

Comprehensive Instructions for Breeders and Breed Wardens
GNA Breed Warden Policy and Procedure
CURRENT January 7th, 2023

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 submitting new litters to facilitate the swift and correct processing of the litter and all paperwork so that everything goes through in a timely manner. Second, we want to educate and include the Chapter Breed Wardens and the breeders so that the work is transparent and shared. Last, we want to complete as much of this process *before* the litter is born as possible. Consequently, we ask that everyone please read through these instructions and follow them as faithfully as possible.

****NOTE: All fillable forms (kennel registration application, stud certificate, Wurfmeldung Page 1, and Wurfmeldung Page 2) are located on the GNA website under Forms for Breeders.****

Kennel Registration:

Apply for your VDD kennel name **four months or more** before the whelping/registration of your first litter. According to the breed regulations, you must apply through the Group Breed Warden who submits your application to the Head Breed Warden's office in Germany **at least** three months before your first litter is registered (Article 7, The Kennel Name). The extra month is to allow for processing in GNA. Before your kennel registration application may be submitted, you must be in compliance with the kennel facility requirements outlined on the kennel inspection documents.

Article 6, paragraph 2 of the VDD Breeding Regulations contains the following provisions relating to kennel inspections:

Before starting breeding activity in the VDD e.V., the kennel / breeding facility must be inspected and approved by the responsible Group Breed Warden. In particular, compliance with the provisions of the Animal Welfare Dog Ordinance (TierSchHuV) must be observed. The VDD's internal kennel acceptance form including photos must be used. The breeder bears the costs for the kennel inspection.

Kennel registration paperwork is the completed and approved application and the acceptable forms of proof of tests: the Formblatt 3 for VJP, Formblatt 5 for HZP, Formblatt 7 for VGP, and the zuchtschaubogen or ZR card for breed show. You will also need to work with your chapter breed warden to complete a kennel inspection. When you apply for kennel registration, please email the registration application form, proof of any tests completed, and a video with measurements of your kennel facilities to your Chapter Breed Warden along with your VDD

member number. He/she will go over the proof you provide and be sure that it is correct. When your proof, facility inspection, and application are correct and verified by the Chapter Breed Warden, email them to the GNA Breed Warden. Once it is all approved, you can pay online for your kennel registration on the GNA web store. The GNA Breed Warden will issue a payment code once your application is complete and approved. Forward the receipt to the GNA Breed Warden.

Payment Schedule for Kennel Names:

1. If you have personally trained and handled any of your dogs successfully through the VJP, HZP, and VGP as well as taken your own dog successfully through the breed show (though possibly not necessarily the same dog), then GNA will pay for your kennel registration as a show of support for your efforts. To receive your kennel registration with no charge, you must submit documentation proving your training and handling of the dog on the paperwork required.
2. If you have personally trained and handled any of your dogs successfully through three of the breed tests VJP, HZP, VGP, or two of the breed tests not of the same kind (e.g. one VJP, one HZP) and taken your own dog successfully through the breed show, then GNA will reduce the cost of your kennel registration to \$250 (two hundred and fifty dollars US) payable to VDD-GNA to be submitted with your kennel registration paperwork.
3. If you have personally trained and handled any of your dogs successfully through two of the breed tests VJP, HZP, VGP, not of the same kind, or one of the breed tests and taken your dog successfully through a breed show, then GNA will reduce the cost of your kennel registration to \$500 (five hundred dollars US) payable to VDD-GNA to be submitted with your kennel registration paperwork.
4. If you have personally trained and handled any of your dogs successfully through one of the breed tests, or successfully through the breed show, then GNA will reduce the cost of your kennel registration to \$750 (seven hundred and fifty dollars US) payable to VDD-GNA to be submitted with your kennel registration paperwork.
5. If you have not trained and handled any of your dogs personally and successfully through any JGHV tests for VDD breed certification, particularly the VJP, HZP, or VGP, or taken your dog successfully through a breed show, then your kennel registration fee is \$1,000 (one-thousand dollars US) payable to VDD-GNA to be submitted with kennel registration paperwork.

For Breeders

You should have read and be familiar with the VDD breeding regulations that are located on the VDD-GNA website. When you have questions, please email the GNA Breed Warden.

NOTE: All communications must include BOTH your Chapter Breed Warden AND the GNA Breed Warden. The Chapter Breed Wardens and their contact information are listed at the end of this document.

