



### HOW TO BOOK AN EVENT AND JUDGE

- ✓ Complete the event request form found on the GSSCC website, [www.gsscc.ca](http://www.gsscc.ca) (click on "Official Documents" on the left hand menu)
- ✓ Send the completed form to your Regional Trial Director, indicating whether the \$50 administration fee will be paid by e-transfer or cheque. Cheques to be made payable to the GSSCC.
- ✓ For trial entries, the listing fee is included in the \$50 fee; for show/breed survey entries, the \$3 listing fee per dog (\$25/dog for breed surveys) is to be submitted *after* the event (the form for "Event Fees for Show/Survey" is also found in the same location on the 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, with indication of how payment is being made, the Trial Director will approve (or deny) the event dates, depending on other activities occurring within the Region.
- If the dates are not approved, the form will be returned to the club with the reason why the event was declined.
- If the dates are approved, the form will be sent to the Judge Coordinator, and copied to the GSSCC Treasurer.
- It is the **club's** responsibility to ensure that the administration fee is forwarded to the GSSCC Treasurer.
- When the approved, signed off Event Request form is received back from the Judge Coordinator, the Regional Trial Director will then forward this back to the requesting club.

### 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 requested judge, if necessary.
- ❖ If no clearance is required, the Judge Coordinator will sign off on the form and return it to the Trial Coordinator. If clearance is required (SV / USCA / GSDCA), this will have to be received first before the Event Request form is signed off and returned to the Trial Director.
- ❖ As an administration fee is required for SV judge clearance requests, the Judge Coordinator will contact the club directly for credit card information to submit for online clearance requests.
- ❖ On receiving judge clearance, the Judge Coordinator will forward a brief email on behalf of the GSSCC to the judge requested, confirming the clearance and including event and contact information. GSSCC judges are copied on signed off event request forms being returned to the Regional Trial Director.
- ❖ The Judge Coordinator will forward event request information to the Webmaster for posting on the GSSCC website. Event information will be posted, even if judge clearance has not yet been received.
- ❖ At regular intervals, a summary listing of all Event Requests is created and forwarded to the President, the Head Judge, the GSSCC Treasurer, the Webmaster, and the Shepherd Sports Editor.



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

Send this form to your Regional Trial Director, indicating method of payment of \$50 administration fee. Cheques must be made payable to the GSSCC.

*Envoyez ce formulaire à votre directeur régional de concours indiquant le mode du paiement des frais d'administrations de 50\$. 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: \_\_\_\_\_

**Trial Manager / Secretary / Nom du secrétaire** \_\_\_\_\_ City/Province \_\_\_\_\_

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

(Please indicate with X): Accreditation       AD only       BH only       Club       Regional Championship       Canadian Championship

Date of Request / Date de la demande \_\_\_\_\_ Date **e-transfer** sent to GSSCC Treasurer: \_\_\_\_\_

Signature / Signature \_\_\_\_\_ Date **cheque** sent to GSSCC Treasurer: \_\_\_\_\_

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

\_\_\_\_\_ Date \_\_\_\_\_

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

\_\_\_\_\_ Date \_\_\_\_\_