

# **GSSCC POLICY/ PROCEDURES MANUAL**

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# **GSSCC POLICY AND PROCEDURES MANUAL**

## **Introduction**

### **Section 1 - POLICY MANUAL DEFINED**

1(a) **The Policy and Procedure Manual, hereinafter** referred to as the Manual, is developed, published and maintained under the authority of the Executive of the German Shepherd Schutzhund Club of Canada, hereinafter referred to as the GSSCC.

1(b) The Primary purpose of the manual is to communicate guidelines, procedures and information relevant to services provided by the GSSCC. The intention is to improve the understanding, accessibility and delivery of these services by providing information to clubs and members on what services are available, who provides them and how they can be accessed.

1(c) The specific objectives of the manual are:

- (i) to provide consolidated information in an easily accessible form and manner to which reference can be easily made by clubs and members;
- (ii) to provide uniform instructions which enable clubs to stage events in accordance with program objectives;
- (iii) to provide a tool for training and orientation aimed at reducing the need for oral instruction;
- (iv) to permit improved response to new and changing program demands by being adaptable to revisions, additions and deletions;
- (v) to promote unity of direction and continuity of commitment in program delivery despite changes in personnel;
- (vi) to communicate realistic goals, expectations to members;
- (vii) to promote feedback from members on the quality and level of services with a view to improving participation, working relationships and satisfaction.

**GSSCC POLICY AND PROCEDURES MANUAL - Introduction**

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**Section 2 - SCOPE**

2(a) The manual has been prepared for the information and guidance of all clubs and members of the GSSCC.

2(b) The primary expectation is that clubs and members will be guided by the contents and will apply the material where practical to meet program objectives.

**Section 3 - CONTENTS**

3(a) The manual consists of six parts. The parts are;

- (i) index
- (ii) introduction
- (iii) table of contents for GSSCC policies
- (iv) GSSCC policies
- (v) table of contents for GSSCC procedures
- (vi) GSSCC procedures

3(b) The index provides an easy guide to quickly find the information the user is looking for. The index is in the front of the manual and it shows the headlines, the corresponding sections and the page numbers the information is contained in.

3(c) Each manual page has a standard format. Each page is numbered in the top right corner. Then there is an underlined heading showing the section name and number. If it is a continuation of a section ".....cont'd" will be written below that.

3(d) *Under* each section are one or more sub sections and in some cases paragraphs. Sections are referred to by bold numbers, sub-sections are referred to by section number with a letter in parentheses and paragraphs are referred to by Roman numerals. Additional sections to the manual will be shown by adding a .1 to the existing section. i.e. Section 15, the added section would be 15.1.

**Section 4 – DEFINITIONS**

4(a) **Definitions:** A glossary of terminology relevant to a particular subject.

4(b) **Policy:** A mandatory course of action with given conditions to guide decisions.

**GSSCC POLICY AND PROCEDURES MANUAL - Introduction**

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4(c) **Guidelines:** A preferred manner in which a policy is to be adopted or procedures followed.

4(d) **Procedures:** An established way to implement a policy, usually entailing detailed instructions and one that is to be followed.

4(e) **Information:** The appropriate GSSCC representative(s) to contact for inquiries and policy interpretation: background knowledge or cross-references to other information sources relevant to the subject.

Information of a temporary nature and special announcements are excluded in favour of having these matters dealt with by the appropriate authority.

**Section 5 - DISTRIBUTION**

5(a) Distribution is made to GSSCC clubs in sufficient quantity to allow access to the material by as many members as have need but without supplying a personal copy to each individual member.

5(b) Criteria for distribution of the Manual are:

- (i) Frequency of usage:
- (ii) Ease of access to other copies
- (iii) Certainty of proper maintenance

**Section 6 - UPDATING**

6(a) Manual material is subject to ongoing review and is updated as required to ensure its relevance in view of changing circumstances. Periodically, new or revised material is issued directly in Shepherd Sports.

6(b) While the manual is being developed and during periodic updates of the manual, a bulletin will be published in Shepherd Sports as an interim means of communicating new or revised information prior to official GSSCC publication in the manual.

**GSSCC POLICY AND PROCEDURES MANUAL - Introduction**

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6(c) Bulletin should be filed for easy reference. Once the printed text of the Subject concerned is received, the bulletin can be destroyed or kept on file for future reference.

6(d) Manual material should not be re-edited, paraphrased or reproduced in part for circulation without prior approval from the GSSCC. Material can be reproduced and circulated without restriction providing that an entire subject is reproduced and there are no changes in text.

**Section 7 - ENQUIRIES**

7(a) Maintenance of the Manual is the responsibility of the GSSCC Executive. Responsibility includes development, documentation, editing, distribution and updating of the manual.

7(b) All general inquiries and requests with respect to the Manual should be directed to:

**GSSCC of Canada  
25 Chestnut Drive  
Willowgrove, New Brunswick  
E2S-1L4**

7(c) Manual holders are requested to notify the GSSCC Executive of any corrections or omissions in text and to submit requests for changes in writing. Semantics and information contained in the Manual should be questioned where there is a real concern for misinterpretation or misinformation.

**Date Issued: July 1990 Date of Revision: January 2005**

# **GSSCC POLICY MANUAL**

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## **GSSCC POLICY MANUAL** **Events – Section 1 to 4**

### **Section 1 CLUB TRIAL/ SEMINAR/ SHOW PAPERWORK AND FEES**

1(a) **Protection Tournaments are not sanctioned events by the GSSCC and advertising for them must contain a disclaimer stating that fact. In addition, ads promoting these events in Shepherd Sports are not provided free of charge in the same way that notices of upcoming trials and shows are (Activity Schedule).**

1(b) Clubs or individuals ordering material from the GSSCC Treasurer shall include a cheque for the entire amount with their request.

1(c) Handler Books, for trial entrants, are recommended, but are not mandatory.

1(d) Listing Fee Schedule is a \$3.00 listing fees for all working degrees including BH, Schutzhund, IPO. WH, FH, AD and koerklasse events.

1(e) Listing Fee of \$3.00 for all show entries regardless of class entered.

1(f) Listing fees are to be sent along with trial and show results within two weeks to Treasurer of the GSSCC.

1(g) Trial participants are required to produce their GSSCC membership card or facsimile as well as their dog's scorebook. If clubs/trial secretaries allow a Non-member of the GSSCC into a trial, they will be billed for that membership. Regions will be notified and if the offending club does not pay, the Region pays and the offending club will no longer be in good standing with the GSSCC and will not be able to host a trial or show until the bill is paid in full.

1(h) All trial, show and Breed Survey results together with the required listing fees be submitted to and received by the Treasurer of the GSSCC within two weeks of the trial and/or show. Failure to do so will cause the GSSCC to assess a fee of \$50/month or portion thereof for clubs late in submitting results to the Treasurer. (Late meaning not postmarked within two weeks of the event. Should the late fees not be paid, said club(s) would not be able to host another trial until such time as fees are paid.

**GSSCC POLICY MANUAL- Events –Section 1 to 4**

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1(i) The four copies of the trial results shall be distributed in the following manner;

- (i) The original sent to GSSCC:
- (ii) The next two copies kept by the presiding judge
- (iii) Final copy kept by the trial secretary

**Section 2 - RIGHTS OF MEMBERSHIP**

2(a) No member in good standing shall be prohibited from participating in GSSCC sanctioned events hosted by clubs of the GSSCC except where there is a restriction of numbers of participants or by invitation.

2(b) All restrictions for GSSCC events must be clearly stated prior to the event and clearly stated on all forms pertaining to the event.

**Section 3 - TRIAL RULES**

3(a) Where the German Shepherd Schutzhund Club of Canada trial rule book is silent on issues of trial regulations, rules or procedures, the SV rule book will be consulted and considered to be in effect.

**Section 4 –CLUBS HOLDING REGIONAL/ NATIONAL SEMINARS**

4(a) The subject of National/Regional Seminars shall be decided by the member clubs of the region. They shall determine their needs annually and make arrangements through the GSSCC Executive to provide a seminar which will meet their needs.

4(b) In return for German Shepherd Schutzhund Club of Canada support a contribution to the Team Canada fund is expected in an amount which the hosting club shall determine after reviewing the costs of the seminar.

**GSSCC POLICY MANUAL- Events –Section 1 to 4**

....cont'd

4(c) The National/Regional seminars are intended for the training directors and helpers of the clubs within the region where the seminar is being held. Should a full enrollment not be reached by a reasonable cut-off date the club may accept applications from training directors from clubs outside the region or from members within the region.

4(d) GSSCC Executive and Regional Trial Director through collaboration with the hosting club will determine space allotment in the seminar.

4(e) Only members of the GSSCC shall be eligible to attend these seminars.

4(f) Depending on the nature of the seminar and the seminar facilities, other persons in addition to those representing their club may attend as observers. Observers must be members of the German Shepherd Schutzhund Club of Canada.

**GSSCC POLICY MANUAL**  
**CANADIAN GERMAN SHEPHERD DOG**  
**CHAMPIONSHIPS – Section 5 to 13**

**Section 5– GENERAL**

5(a) The annual Schutzhund 3 Championships and Sieger Show shall be referred to and advertised as The Canadian German Shepherd Dog Championships.

5(b) The Head Judge is responsible for the selection process and notification of the helpers for both show and trial portions of the Canadian German Shepherd Dog Championships according to the guidelines set by the GSSCC.

5(c) The Vice-President will be responsible for all releases sent out by the hosting club and the hosting club is expected to plan the advertising in coordination with him/her.

5(d) The Canadian German Shepherd Dog Championships and Sieger Show is to be held in a stadium or similar venue.

5(e) The Breed Survey shall be scheduled to take place on the day prior to the Show. Preferably at the conclusion of the working competition and prior to the presentation ceremonies.

**Section 6 – FINANCES**

6(a) The GSSCC shall pay up to \$500.00 towards the cost of a **Stadium or similar venue** for the Canadian German Shepherd Dog Championships.

6(b) Entrance fees for the German Shepherd Dog Championships will be set through consultation with the GSSCC executive.

6(c) A Financial Statement showing income and expenses will be submitted to the GSSCC Executive within two (2) months of completion of the German Shepherd Dog Championships or they will be charged \$50.00 per month late fees.

6(d) Ten (10) percent of the net profit as a result of the German Shepherd Dog Championships will be forwarded to the general account of the GSSCC.

**GSSCC POLICY MANUAL- Canadian German Shepherd Dog  
Championships – Sections 5 to 13**

....cont'd

6(e) There will be a \$5.00 surcharge for non-members of the GSSCC for young dog class and below.(Show)

6(f) The GSSCC shall pay for the flight costs of the Show Judge for the Canadian German Shepherd Dog Championships.

6(g) Each region must guarantee six (6) show entries and six (6) working entries at \$50.00 each in the Canadian German Shepherd Dog & Sieger Show. Full payment of the entries must be forwarded to the National committee by March 1<sup>st</sup> of each calendar year. If there are less than six entries from a Region, then the Region will pay for the absent entries up to a total of six.

**Section 7 – TROHPIES / AWARDS**

7(a) The host club shall provide the following Performance keeper trophies:

- (i) High in Trial SchH3
- (ii) 2nd place SchH3
- (iii) 3rd place SchH3
- (iv) High score SchH3 Tracking
- (v) High score SchH3 Obedience
- (vi) High score SchH3 Protection
- (vii) High scoring Canadian Bred dog
- (viii) Sportsmanship

7(b) The host club shall provide the following Show keeper trophies;

- (i) Sieger
- (ii) Siegerin

7(c) For the Show, Rosettes should be given for first through fourth place in all classes. (Except the Kennel Group and Progeny Group classes which may not have sufficient entries.) Cross reference Section 66.

7(d) For the Show , trophies should be given for official classes 12-18 months, 18-24 months and working classes. Trophies to be the same quality as trial trophies. Cross reference Section 66

**GSSCC POLICY MANUAL- Canadian German Shepherd Dog  
Championships – Sections 5 to 13**

....cont'd

7(e) For the Show, an award may also be given to each dog receiving the highest rating for which it is eligible in the Working (V-rating), Veterans (V-rating), Youth (SG-rating) and Young Dog (SG-rating) classes. No award for rating should be given in the Adult over 2 years without title class or classes for puppies under 12 months. Cross reference Section 66

7(f) All perpetual trophies shall remain in the possession of the host club and shall be forwarded to the host of the upcoming year after they are engraved. This is to reduce the cost of retrieving them and to ensure we do not have to continue to replace them. The host club shall pay for the engraving.

7(g) Recipient of the Sportmanship Trophy at the Canadian GSD Championships will be selected by the hosting committee.

7(h) In order to create a new category and accompanying award for the Canadian GSD Championships, it must be submitted and approved by the Board of Directors.

7(l) The qualifications for the Team Challenge Trophy are;

- (i) Team members are to be those that train consistently with other team members and belong to the same club.
- (ii) A minimum of three (3) dogs with no maximum.
- (iii) Only successful passing scores entered in Canadian GSD Championships may qualify for the Team Challenge Trophy.
- (iv) Partial scores (i.e. injury of handler/dog) cannot be used.
- (v) Team score is the average of all successful entries in the Canadian GSD Championship trial.
- (vi) Highest average team score wins if all other criteria are met.

**GSSCC POLICY MANUAL- Canadian German Shepherd Dog  
Championships – Sections 5 to 13**

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**Section 8 – JUDGES/JUDGING**

8(a) Foreign SV Judges, USA Judges or Canadian GSSCC Judges shall be selected for the Championship.

8(b) The protection phase in both the Trial and Sieger Show shall be judged by the Performance Judge.

8(c) In the protection phase, Working Class dogs are required to heel off-leash to the blind.

8(d) Dogs that do not perform the free heeling exercises within the three (3) attempts, dogs that do not perform the "out" exercise, dogs that receive the evaluation of "sufficient" or "insufficient" cannot continue the competition of the show.

8(e) Separate judges shall be selected for the trial and show. Where possible, judges for the performance shall be experienced in Championship competition.

