



## GERMAN SHEPHERD DOG CLUB OF AMERICA, INC.

### DUTIES OF THE TRIAL SECRETARY

The duties of the Trial Secretary and the Trial Chairman may be combined and performed by one person.

The Trial Secretary is not allowed to trial a dog nor take on other responsibilities other than those defined in the **GSDCA Trial Rules and Regulations, General Information, Page 2 Trial Secretary**:

1. Prepare and have available at the event all required forms:
  - a) Bewertungsliste 1, 2 and 3
  - b) Judges Sheets for all trial levels
  - c) Have available scorebooks, registration and pedigree documents, and proof of vaccinations.  
*Note: When entering titles and awards in scorebooks and on the SV registration papers, the club's name must be spelled out and include the event location.*

#### Responsibilities:

1. Provide official GSDCA entry form for participants. The form may be personalized for the Club, as long as the information duplicates the official form. Generic forms are available from the SV/WUSV Programs Office.
2. Assure that the entry forms are signed by the owner, or duly authorized agent, for the dog being entered.
3. Fill out the top portion of the Judge's work sheets for each entry for each dog in the trial.
4. Be available to assist the Judge at each phase of the trial. This is at the discretion of the Judge.
5. Be responsible for the collection of the required documents for each dog entered, and for verification of the dog's eligibility to participate in the event. Documents include: proof of ownership of the dog by registration certificate (or other proof of ownership); tattoo or microchip verification on four generation pedigree; vaccination records; scorebooks; and original signed entry forms. Make copies of the original documents for each dog entered.
6. The Secretary is responsible for assuring dogs meet the requirements for each degree attempted.
7. The Secretary is responsible for assuring the accuracy of the trial information and results in the scorebooks. The Secretary and the Judge must sign where indicated.
8. The Secretary is responsible for sending the required documentation to the SV/WUSV Programs Office within the ten days following the trial.
9. The Secretary is responsible for assuring the return of scorebooks or any other documents submitted by the owner or authorized agent in a timely manner, preferably at the end of the trial.