



GERMAN SHEPHERD DOG CLUB OF AMERICA-
WORKING DOG ASSOCIATION, INC.

BREED SURVEY SECRETARIES' GUIDELINES / CHECKLIST

- ❑ Order the GSDCA-WDA Breed Survey forms from the GSDCA-WDA Office: Joy Schultz, 732 Lindley Blvd., DeLand FL 32724. Include payment by check or money order made payable to GSDCA-WDA, or by credit card (Master Card or Visa) at least 30 days prior to the scheduled Breed Survey.
- ❑ Make sure the official GSDCA-WDA Breed Survey Entry Form is included in your club breed survey participant entry packet. Your club **MUST** use the official breed survey entry form and it must be included with the breed survey documents submitted to GSDCA-WDA.
- ❑ Make sure the one-page Breed Survey Rules & Checklist for Documents is included in your club breed survey participant entry packet.
- ❑ All entries on the official GSDCA-WDA entry form must be submitted with full payment to the host club no less than **one week** prior to the event. Please be aware that the \$50 from each breed survey entry fee is to be remitted to the GSDCA-WDA.
- ❑ Compile a list of breed survey entries, which must be printed in the official show/breed survey catalog. If an entry is not printed in the catalog the dog is **not** allowed to participate.
- ❑ As the breed survey entries are received use the provided Breed Survey Rules & Checklist for Documents to ensure that copies of all required documents are included for each dog entered. It is best if this checklist is attached to a large manila envelope. One envelope is to be used for each dog entered. Place the copies in the manila envelope.
- ❑ At least 24 hours prior to the start of the breed survey, the breed survey secretary must fill out the first page of the GSDCA-WDA Körliste for every dog entered in the survey. All of this information should be **typed** so the SV can read the information—including e-mail and postal addresses. If the owner listed on the registration document is different from the owner listed on the Körliste, proof of **all** ownership transfers must be provided. If there is joint ownership with a German resident, transfer of ownership to the American resident must be completed through the SV office by the German co-owner, and proof of the transfer submitted to the breed survey secretary prior to the breed survey. Use the Change of Ownership (Eigentumswechsel) form. A Bi-lingual template is provided to assist you in completing the first page of the GSDCA-WDA Körliste. It is not to be used as an entry form.

Note: Incorrect or illegible information as well as missing documents will greatly delay the return of the Breed Survey, (Körschein), from the SV.
- ❑ When the entrants arrive at the place where start numbers are picked up, they must turn-in all of the **required, original documents**. Use the same **checklist** to ensure all original documents are received prior to the breed survey. They should be placed in the manila envelope you have provided for each dog. The original documents received for the breed survey are valuable and difficult or impossible to replace. It is the duty of the breed survey secretary to ensure the safe keeping of these document at all times. **They are YOUR responsibility.**
- ❑ On the day of the breed survey, all of the **original** documents for each dog must be available for the Körmeister. This includes the GSDCA-WDA Körliste with the first page completed. The Körmeister will complete the other three (3) pages that record his/her assessment of the dog being surveyed. **The Breed Survey Form (GSDCA-WDA Körliste) must be completed and signed by the Körmeister.**
- ❑ Each dog that successfully completes the breed survey **must** receive the form “**Certification of Successful Completion of the Breed Survey**”. This two-part form must be filled out by the breed survey secretary, signed and dated by the Körmeister. The original (white) copy is for the owner of the surveyed dog. The second (yellow) copy is to be included with the documents sent to the GSDCA-WDA Office. This is a very important

form that the owner of a breed surveyed dog will need if they wish to enter a trial or breed show during the time their original documents are at the SV for processing the breed survey (Körschein).

- ❑ The form entitled **List of Dogs Entered in the Breed Survey (Original + 3 copies), sections (a), (b), (c), (d) and (e)** must be filled out by the survey secretary. The Körmeister will complete the rest of the form. Both the Körmeister and the breed survey secretary **must sign this form**. Distribution is as indicated on the bottom of the form.
- ❑ Within **five (5) days** of the breed survey, the breed survey secretary **must** send by traceable mail, the complete packet of **original** documents and **Körlistes**, plus the total amount of \$50 per dog for the breed survey to the GSDCA-WDA Office, Joy Schultz, 732 Lindley Blvd., Deland FL 32724. FedEx or UPS is recommended. For tracking purposes, the breed survey secretary must advise the GSDCA-WDA Office the packet has been sent. Clubs submitting paperwork outside the timeframe set by the organization shall be fined up to \$100 per day for each day over the timeframe. This is in addition to the current policy of the club being placed not in good standing.

The previous items explain the processing of the paperwork for a breed survey. Following are some other important items that are necessary to properly conduct a breed survey.

Equipment: The breed survey secretary should make certain the club has the following equipment available:

- A (metric) scale to weigh the dogs
- A (metric) Körmass to measure the dogs
- Guns and blanks for the gun-sureness test
- Blinds for the test of courage
- Tent with table and chairs for the Körmeister and assistants
- Typewriter/word processor for the person assisting the Körmeister
- Ring set up
- PA system
- Numbered bibs for the handlers of each dog
- Catalog with a printed listing for every dog to be surveyed
- A soft tape (metric) measure

Special Note for Breed Survey Secretaries:

1. Certificates of Pure Breeding from USCA are not acceptable as registration documents for a GSDCA-WDA breed survey. They may be used for proof of "a" stamp or "ED" only.
2. Show ratings and breed surveys by judges that are only licensed by USCA as conformation judges or survey masters are NOT acceptable documents for GSDCA-WDA breed surveys.
3. The SV requires the **original** country of birth pedigree be sent with the Körliste for a survey to be awarded. Example: The owner of a dog imported from a foreign country must use the **original foreign pedigree** when submitting documents. The AKC Certified Pedigree is used for breed surveys only if the dog was born in the United States.
4. The use of any false information on any German Shepherd Dog entered in an authorized or sanctioned GSDCA-WDA event shall result in the banning of the German Shepherd Dog from all future events and the termination of the membership of the party or parties who falsified the information.