**Section 9 - QUALIFICATIONS FOR TRIAL - also section 42.**

9(a) Minimum "G" rating from one GSSCC Championship to the next;

9(b) Canadian residents must be GSSCC member in good standing.

9(c) Non-residents must be a member in good standing of a WUSV affiliated organization.

9(d) Open to all registered breeds. The dog must be tattooed.

9(e) The highest qualifying score of this trial will be referred to as the Canadian German Shepherd Dog Champion.

**GSSCC POLICY MANUAL- Canadian German Shepherd Dog  
Championships – Sections 5 to 13**

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**Section 10 – QUALIFICATIONS FOR SHOW**

10(a) Registered German Shepherd Dogs only.

10(b) No surgically altered dogs can be entered.

10(c) Dogs entered in the Sieger or Siegerin classes must have Schutzhund titles. These titles must be recognized by the GSSCC.

10(d) The winners of these classes will be referred to as the Canadian Sieger or Canadian Siegerin.

10(e) There will be a \$5.00 surcharge for non-members of the GSSCC for young dog class and below.

10(f) Entrants into the Sieger Show Working Class must be members of the GSSCC or a WUSV affiliate. All Canadian residents must be GSSCC members.

**Section 11 - HANDLER PROTOCOL**

11(a) Handler corrections given during a trial shall be subject to immediate dismissal

11(b) Arguing or sarcastic comments from the handler during the critique will be subject to immediate dismissal.

11(c) Proper foot wear shall be worn by the handler during the trial. Foot wear such as rubber thongs is unacceptable.

11(d) Military, camouflage or combat clothing is unacceptable during the performance of the obedience and protection phases. Club or Regional team uniforms track or sport suits are preferred.

**GSSCC POLICY MANUAL- Canadian German Shepherd Dog  
Championships – Sections 5 to 13**

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**Section 12 - HELPER PROTOCOL**

- 12(a) Helpers must know the trial regulations.
- 12(b) Helpers must test all of the dogs in the same manner.
- 12(c) Helpers must test the dogs firmly and fairly.
- 12(d) Helpers are assistants to the Judge during a trial.
- 12(e) Helpers must work in such a manner to ensure the safety of the dogs.
- 12(f) Helpers who are chosen to do helper work at the Canadian German Shepherd Dog Championship **MUST** be the same helpers for the Working Classes at the Canadian GSD Sieger Show.
- 12(g) Helpers selected for the trial shall be the helpers for the Sieger Show Working Class.

**Section 13 – EVENT REPORTER**

- 13(a) The Vice-President shall ensure the appointment of:
  - (i) Official events photographer; and
  - (ii) Events reporter.
- 13(b) The above positions will be responsible to prepare a record of the events for publication in Shepherd Sports. The report shall be submitted within 30 days after the conclusion of the Canadian German Shepherd Dog Championships.

## **GSSCC POLICY MANUAL** **EXECUTIVE POSITIONS—Section 14 to 15.5**

### **Section 14 - ELECTIONS**

14(a) Both President and Directors hold office for a period of two years.

14(b) The Vice-President shall be a director who is elected in alternate years to the President.

14(c) An Election Committee Chairperson will be appointed at each AGM to oversee the election of board officers the following year. Their duties would include naming a committee, sending out ballots and establishing a procedure for collecting and counting ballots.

14(d). When the ballots have been received, the above committee will:

(i) Examine the postmarks and eliminate envelopes that do not qualify for counting.

(ii) Open those that qualify, and reach agreement on the total counts for each candidate.

(iii) Select one among them who will be in attendance at the Annual General Meeting to announce the outcome of the elections at the meeting, and to carry a deposition indicating the results have been scrutinized. They should carry the ballots with them and be prepared to oversee a recount should the request arise.

### **Section 15 - BOARD OF DIRECTORS**

15(a) A member must have trained a German Shepherd Dog to at least a SchH I degree.

15(b) A member must be the owner of a German Shepherd Dog(s).

15(c) A member must be a Canadian citizen/resident.

15(d) A member must have consecutive membership with the German Shepherd Schutzhund Club of Canada for at least two years.

**GSSCC POLICY MANUAL- Executive Positions – Sections 14 to15.5**

....cont'd

15(e) Once a position is accepted, this person must acquaint themselves with the goals by-laws, policies and procedures of the club.

15(f) A member may not serve on the GSSCC Board if their spouse already holds a position on GSSCC Executive.

15(G) A person who derives income from handling a dog on behalf of another person or from training or selling a dog other than the one that is owned by him/her may not become a member of the GSSCC Executive. The GSSCC Executive shall be the determiner of Conflict of Interest, should such a situation be brought to its attention.

15(h) Effective in 1991, members of the GSSCC will not be bound by the guidelines listed under Guidelines and Recommendations for Breeders.

15(i) The job descriptions of the President, Treasurer and Secretary are maintained in the bylaws.

**Section 15.1 - PRESIDENTS ROLE**

15.1(a) The president shall be the Chief Executive Officer of the GSSCC. The president shall preside at all meetings of the members and the executive. He/she shall be an ex-officio member of all committees. He/she arranges for notices of annual, semi-annual, special meetings and executive meetings to be sent out with copies of the agenda.

**Section 15.2 - VICE- PRESIDENT ROLE**

15.2(a) To become familiar with and uphold the GSSCC Bylaws and policies, including Regional policies.

15.2(b) Responsible for the Canadian German Shepherd Dog Championships, including all media releases sent out by the hosting club and regulations governing the Championships are understood and implemented by the host committee.

**GSSCC POLICY MANUAL- Executive Positions – Sections 14 to15.5**

....cont'd

15.2(c) Work with the Executive in developing a business plan with long term goals and objectives and development of policies, systems and programs to improve the service to members and the credibility of the GSSCC.

15.2(d) Become familiar with GSSCC forms, and their use and to become familiar with trial rules and regulations.

15.2(e) Responsible to oversee the Team Canada Program.

15.2(f) Responsible for the Shepherd Sports magazine.

15.2(g) Ensure that the Team Canada applicants are properly informed of the necessary documents required for entering the event and the host country.

**Section 15.3 - SECRETARY ROLE**

15.3(a) The secretary shall attend all general, special and executive meetings.

15.3(b) He/she is responsible for the recording or arranging the recording of the minutes of the proceedings of such meetings.

15.3(c) He/she will arrange for the approved minutes of all meetings to be sent out.

15.3(d) He/she will retain and file all copies of correspondence received and sent pertaining to the affairs of G.S.S.C.C.

15.3(e) He/ she attends to all correspondence regarding the affairs of G.S.S.C.C. The secretary shall also direct all bills and accounts immediately to the treasurer for payment.

**Section 15.4 - TREASURER / FINANCE POLICY**

15.4(a) Treasurer shall maintain an adequate supply of funds in a checking account to meet the short term needs of the club for a period deemed adequate by the treasurer.

15.4(b) The treasurer shall attempt to place surplus operating funds in a high interest or short term bond account so that the maximum interest possible is earned on club money.

**GSSCC POLICY MANUAL- Executive Positions – Sections 14 to15.5**

....cont'd

15.4(c) Cheques received by the club, which are NSF, shall be returned to the issuer with a request for the original amount plus a surcharge which will cover the costs of retrieving the cheque. A membership may be cancelled should the issue not be resolved within a reasonable length of time. The treasurer may recommend this course of action to the GSSCC Executive if he/she feels that the issue is overly prolonged.

15.4(d) NSF cheques tendered for GSSCC Trial, show or seminar event may result in the cancellation of a title or award. Issuers of such cheques will be banned from further participation until restitution is made.

15.4(e) GSSCC finances shall be audited four (4) months after year end by a person appointed by the GSSCC Executive.

**Section 15.5 - DIRECTOR ROLE**

15.5(a) Be chairperson on various committees.

15.5(b) Assist other board of directors when requested.

15.5(c) Complete any and all GSSCC business that is assigned to them or they have volunteered for in a timely manner.

## **GSSCC POLICY MANUAL** **APPOINTED POSITIONS – Section 16 to 23**

### **Section 16 - INFORMATION**

16(a) No officer or club representative may derive income from training or selling dogs other than ones owned by them.

16(b) Officers of the club are appointed by the GSSCC executive and the appointment may be rescinded at any time at the discretion of the GSSCC executive.

16(c) All appointed and elected officials, including trial secretaries, helpers and track layers must be GSSCC members in good standing.

### **Section 17- CANADIAN HEAD JUDGE**

17(a) This position is appointed by the GSSCC Executive on a two years basis from amongst the group of judges in Canada.

17(b) This person has to know and understand trial rules.

17(c) This person has to know and understand GSSCC Forms and their use.

17(d) The head judge become familiar with the GSSCC and Regional Policies and procedures.

17(e) This person acquaint themselves, embrace, support and protect the intend of the goals and objectives of the GSSCC as described in the by- laws.

17(f) This person reports directly to the GSSCC president.

17(g) The Head Judge must submit a written report to AGM's.

17(h) The Head Judge has to keep the GSSCC judges and the membership current on all changes of regulations for all trials sanctioned by the GSSCC.

17(i) The Head Judge must communicate with the WUSV, SV, USA & GSDCA to enforce section 17(h).

17(j) The Head Judge shall keep the GSSCC judges and if necessary GSSCC executive aware of this communications.

**GSSCC POLICY MANUAL- Appointed Positions – Section 16 to 23**

....cont'd

17(k) This person has to appoint and establish a Judges committee from within GSSCC Judges to support judges,- helper- and training programs.

17(l) The Head Judge is responsible for maintaining of all parts of the GSSCC apprentice Judge program.

17(m) The Head Judge has to approve an apprentice judge judging at a trial

17(n) This person has to establish a process to evaluate the judging results of GSSCC Judges and trials held under GSSCC rules

17(o) The Head Judge reviews complaints of judging, that has taken place under the GSSCC rules.

17(p) The Head Judge has to arrange, set up the agenda and conduct a judges meeting

17 (q) This person has to maintain a National helper training program to develop new trial helpers and educate experienced helper

17( r) The Head Judge has to set up and oversee the helper selection, their equipment and helper work for the Canadian German Shepherd Dog Championships (trial, show & breed survey)\

17(s) The Head Judge has to provide, if possible articles for the Shepherd Sports and the webpage

**Section 18 – NATIONAL SHOW / BREED ADVISORY DIRECTOR**

18(a) The position is appointed annually by the GSSCC executive.

18(b) This person is responsible for assisting clubs in planning and executing conformation shows. His/her advice must be sought by clubs preparing for their first Sieger Show.

18(c) This person shall be in attendance at the Sieger Show or delegate a person to do so, so that national policy is adhered to during the show.

18(d) This person shall prepare a bi-annual article for publication in Shepherd Sports related to shows, handling, bloodlines, or aspects of conformation.

**GSSCC POLICY MANUAL- Appointed Positions – Section 16 to 23**

....cont'd

18(e) This person shall make recommendations to the GSSCC executive regarding directions needed to elevate the quality of conformation in Canadian German Shepherd Dogs.

18(f) This person shall have a say in selecting foreign Show Judges to come to Canada to judge at Sieger Shows.

18(g) This person or his/her designate shall co-ordinate and correlate all breed surveys and publish an annual book of all surveys

**Section 19 – FOREIGN JUDGE CO-ORDINATOR**

19(a) The position is appointed annually by the GSSCC executive.

19(b) This person is to utilize the Travel Agent recommended by the GSSCC Executive.

19(c) They are to arrange a system through which rebates may be returned to the National Club in return for our booking all travel through the GSSCC Travel agency.

19(d) They shall provide an annual report to the membership through the GSSCC Executive summarizing the benefits accrued by the arrangement and make recommendations for any changes needed.

19(e) They shall work closely with the Head Judge and GSSCC clubs, and attempt to secure foreign judges of a type deemed to be beneficial to our training directions.

19(f) It is ideal that this person be fluent in both German and English because they will be in contact with German speaking Judges.

**Section 20 – SHEPHERD SPORTS EDITOR**

20(a) The position is appointed annually by the GSSCC executive.

20(b) The editor is given the full responsibility for the publication of the magazine as per the directives set out by the executive of GSSCC.

**GSSCC POLICY MANUAL- Appointed Positions – Section 16 to 23**

....cont'd

20(c) The editor will submit an annual report to the membership through the Board of Directors, including costs of publication, copies printed, postage costs, advertising revenue, and other details deemed pertinent. Prior to the Annual General Meeting an honorarium will be given as deemed appropriate by the GSSCC executive.

20(d) The editor will solicit letters and articles from sources he/she feels will add to the magazine content.

20(e) The editor will obtain quotes from various competitive printers assuring him/herself that the magazine is being produced in the most effective manner, taking into account price, reliability, quality and service.

20(f) The editor or designate will mail the magazine at the most advantageous shipping rates.

20(g) The editor shall make every effort to supply the magazine on a regular quarterly basis.

20(h) The editor will maintain files of previous issues, art work, drafts, payments and costs.

20(i) The editor may arrange for copyright exchange with other related magazines, and may exchange subscriptions with other editors.

20(j) No payment for articles used may be authorized without permission of GSSCC executive, however the editor may arrange for perks in the form of advertising for regular and valued submitters.

20(k) The editor will arrange for the annual printing of the Breed Survey book.

20(l) The editor will secure, retain and use such equipment and supplies (up to \$100 without board authorization), as is necessary to publish the magazine.

20(m) The equipment shall be insured and kept in good repair while in the care of the editor.

20(n) Advertisers placing ads in Shepherd Sports must supply proof of the advertised titles at the time they place the ad.

**GSSCC POLICY MANUAL- Appointed Positions – Section 16 to 23**

....cont'd

**Section 21 – SPORTS MEDAL CO-ORDINATOR**

21(a) This person shall receive a copy of each trial result held in Canada from the editor of Shepherd Sports.

21(b) They shall maintain a record of points accumulated by those members who enter their dogs in competition.

21(c) When a member has accumulated sufficient points to be granted a sports medal, the Sports Medal Coordinator will send the appropriate medal to:

- (i) A GSSCC executive member or:
- (ii) A local club official for presentation at an event.

21(d). When possible, it is ideal that the medals be presented at the Annual General Meeting.

