

**Comprehensive Instructions for Breed Shows**  
**GNA Breed Warden Policy and Procedure**  
**CURRENT November 2nd, 2022**

This document is subject to revision as needed at the discretion of the GNA Breed Warden's Office.

Our goal in creating this list of instructions is threefold. First, we want the process for breed shows, from submittal to document return, to be as swift and correct as possible. Second, we want to educate and include the Chapter Breed Wardens, breed judges, test directors and coordinators, and GNA members so that the work is transparent and shared. Last, we want to complete as much of this process as possible before the breed show takes place so that the subsequent paperwork can move smoothly. Consequently, we ask that everyone please read through these instructions and follow them.

### **Submitting a Breed Show**

Breed shows must be submitted to the Chapter Breed Warden and GNA Breed Warden AT LEAST 90 days before the breed show. To submit the breed show, the test director must email the GNA Breed Warden and Chapter Breed Warden the following information:

1. Date of breed show
2. Location of breed show
3. Test director and test coordinator

The GNA Breed Warden's office will enter the breed show as well as the PAPK number for the breed show on the breed show spreadsheet in Google Docs that is shared with all Chapter Breed Wardens and test directors; we will create an entries folder in Google Drive to share with the test director, coordinator, and Chapter Breed Warden. We will also submit the breed show to Germany. It is the test director's responsibility to post the breed show to the GNA website.

### **Submitting Entries to a Breed Show**

Your dog must meet all of the breeding requirements listed in Article 9 of the breeding regulations to be eligible for breed certification. To be eligible for the Zuchregister (breed registry), the dog must have met the requirements listed in Article 30 of the breeding regulations.

To submit a breed show entry, first complete the entry form (link below) through Google Forms. Your responses will be sent to the GNA Breed Warden, Chapter Breed Wardens, and test directors.

1. Entry form: <https://forms.gle/UksUiXYVEFVdPa3M7>

After completing the entry form, you must email the following components to the test director, GNA Breed Warden, and Chapter Breed Warden:

2. Copies of both sides of the dog's ahnentafel
3. All formblatts from JGHV tests attended (e.g. Formblatt 3, 5, 7, etc.)
4. Copies of all orthopedic evaluations returned from Germany by Dr. Schunk, (the evaluation forms for HD, OCD, and ED if completed).
5. Copy of completed and returned HN Certificate

If you have not received your orthopedic evaluation back from the HD coordinator or your dog's HN card from the HN coordinator, you need to let the test director know in this initial email and provide the dates you submitted your orthopedic evaluation and HN to the appropriate coordinators. This is also a required part of the entry form.

In addition to sending an email with your entry materials, you need to:

6. Contact the test director for the unique breed show test code. Pay the \$75 entry fee on the GNA web store and forward the receipt to the test director, GNA Breed Warden, and Chapter Breed Warden.
7. Each owner needs to purchase a self addressed, postage paid USPS Priority Mail Flat Rate Envelope (12.5" x 9.5") before going to the breed show. This way, you will have the tracking number for your ahnentafel's return and can check it at your leisure. There are two easy ways to purchase and provide the required envelope:
  - a. Go to the post office physically and purchase a USPS Priority Mail Flat Rate Envelope (12.5" x 9.5"). Pay for the approximately \$8.95 postage with tracking. Make sure the postal worker puts the appropriate postage and the tracking bar code on the side that says to/from. Make sure your name and address is printed on the correct side where it says to and from so that the ahnentafel will be returned to you with tracking.
  - b. Go to <https://www.usps.com/ship/online-shipping.htm> and purchase a self addressed label for a USPS Priority Mail Flat Rate Envelope. (Don't worry about the shipping date; it doesn't seem to make a difference.) Be sure that the address is correct. Download and email the label to the GNA Breed Warden, your Chapter Breed Warden, and the breed show test director.

Be sure to record the USPS tracking number.  
It is how you will track the return of your ahnentafel.

**Your entry is not considered complete until you have submitted ALL of the necessary components (1-7).**

The deadline to enter a breed show is 30 days before the breed show date. Be aware that a minimum of 5 completed entries must be received by the entry deadline or the breed show will be canceled. Keep in mind that the orthopedic evaluation can take more than two weeks to return the results, and the HN certificate can take more than eleven weeks from the time you submit it to the coordinator. Do not put these components off until the last minute. Bring all of the dog's original paperwork to the breed show. **Be certain to bring your ahnentafel to the breed show. Be sure you have either submitted a physical USPS Priority Mail Envelope or sent a digital label prior to the breed show.**

## **Receiving Breed Show Entries**

When the test director receives entries for the test, he/she will upload the components in the shared Google Drive folder created for the breed show. It is shared with the test director, coordinator, and Chapter Breed Warden. We will also create a spreadsheet with all of the entrants' personal information to be sure their addresses, phone numbers, email addresses, etc. are all correct and easily accessible. This spreadsheet will be exported from the entrants' own answers on the Google Form that is the new entry sheet, so it will be the most current information. This will allow everyone involved access to the entries. If you need any help with Google Drive, contact the GNA Breed Warden's office. We are always happy to help with technology questions.

