Secretary’s Check List
Pertaining to DWC Paperwork

For Premium List
☐ Use new Premium List & Entry Form [zip file] from the BMDCA website (Dated 08-15-2018)

Receiving Entries
☐ Open Entries as they arrive
☐ Check for complete Entry – highlights below, complete list on Page 20, G, of July 2011 Regs
  ☐ Entry Form with all fees
  ☐ Weight Certificate (WC) for Open classes or possible move-ups
  ☐ Brace Entries, separate entry forms for each dog, submitted together
  ☐ Secretaries are not responsible for a correct date on the WC, can check it if they choose to
☐ Check entry for BG# (BMD’s only), Class selection, Call Name, etc.
☐ Notify Handler of receipt of completed entry – some secretaries collect the data in an Excel database and send the entry information back to the handler for verification that all information is correct, such as dogs name, call name, titles, etc.

Catalog
☐ Every entry goes into the catalog – alternates included, which can be numbered as alternates (ex.Alt 101, Alt 102) or number in line with the numbering system used. (125, 126, etc.)
☐ Our Database needs the catalog numbers to be 2-3 digits, and no leading 0
☐ Check on page 8, #13, for a complete list of items that must be included in the catalog
☐ Weight listed for Open Dogs is weight pulled, NOT the dogs weight. IE; 60 or 90 not 68.4 or 92.3 (#60min)
☐ Open Brace weights should be listed individually for each dog not total combined
☐ Any Novice or Novice Brace team that includes a weight certificate for possible move-up must have that weight listed in the catalog

Prep for Day of Test
☐ Use 1 Draft Test Judges’ Report for entire test unless more than 28 dogs are entered (BMDCA Website)
☐ Use 1 Draft Test Data Worksheet for entire test unless more than 28 dogs are entered (BMDCA Website)
☐ Use 1 BMDCA Draft Test Final Report (BMDCA Website)

Day of Test - Judges Work Sheets
☐ Final score key P= Pass, F=Fail, Ex= Excused by Judges (Teams not judged but listed in the Catalog are marked - A=Absent)
☐ White sheets to the handlers, Yellow to the DWC, Pink to the judges
☐ Separate Pink by judges and hand to the judges after completion of the test.
☐ Separate White and Yellow by handler, 101&101, 102&102, 103&103, etc. Hand a White set to each handler or have the judges hand them out.
☐ Yellow set goes to DWC Chair, collated in the same numeric order used on the Data Worksheet

Final
☐ All required forms and original entries per BMDCA Draft Test Final Report
☐ Send completed paperwork to: (if sent overnight mail, please - No signature required)
  ☐ Draft Chair
  ☐ Jennifer Brightbill or Wendy Boehme (As instructed w/cover page from Peggy Granger)
  ☐ 15860 S Lucky Lane 2309 Black Fox Ct
  ☐ Oregon City, OR 97045 Murfreesboro TN 37127

Revised 08-15-2018