# CONFORMATION SHOWS

**South Australian Canine Association INC SACA Representative's Report**

The SACA Representative is instructed that all decisions and advice/direction on the day must be made in accordance with the Constitution and Rules of the SACA.

Any matter of complaint must be made in writing with the necessary written statements from witnesses and must be referred to the Executive Officer of the Association for prompt action.

## CLUB: DATE:

HELD AT:

Schedule Start Time: Actual Start Time: Completion Time:

###  The following questions must be answered:

1. What time did you arrive?
2. Was a current copy of the SACA Rule Book available?
3. Were the Stewards late?

If late, report here what action the Club took to replace the Steward/s.

1. Were the Judges late?

If late, report here what action the Club took to replace the Judges/s.

1. Were sufficient catalogues available?
2. Did **YOU** receive a catalogue?

It is only returned to the Executive Officer with your SACA Reps Report if there is an incident involving aggressive dog/s.

1. Was a First Aid Kit available?
2. Was a Public Address system available and used appropriately?
3. Were enough rings available?
4. Were the rings of minimum size?

### YES/NO YES/NO

**YES/NO**

**YES/NO YES/NO**

**YES/NO YES/NO YES/NO YES/NO**

Were clean wash basins, towels and tables at each ring and in good repair?

### YES/NO

1. Were there Breed Standards, for each breed, within the Group, available at each ring? **YES/NO**

Was there a clear passage between rings?

### YES/NO

1. Were the rings entries/exits kept clear?
2. Was the assembly area appropriately used?
3. Was parking adequate and well organised?

### YES/NO YES/NO YES/NO

Were the grounds and facilities clean prior to the commencement of the exhibition?

If not, report here what action was taken.

### YES/NO

1. Were trophies and sashes in accordance with the requirements?

Refer Guidelines – Current List of Value of Trophies (Conformation Only)

1. Was judging conducted in accordance with the schedule?

If not, report here what advice was given and what action did the Club take.

### YES/NO

**YES/NO**

1. **Where the temperature is 30 degrees Celsius or higher, did the Club provide:**

Adequate shade in each ring for Judges and in the assembly area for the Stewards and exhibits

### YES/NO

A seat for all Stewards

Cool refreshments at ringside for Judges and Stewards

Hourly announcements to notify exhibitors to be alert about dogs in cars, dog trailers, tents, heat exhaustion and where a tap is located for water for dogs

Towel or similar for the examination table

1. Did you stop the event in accordance with rule 14 Other Extreme Weather Invoking Safety Concerns
2. Did you observe any potential problems concerning dogs at the exhibition? If yes, what action was taken by you.
3. Were any incidents, protests, complaints, breaches of the Rules observed or reported to you?

If so please attach **REPORTS AND STATEMENTS**

Did you receive a written statement from the complainant

### YES/NO YES/NO

**YES/NO**

**YES/NO YES/NO**

 **YES/NO**

**YES/NO**

**YES**

Did you receive a written statement from the person who is alleged to have breached the

rules **YES/NO**

### If no - reason why

Did you receive a written statement from witness/s **YES/NO**

### If no - reason why

1. Were grounds and facilities clean at the end of the exhibition? If not, report here what action was taken.

### YES/NO

1. What time did you leave?
2. Name of replacement SACA Representative if you were not able to stay to

the completion of the exhibition

1. Were there any difficulties in finding a replacement SACA Representative? If yes, report here what action was taken.

### YES/NO

**SACA Representative (Print Name)**

**SACA Representative (Signature)**

**SACA Representative’s Report**

**South Australian Canine Association INC Trading as Dogs SA**

 **INCIDENT REPORT**

**Submitted by:**

**Club:**

**Date:**

Matters which came to your attention, which you consider should be referred to Council for information and/or action.

### Witnesses to the incident (whose statements are attached):

**Witnesses to the incident whose statements are NOT attached and the reason why not attached:**

**Witness Statement**

**South Australian Canine Association INC Trading as Dogs SA**

This statement has been written by me/written by:

And read to me and I declare that the above information is true and correct in every detail.