21(e) A report shall be submitted to the GSSCC Executive prior to the Annual General Meeting.

**Section 22 – TEAM CANADA CAPTAIN**

22(a) This is a highly responsible position accountable to the GSSCC executive allowing for the smooth transition of Team Canada members for the purposes of competing at trials outside Canada. Therefore, the preferred Qualifications are;

- (i) Working knowledge of the language of the hosting country.
- (ii) Working knowledge of trial procedures.
- (iii) Working knowledge of German an asset.
- (iv) To have trained a dog to SchH 3 level.

22(b) For the appointment Team Canada Captain. The application must be completed in writing by candidate and submitted to the GSSCC executive prior to the AGM at the Canadian German Shepherd Dog Championships.

22(c) Final decision as to incumbent to position of captain at the discretion of the GSSCC executive.

**GSSCC POLICY MANUAL- Appointed Positions – Section 16 to 23**

....cont'd

22(d) The Team Captain is responsible to arrange transportation, accommodations in the hosting country.

22(e) The Team Captain is responsible for verification of qualifying Team Canada members, collection of score books and collection of proof of Canadian residency.

22(f) The Team Captain is responsible for equipment, training space and daily field time allocations at competition grounds.

22(g) The Team Captain is responsible to attend pre-trial meeting, trial draws, etc.

22(h) The Team Captain is responsible to obtain Canadian Flag and souvenirs for the trial.

22(i) The Team Captain is responsible to collect score books and gifts after the trial.

22(j) The Team Captain is responsible to act as liaison officer between team members and trial officials and judges.

22(k) The Team Captain will submit trial report for publication in Shepherd Sports and the GSSCC website along with trial results.

22(l) The Team Captain will submit scores to the editor of Shepherd Sports for tabulation towards Top Ten Dogs of Canada.

22(m) The Team Captain is responsible to coordinate and develop funds for Team Canada.

**Section 23 - WEBSITE COMMITTEE TEAM LEADER**

23(a) The GSSCC Website Committee Team Leader is an annually appointed position. The Team Leader will work in conjunction with the GSSCC Executive and Editor of Shepherd Sports to ensure the following GSSCC goals are met:

23(b) To uphold the standard of the GSD as approved by the WUSV.

**GSSCC POLICY MANUAL- Appointed Positions – Section 16 to 23**

....cont'd

23(c) To educate the public in regard to the importance of strong steady temperament as a prerequisite in breeding programs.

23(d) To upgrade the knowledge and expertise of its members in the areas of structure, temperament and training of the GSD.

23(e) To communicate about our organization, our activities, our clubs and our goals in a clear and concise manner.

23(f) To ensure that the website is updated as needed and at minimum, monthly.

## **GSSCC POLICY MANUAL** **MEETINGS / MEMBERSHIP – Section 24 to 29.2**

### **Section 24 - ANNUAL GENERAL MEETING**

24(a) Discussion on each motion be allowed as follows: each speaker may hold the floor for up to four minutes and may speak only twice on a single motion, except for the mover of the motion who may speak first and last.

24(b) Any reports from board members and appointees be printed and distributed the evening before the AGM and that a question period for each report be allowed for during the meeting.

### **Section 24.1 - VOTING AT THE AGM**

24.1(a) At the Annual General Meeting active and life members are guaranteed one vote per member present who is over 18 years of age. No proxy voting is allowed.

24.1(b) Unless of an emergent nature, all policy and procedure votes will be done by mail-in ballot only. No policy/procedure voting will occur at the AGM.

24.1(c) Policy/Procedure voting opportunities will occur semi-annually. Motions will be accepted for the Spring and Fall editions of Shepherd Sports. After voting is conducted, the results will be posted in the following subsequent Spring and Fall issue and the policy or procedure will be in effect following such publication.

### **Section 25 – EXECUTIVE MEETINGS**

25(a) The board of directors will hold executive meetings to discuss any or all GSSCC business.

25(b) Times and dates of these meetings will be decided by the executive.

25(c) There will be executive meetings when Regional and appointed officials are invited to attend.

25(b) In order to assure fairness and representation of the Regionals at National Executive Meetings, it is moved that the transportation costs of the 4 Regional Directors be pooled together and equally divided.

**GSSCC POLICY MANUAL - Meetings / Membership – Section 24 to 29.2**

....cont'd

**Section 26 - MEMBERSHIP INFORMATION**

26(a) Individuals submitting membership renewals must have mailed their renewal fees within thirty days of their expiration date as determined by envelope postal dates in order to avoid a late listing penalty equivalent to that charged to a new member.

26(b) Persons who breed and/or sell non-registered dogs are not eligible for membership in the German Shepherd Schutzhund Club of Canada.

**Section 27 - MEMBERSHIP FEES**

27(a) Ten dollars from all membership fees shall go directly to the Team Canada Fund for the WUSV World Championships.

27(b) Membership fees for an active member are published in Shepherd Sports.

27(c) Ten dollars from the GSSCC membership fee shall be for the use of the Region within which the member resides. This money shall be administered by the Regional Executive to benefit the development of the GSSCC, its members and member clubs in that Region

**Section 28 - MEMBERSHIP GRIEVANCE PROCEDURE**

28(a) Any member who feels that they have a grievance against another member of the club may file a grievance by the following:

- (i) Submitting a letter within 14 days of the incident explaining the circumstances to any member of the GSSCC executive.
- (ii) A retainer of \$100.00 shall be included with the letter.
- (iii) The GSSCC shall notify the party(s) against whom the grievance is being brought, within 14 days of receiving the letter, and a copy of the letter provided.
- (iv) The GSSCC executive will advise the persons involved, within 30 days of notifying the person against whom the grievance was brought, as to whether the grievance is to be proceeded with.

**GSSCC POLICY MANUAL - Meetings / Membership – Section 24 to 29.2**

....cont'd

28(b) Should the grievance proceed, the GSSCC executive will select a grievance committee from the membership.

28(c) The grievance committee will be designed as follows:

(i) A tribunal consisting of one advocate selected by each of the parties to represent them. The two advocates will agree to a third neutral party. If an agreement cannot be reached by the parties, within a reasonable time frame, one will be appointed by the GSSCC executive. The executive will also appoint an advisor to the tribunal to advise on matters such as policy and procedure. The advisor will have NO vote in the tribunal. The advisor will only oversee that the interests of the GSSCC are protected. The tribunal will hear the grievance within 60 days of the tribunal being struck, unless the tribunal requests an extension or exigent circumstances arise. The tribunal will hear the grievance and report back to the GSSCC executive within 14 days after conclusion of the hearing along with recommendations as to a resolution. The parties involved will be informed of the decision and judgment within 14 days of the GSSCC executive being informed of the outcome.

28(d) Should the grievance be successful, in favour of the applicant, the retainer of \$100.00 will be refunded.

**Section 29 - HOW TO INTRODUCE POLICY**

29(a) Members wishing to introduce a new policy must submit the policy in writing to Shepherd Sports Magazine for publishing as a policy proposal. Submissions must be presented in both English and French.

29(b) Policy proposals published in Shepherd Sports will be placed on the itinerary of the following Annual General Meeting for discussion.

29(c) Members presenting a new policy in Shepherd Sports must be present at the AGM to agree to any amendment arising from discussion.

29(d) Unless of an emergent nature, all policy and procedure votes will be done by mail-in ballot only. No policy/procedure voting will occur at the AGM.

**GSSCC POLICY MANUAL - Meetings / Membership – Section 24 to 29.2**

....cont'd

29(e) All motions will be delivered to the secretary of the GSSCC in French and English, at which time the secretary will ensure that the motion is legal and supports the aims and goals of the organization.

29(f) Voting opportunities will occur semi-annually. Motions will be accepted for the Spring and Fall editions of Shepherd Sports. After voting is conducted, the results will be posted in the following subsequent Spring and Fall issue and the policy or procedure will be in effect following such publication.

**SECTION 29.1 - GSSCC MEMBERSHIP TYPES**

29.1(a) There shall be seven classes of membership: Active members, family members, youth members, inactive members, affiliate member, foreign members and life members.

29.1(b) The procedure for becoming an Active member is as follows;

- (i) The candidate completes the application form found in Shepherd sports and on the GSSCC official website.
- (ii) Full payment must accompany application form sent to the Treasurer of the GSSCC.
- (iii) The candidate must pay the renewal fee. The candidate will receive a written renewal notice from the treasurer.

29.1(c) The procedure for becoming a Family member is as follows;

- (i) The candidates complete the application form found in Shepherd sorts and on the GSSCC official website.
- (ii) Full payment must accompany application form sent to the Treasurer of the GSSCC.
- (iii) The candidates must pay the renewal fee. The candidates will receive a written renewal notice from the treasurer.

**GSSCC POLICY MANUAL - Meetings / Membership – Section 24 to 29.2**

....cont'd

29.1(d) The procedure for becoming a youth member is as follows;

- (i) The candidate under 18 years old completes the application form found in Shepherd sports and on the GSSCC official website.
- (ii) The candidate sends the application form sent to the Treasurer of the GSSCC.
- (iii) Once the candidate turns 18 years old when the renewal date arrives the youth member must pay the renewal fee. The youth member will receive a written renewal notice of the membership change.

29.1(e) The procedure for becoming an affiliate member is as follows;

- (i) The candidate completes the form found in Shepherd sports magazine and on the GSSCC website . Full payment must accompany application form.
- (ii) Full payment must accompany application form sent to the Treasurer of the GSSCC.
- (iii) The candidate must pay the renewal fee after they join.

29.1(f) The procedure for becoming an inactive member is as follows;

- (i) Once the candidate's current membership expires and no renewal payment is received. This includes members under sections 29.1 B,C,D and E.
- (ii) The candidate must send written notice to the treasurer to terminate the inactive membership status.

29.1(g) The procedure for becoming a Foreign member is the same procedure as in section 29.1(b).

29.1(h) A life member is the highest honour a member of the GSSCC can receive. The life member status goes to an active member that has contributed to the GSSCC in an extraordinary amount of ways. The procedure for becoming a life member is as follows;

- (i) A GSSCC local club must submit a letter to their regional director nominating a GSSCC member to become a life member.
- (ii)The Regional executive must vote on furthering the member nominated to the GSSCC executive.
- (iii)The GSSCC executive must then vote on to decide if the active member will become a life member.

**GSSCC POLICY MANUAL - Meetings / Membership – Section 24 to 29.2**

....cont'd

**SECTION 29.2 - GSSCC MEMBERSHIP BENEFITS**

29.2(a) Active members shall;

- (i) be able to enter any GSSCC sanctioned trials.
- (ii) be able to hold executive positions if other requirements under sections 15(a), 15(b), 15(c) and 15(d) are met.
- (iii) have full voting privileges.
- (iv) be able to attend all GSSCC seminars and events.
- (v) receive the Shepherd Sports magazine quarterly.
- (vi) have access to the member's only section of the GSSCC website.

29.2(b) Family members shall;

- (i) have their spouse included in their membership fee
- (ii) be able to enter any GSSCC sanctioned trials.
- (iii) be able to hold executive positions if other requirements under sections 15(a), 15(b), 15(c) and 15(d) are met.
- (iv) have full voting privileges.
- (v) be able to attend all GSSCC seminars.
- (vi) receive the Shepherd Sports magazine quarterly.
- (vii) have access to the member's only section of the GSSCC website.

29.2(c) Youth members shall;

- (i) be able to enter any GSSCC sanctioned trials.
- (ii) be able to attend all GSSCC seminars.
- (iii) receive the Shepherd Sports magazine quarterly.
- (iv) have access to the member's only section of the GSSCC website.
- (v) receive membership free until the age of 18 years.
- (vi) will have no voting privileges.

29.2(d) Affiliate members shall;

- (i) receive the Shepherd Sports magazine quarterly.
- (ii) will have no voting privileges.

**GSSCC POLICY MANUAL - Meetings / Membership – Section 24 to 29.2**

....cont'd

29.2(e) Inactive members shall remain on the membership list.

- (i) will have no voting privileges.
- (ii) cannot enter GSSCC sanctioned events.

29.2 (f) Foreign members shall;

- (i) be able to enter any GSSCC sanctioned trials.
- (ii) be able to attend all GSSCC seminars.
- (iii) receive the Shepherd Sports magazine quarterly.
- (iv) have access to the member's only section of the GSSCC website.
- (v) will have no voting privileges.
- (vi) not eligible for Team Canada.

29.2(g) A life member is the highest honour a member of the GSSCC can receive. The life member status goes to an active member that has contributed to the GSSCC in an extraordinary amount of ways. Therefore, Life members shall receive all membership benefits that an active member receives with no renewal fee. Cross reference section 29.2(a). Life members shall;

- (i) be able to enter any GSSCC sanctioned events.
- (ii) be able to hold executive positions if other requirements under sections 15(a), 15(b), 15(c) and 15(d) are met.
- (iii) have full voting privileges.
- (iv) be able to attend all GSSCC seminars.
- (v) receive the Shepherd Sports magazine quarterly.
- (vi) have access to the member's only section of the GSSCC website.

## **GSSCC POLICY MANUAL** **CLUBS / REGIONS – Section 30 to 36**

**HOW TO BECOME A CLUB- See PROCEDURE MANUAL SECTION 1**  
**HOW TO FORM A REGION- See PROCEDURE MANUAL SECTION 2**

### **Section 30 - CLUB INFORMATION**

30(a) All club Presidents and/or Chairpersons must be active members of the GSSC of Canada.

30(b) Assistance is available from the Regional Directors in filling out the application to join the German Shepherd Schutzhund Club of Canada.

30(c) To Become a GSSCC Club you must:

- (i) Provide an application in writing to the Board of Directors.
- (ii) Accompany the application with your membership fees for the coming year and a list of five GSSCC members in good standing.
- (iii) Submit a copy of the Clubs Certificate of Incorporation as a non-profit organization.
- (iv) Provide an annual membership list indicating a minimum of five GSSCC members.

30(d) Every club must maintain a membership of 5 or more active memberships of the GSSCC to retain club status.

