appoint a judge to judge any event or competition unless that judge is on an approved Dogs Victoria Judges List or is otherwise approved by management committee.

7.6.4.1 Affiliates are to enter into the ANKC Judges Contract with Judges for ALL JUDGING ENGAGEMENTS.

7.6.4.2 Where a contract is not honoured by either the judge or the affiliate, the aggrieved party is to notify Dogs Victoria in writing.

7.6.4.3 A contract may be dissolved by mutual consent, in writing from both parties, excepting where the schedule has been published and/or circulated.

We draw everyone's attention to this regulation – it quite clearly states that you can only contract judges on a judging list, and that all judges must sign a contract. This applies to all fixtures – championship shows, open shows, parades and competitions.

Show Schedule (Regulation 7.3.2)

With an awareness to the time restrictions (Regulation 7.3.6) prepare your show schedule well in advance. ALL schedules are to be printed in the *Gazette*. The minimum size is a block advert, a block schedule will contain minimum information. For all breeds championship shows a full page or half page advert is recommended. For a group or breed club a quarter page or half page is sufficient.

The schedule should be printed in the *Gazette* published in the month ***BEFORE*** entries close.

The schedule must be lodged at least four months prior to the first of the month in which the fixture is being conducted.

e.g.	Lilydale Kennel Club Inc Championship Show in	SEPTEMBER
	Entries close in	AUGUST
	Printed in the Gazette published in	JULY
	Submitted to Dogs Victoria prior to	1 st JUNE

IN ALL INSTANCES, THE ORIGINAL SIGNED JUDGES CONTRACTS MUST ACCOMPANY SCHEDULES.

If the original signed judges contracts are not included, the draft schedule or paperwork will be returned, and the schedule not published or approved.

DO NOT PUT YOUR FIXTURE AT RISK.

Preparation of the Show Schedule (Regulation 7.3)

A draft prize schedule is available from Dogs Victoria website; however, special layouts can be printed if the artwork is supplied (sponsorship logos etc.)

The draft prize schedule is an editable pdf that allows the user to complete the form online and then email this along with the judges contracts to the events team in the office.

DOGS VICTORIA DRAFT SCHEDULE CONFORMATION

SIZE: Full Page Half Page Quarter Page Small Block

PLEASE WRITE CLEARLY, ILLEGIBLE SCHEDULES WILL BE RETURNED
(From Dogs Victoria Regulation 7.3.2)

MONTH OF PUBLICATION: _____ (Payment to be attached)

POSTAL ENTRIES CLOSE: _____

ONLINE ENTRIES CLOSE: _____

AFFILIATE: _____

DATE: _____

VENUE: _____

CHAMPIONSHIP SHOW OPEN SHOW PARADE BREED/MEMBERS COMPETITION

ENTRIES TO THE SECRETARY OR SHOW SECRETARY: _____

POSTCODE: _____

EMAIL: _____ PHONE: _____

ONLINE PROVIDER: _____

JUDGES:

GROUP 1 _____

GROUP 2 _____

GROUP 3 _____

GROUP 4 _____

GROUP 5 _____

GROUP 6 _____

GROUP 7 _____

GENERAL SPECIALS _____

SWEETSTAKES (if Applicable) _____

SIGNED JUDGES CONTRACTS MUST BE INCLUDED

ALL BREEDS SHOW THE JURY BY HAND IF YOU MAY TAKE NONE YES NO

ALL SCHEDULES MUST INCLUDE THE FOLLOWING

Dogs Victoria Extreme Weather Regulations will apply (Regulation 7.6.8)

Please turn over and complete details

t: 9788 2500 f: 9788 3599
events@dogsvictoria.org.au
655 Warrington Hwy. VIC 3077
www.dogsvictoria.org.au

DOGS VICTORIA DRAFT SCHEDULE CONFORMATION

SCHEDULE OF CLASSES: (tick all that apply) (From Dogs Victoria Regulation 7.3.3)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Dogs and Bitches
(Class 21 applicable for Open Shows only) (From Dogs Victoria Regulation 7.2.8)