Name:

Membership No: Phone:

Address:

Signature:

# SACA REPRESENTATIVE’S GUIDELINES

**South Australian Canine Association INC Trading as Dogs SA**

###  The role of the SACA Representative

The SACA Representative is an Ordinary Member of the South Australian Canine Association who

has signed an Agreement to act as the Exhibition official responsible for advising the Affiliate Member and has the authority of Council to act on behalf of the Association to ensure that the Constitution and Rules are adhered to.

A Judge, Steward or Steward’s Assistant who has a function to perform at an Exhibition, and the Show Manager, Trial Manager, Show Convener or Committee Member of an Affiliate conducting the Exhibition shall not be assigned the duties of a SACA Representative at that Exhibition.

### THE SACA REPRESENTATIVE CANNOT MAKE DECISIONS RELATING TO THE CONDUCT OF AN EXHIBITION, THIS IS THE ROLE OF THE SHOW/TRIAL MANAGER.

**THE SACA REPRESENTATIVE WILL RECORD IN THEIR INCIDENT REPORT ANY ALLEGED BREACH OF THE SACA/ ANKC LTD RULES REPORTED TO THEM BY A MEMBER/JUDGE/STEWARD OR OBSERVED BY THEM.**

**WRITTEN STATEMENTS ARE TO BE OBTAINED ON THE DAY OF THE EXHIBITION.**

Where it is an alleged aggressive dog incident, the procedures in the SACA rules will apply.

###  The role of the Show/Trial Manager

“Show/Trial Manager” which includes “Competition Manager”, “Race Secretary”, “Marshall” means a person who must be appointed by the Affiliate Member as the Exhibition Official who is responsible for the management of the Exhibition in accordance with the Rules and the direction of the Affiliate Member Committee.

The Affiliate must have a copy of the SACA/ANKC Ltd rules (where applicable) at all Exhibitions and the Show/Trial Manager should be familiar with these rules and refer to the rules when necessary.

They may seek advice only from the appointed SACA Representative in relation to the SACA/ANKC Ltd Rules.

The Show/Trial Manager is responsible for making decisions at an Exhibition and implementing those decisions, except where there is an alleged aggressive dog incident.

Where a breach of the rules occurs, the Show/Trial Manager will report the breach to the SACA Representative.

###  The Agreement:

It will be received from the Affiliate Member conducting the Exhibition.

### The SACA Office will send:

A letter confirming your appointment to be the SACA Representative at the Show/Trial A copy of the Show/Trial Schedule

* + A SACA Representatives Report, including Incident Report and several Witness Statement Forms.

###  Acceptance:

Sign and return the Agreement to the Affiliate Member as soon as possible, but within 7 days if you are unavailable on the day.

###  Prior to the Exhibition:

For courtesy prior to the Exhibition, phone the Show/Trial Manager and advise that you will be attending and will be arriving at the stated time.

You are unavailable on the day of the Show/Trial:

If extenuating circumstances arise that prevent you attending on the day, advise the Show/Trial Manager as soon as possible, so that alternate arrangements can be made.

You could be charged with a breach of the rules for failure to notify the Affiliate Member.

###  On the Day of the Show/Trial the SACA Representative:

Will take a current copy of the SACA Rules and mark the pages most likely to be referred to. Will take a copy of the ANKC Ltd Rules for the discipline they are appointed to be the SACA Representative and must be conversant with those rules.

A copy of the SACA Agility Safety Guidelines for Agility where applicable. Take a pen and note pad.

Arrive at the agreed time prior to the commencement of the Show/Trial as many problems occur prior to the commencement of judging.

Advise the Show/Trial Manager of your arrival and proposed location during the day.

Advise the Show/Trial Manager if you have to leave before the end of the Show/Trial/Competition and what alternative arrangements you have made in accordance with the SACA Rules.

Shall be seen not to have a conflict of interest in the activities of the Show/Trial.

Is expected to act if he/she observes behaviour that does, or is likely to, breach the SACA Constitution or Rules. This intervention could be warnings, cautions, advice, conciliation or activating report procedures.

If you are personally involved in any complaint, incident or breach of the Rules, (this does not mean that you witnessed the incident) you may appoint a substitute SACA Representative in accordance with the SACA Rules.

###  Prizes and Awards – where offered at Conformation Shows:

Trophies Conformation - Council Policy, the minimum value of trophies offered. All Breed Championship Shows - Group $25, Best in Show $50, all other prizes $10. All other Championship Shows - Group $15, Best in Show $25, all other prizes $10. Parades and Open Shows - Group $15, Best in Show $25.