30(e) It is recommended that all official flight and travel arrangements by member clubs go through the GSSCC travel agency.

### **Section 31 - CLUB FEES**

31(a) Member club fees are due on the applying club's anniversary date. Should fees be postmarked after the deadline date, club membership will not be activated until a late listing penalty is received, equivalent to the amount that a new club would pay to become registered for the first time.

31(b) New clubs and pending clubs will pay a membership fee as published in Shepherd Sports.

31(c) Postage and handling charges will be applied to all packages of correspondence sent to clubs.

**GSSCC POLICY MANUAL – Clubs / Regions – Section 30 to 36**

....cont'd

31(d) Clubs which are delinquent more than 90 days must re-apply as a new club.

**Section 32 – CLUB'S FIRST TRIAL/ CONFORMATION SHOW**

32(a) New clubs must hold a Sanction Trial/Show under the supervision of a qualified trial judge or an appointed Sanction Judge, to be appointed by the Head Judge. The first official trial hosted by a new club shall be under a Canadian or Canadian SV judge or under the direction of a judge approved by Canada's Head Judge.

32(b) Before a club holds its first Conformation Show or Breed Survey, it must conduct a practice show or breed survey under the supervision of a person appointed by the GSSCC. Contact the Regional Show/Breed Director. In the absence of the Regional incumbent, contact the Show/Breed Advisory Committee Chairperson.

**Section 33- CLUBS FAILING TO FOLLOW POLICY/ PROCEDURE MANUAL**

33(a) Will be sent a written letter asking to correct any discrepancies and one month to do so.

33(b) Failure to follow 33(a) will result in cancellation of club membership and possible penalty.

**Section 34- REGIONAL INFORMATION**

34(a) Canada is divided into four Regions:

- (i) Western Region: British Columbia, Northwest Territories, Yukon
- (ii) Prairie Region: Alberta, Saskatchewan, Manitoba
- (iii) Ontario Region: Ontario
- (iv) Eastern Region: Quebec, Atlantic Provinces

**GSSCC POLICY MANUAL – Clubs / Regions – Section 30 to 36**

....cont'd

34(b) The Executive positions of the Regional Boards shall be titled as follows:

- (i) Chairperson
- (ii) Secretary/Treasurer
- (iii) Trial Director
- (iv) Show Director

34(c) Candidates for the positions in Section 34(b) must meet the requirements as set out in Section 15 (a), 15(b), 15(c) and 15(d).

**Section 35 - RULES FOR FORMING A NEW REGION**

35(a) Formation of a new Region will not jeopardize the integrity of an existing region.

35(b) Clubs applying for Regional status must all be sanctioned member clubs in good standing at the time of application.

35(c) Regional executive board members for Probationary Regions will be appointed by the GSSCC Executive.

35(d) Approved Applicant Regions must serve as a Probationary Region for a minimum period of 2 years.

35(e) New Regions must have a minimum of 30 GSSCC members in good standing.

35(f) New Regions must have a minimum of 5 GSSCC sanctioned Clubs at the time of application.

**Section 36 – REGIONAL BOARD RESPONSIBILITIES**

36(a) Report directly to the GSSCC Executive Board.

36(b) Must follow the policies of the GSSCC as outlined in the Policy Manual.

36(c) Must submit a copy of all minutes from all Regional meetings to the GSSCC Executive.

**GSSCC POLICY MANUAL – Clubs / Regions – Section 30 to 36**

....cont'd

36(d) Must hold a Sieger Show and Breed Survey each year.

36(e) Administer the business of the GSSCC on behalf of the GSSCC executive board and as directed by the GSSCC executive board

36(f) Implement and support the goals, objectives, policies, and procedures of the GSSCC

36(g) Schedule and support the regional championship trial and show.

36(h) Arrange and support the Canadian German Shepherd Dog Championships as it becomes the regions turn to host the event.

36(i) Provide assistance and information to prospective members, members, forming clubs and accredited clubs.

36(j) Liaise with communities, suppliers, corporate sponsors, and customers in support of the GSSCC

36(k) Promote the development of membership and clubs in the region and the GSSCC.

36(l) With GSSCC executive board approval appoint members to vacant Regional Positions.

36(m) All regions must advise the GSSCC executive of the time, date and location of all Regional meetings 30 days prior to the meeting. The GSSCC executive shall make every effort to have a director in attendance.

**Section 36.1 – REGIONAL CHAIRPERSON RESPONSIBILITIES**

36.1 The regional chairperson shall:

36.1(a) Be a member in good standing of the GSSCC for a period of 2 consecutive years.

36.1(b) Have trained and titled a German Shepherd Dog to a SchH 1.

36.1(c) Report directly to the president of the GSSCC.

**GSSCC POLICY MANUAL – Clubs / Regions – Section 30 to 36.4**

....cont'd

36.1(d) Attend GSSCC executive meetings as required.

36.1(e) Schedule and chair regional executive meetings or annual general meetings.

36.1(f) Execute the duties of chairperson by administering the business of the Region with regards to meetings, events, elections, corporate business partnerships, and promotions.

36.1(g) Represent the Region at the Canadian German Shepherd Dog Championships.

36.1(h) Provide reports to the GSSCC executive board from time to time or as directed.

36.1(i) Provide assistance to prospective members and forming clubs as well as current members and accredited clubs.

36.1(j) Ensure trials and shows in the region are conducted in accordance with GSSCC Policy and Procedures. Where there are ethical or procedural concerns these concerns must be addressed to the GSSCC executive board immediately. In extreme cases the chairperson may suspend an event with the written approval of the GSSCC Executive Board.

36.1(k) Attend, participate, and support GSSCC sanctioned events in the region as a spectator or handler

**Section 36.2 – REGIONAL TRIAL DIRECTOR RESPONSIBILITIES**

36.2 The regional trial director shall:

36.2(a) Be a member in good standing of the GSSCC for a period of 2 consecutive years.

36.2(b) Titled and handled a German Shepherd Dog to a SchH 1.

36.2(c) Report directly to the regional chairperson and the head judge.

36.2(d) Implement and support GSSCC policy and procedures.

**GSSCC POLICY MANUAL – Clubs / Regions – Section 30 to 36.4**

....cont'd

36.2(e) Ensure trials and shows are conducted in accordance with rules and regulations by the GSSCC and the head judge. Where there are ethical or procedural concerns these incidents will be transmitted to the head judge and the GSSCC executive board immediately.

36.2(f) Provide reports to the Head Judge and the GSSCC executive board from time to time or as directed.

36.2(g) Maintain records of trail applications submitted by regional clubs.

36.2(h) Provide assistance and information to clubs in the event of regional scheduling conflicts.

36.2(i) Provide letters of authorization to trial judges.

36.2(j) Assist judges and clubs in executing trials upon request.

36.2(k) Advise the Team Canada co-ordinator of handlers that have met the qualifications for the team at the regional championship.

36.2(l) Attend or participate in GSSCC sanctioned events in the region as a spectator or handler.

**Section 36.3 – REGIONAL SHOW DIRECTOR RESPONSIBILITIES**

36.3 The regional show director shall:

36.3(a) Be a member in good standing of the GSSCC for a period of 2 years.

36.3(b) Trained and titled a German Shepherd Dog to a SchH 1.

36.3(c) Implement and support GSSCC policies and procedures.

36.3(d) Have handled a dog in GSSCC sanctioned shows.

36.3(e) Be a certified show chairperson and have organized and chaired shows.

**GSSCC POLICY MANUAL – Clubs / Regions – Section 30 to 36.4**

....cont'd

- 36.3(f) Report directly to the regional chairperson and the GSSCC national show director.
- 36.3(g) Provide reports to the GSSCC executive board and the national show director from time to time or as directed.
- 36.3(h) Ensure all shows are conducted in accordance with GSSCC trial and show regulations. Where there are ethical or procedural concerns the incident must be reported to the GSSCC executive board and the national show director immediately.
- 36.3(i) Maintain records of event applications by regional clubs.
- 36.3(j) Assist clubs with information in the event of scheduling conflicts.
- 36.3(k) Provide letters of authorization for judges.
- 36.3(l) Assist clubs and judges in the execution of the event when requested.
- 36.3(m) Attend or participate in GSSCC sanctioned events in the region as a spectator or handler.

**Section 36.4 – REGIONAL SECRETARY/ TREASURER RESPONSIBILITIES**

36.4 The regional secretary/treasurer shall:

- 36.4(a) Be a member in good standing of the GSSCC for a period of 2 consecutive years.
- 36.4(b) Have trained and titled a German Shepherd Dog to SchH 1.
- 36.4(c) Report directly to the regional chairperson and the GSSCC treasurer.
- 36.4(d) Implement and support GSSCC policies and procedures.
- 36.4(e) Maintain regional financial accounts in accordance with GSSCC financial policy and as directed by the GSSCC Treasurer.

**GSSCC POLICY MANUAL – Clubs / Regions – Section 30 to 36.4**

....cont'd

36.4(f) Provide financial statements and reports to regional members and the GSSCC Executive Board yearly or as directed.

36.4(g) Record and maintain minutes from all regional executive or annual general meetings. Provide these minutes to the Regional members and the GSSCC executive Board.

36.4(h) Attend or participate in GSSCC sanctioned events in the region as a spectator or handler.

**GSSCC POLICY MANUAL**  
**PROGRAMS – Section 37 to 41**

**Section 37 - RECOMMENDED GUIDELINES FOR BREEDERS**

37(a) Dogs must be registered with either the CKC or with the agency in charge of pedigree registrations in the dog's home country.

37(b) The club recommends that dogs being bred have attained at least a SchH 1 degree or a DPO I degree under recognized judges.

37(c) The club recommends that dogs being bred have achieved at least a G conformation rating or have achieved a rating in a breed survey.

38(d) The club recommends that dogs being bred be at least 20 months old.

38(e) The club recommends that dogs being bred have attained a hip certification rating that indicates that they are free of dysplasia (.a. stamp. OFA rating or rating from Guelph).

39(f) All puppies must be tattooed. The right ear is recommended.

**Section 38 - UNIVERSAL SIEGER/ SIEGERIN PROGRAM**

38(a) There will be one Universal Sieger Award given out at each annual Canadian GSD Championship and Sieger Show. Regardless whether the winner is a male (Sieger) or a female (Siegerin), the winner will be known as the ***GSSCC Universal Sieger 20\_\_\_\_.***

**GSSCC POLICY MANUAL – Programs – Section 37 to 41**

....cont'd

38(b) To be eligible, the dog must have successfully competed in both the Canadian GSD SchH.3 Championship and Sieger Show in the same year.

38(c) In order to participate in the SchH 3 Championship, the handler must be a member in good standing of the GSSCC or a WUSV affiliate and to have qualified. See SECTION 9.

38(d) In order to participate in the Working Class of the Sieger Show, the owner must be a member in good standing of the GSSCC or a WUSV affiliate and

(i) have a current valid Breed Survey

(ii) have a pronounced fighting drive in the trial and in the show

(iii) receive a minimum G rating in the show

38(e) The Universal Sieger calculation is to be as follows;

# show = number of dogs successfully shown in the Sieger Show

# trial = number of dogs successfully competing in the SchH 3 Championship Trial

p show = placement in show

p trial = placement in trial

The dog with the highest placement value will receive the award.

The highest attainable placement value is 100.

$$\frac{\# \text{ show} + 1 - p \text{ show}}{\# \text{ show}} + \frac{\# \text{ trial} + 1 - p \text{ trial}}{\# \text{ trial}} \times \frac{100}{2} = \text{placement value}$$

**Example:** given that # show = 75; # trial = 30

*Dog #1- places 5th in the Working Dog class and scores: 279 (4th place) in trial = value 92*

*Dog #2 - places 3rd in the Working Dog class and scores: 267 (8th place) in trial = value 86.5*

*Dog #3 - places 10th in the Working Dog class and scores: 285 (3rd place) in trial = value 90.5*

*Therefore Dog #1 would be the Universal Sieger in this example.*

Note: "dog" - is understood to refer to either male or female

"successfully shown/ competing"- is understood to mean attaining final placement; i.e. excluding those dogs disqualified or pulled for whatever reason, or failing a phase.

**GSSCC POLICY MANUAL – Programs – Section 37 to 41**

....cont'd

**Section 39 – TOP DOG IN CANADA**

39(a) Each year a club officer correlates scores and presents a list of the top ten performance dogs owned by our members based on trials that year as follows.

- (i) The scores from a dog's best three trials under SV, USCA or Canadian judges will count toward inclusion on the top ten list.
- (ii) The officer in charge of this task will compile the scores of all dogs attending three or more trials ending December 31, select the best three scores, determine the average scores of each and declare the order from first to tenth.
- (iii) Results will be published in the spring issue of Shepherd Sports.

39(b) Score of the WUSV Championship to be included toward top ten list.

39(c) Scores achieved outside of Canada under SV Judges will be recognized for the top ten. The handler must submit proof of the scores to the GSSCC.

39(d) All handlers must compete under three (3) different judges in any current year to achieve highest scoring SchH3 dog in order to be awarded Top Dog in Canada.

**Section – 40 SPORTS MEDAL AWARDS**

40(a) GSSCC members can attain Sports medal by achieving points.

40(b) Only points earned under a Judge recognized by the GSSCC may count towards a sports medal.

40(c) Members achieve points by achieving the following;

| <b>DEGREE</b> | <b>GOOD</b> | <b>VERY GOOD</b> | <b>EXCELLENT</b> |
|---------------|-------------|------------------|------------------|
| BH= 1 point   |             |                  |                  |
| AD= 1 point   |             |                  |                  |
| SchH A        | 0           | 1                | 2                |
| SchH 1        | 3           | 4                | 5                |
| SchH 2        | 5           | 6                | 7                |
| SchH 3        | 7           | 8                | 9                |
| FH 1          | 5           | 6                | 8                |
| FH 2          | 5           | 6                | 8                |

**GSSCC POLICY MANUAL – Programs – Section 37 to 41**

....cont'd

40(d) A successful traffic sureness or an AD (Endurance degree) is worth one point each

40(e) Application for Sports medals may be made to the GSSCC Sports Medal Coordinator. A form will be mailed to you asking for information and data substantiating the medal request.