SWEETSTAKES:
 BABY PUPPY PUPPY JUNIOR INTERMEDIATE ADULT BRED OPEN

SPECIAL CLASSES: _____

CATALOGUE: _____

ENTRY FEES: _____

JUDGING TIMES: _____

EXHIBIT NUMBERS: _____

ADMISSION: _____

CATERING: Available Unavailable Light Catering Available

SPECIAL PRIZES: (tick Applicable)

Trophy and Sash for all in Show Awards Trophy and Sash for all in Group Awards

Cash and Sash for all in Show Awards Cash and Sash for all in Group Awards

SPONSORS: _____

ALL future schedules must be published in the Dogs Victoria gazette. Draft schedules and judges' contracts must be submitted to Dogs Victoria office for approval at least four months prior to the first of the month in which the fixture is being held. Failure to comply will result in a late fee of \$100 (Refer Dogs Victoria regulation 7.3.6)

OFFICE USE ONLY

Schedule Confirmed: _____

Date: _____

Signature: _____

t: 9788 2500 f: 9788 3599
events@dogsvictoria.org.au
655 Warrington Hwy. VIC 3077
www.dogsvictoria.org.au

Working through the schedule:

Closing Date:

With all breeds clubs now required to use an online provider for the taking of entries, most clubs are closing their entries approximately five days prior to the event. Whatever period your club choose, we recommend you review the regulations (part 7) prior to deciding on a closing date for online entries. Postal entries should close at least 11 days prior to the event.

Venue:

If the fixture is not being conducted at a well-known venue, map references or directions would be a good idea.

Entries Close With:

Secretary/Show Secretary's name and address. Recommend that a post office box be used for security reasons.

ENTRIES MUST NOT CLOSE AT THE RESIDENCE OR POSTAL ADDRESS OF ONE OF THE JUDGES ON THE JUDGING PANEL.

e.g. Mr Brown judging, Mrs Brown Show Secretary.

Schedule of Classes:

The following classes are compulsory classes (Regulation 7.2.16)

Championship Shows: 2, 3, 4, 5 & 11 for dogs. 2a, 3a, 4a, 5a & 11a for bitches.
Open Shows: 1, 3, 4 & 11 for dogs. 1a, 3a, 4a & 11a for bitches.

Other classes may be added at the club's discretion.

Baby puppy classes are optional at the sole discretion of affiliates at championship shows.
(Regulation 7.2.14)

Judges:

Ensure correct titles are used, and that the names are spelt correctly. Ensure consistency of titles and names.

e.g. Mr J Brown, Mrs G Black NOT Mr John Brown, Mrs Black.

If the judge is from interstate or overseas, indicate that information.

Ensure all groups, sweepstakes, special classes and general specials have a judge allocated to them.

Also ensure that the judge is qualified to judge their assignments. (Regulation 7.11)

Should a group be split in any way, the breeds allocated to another judge should be listed in full by correct title, and in either alphabetical or judging order. This section of the group should be listed as Group –A, and the balance as Group –B with Group Specials.

e.g. Mrs G White - Group 5A (German Shepherd Dogs, Shetland Sheepdogs)
Mrs P Gold - Group 5B (Balance of Breeds and Group Specials)

By listing the groups in this manner, it alleviates breeds being listed twice, which may be confusing to exhibitors. Listing "Balance of Breeds" means that no breed is omitted.

Abbreviations to breed names should not be published – Shelties are Shetland Sheepdogs, Corgis are Welsh Corgi (Cardigan) and Welsh Corgi (Pembroke).

Be wary of ambiguous groupings – All Chihuahuas, All Dachshunds, All Poodles are quite clear, however, All Collies could be considered to include Bearded Collies, Border Collies, Collies (Rough) and Collies (Smooth).

Unless otherwise stated in the schedule, breed judging must be in alphabetical order.
(Regulation 7.3.2.12)

If your club wishes to vary the order of judging, it must be stated in the schedule.

Judging Times:

Not only should this state the commencing time, it must also state when any special classes or sweepstakes will be judged, e.g. during lunch break.