Litter Registration:

When it is clear that a female is pregnant and no later than six weeks into the pregnancy (three weeks before a litter is whelped), we ask that the breeder:

- ☐ **Scan and email a high quality and up to date (stamped with the Zuchttauglich) copy of the mother's ahnentafel to your Chapter Breed Warden AND the GNA Breed Warden. If the father is a first time stud dog, also email a high quality and up to date (stamped with the Zuchttauglich) copy of his ahnentafel.**
- ☐ **Mail the original, green ahnentafel for the mother of the litter to your Chapter's Breed Warden. If the father is a first time stud dog, also send a high quality and up to date (stamped with the Zuchttauglich) copy of his green ahnentafel. The names, addresses, and email addresses for the Chapter Breed Wardens are at the end of this document.**
- ☐ **Fill out as much information as possible on the Wurfmeldung Page 1, Wurfmeldung Page 2 (second page of Wurfmeldung 1). Please type this form-- it's in a fillable format.**
***** Double check ZB numbers (six digit ear number) of mother and father. *****
- ☐ **For regulations regarding the stud dog certificate, read and follow the instructions in Article 20 (The Stud Certificate) of the breeding regulations.**
- ☐ **Send the Wurfmeldung Page 1, Wurfmeldung Page 2, and stud certificate digitally in PDF format to your Chapter Breed Warden and the GNA Breed Warden. Phone pictures are not sufficient. If you need technical support, please contact your Chapter Breed Warden. **Work with your Chapter Breed Warden to complete and correct the Wurfmeldung Page 1, Page 2, and stud certificate as much as it can be completed prior to your litter whelping. This is also a good time to discuss blood draw, tattooing, and litter inspection for litters.****

When your litter is born, finish completing the Wurfmeldung Page 1, Wurfmeldung Page 2, and stud certificate with the information about the puppies. **TEXT YOUR CHAPTER BREED WARDEN AND THE GNA BREED WARDEN that your litter has been born.**

**** Double check pups' sex and color split per male/female when applicable. ****

- ☐ **Pay online for your litter registration at the GNA webstore:**
<https://shop.vdd-gna.org/collections/litter-registration> You'll receive an emailed receipt. Forward this receipt by email to your Chapter Breed Warden and the GNA Breed Warden.
- ☐ **Email your complete and correct Wurfmeldung Page 1, Wurfmeldung Page 2, and stud certificate with puppy information to your Chapter Breed Warden and the GNA Breed Warden. Email your litter registration documents (Wurfmeldung Page 1, Wurfmeldung Page 2, and stud certificate) to the GNA and Chapter Breed Wardens ASAP after the litter is whelped.** Your litter registration must be received before the pups turn 3 weeks old per Article 22 (Litter Registration). Any late litter registrations will incur a fine per Article 33 (Double and Triple Fees).

*At this point, your **Chapter Breed Warden** will send your litter registration paperwork to the Head Breed Warden's Office in Germany. Your litter's chips, ahnentafeln, and blood paperwork will arrive some weeks later to your Chapter Breed Warden. The chips and blood paperwork will be mailed to you (the breeder) so you can have your blood draw completed before tattooing. The ahnentafeln will be sent to the tattoo administrator/litter inspector for your litter, and they will bring the ahnentafeln when they tattoo the pups.*

- ☐ **Contact your Veterinarian's office and schedule the six to seven weeks of age blood draw for your pups with your vet. After you have received your litter's chips and blood paperwork, your vet will complete the chipping, blood draw, and blood paperwork. See instructions for this in Supporting Procedure Document- Blood Draw Instructions. When you have completed the blood draw with your pups and all are identified with chips, send a scanned copy of the blood draw paperwork to the GNA Breed Warden and your Chapter Breed Warden via email.**

****Ahnentafeln may only be issued when the blood draw has been completed and blood draw paperwork has been emailed to your Chapter Breed Warden and the GNA Breed Warden per Article 28 of the breeding regulations.****

After you have completed the blood draw, your pups will be tattooed and inspected by the tattoo administrator in your area. **We recommend you purchase a chip scanner to identify your pups after they have been chipped at the vet's office.** This is one that has been used:

https://www.amazon.com/Halo-Microchip-Reader-Scanner-White/dp/B017KX0M48/ref=sr_1_3?dchild=1&keywords=halo+pet+chip+reader&qid=1610127610&sr=8-3

The chip in the puppy must match the ZB Nr. of the pup that is tattooed in the right ear. Work with your Chapter Breed Warden to schedule the tattoo and litter inspection. It is the breeder's responsibility to pay for the tattoo administrator's expenses associated with tattooing and inspection (Article 28, Section 6). The litter inspector will sign, date, and leave the ahnentafeln with you to transfer to the pups' new owners if the ahnentafeln are available at the time of tattooing. If the ahnentafeln are not available at the time of tattooing, your Chapter Breed Warden will fill out the date and litter inspector's name and forward the ahnentafeln to you (the breeder).