40(f) Medals will be awarded to those who have earned them at any function at which both the handler and a GSSCC representative are present.

**Section 41 - ELIGIBILIY FOR SPORTS MEDAL**

41(a) Bronze Medal - a handler must have achieved 20 points in addition to attaining an AD.

41(b) Silver Medal - a handler must have achieved 35 points in addition to having attained two AD's and have participated in a hiking event.

41(c) Gold Medal - a handler must have achieved 50 points attained two AD's and have participated in a hiking event.

## **GSSCC POLICY MANUAL** **QUALIFICATIONS – Section 42 to 44**

### **Section 42 - QUALIFICATIONS FOR CANADIAN GSD CHAMPIONSHIPS**

#### **Cross reference with SECTION 9**

- 42(a) Minimum G (240) rating from one GSSCC Championship to the next;
- 42(b) Canadian residents must be GSSCC member in good standing.
- 42(c) Non-residents must be a member in good standing of a WUSV affiliated organization.
- 42(d) Open to all registered breeds. The dog must be tattooed.
- 42(e) The highest qualifying score of this trial will be referred to as the Canadian German Shepherd Dog Champion.

### **Section 43 - QUALIFICATIONS FOR TEAM CANADA**

- 43(a) It is the handler's responsibility to send in the Letter of Intent (as found in Shepherd Sports) to your Regional Director as well as the Team Canada Coordinator.
- 43(b) Handler must submit the Letter of Intent in writing by July 1st preceding the Canadian GSD Championships.
- 43(c) The team must compete at a Regional Championship successfully at a SchH 3 level with the same dog within the same calendar year.
- 43(d) The dog must be pronounced at both the Regional and Canadian GSD Championships in protection.
- 43(e) The top five (5) GSD teams pronounced in protection at the Canadian GSD Championships will be chosen to Team Canada. Should one of the top five decline, then the opportunity will be given to the next qualifying score in descending order until the five positions are filled.
- 43(f) Special exemptions are no longer allowed.

**GSSCC POLICY MANUAL – Qualifications – Section 42 to 44**

....cont'd

43(g) Handler's must be a member in good standing of the GSSCC for three (3) consecutive years.

43(h) Handler's must be a resident of Canada.

43(i) Handlers must be able to provide proof of residency upon request to the WUSV Executive.

**Section 44- QUALIFYING FOR THE TOP TEN LIST**

44(a) Each year a club officer correlates scores and presents a list of the top ten performance dogs owned by our members based on trials attended that year as follows:

(i) The scores from a dog's best three trials under SV, USCA or Canadian judges will count toward inclusion on the top ten list.

(ii) The officer in charge of this task will compile the scores of all dogs attending three or more trials in the year ending December 31, select the best three scores, determine the average scores of each and declare the order from first to tenth.

44(b) Results will be published in the spring issue of Shepherd Sports.

44(c) Score of the WUSV Championship to be included toward top ten list.

44(d) Scores achieved outside of Canada under SV Judges will be recognized for the Top Ten. The handler must submit proof of the scores to the GSSCC.

44(e) All handlers must compete under three (3) different judges in any current year to achieve highest scoring SchH3 dog in order to be awarded Top Dog in Canada.

**GSSCC POLICY MANUAL**  
**TEAM CANADA/ MAPLE LEAF– Sections 45 to 46**

**Section 45- TEAM CANADA INFORMATION**

45(a) It is recommended that members of Team Canada shall book their reservations through the Official Travel agency of the GSSCC.

45(b) When funds to support Team Canada are limited, they shall be disbursed based on the following priority:

- (i) dogs' airfare
- (ii) handlers' and team captain's airfare
- (iii) team captain's vehicle rental

45(c) Entry Fees and Uniforms for Team Canada will be paid out of general funds.

45(d) Team Canada participants must forward receipts to the GSSCC Treasurer postmarked no later than November 15<sup>th</sup> or no further monies will be forthcoming.

**Section 46 - GSSCC LOGO**

46(a) The split Maple Leaf and Shepherd Head is the official insignia of the GSSCC. Use of the logo can only be used with the expressed written permission of the GSSCC.

46(b) Sale of items by GSSCC sanctioned groups or businesses with the Official Logo included shall include a fee payable to the GSSCC.

46(c) All fees shall be included as part of the total price and may not be charged as a separate fee or advertised as a separate fee.

46(d) A negotiated fee may be considered upon written application to the GSSCC executive.

46 (e) Ten percent (10%) of the gross sale price on items, logo included, shall be payable to the GSSCC.

## **GSSCC POLICY MANUAL**

### **GSSCC JUDGES PROGRAM – Sections 47 to 60**

#### **Section 47 - GSSCC JUDGES EXPLAINED**

47(a) In order for the GSSCC to live up to and achieve the “Goals” as defined in the Constitution, it must uphold the process of “Evaluation by Judging”. The membership and the executive have to support the process of “Measurement through testing (examination)” and that trials are the methodology by which the GSSCC proves the Goals a set out in the Constitution.

47(b) GSSCC Judges are selected from respected, experienced and dedicated members. They are sponsored, trained, evaluated and tested and, when successful, certified. Successful candidates are mandated by the GSSCC to place integrity and consistency, ahead of personal benefit. They are proven to be capable of Judging in any club without prejudice.

47(c) GSSCC Judges are charged with protecting the credibility of the organization, its Policies, Procedures, constitutional goals and objectives and the future of the German Shepherd Dog. They are given special consideration within the organization for that responsibility.

#### **Section 48- WHAT GSSCC JUDGES EXPECT**

48(a) Judges are exposed to pressures to have them increase value for lesser work, or even to have them bend or ignore the rules. Often the pressures are introduced unintentionally but never the less they are constant. Competitors, breeders, handlers, trainers and others who stand to gain personal benefit from preferential, incorrect or inconsistent Judging bring these pressures.

48(b) Independent, public testing is key to validating the dog’s nerve, character and ability. The universal quality, consistency, and credibility of the tests are essential. All members must understand the purpose, and proper execution, of the testing.

#### **Section 49 - STRATEGIC SEPARATION**

49(a) In order for the Judging program to maintain a credible and respected identity, it must be able to function with separation from influences that bring credibility into question. Strategic Separation does not mean that the Judges are permitted to function without controls, guidelines, rules or answerability.

**GSSCC POLICY MANUAL – Judges Program – Section 47 to 60**

....cont'd

49(b) Judges do need to be strongly supported in the task of identifying strengths and weaknesses with the confidence of being supported by the bylaws and the membership to make clear and discriminating decisions.

49(c) Clubs are encouraged to refuse to use the same judge repeatedly and Judges are encouraged to refuse invitations to the same club on a repeated basis in order to ensure that the judge continues to be and is perceived to be impartial.

49(d) Judges have to make critical decisions, which reflect the GSSCC Constitution, Trial Regulations and the intent of those regulations. Decision-making, by its nature, means that there will be elation, controversy and disappointment. Those suffering disappointment often look to place blame on others, and the Judges are prime targets.

49(e) The Executive Board must be seen to support the Judges at all times. Accusations of improper behavior or questionable capabilities must be investigated but investigations should be conducted in a manner as to draw no attention to the Judge until completed. Discretion is an essential component of the long-term credibility of the Judges and the Judging Program. Evaluation of the charges and implementation of disciplinary action should be by fellow Judges or independent arbitrators.

49(f) Judges must be provided an opportunity to answer any question of their actions, character and integrity before any disciplinary or interdictory action is taken.

49(g) Competitors, handlers or members who level false or unfounded accusations, must face severe disciplinary action.

49(h) From time to time the Executive should attend trials in support of Judges.

**Section 50 – TO BECOME A GSSCC JUDGE**

50(a) The intention of the program is to prepare Judges to the standards of the SV and beyond. The criteria by which we select our judges is critical to the recognition of GSSCC titles by international bodies such as the SV and the WUSV. All applicants are evaluated by what they have contributed to the GSSCC in addition to the knowledge, experience and communication skills necessary to fulfill the responsibilities of judging. The knowledge and experience must include the German Shepherd Dog.

**GSSCC POLICY MANUAL – Judges Program – Section 47 to 60**

....cont'd

50(b) GSSCC judges are expected to be more than just Trial and Show judges. They are ambassadors of the GSSCC and have proven by their actions to embrace the goals and objectives of the organization. GSSCC judges must be teachers, not just of rules, regulations, training and breeding but also of the history and makeup of the German Shepherd Dog.

50(c) The performance judge applicant must be recommended by the Judges of the GSSCC or the Head Judge.

50(d) The performance judge applicant will engage in a series of six trials as a apprentice judge under the supervision of selected Judges as determined by the GSSCC Head Judge. A minimum of two trial must be under a SV Judge. No more than two of the six trials may be under the same Judge.

**Section 51 – QUALIFICATIONS FOR PERFORMANCE JUDGE**

51(a) The Performance judge applicant must have trained at least 2 dogs (minimum 1 German Shepherd Dog) from a BH to a SchH3 degree, achieved a FH and competed at least one time successfully at the Canadian German Shepherd Dog Championships at the schutzhund 3 level.

51(b) Applicants must be an active member in a club

51(c) Applicants must adhere to GSSCC policies

51(d) Applicants are responsible to oversee such activities as certification of clubs to host GSSCC events.

51(e) The GSSCC Judge license has to be renewed every five (5) years by the GSSCC executive board.

51(f) All GSSCC Judges have to sign the guidelines “our reputation”

51(g) Professional breeders who derive their income from breeding should not be accepted into the program.

**GSSCC POLICY MANUAL – Judges Program – Section 47 to 60**  
....cont'd

**Section 52 – PERFORMANCE JUDGE APPRENTICE CRITERIA**

52(a) Each trial where the apprentice judge is tested must have a minimum of four (4) Schutzhund or FH entries and a minimum of three (3) BH entries.

52(b) After each trial the apprentice judge has to write a report in which he/she describes the entire trial circumstances including all phases.

52(c) The report has to be sent to the instructing judge within three (3) weeks.

52(d) The instructing Judge has to correct the apprentice judge's report and write a report to the Head Judge. This report must describe the main mistakes as well as the positive and negative qualities of the apprentice judge's testing ability. The instructing Judge must pass or fail the apprentice judge according to that trial.

52(e) The apprentice judge cannot fail more than twice and has to redo any failed trials.

52(f) The apprentice judge will not receive any financial assistance from any person, GSSCC member, GSSCC club, any GSSCC region or the GSSCC. The apprentice judge cannot charge the GSSCC whether he/she is successful in becoming a GSSCC judge or not.

52(g) After the apprentice judge has passed all criteria he/she will be a probationary judge for a period three (3) years . The probationary judge will receive the same monetary benefits that a GSSCC performance judge will.

52(h) At the end of the probationary period he/she becomes a GSSCC Performance Judge.

**GSSCC POLICY MANUAL – Judges Program – Section 47 to 60**  
....cont'd

**Section 53 – QUALIFICATIONS FOR GSSCC SHOW JUDGES**

53(a) The candidate must have been a member in good standing of the German Shepherd Schutzhund Club of Canada for at least five consecutive years.

53(b) A candidate must be recommended by his/her club and Region. Application shall be made to the Regional Board with recommendation to Canada's Head Judge.

53(c) The applicant's major income may not be derived from sources which could be in conflict with the work of a trial judge. Each applicant will be screened by the Board on this point, a statement should accompany the application clearly pointing out the candidate's main source of income and any potential conflicts of interest.

53(d) Applicants must be a member and an active participant of a recognized club.

53(e) Applicants must show by their history of breeding German Shepherd Dogs to follow the GSSCC Breeding Guideline.

53(f) Applicants must be handlers, trainers and or breeders of German Shepherd Dogs.

53(g) Applicants must adhere to GSSCC policies.

53(h) Applicants are responsible to oversee such activities as certifying clubs to host GSSCC events.

53(i) The Show candidate will engage in a series of 8 approved shows under SV Judges.

53(j) Show candidates must attend a GSSCC Seminar for apprentice Show Judges.

**Section 54 – BREED SHOW JUDGE APPRENTICE CRITERIA**

54(a) Each show at which the candidate apprentices must have a combined minimum of twenty (20) entries in the following classes:

**GSSCC POLICY MANUAL – Judges Program – Section 47 to 60**

....cont'd

- (i) 12-18 month (male / female)
- (ii) 18-24 month (male / female)
- (iii) non working class(no title) male / female
- (iv) working class (titled) male / female

**Section 55 - PROTOCOL FOR JUDGES**

55(a) Judges may not judge the dog of immediate family members or marital partners.

55(b) Judges cannot train professionally.

55(c) Judges must follow the recommended breeding guidelines of the GSSCC. Both dogs and bitches must have:

- (i) Certified hips
- (ii) SchH1 minimum
- (iii) Minimum G show rating

55(d) Judges must conduct themselves in a courteous and friendly manner.

55(e) Judges must promote responsible and humane methods of training

55(f) Judges must promote the GSSCC recommended guidelines breeding and showing of dogs.

**Section 56 - JUDGING PRACTICES (COMPETITION GUIDELINES)**

56(a) Competition regulations are designated to ensure fair and equitable competition in Shows and Trials. Violation of these regulations can have far-reaching, detrimental effects on both our GSSCC and any individuals involved. At a minimum, violations damage the reputation of our GSSCC. They can also result in restrictions governing how we function.

56(b) Judges must comply with competition regulations and must maintain a position of impartiality and consistency in all competitions. This is specifically important for titles that are recognized as breeding titles.

**GSSCC POLICY MANUAL – Judges Program – Section 47 to 60**

....cont'd

56(c) Judges are required to protect the integrity of the quality of testing and maintain a standard that recognizes the efforts of teams that perform at higher levels.

56(d) Judges who bring the credibility of the GSSCC into question, behave in an unprofessional manner while executing their duties, violate or ignore competition regulations are subject to disciplinary actions.

**Section 57 - DISCIPLINARY ACTION**

57(a) Wherever possible a simple discussion will be sufficient to deal with any issues of application or clarification of the Rules and Regulations.