Catalogue:

Following earlier consultation with the catalogue producer, a price should have been agreed upon. In the case of all breeds clubs, the option of group catalogues is available. The club should decide prior to submission of the schedule.

Entry Fees:

Shall be set by individual clubs. At all fixtures, the Dogs Victoria dog levy applies, and at Dogs Victoria venues, the levy is higher, so this should be taken into account when setting the fees.

Catering:

What arrangements have been made for the exhibitors? If catering is not available, please advise in the schedule so that exhibitors can make other arrangements.

Trophies etc:

For an all breeds championship show – Trophy and sash for all in show and in group awards. OR Cash and sash for all in show and in group awards. If a club lists ‘trophy’ they can give a trophy or cash. If ‘cash’ is listed in the schedule then that is what the club is required to give.

For a group or breed club championship show - Trophy and sash for all in show awards. OR Cash and sash for all in show a awards.

List all trophies, sashes etc. If the list is not complete, put “Trophy List incomplete – full list in the Show Catalogue”.

Other Scheduled Fixtures: (Regulation 7.3.4)

In the case of all breeds fixtures, the show secretary needs to be aware if there are specialty events scheduled on the same day.

If this is the case, and those events are at a different venue, then your club **CANNOT** offer challenge certificates for those breeds. This needs to be stated in the schedule.

When the specialty event is being conducted at the same venue, then challenge certificates can be offered at both fixtures. Liaison between the affiliates will ensure that both events run smoothly.

It may be necessary to alter the judging order to facilitate the smooth running of both events. This information **SHOULD BE PRINTED** in the show schedule.

Regulations re national shows have also been amended to state that challenge certificates **CANNOT** be offered when the national show is being conducted within 1,000 km.

Submitting the Schedule to Dogs Victoria:

The schedule advertising fee must accompany the schedule when submitted to the office.

Schedule advertising fees are printed in the Gazette and are also listed in the scale of charges located on the Dogs Victoria website.

Once again, remember that the original signed judges' contracts **MUST ACCOMPANY** any schedule submitted.

Show Stationery:

Establish what show stock is on hand (best of breed certificates, challenge certificates, reserve challenge certificates, judges sheets, in group and in show cards etc).

A show stationery order form should be completed and submitted with the draft schedule. This form is available from the Dogs Victoria website.

This will ensure receipt of all stationery well in advance of the event.

Also well in advance of the event, exhibit numbers should be obtained, and these can be pre numbered, and **MUST** be stamped with the affiliate's name. (Regulation 7.3.5.1). With the use of online entry providers these companies send exhibit numbers directly to the exhibitor, however you should ensure you have blank cards with you on the day as some exhibitors leave them at home or forget to print them.

Dogs Victoria Representative:

It is also necessary for a VCA representative to be in attendance on the day of your fixture. (Regulation 3.5.9.1). A list of VCA representatives is available from the Dogs Victoria website. Approach the person your club wishes to act in this capacity. The representative **MUST NOT** be a judge on the day, or a committee person of the club running the event. (Regulation 3.5.9.2). The VCA representative's name **MUST** be printed in your show catalogue.

You must also supply the VCA representative with a form for their use at your event. As part of the regulations you must also have on hand a copy of the latest VCA Rules & Regulations. You should also have at least one copy of a Dog Incident form and witness statements in the case of a dog incident occurring at your event.

Sashes/Ribbons etc:

These should be ordered from the supplier four weeks or earlier to ensure that they are on hand prior to the day of the show.

Any special sashes which are donated must be suitably inscribed (Regulation 7.7.18)

THEY SHOULD SHOW: Name of the affiliate conducting the fixture
Year of the fixture (optional for Open Shows)
Description of the event – Open Show/Parade/Championship Show.
Details of the award – e.g. Best Puppy in Show
If donated for a specific breed – name of the breed
The name of the donor if acknowledgement is required

As the entries arrive:

Prior to clubs using an online provider the show secretary had to check all entries as they arrived, ensuring:

- Correct money enclosed (entry fee, catalogue if required)
- Entered in correct class (dogs in dog classes, bitches in bitch classes, age of exhibit correct for class, eligibility for Sweepstakes etc)
- Exhibit not bred by judge
- Return envelope enclosed – correct name endorsed.

