



HOW TO BOOK AN EVENT AND JUDGE

- ✓ Complete the event request form found on the GSSCC website, www.gsscc.ca (click on "Official Documents" on the left hand menu)
- ✓ Send the completed form to your Regional Trial Director, indicating whether the \$50 administration fee will be paid by e-transfer or cheque. Cheques to be made payable to the GSSCC.
- ✓ For trial entries, the listing fee is included in the \$50 fee; for show/breed survey entries, the \$3 listing fee per dog (\$25/dog for breed surveys) is to be submitted *after* the event (the form for "Event Fees for Show/Survey" is also found in the same location on the website)
- ✓ Wait for approval from the Trial Director before you make travel arrangements for the judge.

WHAT THE REGIONAL TRIAL DIRECTOR DOES

- After receiving the completed form, with indication of how payment is being made, the Trial Director will approve (or deny) the event dates, depending on other activities occurring within the Region.
- If the dates are not approved, the form will be returned to the club with the reason why the event was declined.
- If the dates are approved, the form will be sent to the Judge Coordinator, and copied to the GSSCC Treasurer.
- It is the **club's** responsibility to ensure that the administration fee is forwarded to the GSSCC Treasurer.
- When the approved, signed off Event Request form is received back from the Judge Coordinator, the Regional Trial Director will then forward this back to the requesting club.

WHAT THE JUDGE COORDINATOR DOES

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



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

For all Trials/Shows/Surveys - Send this form to your Regional Trial Director.
The \$50.00 event (trial) fee is required to be paid to the GSSCC Treasurer.

Envoyez ce formulaire à votre directeur régional de concours.
Les frais d'épreuve (concours) de 50,00 \$ doivent être payés au trésorier du GSSCC.

For Helper and Trial Manager/Secretary seminars –

Send this form to your Regional Trial Director. ***No \$50.00 event fee is required.***
Envoyez ce formulaire à votre directeur régional de concours. ***Aucun frais d'événement est nécessaire.***

The Regional Trial Director to approve the dates and forward to: Judges Coordinator **Irene Klotz** iklotz@shaw.ca;
or Trial Manager Coordinator **Susan Lawrence** clonasle@xplornet.com;
or Helper Coordinator **Patrick Girard** patrick.girard@hotmail.ca (See below for details)

Le directeur régional d'approuver les dates et transmettre à: le coordonnateur des juges **Irene Klotz** iklotz@shaw.ca ;
ou le coordonnateur du gestionnaire de procès **Susan Lawrence** clonasle@xplornet.com ;
ou le coordonnateur l'homme d'attaque **Patrick Girard** patrick.girard@hotmail.ca

Host Club / Club hôte _____ Contact Person /
Personne ressource _____
Club Website (Optional) _____

Contact E-mail / Courriel _____ Contact Number / Téléphone _____

Event Name / Nom d'événement _____ Location of Event /
Endroit d'événement _____

Type of Event / Type d'événement: Accreditation Trial Club Trial Regional Championship Canadian Championship
Trial Manager (Secretary) Seminar / séminaire Helper Seminar /
Gestionnaire de procès séminaire Helper BH only /
BH seulement AD only /
AD seulement Show /
conformation Survey /
examen

Event dates requested / Date d'événement _____ Trial Manager/Secretary _____

OFFICIAL REQUESTED / OFFICIEL DEMANDÉ _____

Date of Request / Date de la demandé _____ Signature / Signature _____

Please wait until you receive GSSCC approval before making Judges / Teaching Trial Manager / Teaching Helper travel arrangements. Once approved the appropriate GSSCC contact person will inform the Regional Trial Director and club contact person.

Veillez attendre l'autorisation de l'événement et la réception du formulaire signé par le GSSCC avant que l'itinéraire soit finalisé. Une fois approuvée, la personne de contact appropriée du GSSCC informera le directeur régional d'événement et la personne de contact du club.

Regional Trial Director to approve the dates for **all** events and then send to the following:
Directeur régional de concours d'approuver les dates et l'envoi au:

- Trial/Show/Survey requests: send to **Irene Klotz** iklotz@shaw.ca
- Trial Manager/Secretary Seminar requests: send to **Susan Lawrence** clonasle@xplornet.com
- Helper Seminar requests: send to **Patrick Girard** patrick.girard@hotmail.ca

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

_____ Date _____

Approved by Irene Klotz / Susan Lawrence / Patrick Girard; Signé par Irene Klotz / Susan Lawrence / Patrick Girard

_____ Date _____