***In the event of delays, it is a good idea to tell your puppy buyers they will not be able to pick up pups until they are at least eight weeks old. ***

- ☐ **Breeders are required to fill out the form for new owners with addresses and contact information as you send your pups to their new homes. Please scan and email this completed form to the GNA Breed Warden and your Chapter Breed Warden. Send this list as soon as the last pup has been placed and the list is complete.**
- ☐ **The litter inspector will leave a copy of the inspection with you. The breeder AND litter inspector should scan and email the litter inspection form to BOTH your Chapter Breed Warden and the GNA Breed Warden.**

WEBSITE INFORMATION: When you are ready to advertise your litter on the GNA website, you *must include* the complete information that will be listed on your litter's Wurfmeldung Page 1. Your litter advertisement will *not* be approved and listed until you have completed all the necessary information. It is your responsibility to complete this information correctly. If you have questions on where to find information or what something is, please refer to the Example Wurfmeldung 1 and the corresponding Cheat Sheet. Please allow up to two weeks for processing of your litter advertisement.

Supporting Procedure Document- Blood Draw Instructions

The Blood Draw Procedure and Requirements

Please send in your litter paperwork as soon as possible after the whelping of your pups. Your early and timely submission of the litter paperwork starts the

process of registering your litter. The timely return of the chips, numbers and litter paperwork from Germany are initiated by your timeliness.

Coordinate with your Chapter Breed Warden and the GNA Breed Warden and determine who will be tattooing and inspecting your litter and email this information to both your Chapter Breed Warden and the GNA Breed Warden.

Schedule your puppies' blood draw with your vet for about when the puppies will be 6 to 7 weeks old.

Bring the paperwork that I have sent you with your chips to your vet's office on the day of the blood draw. Both ID labels for the tubes will be in what I mail to you. The pups' names, D.O.B., and the number label and the chip number barcode label need to be applied to the 3ml tube for the pup's blood. Apply the stickers the long way on the tube.

Be there at the vet's office to make sure the correct chip is put in the pup of that Color and Sex!!! This is very important. The tattoo administrator/inspector will determine the number for each pup by first using a chip reader to determine the pup's registration number on the chip. Replacement ahnentafeln are expensive for YOU to get.

Scan and email the dated, stamped, and signed blood paperwork. This may be easier done at the vet clinic. Then you should email/mail me the form. If you email, please scan and send, do not just take a picture with your phone. The chilled, not frozen, blood samples should be mailed by your vet to Geneseek.

Your puppies will not be tattooed until your Chapter Breed Warden receives the dated, stamped, and signed blood paperwork via email.

I will mail the pups' ahnentafeln only after I receive the scanned and emailed copy of the blood paperwork. Snail mail is not preferred; sending your paperwork via snail mail will delay the mailing of your ahnentafeln.

Eight weeks old is the earliest you should schedule your pups' departure from your home/kennel.

Breeders, you can have your ahnentafeln when your puppies are 8 weeks old if you are on time with your paperwork provided I have received it from Germany.

EDTA Tube Labeling



Standard EDTA Purple top tube with 3 ml blood drawn from puppy



Instructions for completing Paperwork and Shipping Samples

After the blood samples are collected and labeled (see “EDTA Tube Labeling” page) follow these instructions for completing and shipping the samples.

After the samples are collected, the veterinarian signs, dates, and applies the practice stamp to the blood paperwork form (see below).

Breed (Dog): Deutsch Drahthaar

Group: Nordamerika

Breed Warden: Lynn S. Whiteley E-Mail: vdldgnabw@gmail.com

Kennel: vom Drahthaar Litter registration number: 20100126

Breeder: John L. Doe, 4250 Kent St, Anytown, MD, 10765 / USA
Phone No: 001-485-271-5214 Cell: 001-485-486-2144
E-Mail: jdoe32@gmail.com

Whelped on: 13.04.2018

Mother: / Anna vom Birdfinder
411872 HD-frei, OCD-frei, ED-frei

Father: / Basko vom Boerhunter
413225 HD-frei, OCD-frei, ED-frei

| ZB-Nr. | Males | Females | Color |
|--------|-------|---------|---------|
| 433661 | 1 | Andy | Brach |
| 433662 | 2 | Amos | Brach |
| 433663 | 3 | Archie | Brach |
| 433664 | 4 | Arjo | Schwsch |
| 433665 | 5 | Annie | Brach |
| 433666 | 6 | Amy | Brach |
| 433667 | 7 | Abby | Schwsch |

Verification by Veterinarian

I verified the puppies identities by chip or tattoo number. Blood was drawn and samples placed in purple top tubes – EDTA as instructed. Samples were shipped to:

Stamp

Dated: _____ Signed: _____

Date of collection Vet Signature Practice Stamp

Make two copies. One copy must be included in the package to GeneSeek. The other must be sent to your Chapter Breed Warden **and** the GNA Breed Warden electronically and then kept for your own records.