30 days before the breed show, the test director is responsible for sending out a list of the entries to the GNA Breed Warden and Chapter Breed Warden. If there are not five entries, the breed show is canceled. This list should be generated on PAPK and exported to the server. The PAPK number for the breed show will be located on the Google Drive spreadsheet that is shared with all test directors and Chapter Breed Wardens. At that point, the GNA Breed Warden's office, which is responsible for submitting the final paperwork from the breed show, will make sure we are able to import the complete entries.

**Be sure you have the most updated version of PAPK before trying to complete the entry process. If you have trouble with PAPK, please contact the GNA Breed Warden's office and Faith Wood, GNA Business Manager. It is imperative you begin this process at least 30 days before the breed show.**

**DO NOT LEAVE IT FOR THE NIGHT BEFORE THE BREED SHOW.**

When you complete the data entry on PAPK before the breed show, please pay special attention to these points:

1. Be sure the addresses and names of the breeder, trainer, and handler are accurate.
2. Verify each dog's chip number is entered because this must be done manually.

3. Verify the hare track and search behind the duck scores from the Formblatts 3 and 5 and enter it manually. If there are multiple scores from different tests, you only enter the highest score.
4. For the previous tests, please enter the information in the following format:
  - a. List all information with only a space in between everything and no punctuation
  - b. For the HZP, include o.Sp. or m.Sp.
  - c. For the VGP, list Preis./score then TF or UF
  - d. If a dog has been in a previous breed show, list the score in addition to the test type, location, and date.
  - e. **FORMAT: Test type score location of test date of test**
  - f. **VJP EXAMPLE: VJP 70 Andalusia AL 23.03.2022**
  - g. **HZP EXAMPLE: HZP 180 o.Sp. Janesville MN. 28.09.2022**
  - h. **VGP EXAMPLE: VGP II./297 TF Carthage IL 14.10.2022**
  - i. **Zuchtschau EXAMPLE: Zuchtschau 10/10 Baltic SD 12.11.2022**

Breed judges for the breed show will be selected by the GNA Breed Warden after the running list has been established one month before the breed show. Judges may not be announced until the GNA Breed Warden has decided (per breed show regulation Section 4 part d).

Two weeks before the breed show, the test director will send a program with the entries and any details of the breed show location and accommodations. You may not be able to announce the judges for the breed show yet if they have not been selected/approved, so be sure to confirm that you are able before including the breed judges. Please be sure to copy the Chapter Breed Warden and GNA Breed Warden in the program.

## Personnel Roles in the Breed Show

Following is an outline of personnel and their roles in the Breed Show process.

- **Observers at breed shows**
  - The purpose of the observer role (previously referred to as helpers) is for individuals who are field judges in good standing to have the opportunity to observe two breed shows (two separate breed shows, not two days at one breed show). Observers can then decide, after two observer opportunities, to apply for acceptance into the apprentice program or not. Observers do not comment or participate in the evaluation of dogs entered at the breed show; they are present to observe all aspects of the breed show and gain understanding.
  - Only approved field judges should be included in the observer process. The prerequisite for breed show apprenticeship is: at least three years of active field judging and being in good standing with VDD, followed by an application process that is sent to the GNA Chairman and Breed Warden for inclusion into the apprentice breed judge program.
  - Observers are requested to express their interest via email to their Chapter Breed Warden, GNA Breed Warden, and the Director of Breed Judge Development prior to being an observer. This will allow for planning of an appropriate number of apprentices and observers at breed shows and documentation of observers. The Director of Breed Judge Development and GNA Breed Warden will approve the presence of an observer at the breed show.

- **Apprentice Breed Judge Candidates**

- The application process for field judges with at least three years of experience as active field judges in good standing in VDD is as follows.
  - Candidates make an application in writing to their chapter board requesting consideration and approval. The chapter board then approves the request and forwards it to the VDD GNA EC.
  - The VDD GNA Executive Committee votes on the approval of candidates.
  - The GNA Chairman submits the candidate to the VDD Head and Vice Head Breedwarden for approval. (Section 3 (2) of the Breed Judge Regulations).
  - Approved candidates are issued apprentice cards and officially entered in the breed judge apprentice program.
  - Apprentice breed judge candidates begin the apprentice program and have 5 years to successfully complete the program by passing the final written test and practical exam. There is the exception that an apprentice can request an extension from the group breed warden.
  - Details of all benchmarks in the apprentice program strictly follow the apprentice program as approved and documented in official VDD regulations.

