



German Shepherd Schutzhund Club of Canada

HOW TO BOOK AN EVENT AND JUDGE

- ✓ Complete the new event request form found in Shepherd Sports or on the GSSCC website, www.gsscc.ca (click on "Official Documents" on the left-hand menu).
- ✓ Send the completed form with a \$50 administration and listing fee to your Regional Trial Director. Cheques to be made payable to the GSSCC.
- ✓ For trial entries, the listing fee is included in the \$50 fee; for show entries, the original \$3 listing fee per dog to be submitted *after the event* still applies (and the \$50 fee is not required). *The form for Event Fees for Show/Survey is also found at the above website.*
- ✓ Wait for approval from the Trial Director before you make travel arrangements for the judge.

WHAT THE REGIONAL TRIAL DIRECTOR DOES

- After receiving the completed form and cheque, the Trial Director will approve/ deny the event dates depending on other activities in the region.
- If the dates are not approved, the form (and cheque) will be sent back to the club with the reason why the event was denied.
- If the dates are approved, the form will be sent to the Judge Coordinator.
- The administration and listing fee cheque will be sent to GSSCC Treasurer, with date sent noted in the space provided on the event request form.
- When written approval is received back from the Judge Coordinator, the Regional Trial Director will then forward it to the club requesting the event.

WHAT THE JUDGE COORDINATOR DOES

- After receiving the completed form, the Judge Coordinator will communicate with the judge's organization to secure clearance for the judge requested.
- Whether or not the judge is released, the completed form will be sent back to the Regional Trial Director.
- Credit card number for payment of SV administration fees for SV judge approval will be requested separately from the club requesting the event.
- If the event is approved and the judge is released, the Judge Coordinator will forward notice to the GSSCC Head Judge, Editor and Webmaster in the form of a regularly submitted event/judge summary sheet, copied also to the President.



German Shepherd Schutzhund Club of Canada
Request for Event Form
Formulaire pour demande d'événement

Send this form along with a \$50.00 administration/listing fee to your Regional Trial Director. Cheques must be made payable to the GSSCC.

Envoyer ce formulaire avec les frais administratifs de 50,00\$ à votre directeur régional de concours. Faire un chèque payable au GSSCC.

Host Club / *Club hôte* _____

Contact Person / *Personne ressource* _____

Contact Number / *Téléphone* _____

Contact E-mail / *Courriel* _____

Contact Fax / *Fax* _____

Event Name / *Nom de l'événement* _____

Location of Event / *Endroit de l'événement* _____

Dates Requested / *Date de l'événement* _____

JUDGE REQUESTED / *JUGE DEMANDÉ* _____

Country / *Pays* _____

Type of Event / *Type d'événement* Trial /compétition Show /conformation Survey /examen Seminar /séminaire

Date of Request / *Date de la demande* _____

Signature / *Signature* _____

The Region will approve the dates; the GSSCC Judge Co-ordinator will request authorization for the judge to officiate at the event. Please wait until you receive GSSCC event approval and this form signed off by the GSSCC before the judge's travel arrangements are made.

C'est la région qui approuvera les dates. Le coordonnateur des juges du GSSCC demandera que le juge soit autorisé à agir durant l'événement. Veuillez attendre l'autorisation de l'événement et la réception du formulaire signé par le GSSCC avant que l'itinéraire du juge soit finalisé.

Signed by GSSCC Regional Trial Director / *signé par le directeur régional de concours*

Cheque received; _____

Date sent to
GSSCC Treasurer: _____

_____ Date _____

Signed by GSSCC Judge Co-ordinator / *signé par coordonnateur des juges*

_____ Date _____