###  Leaving the Show/Trial:

Stay at the Show/Trial until the judging is finished and advise the Show/Trial Manager when you leave.

###  Following the Show/Trial:

Return the SACA Representatives Report to the Executive Officer as soon as possible after the Show/Trial or at least within three working days.

Your report and statements could be the first thing he knows about any incidents.

###  Unsafe Agility Course:

On receiving a complaint from competitor/s who has in the first instance consulted with the Judge about the unsafe course, the SACA Representative must consult with members of the Agility Advisory Committee and other Agility Judges present, also the Agility Safety Guidelines prior to making a decision. If the SACA Representative concludes that the course is unsafe, they must inform the Trial Manager and members of the committee of the Affiliate who will take the appropriate action.

Removal of Mandatory Pieces of Equipment from an Agility Course Refer to ANKC Agility Rules P9 Suitability of Obstacles 5.3

After the completion of judging the Judge is to advise the SACA Representative and provide a written report.

### Complaints relating to Agility Course Layout

Refer to ANKC Agility Rules P12 Course Inspection 8.1.4

Where a complaint is made to the SACA Representative they must ascertain (1) is the Judge aware of the complaint (2) that the complaint was made prior to judging. If the answer is no to either

question then the SACA Representative will advise the competitor that the complaint will be included in the SACA Representatives report and no further action will take place unless there is a genuine safety concern. The SACA Representative will advise the Judge of this at the completion of judging.

Where there is a genuine safety concern after judging has commenced, judging will be suspended until the matter is resolved – refer to Unsafe Agility Course.

###  REPORTING OF AN ALLEGED AGGRESSIVE DOG INCIDENT

All Judges, Stewards, Exhibitors and Members are reminded that if they witness any alleged aggressive dog incident at an Exhibition it must be reported to the SACA Representative **WITHIN ONE HOUR OF THE ALLEGED INCIDENT.**

### PART XI SACA REPRESENTATIVES

**B. REPORTING**

It is the obligation of any Judge, Exhibition Official or Member of the SACA or other Controlling Body who observes a breach of the SACA Rules to report the incident orally and where further action is considered appropriate, in writing to the SACA Representative. Any such report must be made as soon as practicable but within one hour of an aggressive dog/s alleged breach and on the day of the Exhibition for any other alleged breach. The SACA Representative will then deal with the report.

### PART XIV OFFENCES

**A. GENERAL**

(b) Any Judge, Exhibition Official or Member of the SACA or other Controlling Body who witnesses an exhibit acting in breach of the Constitution and Rules of the SACA shall forthwith report the incident in writing to the SACA Representative. Any failure to do so shall be guilty of an offence against these Rules.

###  Aggressive Dogs:

Ensure that you have sufficient copies of witness statements.

On receipts of a complaint take the evidence from the person/s in writing.

Obtain name/s of any witness/s and obtain witness statements from them in writing on the day. If the dog/s is suspended, then such suspension will start immediately.

Notify the Show/Trial Manager of the suspension of the dog/s.

### ALL WRITTEN STATEMENTS MUST BE TAKEN ON THE DAY OF THE SHOW/TRIAL and forwarded to

the Executive Officer as soon as possible, but no later than the 1st ordinary working day following the Show/Trial.

There are 5 types of aggressive behaviour that you should be aware of when dealing with aggressive dog/s.

**Pure Aggression:** When a dog is threatened or is threatening, his body language shows his reaction. Eyes staring, stands tall, ears up, leans forward, with tail and hackles up and teeth showing. These all show that the dog is displaying pure aggression towards an oncoming threat.

**Fear Biter:** This type of dog hides behind the handler but will strike at any given time and then return to the handler.

**Trigger Biter:** This is the hardest form of aggression to detect as the dog gives no warning or shows no sign of aggression before it bites. The dog reacts instinctively to a trigger such as an aggressive act by another dog or, for that matter, by a person.

**Instincts:** They are an essential part of a dog’s actions.

**Guard or Protection Instinct:** The dog will protect all members of the family, home and contents, as this is a natural instinct. This instinct is to protect not attack but does need the control of the handler.

At one end of the spectrum is the case of a dog lunging at another to protect its space, to the extreme of a severe attack on an adult/child or the death of another dog.