Should an exhibit not be eligible for the class entered – e.g. 10 months old and entered in Minor Puppy, then change to the **CORRECT AGE CLASS**, not Open. In the example quoted change to Puppy.

At all times, the Show Secretary should be aware of how many entries have been received, how many catalogues paid for etc.

The Show Secretary should liaise with the Treasurer to ensure that entry money is banked promptly. In some circumstances, it may be easier for the Show Secretary to bank same, and provide full details and bank receipts to the Treasurer.

All cheques should be banked and cleared well before dispatch of exhibit numbers. Should any cheque be returned unpaid, the exhibit numbers relating to that exhibitor should be held pending reimbursement to the club of all costs involved.

In the unlikely event that the exhibitor refuses to reimburse the Club, the matter should be placed before Dogs Victoria.

If using an online provider the show secretary should keep a regular check of entries as they come in. Once entries have closed the online provider does most of the work. Sending letters to judges, exhibit numbers to exhibitors, placing breed numbers for the event on the relevant Facebook pages.

The online provider will also do a bank transfer to your club of entry moneys received.

Maximum Numbers for Judges:

These are clearly defined in Regulation 7.6.13

If any alteration to the scheduled judge is necessary, for whatever reason, it is then obligatory to advise exhibitors of the change of judge. This can be done by the online provider by way of contacting the exhibitors. Any change of judge must also be notified and approved by Dogs Victoria staff.

Exhibitors **MUST BE PROVIDED** with this information. (Regulation 7.6.15)

e.g.

LKA Ch Show – 9 th August, 2008	
Change of Judge: Due to excessive entries in Group 1, Maltese and Pugs, NOW GROUP 1A, will be judged by Mr G Green before Group 2.	
First number in each Group:	
Group 1A	1
Group 1B	51
Group 2	300
Group 3	450
Group 4	600
Group 5	750
Group 6	1000
Group 7	1220
Last Number	1475

If breeds are transferred to a judge already on the judging panel, that breed/breeds will be judged first. (Regulation 7.6.14.2)

Breed clubs quite obviously do not need to advise the first number, but are obligated to advise exhibitors of any change to the published schedule.

Advising Judges of their entry:

After the entries have closed, the Show Secretary **MUST ADVISE** the judges, **IN WRITING**, of their entry, and the breeds involved. (Regulation 7.6.11).

They should also be advised of what time they are required to be in attendance (to sign best of breed/challenge certificates). In the case of interstate or overseas judges, confirm travel and accommodation arrangements – also **IN WRITING PLEASE**.

Catalogue:

When the entry forms are handed to the catalogue producer, all relevant information should be supplied for inclusion. e.g. Committee, special trophies/sashes, prize money, Dogs Victoria Representative, (Regulation 7.3.8), points scores etc.

Upon receipt of the completed catalogue, prepare judges/stewards sheets, bob and challenge certificates, in group and in show cards. Once again with the use of online providers and tablets used by stewards the judges / stewards sheets are now provided by the online provider.

Exhibit Numbers:

Exhibit numbers can be sent to exhibitors via the online provider or collected on the day of the event.

Challenge/Best of Breed Certificates:

These certificates **MUST BE** endorsed with the following information before the judge is permitted to sign them: (Reg 7.7.6)

- Name of Affiliate
- State
- Date
- Breed
- Name of Judge

Check List:

Before the date of the show, gather together all that will be required. Have a checklist prepared and go through it carefully.

This list should include:

- Current Copy of VCA Rules/Regulations
- Copy of Schedule
- Judges' Contracts
- Judges' Fees
- Documentation on entries from online provider
- Exhibit numbers not posted to exhibitors
- Spare Exhibit numbers and marking pens
- Completed BOB and Challenge Certificates
- Spare BOB and Challenge Certificates
- In Group and In Show Cards
- Completed Judges/Stewards Sheets and spares
- Catalogues
- Trophies/Sashes/Ribbons/prize money etc
- First Aid Kit

If the fixture is to be conducted at a Dogs Victoria venue, the appropriate paperwork booking the venue should have been completed and returned to Dogs Victoria with the schedule or at least 30 days prior to the event.

