



## Trial Secretary Responsibilities and Guidelines

The duties of the Trial Chairman and Secretary may be combined by the Club and performed by only one person. The Trial Secretary is not allowed to trial a dog nor take on other responsibilities other than those defined in the GSDCA-WDA Trial Regulations, General Part with respect to the conduct of a WDA Trial.

### Responsibilities:

1. A four week advance notice containing the following must be submitted to the Regional Director for dissemination to the local clubs within the region, posting on the Regional Website and the GSDCA-WDA Office for posting on the GSDCA-WDA website.
  - Dates of event
  - Physical location including: proper name, street number, street name, city and zip code for all phases of the event except tracking. For tracking, the physical location of a meeting place to caravan to the tracking fields must be posted.
  - Judge(s)
2. Provision of all official GSDCA-WDA entry forms for participants. Such forms may be personalized for the Club, as long as the information duplicates the official forms. Generic forms are available on the WDA official website and should also be available on the regional websites, where applicable.
3. Assure that the forms are signed by the owner, or duly authorized agent, for the dog being entered.
4. Fill out the top portion of the Judge's work sheets for each entry for each dog in the trial.
5. Be available to assist the Judge at each phase of the trial. This is at the discretion of the Judge.
6. Be responsible for the collection of the required documents for each dog entered, and for verification of the dog's eligibility to participate in the event. Such documents include: proof of ownership of the dog through registration certificates or other proof of ownership; tattoo or microchip verification on four generation pedigrees for German Shepherd Dogs born on or after January 1, 2004; vaccination records; official scorebooks; original signed entry forms; and copies of the original documents for the dog entered.
7. The Secretary is also responsible for assuring and informing the authorized agent or owner of the dog that the dog meets the rules for trial with respect to its age for each degree attempted.
8. The Secretary is responsible for assuring the accuracy of the trial information and results in the scorebooks. The Secretary and the Judge must sign where indicated.
9. The Secretary is responsible for sending the required documentation to the WDA office within the ten day period following the trial.
10. The Secretary is responsible for assuring the return of scorebooks or any other documents submitted by the authorized agent and/or owner of the dog in a timely manner, preferably at the end of the trial or at the end of each trial day if the dog is only attempting and completing one degree in one day, and needs to travel back to their destination or home.