

## NCA Working Event Secretary Checklist

Secretaries have a vital role for the NCA to provide data on entrants and qualifiers, not only to the weekend event participants, but also to the historical records of the NCA and the Newfoundland database. This is a brief checklist to be used in concert with the NCA test regulations and Event Guide to give Secretaries an “at a glance” look at the paperwork needed and the flow of information. To further help with your preparations for working events, please refer to the detailed instructions in the test regulations and event guide.

When you agree to be a secretary:

--Make sure you provide a signature and email (please print) on the Application to hold an event.

--look for WDC email on questions that may arise on your application and event approval.

Before the event:

-work with the committee to decide who will do what based on the Event Guide

-develop the premium (see event guidelines for required elements) if DDX, make sure a description of the weight exchange object (dimensions, shape) is included in the premium.

-accept entries (see the responsibilities and regs for how to correctly process entries by postmark)

-prepare a Test Record form for every entrant (Water tests have one common record form, there are separate DD and DDX forms) with all the required information. It's best if these are typed so that NCA records can be easily read. These will be the forms that exhibitors sign when they check in. Make sure the NCA box is checked if they are members.

-make 3 part NCR score sheets for all divisions and entrants – complete the top in advance for the judges (one extra set is required if you have an observer judge)

-make eval copies for each entrant, judges

-print out all grievance forms and bring with (some clubs just keep these in a binder passed along from event to event, just make sure you have them all).

-make catalogs from entry data (see event guide for list of things to include)

-entrant numbers for persons and equipment are ready for distribution

-distribute confirmation emails and time schedules for the days to all entrants, judges, stewards

-do NOT throw away any paperwork from entrants (forms, envelopes, etc)

During the event:

- check in exhibitors
- keep the paperwork moving
- help the judges complete the record forms at the end of the day
- mark a catalog for each judge to take at the end of the weekend, mark a catalog for your records and 2 for the NCA
- distribute eval forms
- Bring forms to the event in case of questions

After the event:

- complete a test secretary report (two day tests, two reports)
- get your chairman's report to include with NCA paperwork
- copy all test record forms, entry forms, AKC registrations
- provide NCA packet as detailed on the Secretary's report form to the appropriate NCA WDC contact prior to the deadline

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