



Doberman Pinscher Club of America

WAE Guide, Timeline, and Tips

Contact the WAE Secretary (DPCAWAESecretary@dpca.org). The secretary will send the current list of approved DPCA evaluators, an application, and this guide.

Incomplete applications will not be approved. WAEs scheduled for the same date must be a minimum distance of 200 miles from each other. Applications to sponsor a WAE may be submitted no less than 30 days prior to the requested date.

Secure an evaluator*: Select one from the list of approved DPCA evaluators and contact him/her directly.

- Discuss the date and how long he/she will be needed.
- Determine if there will be a presentation, formal or informal, about the program the night before the evaluation session.
- Discuss anticipated number of entries
- Thirty dogs per day is a realistic number to evaluate, although this can be affected by the efficiency of the club and weather conditions.
- Also discuss travel arrangements, lodging, and manner of reimbursement.

**The DPCA has approved giving up to \$500 financial aid to clubs that need help with the travel expenses of an evaluator. The club asks for assistance by email to the WAE Secretary, who will then select the evaluator from those available. Once the Secretary determines who will be the evaluator, she will notify the club and they will then complete their application. The chapter club pays the evaluator's travel expenses and then uses those receipts to apply for reimbursement through the DPCA treasurer. Reimbursement forms will be provided by the WAE Secretary.*

Note: More than one club can host a single evaluation, but each club must send at least three (3) members to participate in order to get credit for the event.

Once an evaluator has been selected, all arrangements are made between the host club and the evaluator.

When your completed application is received, the WAE Secretary will send a letter of approval and additional forms and documents you will need for the WAE.

Considerations for selecting a date: This will be coordinated with the DPCA evaluator and the availability of the site you plan to use. Since this is an outdoor event, try to avoid months with typically inclement weather. It is valuable to check with a calendar of dog events in your area to be sure that your date does not conflict with other scheduled events. Also keep in mind that evaluations may be enhanced when held on the same weekend as local shows with Doberman entries and then schedule your WAE after judging.

Secure the site: The site for a Working Aptitude Evaluation needs to be a large open space as free from distracting sights, sounds and odors as possible. 200ft X 200ft is minimal size to set up the WAE course. There must also be ample space for parking and facilities that provide shelter and bathrooms for those who will be spending the day. Successful sites have included fields adjacent to homes of club members, parking areas with a motor home serving as a base, campgrounds in off-season, and grounds previously used for shows and matches. The terrain must be firm enough to support a vehicle.

Determine your entry fee: Fees need to cover all your expenses plus \$2.00 per dog paid to the DPCA. Major expenses will be travel expenses for the evaluator, plus printing and mailing costs. Most clubs require pre-entry, however, if the evaluator agrees and there is time, most clubs will accept walk-up entries the day of the evaluation. The dog must qualify as an entry and the entry form must be complete and accurate.

Entry Qualifications: In order for a Doberman to be eligible to participate in a Working Aptitude Evaluation, the dog must be 18 months of age or older and must be AKC registered, have an Indefinite Listing Privilege (ILP) or Purebred Alternative Listing (PAL) number with the AKC, or registration with a foreign registry that is recognized by AKC. Only dogs of an allowed color may participate in a Working Aptitude Evaluation. Z-factored Dobermans are allowed to participate in the WAE, ONLY upon proof of spay/neuter.

Re-evaluation of Dogs: Dogs that have been evaluated but have not passed may be re-evaluated at a later date. There is no limit to the number of times a dog can be evaluated but past experience has indicated that a dog who has not passed the Evaluation on three successive attempts will probably never certify, even with extensive conditioning. If the re-evaluation occurs at the same grounds as the original Evaluation, a waiting period of six months must elapse before the dog is re-evaluated. Otherwise, a one-month waiting period between Evaluations is sufficient.

Prepare the necessary forms: The WAE Secretary will send the current official forms when you arrange to hold your evaluation, including printing and distribution instructions. You will also have to prepare your entry flyers, confirmation, directions, etc. You will

need sufficient quantity for your anticipated entry. The person responsible for receiving forms should carefully review the data, especially if entries are received the day of the evaluation. When rushed and anxious, handlers are more likely to make errors.

NOTE: The official DPCA Working Aptitude Evaluation for Temperament Entry Form, contains the waiver to publish passing scores on www.dpca.org as well as a release of liability. All who participate in a WAE must complete and sign this form. Failure to submit the official entry form will result in an invalid entry, no WAC will be issued if the dog should pass, and the Chapter Club will not receive credit for hosting the WAE. In addition, this form may not be re-formatted, re-sized, or altered in any way. The official entry form is also available for download at www.dpca.org on the “handler” tab of the WAE/ROM page.

Secure the necessary equipment: Plan on obtaining correct equipment early and beware of waiting until the last minute to collect it. The coordinator must verify that all equipment is available and in good working order well before the scheduled evaluation. *See document, “equipment list for WAE.pdf” for detailed list.*

If you have questions about the equipment, consult your evaluator. The WAE cannot proceed if you have not provided all of the correct equipment.

Line up assistants. It is important that all assistants be strangers to the dog being evaluated. Since club members will likely be handling their own dogs, there may have to be some changes in task assignments. Most of the tasks do not require any special abilities so interested friends can be pressed into service. The evaluator will give very specific directions for each position and his/her instructions must be followed exactly to assure that every dog has the same experience. *See document, WAE Assistants.pdf” for detailed list and description.*

Distribute flyers and posters. See sample flyer. Encourage people who do not seem ready to enter their dog to come and watch. If you and the evaluator are willing to take walk-up entries, encourage people to bring their dog and registration number with them, just in case.

Time Schedule: Plan approximately ten minutes per dog, and give each entry an estimated time for their dog's evaluation. The schedule is only a guide and handlers should be ready ahead of their estimated time so they can become familiar with the evaluation procedure and be ready if things move faster than expected. Priority should be given to dogs with AKC Championships and/or performance titles. Bitches in season will be evaluated at the end of the schedule and must be kept away from the test site and the assistants until they are called.

Send out confirmations, schedules, and directions.

Confirm travel arrangements with the evaluator. Discuss any problems you may have regarding the procurement of equipment, assistants, etc.

Make a final check on equipment and condition of site.

- Both vans need to be in running order.
- Store the rest of the equipment in one of the vans. All equipment must be at the site when the evaluator arrives in the morning.
- Volunteers should be available to assist in setting up the course.
- The site must be clear of all trash, broken glass, moveable objects, etc.
- If it is a meadow or field, the grass must be short enough for easy movement and clear visibility of the markers.
- Provide an area for people to exercise their dogs before they are evaluated.
- The area used for the evaluation must remain free of distractions.
- Check shelter, bathroom facilities, parking areas, and signs.
- Make arrangements for coffee, cold drinks, and lunch.

The day of the evaluation: Club members can help create a positive experience by being friendly and kind to all. Lengthy discussions with the evaluator must wait for a break in the schedule. Make every effort to keep the schedule running as smoothly as possible.

At the end of the WAE, entry forms, signed Score Sheets, and copies of titles or other certificates will be submitted to the evaluator. A check, made payable to the DPCA, for \$2.00 per dog tested will also be given to the evaluator. The evaluator will send the check and documents to the WAE Secretary. No Working Aptitude Certificates will be issued without the check. Individual certificates may be withheld if there is incomplete information. If the handler does not give the evaluator copies of existing title(s), the certificate will not include those titles. **Review documents go directly to the ROM/WAE Coordinator. Do not give them to the evaluator.**