

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:	Agility Games Jumping		
Date of Event:	Total Entry N	Total Entry Number:	
Venue:			
	enced and gated? ny incidents / complaints that required investigation:	☐ Yes ☐ No ☐ Yes ☐ No	
<b>If YES</b> , give a brief bu Attach additional page	It detailed outline of the incident / complaint. Include full nar e if necessary.	nes of people involved.	



Any unresolved problems encountered?

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

3. Are the rings of suitable size? Yes No If NO, state why: 5. Was the required agility equipment, including timing and measuring devices plus 🗌 Yes 🗌 No consumables, readily available? If NO, state why: If NO, state why: 7. Was check in carried out according to the schedule? 🗌 Yes 🗌 No 8. Did the affiliate have a current copy of the VCA Regulations on hand? Yes No 9. Was the name of the VCA Representative published in the catalogue? 10. Time event was scheduled to commence: am / pm **Time judging actually started:** 11. Did the event start late? Yes No If YES, state name of judge/s and/or reason/s:



<ul> <li>12. Were the trial precincts clearly defined?</li> <li>13. Were walkways and ring entrances kept free of obstructions?</li> <li>If NO, state why:</li> </ul>	☐ Yes ☐ No ☐ Yes ☐ No
14. Was the attire, deportment, presentation and fitness of all judges acceptal If NO, state name of judge and nature of deficiency	ole? 🗌 Yes 🗌 No
NOTE that it is NOT your role to assess the quality of judging 15. Did the affiliate provide a first aid box? 16. Were any complaints made or incidents reported to you at the fixture?	□ Yes □ No □ Yes □ No
If YES, please outline briefly:	
17. Was any action taken over such complaints/incidents? If YES, please outline briefly the outcome of such action:	Yes No
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):	
Phone:	
At what time did you report to the Trial Secretary?	
Dogs Victoria Member Number:	
Sign (Insert electronic signature):	