- **Official Roles of Individuals Involved in the Breed Show Evaluation.**

- **Test coordinator**- serves to organize and arrange the location of the breed show and works with the Test Director and for organizational details such as the location of the breed show, meals, etc.
- **Test Director**-Breed judge who collects, reviews for completion and correctness, and approves all breed show application paperwork submitted by applicants. The test director is also responsible for a variety of data entry duties, communications with entrants, and the overall completion of the breed show outlined in this document.
- **Breed show judging group**- This group consists of three breed judges. This judging group is for dogs entered in the breed show and must include only judges with no conflict with any of the dogs to be evaluated. Stated differently, one judging group must be chosen that will be able to evaluate all dogs in that specific breed show. Every dog in the breed show must be judged by the same three judges unless there are two judging teams. Emergency judges may not be utilized to judge a particular dog with which one of the judges has a conflict. In GNA, the breed judging team is selected by the GNA Breed Warden and not announced until the team has been chosen.

§4 (d) of the Breed show regulation says: Only after the entry list has been received and checked will the main breed warden name the breed show judges to be sent by him. In GNA this will be the GNA Breed Warden.

§5(d) of the Breed Show regulation says: A breeding judge/trainee breeding judge may not be active at any breed show at which he/she or a person living at their household has entered a dog. Exceptions are only permitted at the Hegewald or Armbruster breeding test.

The GNA Breed Warden will review entries and select the judging group.

- o **Evaluation of dogs in the Breed Show-** Carried out by the judging group with no influence or distraction by any non-judge individuals. Only one of the three breed show judges is to be filling out the zuchtschaubogen as the judge is calling the dog. The evaluation must in all cases follow the published DD standard, in an objective and systematic fashion, according to the DD standard for form, hair, movement, and character. The judging group in all cases must be committed to an objective evaluation putting aside any bias, always referring to the published DD standard.
- o **Rationale for the detail of judging DDs** – With the growing size of our organization, increased number of kennels and potential for conflicts, we must all work together to ensure we are evaluating DD's per the published standard. We must always do our best to remove any personal bias and utilize the published DD standard for the evaluation process. It is also important that only certified Zuchtschaurichters are participating in the evaluation of entered dogs. There must not be any outside influence. The judging group should step away from the group to discuss the dog and the related scores. The judging group must be confident that all evaluated dogs were fairly and objectively evaluated by the judging group and that the judging group was able to arrive at an agreement for the scored evaluation of each dog. A copy of the preliminary zuchtschaubogen will be given to the owner of the dog at the conclusion of the breed show. This zuchtschaubogen is contingent upon approval from the head breed warden in Germany and is considered preliminary until that time.
- o **Open judging-** Once the judging group has arrived at a final decision for the evaluation of each dog, it is then the responsibility of the judging group to share the evaluation result with the handler of the dog and the gallery. The effort here is to explain the evaluation and final scoring outcome in brief terms to the handler and gallery.

These points are all meant to be consistent with the published regulations in the official DD standard and as stated in Herr Feuerbach's "Form and Hair Evaluation of the Deutsch Drahthaar".

## After the Breed Show

When the breed show has been completed, the test director will:

1. Complete the test data entry in PAPK within **one week of the test date**. Most importantly, the package must go out in the mail to the GNA Breed Warden at that point so the breed show can be submitted to Germany on time. The details of the data entry are important and include:
  - a. No 4's or marks are to be put in any box noted as correct 4, except for the color of the dog as 4 for Brnschml. Be sure the accurate numerical identifier other than 4, is entered in the appropriate spot.
2. Package up:
  - a. original ahnentafeln

- b. Zuchtschaubogen
- c. The Priority return envelopes for ahnentafeln (*Some will be physical and others will have been emailed to you. For those that have been emailed as labels to the GNA Breed Warden, you don't need to do anything physically. Please verify that each entrant has provided one.*)

And send as a USPS Priority box package to:

Mike Schell  
GNA Breed Warden  
1661 North County Road 2680E  
Carthage, IL 62321

3. The test director will send an email to the entrants, copying the Chapter and GNA Breed Wardens, that includes at least this information:
  - a. The ahnentafeln from the breed show have been sent to the GNA Breed Warden to be stamped and signed.
  - b. The ahnentafeln will be returned in the USPS Priority envelope/label the entrant provided, so they have the tracking number to check at their leisure.
  - c. When the ZR cards arrive from Germany, they will be uploaded into a Google Drive folder, which will be shared with the entrants from the breed show.
  - d. The physical ZR cards will be mailed out by the volunteer responsible for ZR card distribution.
4. When the ZR cards arrive from Germany (which normally takes months, not weeks) the GNA Breed Warden's office will upload a scanned file of the ZR cards for the breed show into a single folder within the folder for the breed show, which has already been shared with the test director and Chapter Breed Warden. We will share the folder with the entrants using the email addresses from the breed show entrants spreadsheet.
5. The GNA Breed Warden's office will mail the original green ZR cards to the volunteer who will be responsible for distributing the ZR cards to the owners of the dogs. The GNA Breed Warden's office will keep a white copy of the ZR cards. Because they have a digital copy of the original and there is a copy on file, they will be mailed USPS First Class.