57(b) In the unlikely event that repeated instances have to be addressed, disciplinary action will be implemented in gradually increasing severity for each issue. The three-step process escalates from (1) verbal warnings to (2) written warning to (3) suspension of judging privileges.

57(c) Restrictions may be imposed on domestic assignments, foreign assignments and in extreme cases, termination of the Judging licenses.

57(d) Judges are to be reviewed on a regular basis. Judges that unusually popular because of consistently abnormally high points are to be reviewed by the Judges committee to determine if the opportunity to travel is influencing the award of points and ratings of an individual Judge. Should the judge be found to be compromising the testing process for personal benefit, their right to judge may be withdrawn.

**Section 58 - FOREIGN JUDGES**

58(a) Guest Judges invited to Canada are expected to uphold the values of the GSSCC and are bound by the GSSCC rules and policies.

58(b) The certification of German Shepherd dogs for breeding in Canada under the authority of the GSSCC is the sole property of the GSSCC. The quality of the test and evaluation process must meet the expectations as required by the GSSCC Bylaws and the Judging standard.

**GSSCC POLICY MANUAL – Judges Program – Section 47 to 60**

....cont'd

58(c) GSSCC Clubs may be refused permission to invite individual foreign Judges who have been deemed to not be upholding the judging standard when judging in Canada

58(d) If a judge becomes involved in an activity that could lead to conflicts of interest or questions regarding decisions within competitions you must immediately consult the Head Judge.

58(e) The Judge may request support from the Head judge should there be a question of integrity or potential unbiased evaluation.

**Section 59 - FINANCE**

59(a) Expenses, such as Airport Improvement fees, taxis, parking, car rentals & fuel, busing and taxes shall be paid by the host club, per receipts.

59(b) The host club will provide accommodations. A motel or hotel room close to the event venue is expected. With the consent of the judge, private residence accommodation may be considered. Private residence accommodation will include a private room with a proper bed, lights, heat, clean and warm bedding and a closet for hanging clothes. Care should be taken to ensure freedom from dogs and excessive barking.

59(c) A fee of \$50.00 must be paid for each day that judging activities take place. An additional \$50.00 for a travel day is also required. Foreign guests (SV and USA) will be paid in Canadian Dollars or the equivalent value of Canadian dollars should they prefer their own currency.

59(d) A fee of \$.42 per kilometer shall be paid for events where driving is the most reasonable form of transportation. This fee includes gas/diesel costs. The mileage fee applies to the driving distance to and from the nearest airport. In the event the judge selects driving as a form of transportation for personal reasons, the maximum allowable fee will be the equivalent of the cost of the flight available to the host club at the time.

59(e) Health and travel insurance is required for foreign guest judges and shall be paid for by the host club.

59(f) Any judge invited to judge at the WUSV would have their air fare paid out of General Funds.

**GSSCC POLICY MANUAL – Judges Program – Section 47 to 60**

....cont'd

59(g) A GSSCC official or appointed representative may be granted, upon approval of the Board of Directors, financial assistance to cover the costs of airfare and lodging to participate in an official capacity at an international event. The amount disbursed will be upon presentation of receipts and will not exceed the amount of \$2,000.

**Section 60 - ROLES AND RESPONSIBILITIES**

60(a) Judges should not, nor should any member of their immediate family, accept – directly or indirectly – gifts or entertainment of greater than nominal value, money or any other preferential treatment from any GSSCC member, official or competitor. In all cases, there should be no effort to conceal the full facts by either the recipient or the donor. Test for Nominal value- PROCEDURES MANUAL – Section 34.

60(b) Ethical, expert and unbiased judging is the key component of ensuring credible consistent and quality testing. In order for the testing to maintain a credible and respected identity. The Process of improving the German Shepherd Dog must be protected.

60(c) Judges are responsible for;

- Ensuring the quality of testing
- Protecting the credibility of the organization, it's policies, procedures, constitutional goals and objectives.
- Ensuring that they are fully informed of rule changes and interpretations of the regulations governing trials and shows.
- Ensuring that the trial rules and standards are upheld and adhered to.
- Fair and equitable evaluations and test criteria
- Ensuring all documentation is completed correctly and completely.
- Verifying the dog's identification and paper work match.
- Ensuring the handlers do not utilize or possess on their person, special clothing, bandanas, toys, balls, food or other improper stimulation for the dog in the trial performance.
- Their ethical conduct.
- Ensuring the helper work in trials meets the criteria as described in the Breed Standard and the Regulations.
- In all cases the presiding judge has the final say over the selection of helpers.
- At any time during the trial the Judge may replace helpers that cannot or will not properly test the dogs according to the regulations.

**GSSCC POLICY MANUAL – Judges Program – Section 47 to 60**

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60(d) The judge is not permitted to evaluate dogs that are owned or in the possession of a person living in the same household with him. The judge is not permitted to evaluate dogs that are shown by a person living in the same household. An exception can be given at a National event.

60(e) The judge is responsible for the compliance and correct application of the valid trial regulations. The judge is entitled to terminate a trial if the trial is not conducted in compliance with the trial regulations and his instructions are ignored.

60(f) In justified cases, regarding a violation of the trial regulations on the judge's part and not a judge's decision, a complaint can be filed within eight days. The complaint is submitted in writing, signed by the plaintive and at least two witnesses to the Head Judge.

60(g) The acceptance of a complaint does not automatically lead to a revision of the judge's evaluation.

60(h) The judge has the right to terminate a dog's trial performance, even against the wishes of the handler, if the dog is injured or otherwise incapacitated.

60(i) The judge has the right to disqualify a handler on grounds of poor sportsmanship, carrying of motivational objects, violations against the trial regulations or animal protection rights or other ill-natured actions.

## **GSSCC POLICY MANUAL** **GSSCC SHOW PROGRAM – Section 61 to 73**

### **Section 61 - GENERAL INFORMATION**

61(a) Only registered German Shepherd Dogs are eligible to be entered in Breed Shows sponsored by the German Shepherd Schutzhund Club of Canada or a member club.

61(b) All breed shows hosted by a GSSCC member club may use the name 'Sieger Show' in promoting the event. This will help to distinguish events held by the GSSCC under SV rules from CKC or other breed show events.

61(c) The titles of Sieger and Siegerin may only be awarded at regional or national events. Local breed shows shall award a rating and placing only. (e.g. V-1 for the first place working male or female.)

61(d) Entry fees are not refundable for dogs entered and not presented. Sick dogs are not to be presented. Females in heat may be presented in a Sieger Show or Breed Survey.

61(e) There will be a \$5.00 surcharge for non-members of the GSSCC for young dog class and below.

61(f) Entrants into the Sieger Show Working Class must be members of the GSSCC or a WUSV affiliate. All Canadian residents must be GSSCC members.

61(g) **Tooth problems** may be registered with the GSSCC for dogs that have teeth which have been accidentally broken or surgically removed. The GSSCC will provide a letter to the owner indicating that the necessary documentation has been provided certifying that the tooth was originally there. Owners are to submit an X-ray of the tooth with the dog's registration and tattoo clearly shown on the X-ray, and a signed veterinary opinion letter stating the reason or circumstances for the missing tooth, to the GSSCC Show/Breed Advisory Chairperson.

**GSSCC POLICY MANUAL – Show Program – Section 61 to 73**

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**Section 62 - CLASSES**

62(a) Proof of registration must be submitted with each entry form to be accepted.

62(b) The day prior to the first day of the show shall be the date used to determine the age of the dog and the appropriate class.

62(c) Entries are divided into the following classes:

- (i) Working Class over two years with working titles
- (ii) Adult Class over two years without working titles
- (iii) Young Dog Class 18-24 months
- (iv) Youth Class 12-18 months
- (v) Senior Puppy Class 9-12 months
- (vi) Junior Puppy Class 6-9 months

62(d) The following classes are optional;

- (i) Veterans Class, seven years and older with titles
- (ii) Baby Puppy Class, 3-6 months
- (iii) Kennel Group
- (iv) Progeny Group

62(e) With the exception of the Kennel Group and Progeny Group classes, all other classes shall be divided into Males and Females. There is no intersex judging.

62(f) Proof of SV working titles (minimum of SchH1 or equivalent, or HGH degree) must be submitted with the entry form for the Working classes.

62(g) Proof of a current Breed Survey must be submitted with the entry form for the Working Class if the dog is over 3.5 years of age to be eligible for the rating of Excellent (V).

62(h) Proof of hip certification must be submitted with the entry form for the Working classes if the dog is over 2.5 years of age to be eligible for the rating of Excellent (V).

**GSSCC POLICY MANUAL – Show Program – Section 61 to 73**

....cont'd

**Section 63 - RATINGS**

63(a) The judge's decision is final. No protest is permitted.

63(b) Puppies under one year of age;

- (i) Very Promising (VP)
- (ii) Promising (P)
- (iii) Less Promising (LP)

63(c) Youth, Young Dog and Adult Dog without Titles;

- (i) Very Good (SG)
- (ii) Good (G)
- (iii) Sufficient (A)
- (iv) Insufficient (U)
- (v) Unsatisfactory (M)

63(d) Working Dog and Veterans;

- (i) Excellent (V)
- (ii) Very Good (SG)
- (iii) Good (G)
- (iv) Sufficient (A)
- (v) Insufficient (U)
- (vi) Unsatisfactory (M)

**Section 64 - RATING DEFINITIONS**

64(a) Excellent Select - VA (Vorzuglich-Auslese)

This rating may only be awarded to dogs shown in the Working Class at the annual Canadian National Sieger Show. To be eligible for the award of Excellent Select (VA), the dog must possess;

- (i) complete and correct dentition
- (ii) eligible hip certification
- (iii) at least a SchH2 degree or equivalent; and
- (iv) if over 3.5 years of age, be currently breed surveyed in class 1.
- (v) The dog must also receive the rating of pronounced and demonstrate an "out" in the courage test.
- (vi) To repeat in the Excellent Select group, the dog must possess a SchH3

**GSSCC POLICY MANUAL – Show Program – Section 61 to 73**

....cont'd

**64(b) Excellent - V (Vorzuglich)**

The highest evaluation given to dogs shown in the Working class except at the Canadian National Sieger Show. Awarded to dogs that fully meet the breed standard. Double first premolars are allowed.

**64(c) Very Good - "SG" (Sehr Gut)**

The highest evaluation given in the Adult, Youth and Young Dog classes for dogs, which fully represent the breed standard. In the working dog class, this rating is given to dogs which favourably compare to the prerequisites of the V-rating, with slight anatomical limitations. Also can be given to dogs which are anatomically flawless, but which are oversized or undersized by up to 1 cm., have one missing first premolar or missing incisor.

**64(d) Good - "G" (Gut)**

Can be given to dogs representing the standard, with obvious anatomical limitations. Missing two premolar 1, or one premolar 1 and one incisor, or one premolar 2, or one premolar 3, or two incisors, or one premolar 2 and one incisor, or one premolar 2 and one premolar 1 or two premolar 2 is possible.

**64(e) Sufficient - "A" (Ausreichend)**

For dogs which on the day of the show demonstrate gun sensitivity, or show themselves to be somewhat inhibited, or which do not qualify for a higher rating due to their overall condition including limitations in anatomical structure.

**64(f) Insufficient - "U" (Ungenugend)**

For dogs which demonstrate gun shyness, have temperament faults, or major faults which exclude them from being breed able. Also, for dogs being oversize or undersize by more than 1 cm.

**64(g) Very Promising - "VP" (Vielversprechend)**

Given to puppies which fully represent the breed standard or which have slight anatomical limitations.

**64(h) Promising - "P" (Versprechend)**

Given to puppies which represent the breed standard, however, with obvious anatomical limitations or limitations due to development stage.

**64(i) Less Promising - "LP" (Weniger Versprechend)**

Given to puppies which show themselves to be somewhat inhibited or which have major faults.

**GSSCC POLICY MANUAL – Show Program – Section 61 to 73**

....cont'd

**Section 65 - KENNEL AND PROGENY GROUPS**

65(a) Kennel Groups must have at least three (3) but not more than five (5) dogs that possess the same kennel name and breeder of record. A breeder may enter more than one Kennel Group.

65(b) Each Progeny Group must consist of at least three (3) dogs. The stud dog does not have to be exhibited with the group.

65(c) Dogs exhibited in the Kennel and Progeny Groups must also be entered and shown in a regular class.

**Section 66 - AWARDS**

66(a) Rosettes should be given for first through fourth place in all classes. (Except the Kennel Group and Progeny Group classes which may not have sufficient entries.)

66(b) Trophies should be given for official classes 12-18 months, 18-24 months and working classes. Trophies to be the same quality as trial trophies.

66(c) An award may also be given to each dog receiving the highest rating for which it is eligible in the Working (V-rating), Veterans (V-rating), Youth (SG-rating) and Young Dog (SG-rating) classes. No award for rating should be given in the Adult over 2 years without title class or classes for puppies under 12 months.

**Section 67 - TEMPERAMENT TEST**

67(a) All dogs 12 months of age and over entered in the show must pass a temperament (gun) test.

67(b) At the Canadian GSD Sieger Show all dogs entered in the Working Dog Classes, males and females, will be required to perform the courage test. Ratings of pronounced, sufficient and insufficient will be awarded. The dog must demonstrate an "out" upon verbal command from the handler. A maximum of 3 commands to "out" will be allowed.

67(c) Dogs rated pronounced in the courage test that fail to demonstrate an "out" will be placed at the end of the Excellent (V) rated dogs.

**GSSCC POLICY MANUAL – Show Program – Section 61 to 73**

....cont'd

67(d) Dogs rated sufficient in the courage test can only be placed in the group rated Very Good (SG).

67(e) Dogs rated sufficient in the courage test that fail to demonstrate an "out" will be placed at the end of the Very Good (SG) rated dogs.

67(f) Dogs rated insufficient in the courage test will be rated Insufficient (U).

67(g) Helpers selected for the Canadian German Shepherd Dog Championships trial must be the helpers for the Working Classes. Helpers selected for the trial shall be instructed they will do helper work for the show. Cross reference SECTION 12.

