

**Tasmanian Canine Association Inc
Official Representative's Report - Conformation Shows**

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| AFFILIATE | REPRESENTATIVE: |
| VENUE: | Signed: |
| FIXTURE DATE: | Date: |

Please give a time for the following

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| Time you reported to Event Manager– Prior to commencement of judging | |
| Time judging commenced | |
| Time judging concluded | |
| Time you reported to Event Manager – at the conclusion of judging | |
| Were there others time during the day you reported to Event Manager? | |

Please ensure that the following were available (note any irregularities on the sheet provided)

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|---------------------|----------|-----------------------------------|----------|
| • Ample catalogues | YES / NO | • Copy of TCA Inc Regulations | YES / NO |
| • First Aid Kit | YES / NO | • Copy of the advertised schedule | YES / NO |
| • Judging Timetable | YES / NO | • Measuring stick | YES / NO |

Check the catalogue for the following information (note any irregularities on the sheet provided)

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| • Names of officiating judges, the groups and order they were to judge | YES / NO |
| • Name of TCA Inc rep | YES / NO |
| • A statement that the show is held under Regulations of the TCA Inc and that a copy of the Regulations is available at the show office. | YES / NO |
| • Did the number of dogs entered in breed classes exceed 250 for any judge? | YES / NO |
| • Any irregularities in the catalogue | YES / NO |

Rings & Equipment (note any irregularities on the sheet provided)

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| • Were ring sizes in accordance with Regulation 162? | YES / NO |
| • Was the condition of the rings suitable for judging? | YES / NO |
| • Were the rings clearly numbered? | YES / NO |
| • Were entrances and exits kept clear at all times? | YES / NO |
| • Were the tables and equipment in accordance with Regulation 163? | YES / NO |
| • If a PA system was available was it used to its best advantage? | YES / NO |

Stewards (note any irregularities on the sheet provided)

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| • Were stewards from the official TCA Inc panel? (Please provide a list of all stewards) | YES / NO |
| • Did all stewards perform their duties in a competent manner? | YES / NO |
| • Were any trainee stewards used? (Please provide a list of all trainees) | YES / NO |

General (note irregularities on the sheet provided)

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| Were the judges those advertised in the schedule? | YES / NO |
| Did they judge in accordance with Regulation 154? | YES / NO |
| Were the judges suitably attired? | YES / NO |
| At the conclusion of the show did you inquire of the Show Secretary if there were any reports? | YES / NO |
| Were there any unnecessary delays in judging? | YES / NO |
| Was there sufficient light? | YES / NO |
| Were Challenge Certificates completed in accordance with Regulation 136? | YES / NO |
| Were Special Certificates correctly filled out? | YES / NO |
| Were Sashes to the requirements of Regulations 165-167? | YES / NO |
| Were trophies and sashes as advertised in the schedule? | YES / NO |
| Were any breaches of rules or regulations brought to your attention during the show? | YES / NO |
| Were any protests lodged in accordance with Regulations 70-74, 243? | YES / NO |
| Were unused signed Challenge Certificates destroyed? | YES / NO |
| Standard of the Show Excellent { } Very Good { } Good { } Poor { } | |

GENERAL ADVICE TO REPRESENTATIVES

Representatives are advised to ensure that they take a current copy of the Regulations of the TCA Inc with them to the fixture.

Report to the Event Manager prior to the commencement of judging and again at the completion of judging. Check with the Event Manager to see if there have been any reports during the course of the day.

Wear your Official TCA Inc Reps badge as much as practical (not when handling dogs). Always remember you are representing the TCA Inc.

Representatives are requested to submit a report of any irregularities in the running of the show or conduct of exhibitors/stewards/judges. If an exhibitor complains to the rep about the behaviour of any other exhibitor or breach of Regulations the rep is to instruct the complainant to make such complaint through the Event Manager or in writing to the TCA Inc.

A representative is to observe only and except in cases as provided under the Regulations of the TCA Inc is not to give advice on the running of the show.

This does not however, alleviate the representative from the responsibility of reporting any breaches of regulations that are brought to their attention.

The Reps report ***must*** be in the hands of the Executive Officer of the TCA Inc. within seven (7) days of the show.

