

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:	Retrieving Field		
Date of Event:Total Entry Number:			
Venue:			
	e fenced and gated? any incidents / complaints that re	equired investigation:	☐ Yes ☐ No ☐ Yes ☐ No
If YES, give a brief Attach additional pa	but detailed outline of the incident / ge if necessary.	complaint. Include full names	s of people involved.



Any unresolved problems encountered?

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

Please fill out applicable section

Retrieving

3.	Did the Organising Committee provide a safety briefing/information prior to	the
	commencement of the trial?	🗌 Yes 🗌 No
4.	Did the organising committee have a copy of the VCA Regulations on hand'	? 🗌 Yes 🗌 No
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5.	Did the organising committee have a copy of the Rules for the conduct	of Retrieving	Trials
	for Gundogs on hand?	🗌 Yes [_ No
6.	Was the name of the VCA Representative published in the Catalogue?	🗌 Yes [] No

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- 7. Was a First Aid Attendant present?
- 8. Did the Affiliate provide a First Aid Box?
- 9. Time event was scheduled to commence: _ 🗌 am / 🗌 pm
- am / pm 10. Time judging actually started: _____
- 11. Did the event start late? Yes No

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

Field	
Discipline:	
Stake:	
12. Does the trial manager have a current copy of VCA regulations at hand? 13. Is the name of the VCA Representative published in the catalogue?	☐ Yes ☐ No ☐ Yes ☐ No

14. Were all handlers' gun and game licences checked prior to the commencement of the trial?

☐ Yes ☐ No

RAFTRepReport200722

Yes 🗌 No

Yes No



REPRESENTATIVE REPORT [RAFT]

 Did the committee provide a safety talk prior to the start of the trial that included safe gun handling? Did the trial commence at a reasonable time? Type of game taken on the day:	Qty taken:	☐ Yes ☐ No ☐ Yes ☐ No
18. Were there any breaches of the game hunting laws or code of practices for hunting?	-	🗌 Yes 🗌 No
If YES, report action taken		
19. Was a first aid box available at the fixture?		
20. Were any complaints made or incidents reported to you at the If YES, please outline briefly:	event?	🗌 Yes 🛄 No
21. 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		
VCA REPRESENTATIVE (Full Name):		
Email:		
Phone:		
At what time did you report to the Trial Secretary?		
Dogs Victoria Member Number:		
Sign (Insert electronic signature):		