67(h) At local and regional breed shows, there will be no courage test for the Working Classes.

**Section 68 – RESULTS**

68(a) All trial, show and Breed Survey results together with the required listing fees be submitted to and received by the Treasurer of the GSSCC within two weeks of the trial and/or show and/or Breed Survey. Failure to do so will cause the GSSCC to assess a fee of \$50/ month or portion thereof for clubs late in submitting results to the Treasurer.

68(b) Late meaning not postmarked within two weeks of the event. Should the late fees not be paid, said club(s) would not be able to host another trial, show or Breed Survey until such time as fees are paid.

**Section 69 – CATALOGUE**

69(a) A catalogue must be prepared for the breed show. The following information must appear on the cover of the catalogue:

- (i) Name of Show
- (ii) Hosting Club
- (iii) Date of Show
- (iv) Judge(s) Name(s)

**GSSCC POLICY MANUAL – Show Program – Section 61 to 73**

....cont'd

69(b) The following information must be shown for each entry;

- (i) Catalogue Number (a unique, sequential number assigned to each entry)
- (ii) Registration Number, indicate pending, CKC, AKC, SV, or other registry)
- (iii) Tattoo
- (iv) Date of Birth
- (v) Sire Name and Titles
- (vi) Dame Name and Titles
- (vii) Name of Breeder
- (viii) Name and Address (city/town and country are sufficient) of Owner.

69(c) A copy of the catalogue marked with all results is required for each of the following;

- (i) The presiding judge
- (ii) The SV (also given to judge to deliver to the SV)
- (iii) The Editor of Shepherd Sports (for publication in the magazine)
- (iv) The Show/Breed Advisory Chairperson (for the records file)
- (v) The Hosting Club

**Section 70 - BREED SURVEYS**

70(a) The GSSCC hosting club is responsible for submitting the completed Breed Survey forms together with photocopies of all required documentation to the GSSCC for processing and registration. Official Breed Survey documents for each surveyed dog will be mailed directly to the owner/handler. Please ensure mailing addresses are correct before submitting the documentation for processing.

70(b) Only registered German Shepherd Dogs which meet the following criteria are eligible for the breed survey;

- (i) Be at least 2 years of age during the year of the breed survey.
- (ii) Have certified hips (a) stamp, OFA, OVC)
- (iii) Have a minimum SchH 1 degree under VDH rules.
- (iv) Have an AD (Endurance Test) under VDH rules.
- (v) Have a minimum 'G' show rating.

70(c) It must be possible to identify the dog, by means of a tattoo number.

**GSSCC POLICY MANUAL – Show Program – Section 61 to 73**

....cont'd

70(d) Sick dogs are not to be presented. The judge is to be made aware of any females in heat, in order to coordinate their participation.

70(e) When registering for a Breed Survey, photocopies of the following documentation must be submitted with the entry form and originals must be brought to the breed survey;

- (i) Registration certificate
- (ii) 3 generation pedigree
- (iii) hip certification
- (iv) proof of titles
- (v) show rating card
- (vi) original breed survey if the dog is being re-surveyed

70(f) Each dog will be subject to a temperament test by the Breed Survey judge. This can take place during the entire Breed Survey process.

70(g) Each dog will be subject to a gun test.

70(h) A protection phase must be completed, the routine of which is to be advised by the Breed Survey judge. A helper and at least one dog to demonstrate the protection phase routine are required.

**Section 71 - BREED SURVEY RATINGS**

71 The following ratings may be awarded in the breed survey;

71(a) Koerklasse 1 - "KKL 1-

This is the highest breed qualification given to dogs that are recommended for breeding. To receive this rating, dogs must have measurements, weight and anatomical structure according to the breed standard, show pronounced hardness, courage and fighting drive (now referred to as "TSB" meaning drive, self confidence and load ability) and have full and complete dentition; double first premolars are allowed.

71(b) Koerklasse 2 - "KKL 2" -

This rating is awarded to dogs which:

- a) have slight anatomical limitations
- b) are up to 1 cm over or undersized
- c) receive a "sufficient rating for TSB or have missing teeth - one premolar 1 or one incisor, two premolar 1 or one premolar 1 and one incisor, or one premolar 2 and not having a proper scissor bite.

**GSSCC POLICY MANUAL – Show Program – Section 61 to 73**

....cont'd

71(c) Deferred for one year - "Deferred" A Breed Survey can be delayed for one year if:

- (i) the development of the dog will not yet allow a Breed Survey to be given, however, in time the development can reasonably be expected to improve to meet the breed standard.
- (ii) The behaviour of the dog or the TSB does not meet Breed Survey requirements.

71(d) A Breed Survey may only be 'Deferred' once for a particular reason. If the dog cannot be surveyed because of the same problem a second time, the dog will be rated Not Suitable for Breeding

71(e) Not Suitable for breeding .A dog with any of the following faults, cannot be Breed Surveyed;

- (i) substantial anatomical faults
- (ii) over or undersize by more than 1 cm
- (iii) testicle faults
- (iv) tooth faults - missing one premolar 3 or 2 incisors, or one premolar 1 plus 1 incisor, or one premolar 2 plus one premolar 1 or two premolar 2
- (v) dogs lacking substantially lacking in pigment
- (vi) dogs with long or full coat

71(f) Application may be made to upgrade from a Koerklasse 2 rating. Due to the difficulty in presenting the dog under the same breed survey judge for the upgrade, it is permissible to present the dog for the upgrade under a different Breed Survey judge.

71(g) A first time Breed Survey is for a two-year period. During the second year, the dog must be presented for re-survey. The re-survey results in a Koerklasse designation for Life. If a dog is not presented for re-survey, the Koerklasse designation concludes at the end of the year.

**GSSCC POLICY MANUAL – Show Program – Section 61 to 73**

....cont'd

**Section 72 - PROTECTION FOR THE WORKING CLASS**

72(a) The dog and handler will report to the designated reporting area. The ring steward will check the tattoo for the judge.

72(b) On the direction of the judge, the handler will heel their dog on leash to marker number one (1) and stop. The dog will go into the sit position to the handler's left side.

72(c) While the dog is sitting beside the handler, the leash is removed. The handler will put the leash around their waist, over their shoulder or place it in a pocket.

72(d) On direction of the judge, the handler will command the dog to heel and will proceed in the proper heel position toward blind number two (2).

72(e) As the dog and handler near blind number two (2) and on the direction of the judge, the helper attacks the dog. The helper takes a direct path toward the team in a threatening manner. Should the dog not engage, the helper will continue the attack at the dog until the judge tells the helper to stop. When the dog engages, the helper will continue to threaten. During the threats, the dog will be hit twice with a padded stick. The stick hits will be with a soft stick and the dog will be hit on the thighs, side portion or in the area of the withers. The helper will be threatening the dog before, between and after the two stick hits. The helper will continue the threat until the judge directs the helper to stop.

72(f) After the helper has stopped, the handler at the direction of the judge will be allowed a maximum of three (3) commands to have the dog release the grip. The handler may not touch the dog in any way to assist in the release of the grip until after the maximum three (3) commands to release have been given.

72(g) On the direction of the judge, the handler will approach the dog, take control and place the leash on the collar, the team will then heel to blind number three (3) and wait until the judge has instructed the team to come out to marker number two (2). At the time the team is heeling toward blind number three (3) the helper will quickly move to blind number one (1) and stay hidden.

**GSSCC POLICY MANUAL – Show Program – Section 61 to 73**

....cont'd

72(h) On the direction of the judge the handler and dog will come out of blind number three (3) and heel on leash to marker number two (2). At this point the dog will be sitting to the handler's left side. The leash will be removed and the handler will take a firm hold of the collar.

72(i) On the direction of the judge the helper will walk out of blind number one (1) to approximately half the width of the field. The helper will then turn and run silently toward the handler and dog. Sometime after the helper turns toward the dog, the judge will direct the handler to send the dog on the attack. The handler may move forward at a walking pace only until the dog and helper have made contact. At that point the handler must stand still unless directed otherwise by the judge.

72(j) The helper will continue toward the dog in a threatening manner. The helper will catch the dog in an appropriate manner as not to injure the dog. If the dog does not engage, the helper will continue the motion toward the dog until the judge directs the helper to stop. When the dog does engage, the helper will continue to move forward while constantly threatening the dog with stick hits. This threatening motion will continue until the judge tells the helper to stop.

72(k) When the helper has stopped and on the direction of the judge the handler will be allowed three (3) commands to have the dog release the grip. The handler cannot be any closer than ten (10) meters from the dog during the out commands.

72(l) After the dog has released, and on the direction of the judge, the handler will approach the dog and put the leash on the collar. The exercise is completed.

**Section 73- HELPERS IN THE PROTECTION FOR THE WORKING CLASS**

73(a) The helper for both the male and female Working Class shall be the same helper(s) chosen for the Performance Trial.

73(b) The helper will try his best to ensure that each dog is worked the same. The helper will take direction from the judge only. The helper will always move forward toward the dog and will do their best to catch and work the dog in a threatening but safe manner.

73(c) The helper will not make any audible attraction unless the dog has keyed onto someone else other than the helper.

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## **GSSCC PROCEDURES MANUAL** **CERTIFICATION – Section 1 to 8**

### **Section 1 - HOW TO BECOME A GSSCC RECOGNIZED CLUB**

1(a) Applicant Clubs must submit a list of (5) five GSSCC members in good standing, including the Club Contact person.

1(b) Applicant Clubs must provide proof of Registry of their Non Profit Society status at the time of application.

1(c) Applicant Clubs must submit payment for the full value of membership at the time of application.

1(d) Applicant Clubs must successfully host a Sanction Trial with a designated Judge. See POLICY MANUAL - SECTION 32.

1(e) Applicant Clubs must submit payment for full value of all fees as required by the Region.

### **Section 2 - HOW TO FORM A GSSCC REGION**

2(a) A minimum of 5 Clubs in the same geographical area shall each submit a written application to the GSSCC Executive.

2(b) Applicant Regions must provide written proof of a minimum of 30 GSSCC members in good standing. The GSSCC executive will evaluate the viability of the application.

2(c) Applicant Regions will serve a minimum 2 year probation.

### **Section 3 - HOW TO BECOME A GSSCC JUDGE**

3(a) The performance judge applicant must be recommended by the Judges of the GSSCC or the Head Judge.

3(b) The performance judge applicant will engage in a series of six trials as a apprentice judge under the supervision of selected Judges as determined by the GSSCC Head Judge. A minimum of two trial must be under a SV Judge. No more than two of the six trials may be under the same Judge.

**FOR GSSCC JUDGE QUALIFICATIONS AND APPRENTICESHIP CRITERIA  
SEE POLICY MANUAL SECTION 51 and 52**

## **GSSCC PROCEDURES MANUAL** **CERTIFICATES - Section 1 to 8**

### **Section 4 - HOW TO BECOME A TRIAL SECRETARY**

4(a) Clubs hosting a trial shall designate a Trial Secretary. The club shall ensure that the designate is thoroughly familiar with the responsibilities of the position.

4(b) Applicant's must complete the certification per the Policy Manual, see Policy - pending.

4(c) Applicant's can receive certification by successfully participating in a Regional Seminar for Trial Secretary certification.

### **Section 5 - HOW TO BECOME A SHOW SECRETARY**

5(a) Applicant's can receive certification by successfully completing a Show Secretary certification course.

5(b) Applicant's must complete the certification per the Policy Manual, "Policy is pending."

### **Section 6 - HOW TO BECOME AN ELECTIONS OFFICER**

6(a) A member is appointed by the GSSCC Executive prior to the Election.

### **Section 7 - HOW TO BECOME A TRIAL HELPER**

7(a) Clubs hosting a trial shall select helpers. The club must ensure the helpers are capable to ensure the safety of the dogs and to ensure that the dogs are tested correctly.

7(b) The Presiding Judge shall change the helper should the helper prove to be:

- i) unwilling to test the dogs adequately
- ii) incapable of testing the dog adequately
- iii) testing the dogs unfairly
- iv) testing the dogs unsafely
- v) in violation of the Trial regulations

**GSSCC PROCEDURE MANUAL –Certificates- Section 1 to 8**

....cont'd

**Section 8 - HOW TO BECOME A TRACKLAYER**

8(a) Clubs hosting a trial shall select track layers. The club must ensure the tracklayers are capable to lay the tracks and knowledgeable to know what type of track to lay.

8(b) Tracklayers must ensure all the tracks laid are within GSSCC rules.

**GSSCC PROCEDURES MANUAL**  
**MEMBERSHIPS - Section 9 to 12**

**Section 9 - HOW TO BECOME A GSSC of CANADA MEMBER**

9(a) A letter complete with the full name address and phone number of the Applicant must be forwarded to the Treasurer of the GSSCC.

**German Shepherd Schutzhund Clubs of Canada**

Site 3, Box 1, R.R. 2

Leduc, AB T9E 2X2

**OR**

9(b) Complete the Membership Application Form found in Shepherd Sports magazine and forward the completed form to the GSSC of Canada

9(c) A completed Membership form or Letter complete with the Applicants name, address and phone number can be submitted to a Trial Secretary to be forwarded with the trial fees and registration forms to the GSSCC.

9(d) Payment for the full value of membership shall be forwarded to the Treasurer of the GSSC of Canada at the time of application.

**Section 10 - HOW TO BECOME AN (SV) GERMAN MEMBER**

10(a) A letter, complete with the applicants. full name, mailing address, and phone number shall be forwarded to the SV office in Germany.

**Verein fur Deutsche Schäferhund (SV) e.v.**

Steinerne Furt 71 / 71a

86167 Augsburg, Germany

**GSSCC PROCEDURE MANUAL –Memberships- Section 9 to 12**

....cont'd

10(b) Payment for the full value of membership shall be forwarded at the time of application for membership.

**Section 11 - HOW TO BECOME A (U.S.C.A.) U.S.A. MEMBER**

11(a) A letter, complete with the full name, address and phone number of the **applicant** shall be forwarded to the USCA office.

**United Schutzhund Clubs of America**

3810 Paule Ave. St. Louis MO  
USA 63125

11(b) Payment for the full value of membership shall be forwarded at the time of application.