The samples are collected and shipped by the veterinary clinic, which will have them in their possession until they are shipped to GeneSeek. GeneSeek recommends shipping the samples at the first part of the week (Mon – Wed), to avoid the possibility of them sitting somewhere over a weekend. They recommend sending them frozen with coldpaks. Next day or 2 day shipping is recommended in hot weather. Priority mail would save money in the cooler months. Send samples with verification sheets to:

GeneSeek Inc.
Attn: Samples
4131 N 48th St
Lincoln, NE 68504

Chapter Breed Wardens

Responsibilities of the Chapter Breed Wardens include, but are not limited to:

1. First and foremost to act as assistants as needed to the GNA Breed Warden. They are subject to the jurisdiction and oversight of the GNA Breed Warden. This is per Section 5.1 of the GNA Rules of Procedure: *The primary objective of the Chapter's elected officers is to assist the Executive Committee in promoting the goals and objectives of the VDD and GNA within their Chapter's geographical region.*
2. Assist chapter members in the completion and submission of paperwork as needed and as outlined in procedure documents.
3. All needs from the main office of the GNA Breed Warden will be contained in procedural documents.
4. All Breed Warden activity that takes place in GNA resides under the auspices of the office of the GNA Breed Warden.
5. For new kennel registrations, work with breeders to be sure their kennel application and documentation is complete and correct before it is submitted to the GNA BW Office.
6. For litters, refer to the most updated Chapter Breed Warden Protocols for Submitting and Receiving litters. These are located in the Google Drive associated with your Chapter office.
7. Work with the breeder to be sure that their paperwork is correct and complete to the extent that it can be completed **before the litter is born**. Use the Example Wurfmeldung

1 with Cheat Sheet as a guide. Please reach out to the GNA Breed Warden if you have questions or encounter difficulties.

8. Begin working out who will be inspecting/tattooing their litter and when and enter that information into the Chapter Spreadsheet.
9. As you receive information and forms digitally from breeders in your area, please drop it into the appropriate folder in your Google Drive and forward it to the GNA BW if not copied.
10. Forward new owner forms from breeders on to the board member responsible for welcoming new members.

GNA Breed Warden's Office

The GNA Breed Warden's Office will administer and keep in contact with breeders and Chapter Breed Wardens prior to the birth of a litter and be available for questions and support.

When a litter is born and the complete and correct paperwork has been submitted, the GNA Breed Warden will:

1. Oversee the submission and receipt of litters through the Chapter Breed Wardens.
2. Assist in coordinating the tattoo administrator/inspector with the Chapter Breed Warden and the breeder.
3. Communicate with the Breed book administrator, and the Head Breed Warden's Office in Germany as need arises.
4. Administer the record keeping and paperwork distribution.

GNA Breed Warden Roles in GNA

The GNA Breed Warden's duties and responsibilities are generally outlined in the Rules of Procedure of GNA:

11.3 Breedwarden - The Breedwarden's principal duties include but are not limited to:

- 11.3.1) Implementation of the VDD Breed Regulations within GNA
- 11.3.2) Maintain the FCI Breed Standard of the Deutsch-Drahthaar within GNA
- 11.3.3) Organize and Develop Breed Shows, Breed Show judges and Breed Show apprentice judges.
- 11.3.4) General administrative duties of a Group Breedwarden
- 11.3.5) May appoint assistants, committees and boards as needed.

Specific GNA Breed Warden responsibilities, in the practicality of the position, include but are not limited to:

1. Ensuring and organizing the timely, correct, and complete submission of litter registration and kennel registration paperwork to the VDD Head Breed Warden's office in Germany and distributing corresponding paperwork and paraphernalia throughout GNA.
2. Organizing the totality of the VDD breed shows in GNA. Ensuring and organizing the timely, correct, and complete submission of breed show paperwork to the VDD Head Breed Warden's office in Germany and distributing corresponding paperwork throughout GNA.
3. These are vital functions of the breed within GNA in the work to certify Drahthaars for breeding.