BOOKING REQUEST FORM KCC PARK

Name of Affiliant/Organisation _____
 Name and Address of Secretary _____
 Phone Number (041) _____ Mobile _____
 Email Address _____
 Type of Event _____
 Date of Show/Event _____ Time Judging Commences _____
 Time Arrives at Required _____ Departure Time _____
 Will you also be conducting an after show function? YES NO
 Please state details of function: _____ Site Time: _____
REQUIREMENTS (See also check list on reverse of this form)
 Dog Show Dog Show Landmark Landmark Room 4 Not Required
 Area 1 Area 2 Area 3 Area 4 Area 7
 Area 5 Area 6 Area 8 Area 9
 No. of Rings/Incess: _____ No. of Rings/Outcess: _____
RING SET UP By Club By Committee
ATTENDANCE Dog Steward: _____ No. of Exhibitors: _____
 Dog Show: _____ Dog Show: _____
 Dog Show: _____ Dog Show: _____
 Monitored by our representative for _____ Mobile Number: _____
 Your Name: _____ Signature: _____
Please note: This form is for the purpose of booking the venue only. It does not constitute a contract. The Club/Committee/Secretary is responsible for the booking. The Club/Committee/Secretary is responsible for the booking. The Club/Committee/Secretary is responsible for the booking.
 t 9798 2400 f 9798 2499
 events@dogsvictoria.org.au
 2022-2023 Dog Show Calendar
 www.dogsvictoria.org.au

BOOKING REQUEST FORM BULLA EXHIBITION CENTRE

Name of Affiliant/Organisation _____
 Name and Address of Secretary _____
 Phone Number (041) _____ Mobile _____
 Email Address _____
 Type of Event _____
 Date of Show/Event _____ Time Judging Commences _____
 Time Arrives at Required _____ Departure Time _____
 Will you also be conducting an after show function? YES NO
 Please state details of function: _____ Site Time: _____
REQUIREMENTS (See also check list on reverse of this form)
 Ring 1 Ring 2 Ring 3 Ring 4 Ring 5 Ring 6 Not Required
 Indoor Exhibition Area Outdoor Exhibition Area
 No. of Rings/Incess: _____ No. of Rings/Outcess: _____
RING SET UP By Club By Committee
ATTENDANCE Dog Steward: _____ No. of Exhibitors: _____
 Dog Show: _____ Dog Show: _____
 Dog Show: _____ Dog Show: _____
 Monitored by our representative for _____ Mobile Number: _____
 Your Name: _____ Signature: _____
Please note: This form is for the purpose of booking the venue only. It does not constitute a contract. The Club/Committee/Secretary is responsible for the booking. The Club/Committee/Secretary is responsible for the booking. The Club/Committee/Secretary is responsible for the booking.
 t 9798 2400 f 9798 2499
 events@dogsvictoria.org.au
 2022-2023 Dog Show Calendar
 www.dogsvictoria.org.au

On the Day:

The Dogs Victoria Representative, and Photographer (if your club engages one) should be provided with a catalogue upon arrival at the show. The Representative should also be handed the Rep's form for completion and submission to Dogs Victoria.

Judges must also be provided with a marked catalogue upon completion of their judging. If requested, the ticket writers will usually mark an extra catalogue for the judge, alleviating the need to post the catalogue after the show.

Judges' Fees:

Judges' Fees must be paid before the end of the day, and ***UNDER NO CIRCUMSTANCES*** should it be necessary for a judge to have to ask for his/her fee. (Regulation 3.5.10) A judge fee is normally paid in cash and the judge may also request travel expenses. This will be included on the judges contract.

Cleaning / Locking Venues:

If your event is being held at either KCC Park or the Bulla Exhibition Centre you must ensure that the venue is left secure.

