



## Certificate of Conformation Assessment Program

### COORDINATOR & EVENT SECRETARY CHECK LIST

#### Coordinator

- Event applications required at least 60 days prior to the event
- Coordinator will post information from application to CCA committee
- Double check that all proposed evaluators are signed up

Send to the Hosting Club -

- Outline of the Program
- Evaluators' Guidelines
- Information about ribbons/rosettes
- Enough evaluators' score sheets, event report forms and congratulatory cards to cover entries
- A copy of this check list

#### Event Secretary

Remember dogs must be 18 months or older

Supplies needed -

- Clipboards (at least 3)
- Armbands and rubber bands
- Ballpoint pens
- AKC approved measuring device (required)
- Metal tape measure
- Veterinary scale (optional)
- Calculator and small sticky notes
- Large envelope for each entrant

Return to the Coordinator within 14 days after the CCA Event—

- Entry form for each dog
- 2 photographs (one frontal and one from side)
- CD with all the archival and group photographs (JPEG format)
- CCA Event Report form (1 for every 10 entries)
- White copy of evaluation score sheet (pink copy must go to evaluator; yellow copy in owner's envelope)
- Extra unused evaluation score sheets and congratulatory cards
- Send to G.R. News - list of all dogs that earn a CCA Certificate (including qualifying passes from a previous event). Include only names of dogs and names of owners...no scores. Group photo which includes evaluators.

#### Coordinator

- Send a copy of the Report form to the Recorder who will verify that at least two of the qualifying scores came from Category 1 evaluators and the dog has met the scoring conditions from three separate evaluators.

#### Recorder

- Enter information in the database and mail out CCA Certificates.