



## GERMAN SHEPHERD DOG CLUB OF AMERICA, INC.

### DUTIES OF THE SHOW SECRETARY

The duties of the Show Secretary and the Show Chairman may be combined and performed by one person.

The Show Secretary is not allowed to show a dog nor take on other responsibilities other than those defined in the **GSDCA Breed Show Rules**.

1. Prepare and have available at the event all required forms:
  - a) Show Catalog
  - b) Show Rating Certificates
  - c) Puppy Evaluation Certificates
  - d) If Breed Survey is being offered:
    - Owner Receipt Bescheinigung
    - Ergebnisliste der Körung (list of dogs entered)
    - Meldeschein / Körliste

#### Responsibilities:

1. Have available all completed GSDCA entry forms and required back-up documents.
2. Assure that the entry forms are signed by the owner, or duly authorized agent for the dog being entered.
3. 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. Documents include: proof of ownership of the dog by registration certificate (or other proof of ownership); tattoo or microchip verification on four generation pedigree; vaccination records; scorebooks; and original signed entry forms.
4. Make copies of the original documents for each dog entered.
5. The secretary is responsible for assuring the accuracy of the trial information and results in the official marked catalogs. The Secretary and the Judge must sign each marked catalog where indicated. Three marked catalogs are required: one for the judge, one for the SV/WUSV Programs Office, and one for the host club.
6. The Secretary is responsible for sending the required documentation to the SV/WUSV Programs Office within the ten days following the show.
7. The Secretary is responsible for assuring the return of all original documents submitted by the owner or authorized agent at check in.