- **Pavilion**
 - Lights, heater and microphone in the Secretary's office are off and rubbish has been placed in rubbish bins provided
 - Ring equipment has been moved to the storage area located near the secretary office
 - Lights have been turned off
 - All doors are locked
- **Function Rooms**
 - All unused food has been removed
 - Dishes have been washed and put away
 - Rubbish bins have been emptied into the wheelie bins provided
 - Tables and chairs have been packed away
 - Ovens, pie warms and any other electrical equipment has been turned off
 - Lights and heating/cooling have been turned off
 - Doors have been locked
- **All keys have been returned to the key safe**

Fixture Levy Form:

All affiliates need to complete and submit a Fixture Levy Form.

It is relatively straightforward to complete if you have kept records of the number of dogs entered.

Number of entries in catalogue.


Number of individual dogs in catalogue –

e.g. 1,000 dogs entered

Dog Levy \$3.50 per dog
1,000 dogs @ \$3.50 per dog \$3,500

VCA Dog Levy (above)		<u>\$3,500.00</u>
	TOTAL	\$3,500.00
	TOTAL PAYABLE TO DOGS VICTORIA	<u>\$3,500.00</u>

The Levy form, and cheque payable to Dogs Victoria should be attached to a fully marked catalogue and forwarded to Dogs Victoria Office within 10 days of the date of the fixture. (Regulation 3.5.5) The Representative's completed form should also be included.



DOGS
VICTORIA
YOUR CANINE COMMUNITY
IN VCA

FIXTURE LEVY FORM

TO BE COMPLETED BY CLUB SECRETARY & LOADED WITH ANIMALS CATALOGUE AND WITHIN 10 DAYS OF EVENT
SEPARATE FORM FOR EACH EVENT

Name of Affiliate: _____
Date of Fixture: _____ Venue: KCC Park Bulls Other _____
The NUMBER of Entries at Event: _____

CHAMPIONSHIP SHOW _____ OPEN SHOW _____ PARADE _____

DWD _____	OBEDIENCE TRIAL _____	SCENT WORK _____
TRICKS TRIAL _____	ENDURANCE TRIAL _____	RETRIEVING TRIAL _____
AGILITY TRIAL _____	TRACK & SEARCH _____	FIELD TRIAL _____
JUMPING TRIAL _____	TRACKING TRIAL _____	RATO _____
GAMES TRIAL _____	RALLY TRIAL _____	SLEDDING _____
LURE COURSING _____	HERDING TRIAL _____	BACKPACKING _____
LURE RACING _____	EARTHDOG TRIAL _____	WEIGHT PULL _____

DOGS VICTORIA DOG LEVY. NOTE: The levy is per **DOG** not per entry (including all absences).
The dog levy is based upon:

KCC Park and Bulls Dog Centre

Fixtures other than conformation open shows	\$4.50 per dog
Conformation open shows	\$2.50 per dog

All other venues

Fixtures other than conformation open shows	\$3.40 per dog
Conformation open shows	\$2.50 per dog

Calculation of Levy

1. Total number of dogs entered in the fixture _____

2. Applicable levy per dog (as per entered in the fixture) \$ _____ per dog

Total levy payable (1 x 2) \$ _____

Cheque Number / Reference Number: _____

In accordance with VCA Regulation 3.5.6: Marked Catalogue and Surcharge to DOGS Victoria office
Within 10 days from date of fixture, entry in the catalogue received with all the events including prices for special classes, the emergency
services and the absences must be sent to the DV office and accompanied by a cheque for the surcharge based on % of the entry fee
required for all qualified events, including all special classes (see existing handler classes and catalogue rules).
NOTE: The catalogue and payment for surcharges must be lodged together within 10 days from date of fixture. Failure to do so will
be treated as non-compliance with Regulation 3.5.6 and may result in disqualification from the event.

Club Secretary Signature: _____ Date: _____

Please return form to:
t: 9758 2500 f: 9758 2599
events@dogsvictoria.org.au
655 Westmead Hwy Skye, VICTORIA, 3577
www.dogsvictoria.org.au

UP0001181022