**Section 12 - HOW TO BECOME A (G.S.D.C.A- W.D.A) U.S.A. MEMBER**

12(a) an online application can be filled out and submitted on the official website- [www.gsdca-wda.org](http://www.gsdca-wda.org)

12(b) A letter, complete with the full name, address and phone number of the applicant shall be forwarded to the USCA office.

**GERMAN SHEPHERD DOG CLUB OF AMERICA- Working Dog Association**

Joy Schultz  
1699 N. Jungle Den Rd. #45  
Astor FL, 32102

12(c) Payment for the full value of membership shall be forwarded at the time of application.

**DATE ISSUED: January, 2003 DATE REVISED: January 2005**

## **GSSCC PROCEDURES MANUAL** **DOCUMENTATION - Section 13 to 18**

### **Section 13 - HOW TO ACQUIRE A SCORE BOOK**

13(a) Handlers may order a score book for their dog from the GSSCC office 30 days prior to entering a trial. This will allow for time to register the book and have it returned by mail in time for the trial.

13(b) Handlers may purchase a score book from the host club at the time of a trial. The handler may not take possession of the book after the Trial.

13(c) The Trial Secretary must send the completed book to the GSSCC for registration. *Return address required.*

### **Section 14 - HOW TO REGISTER A SCORE BOOK**

14(a) A complete 3 generation pedigree and the complete name and address of the Handler and Breeder must be submitted at the time of Registration.

14(b) Payment for the score book and postage must be submitted at the time of purchase. *Return address required.*

14(c) Score Books purchased at the time of trial must be submitted for registration to the GSSCC office with the trial fees and Judge's papers.

14(d) Trial Secretaries must submit all unregistered score books to the GSSCC for Registration.

### **Section 15 - HOW TO ACQUIRE A HANDLERS LOG BOOK**

15(a) Applicants must submit fees for the full value of the book and return postage to the GSSCC office. *Return address required.*  
Indicate: French or English.

15(b) Books may be purchased from GSSCC Clubs.

### **Section 16 - HOW TO ACQUIRE A RULE BOOK**

16(a) Purchaser must submit fees for the full value of the book and return postage to the GSSCC. *Return address required.*  
Indicate: French or English.

16(b) Books may be purchased from GSSCC Clubs.

**GSSCC PROCEDURE MANUAL –Documentation - Section 13 to 18**

....cont'd

**Section 17 - HOW TO ACQUIRE A POLICY MANUAL**

17(a) GSSCC members must submit the full value for the Manual and return postage to the GSSCC Office. \$25.00

*Return address required.*

17(b) Applicant Clubs shall receive a Policy and Procedures Manual following receipt of application and fees.

**Section 18 - HOW TO ACQUIRE TRIAL FORMS**

18(a) Clubs must submit a list of forms and the full value of same to the GSSCC Office. *Forms are listed in the Policy and Procedure Manual.*

**GSSCC PROCEDURES MANUAL**  
**ARRANGING JUDGES - Section 19 to 21**

**Section 19 - CLUBS REQUESTING (SV) GERMAN JUDGES FOR TRIALS**

19(a) Clubs shall obtain written event confirmation from their Region.

19(b) Clubs shall contact the GSSCC Foreign Judge Coordinator a minimum of 3 months prior to the scheduled event, submitting proof of Regional approval.

19(c) Clubs shall submit the name of the preferred judge at the time of the application, along with the details of the event on the appropriate GSSCC Judge Request Form.

19(d) Clubs shall forward a credit card number, name and expiry date to the GSSCC Foreign Judge Coordinator, in order to cover the SV processing fee for the judge authorization request.

**GSSCC PROCEDURE MANUAL –Arranging Judges- Section 19 to 21**

....cont'd

19(e) Contact with the judge and the appropriate travel arrangements to be completed in liaison with the club and the GSSCC Foreign Judge Coordinator.

**Section 20 - CLUBS REQUESTING A GSSC of CANADA JUDGE:**

20(a) Clubs shall contact the Judge directly.

20(b) Clubs shall provide a letter of confirmation of the trial dates from the Region to the Judge prior to confirming travel arrangements.

**Section 21 - CLUBS REQUESTING USCA JUDGES (USA)**

21(a) Clubs shall request approval from the Regional Board.

21(b) E-mail or write a letter to the USA Director of Judges and the judge you have selected.

21(c) Clubs shall advise the Head Judge of all correspondence.

21(d) The Director of Judges will then forward the approval to the judge in question and he/she will be your contact for that particular trial from that point on.

\*Please note: SV judges residing in Canada or the USA, do not require SV clearance from Germany in order to officiate at events in either Canada or the USA.

**GSSCC PROCEDURES MANUAL**  
**GENERAL INFORMATION - Section 22 to 26**

**Section 22- HOW TO BECOME A REGIONAL DIRECTOR**

22(a) The member must be nominated, in writing, to the Elections Officer by another GSSCC member.

**GSSCC PROCEDURE MANUAL –General Information - Section 22 to 26**

....cont'd

22(b) Members wishing to become a Regional Director shall allow their name to stand for nomination.

22(c) Members standing for election to Regional Boards must meet the criteria. See POLICY MANUAL- SECTION 15(a), 15(b), 15(c) and 15(d).

**Section 23 - HOW TO BECOME A GSSCC DIRECTOR**

23(a) The member must be nominated, in writing, to the elections officer by another GSSCC member.

23(b) Members wishing to become a GSSCC Director shall allow their names to stand for nomination.

23(c) Members standing for election for a GSSCC Director must meet the criteria. See POLICY MANUAL- SECTION 15

**Section 24 - HOW TO BECOME PRESIDENT**

24(a) The member must be nominated, in writing to the elections officer, by two GSSCC members in good standing. (See Nomination Form in Shepherd Sports)

24(b) Members wishing to become President shall allow their name to stand for nomination during the election held every 2 years.

24(c) Members standing for election to the Executive Board must meet the criteria. See POLICY MANUAL- SECTION 15.

**Section 25 - HOW TO ADVERTISE IN SHEPHERD SPORTS MAGAZINE**

25(a) Send original photo (no photo copies). Do not cut photo (mask off area you do not want used). Label photo with your name, address and dog's name so there is no chance of a mix-up. Do not write across the middle of the picture-use a corner. Include a self addressed, stamped envelope for a return of photo.

25(b) Advertisements that are not camera ready for printing are subject to the Editor's design and layout and will be charged the additional production Fee's as listed under advertising rates in Shepherd Sports.

**GSSCC PROCEDURE MANUAL –General Information - Section 22 to 26**

....cont'd

25(c) Advertisers must supply proof of the dog's titles at the time the advertisement is placed. Hip statements must include full certification number together with proof.

25(d) All advertisement must be prepaid and sent to the Editor with cheques made payable to the GSSCC.

25(e) Advertisement Guidelines and rates are published in each issue of Shepherd Sports.

**Section 26 - HOW TO RECEIVE SPORTS MEDALS**

26(a) Applications for Sports Medals are to be submitted to the Awards Coordinator(s).

26(b) Submit a list of the trials and scores you are including either on an application Form or by submitting a copy of your Handler Book.

26(c) Medals will be awarded to recipients at functions where both handler and a GSSCC representative are present. When possible, it is ideal that the medals are presented at the AGM (Awards Banquet).

26(d) For Hiking Events, In order to keep an accurate accounting of points awarded for Sports Medals, it is necessary for the executive of the hosting club to submit a signed letter confirming the names of hike day participants.

**DATE ISSUED: January, 2003    DATE REVISED: January, 2005**

## **GSSCC PROCEDURES MANUAL** **EVENTS - Section 27 to 33**

### **Section 27 - HOW TO SCHEDULE A CLUB SANCTIONING TRIAL**

27(a) Applicant clubs must submit trial dates to the regional executive for approval.

27(b) Applicant clubs must submit a written request for a sanction trial to the head judge.

27(c) Applicant clubs must publish the dates in Shepherd Sports magazine prior to the sanction trial.

27(d) Clubs can combine the weekend and have the sanction trial on one day and have an official trial the next day as long as their accreditation has been approved by the Head Judge.

### **Section 28 - HOW TO FULFILL THE REQUIREMENTS OF A CLUB SANCTIONING TRIAL**

28(a) Clubs must submit completed paperwork to the head judge within ten days of the trial.

28(b) Clubs must submit separate copies of the judges written evaluation to the head judge and to the GSSCC executive.

### **Section 29 - HOW TO SCHEDULE A CLUB TRIAL**

29(a) Clubs wishing to conduct a trial must receive approval of the date from the regional executive.

29(b) Clubs wishing to conduct a trial must publish the dates in Shepherd Sports magazine or the GSSCC website or contact all clubs in the region in writing two weeks prior to the trial dates.

29(c) Clubs wishing to conduct a trial with foreign SV judges must submit a written request to the Head Judge and the Foreign Judge Coordinator. (Form in Shepherd Sports and on GSSCC website)

29(d) Clubs can combine the weekend and have the sanction trial on one day and have an official trial the next day as long as their accreditation has been approved by the Head Judge.

**GSSCC PROCEDURE MANUAL –Events - Section 27 to 33**

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**Section 30 - HOW TO BECOME HOST OF THE CANADIAN GERMAN SHEPHERD DOG CHAMPIONSHIPS**

30(a) The Championship shall rotate from Region to Region in a West to East rotation.

30(b) Clubs or Committees wishing to host this event must submit in writing to the Regional Executive. thirty (30) months prior to the event meeting all prescribed criteria.

30(c) The GSSCC will review the proposal from the Region at the Annual General Meeting two (2) years prior to being voted on by the general membership.

**Section 31 - HOW TO BECOME HOST OF THE REGIONAL GERMAN SHEPHERD DOG CHAMPIONSHIPS**

31(a) Clubs or Regions must submit a written request to the Regional Executive.

31(b) Clubs or Regions may be assigned the event by the Regional Executive.

**Section 32 - HOW TO BECOME THE HOST OF A NATIONAL SEMINAR**

32(a) Clubs or Regions must submit a written request to the GSSCC Executive.

**Section 33 - HOW TO BECOME THE HOST OF A REGIONAL SEMINAR**

33(a) Clubs or Regions must submit a written request to the Regional Executive.

## **GSSCC PROCEDURES MANUAL**

### **JUDGES - Section 34**

#### **Section 34 - TEST FOR NOMINAL VALUE**

34(a) Judges should not, nor should any member of their immediate family, accept – directly or indirectly – gifts or entertainment of greater than nominal value, money or any other preferential treatment from any GSSCC member, official or competitor. In all cases, there should be no effort to conceal the full facts by either the recipient or the donor.

34(b) Whenever exchanges of gifts or hospitality are part of competition, the GSSCC runs the risk of compromising, or appearing to compromise, our ethical standards. The practice of giving and receiving gifts can create an awkward situation, particularly in business dealings with individuals or companies. It is important to understand in advance what the limits are for accepting or giving gifts or hospitality. Talk with your Director or Regional representative – or with a member of the Canadian ethics team – if you have questions about accepting or giving gifts.

34(c) Nominal value is the general term applied to gifts or entertainment, which do not affect and will not be perceived as affecting the recipient's objectivity. Test for nominal value is as follows;

You may be able to determine whether the gift or offer exceeds the bounds of nominal value by asking yourself;

- ✓ Am I accepting or being asked to do something out of the ordinary and would I be uncomfortable doing it?
- ✓ How would accepting the gift appear to others in the GSSCC, my peers or the general in public?
- ✓ Is the gift personal, or is it something that can be used in the GSSCC and shared with others?
- ✓ Would I, or the recipient be comfortable giving a similar gift in return? Do I have the authority to do so?
- ✓ Will my giving or accepting this gift influence what the GSSCC pays or is paid for products, services, etc.?
- ✓ Should I give or accept this gift merely because "it has always been done this way"?

**GSSCC PROCEDURE MANUAL – Judges - Section 34**

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- ✓ Is this gift being offered or given for any reasons that relate specifically to my position?
- ✓ Will this action set a precedent?
- ✓ By giving or accepting this gift, will I put myself, or appear to put myself, in a compromised position?
- ✓ Is the gift, service or entertainment something I could not afford to buy or provide myself?
- ✓ Is any effort being made to conceal the gift or offer?

## **GSSCC PROCEDRES MANUAL** **RESPONSIBLE OWNER PROGRAM - Section 35**

The GSSCC will be able to demonstrate that its members and their dogs are responsible and an asset to the community. The right to own large-breed dogs brings considerable and ever increasing responsibilities. The GSSCC wants the membership and the general public to understand that we put the onus on the owners of dogs to keep and handle their animals in a way that does not interfere with the rights of others.

35(a) The GSSCC has established a responsible owner program. The responsible owning and keeping of dogs is a voluntary program of inspection of containment facilities. GSSCC members that apply and meet the requirements will be issued a certificate that confirms compliance to the following guidelines;

35(b) Dogs should not be allowed to roam free and unsupervised. Owners are to have secure fencing around their property so that the dog cannot escape the confines of their property (preferably lockable) or that owners have a separate lockable kennel/pen where the dog can be contained. Owners are expected to comply with local by-laws pertaining to the keeping of dogs (e.g. licensing, leash laws). Owners are expected to clean up after their dogs in any public place.

35(c) Dogs are to be appropriately trained in basic obedience and control. Dogs are to be trained and socialized so that they behave appropriately around other dogs and people.

35(d) Dogs are never to be left unsupervised with young children under any circumstances. Young children should not be given sole charge of a large dog (e.g. walking dog on their own).

35(e) Owners should ensure that their dogs do not bark excessively and thus create a nuisance in their neighborhood. Barking at other people is also to be minimized when dogs are in crates or cars in public areas.

**GSSCC PROCEDURE MANUAL – Responsible owner program - Section 35**

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35(f) Owners are expected to be considerate of others who may not like dogs or be nervous of dogs.  
Dogs should not be kept in a way that may intimidate people who are uncomfortable with dogs.

**DATE ISSUED: January, 2003    DATE REVISED: January, 2005**