



LV DVG America

Club Handbook

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How To Form A Club

LV DVG America

How to form a DVG America Club

To form a DVG club, please contact the new Club Coordinator at dvgamericaclubinfo@gmail.com.

They will send you all the necessary information and work with you to complete the process. The following information is an overview of the new club forming process.

Overview of Club Formation Process

1. You need at least 5 full members to form a new Club. Current DVG members from another club are allowed, but must be in good standing with their current club. If any of your members are already in another DVG club and want to remain in that club, they can be counted in your required 5 members as long as they pay dues in both clubs. If they transfer out of their old club (which can be done only at the end of the year), then they pay only one set of dues.
2. Develop bylaws. Sample bylaws will be included in the information from the new club coordinator. We recommend that you keep your bylaws simple, and that details instead be set forth in club policy or procedure documents, which will be easier to revise, as needed. Note that your bylaws must provide that all member levels may vote on KG (Region) or LV (National) matters, even if you restrict voting on club matters to only some of your members.
3. Provide the required items contained in the New Club Requirements Checklist by email to the new club coordinator at dvgamericaclubinfo@gmail.com.
4. The new club coordinator will review your materials for completeness and, if your package is complete, share it with your KG to get their review and approval. If your members have little experience in the sport, the review may include an onsite inspection of your training facilities, equipment etc. by the OfS (Regional Training Director) or other person appointed by the KG. You may be responsible for all their expenses during the visit including travel, food and lodging.
5. The new club coordinator will let you know when the KG and LV complete their reviews and approve your Club. Normally this happens within 30 days.
6. You will work with the new club coordinator to enroll and pay for your new members using the LV DVG America electronic online membership application. You will also be asked to submit your annual club Sport Fee of \$20.00

7. Once you enroll your members and pay your dues and sport fee, the LV membership officer will send the applications and approval to DVG Germany.
8. Upon receipt DVG Germany will review your club's application and will send your President the club paperwork and membership cards.
9. Your application is considered complete once all the approvals are in place and your member enrollment is complete. For your Club to be accepted in the current year this process must be completed by September 1. Clubs whose process (including enrollment) is not completed by September 1 will be accepted effective January 1 of the following year.

Equipment needs

We recommend that clubs have the following minimum equipment available:

- At least one copy of latest DVG Trial Regulations.
- At least one or more (eventually 6) blinds of any configuration or material.
- A safe and solid scaling wall capable of everything from a zero angle (lying flat on the ground) to being moved into an "A-Frame" configuration conforming to the dimensions specified in the DVG rules.
- A sturdy, meter-high jump, preferably adjustable from 6" to 39.37" or one meter.
- 15 and 30 foot long lines. 33 foot or 10 meter line for tracking.
- Several tugs of various sizes and harnesses.
- An assortment of several sleeves / bite pillows / bite wedges of varying density and hardness. The club should have at least one trial sleeve.
- Scratch pants or apron (normally supplied by the decoy as personally owned equipment).
- An assortment of whips, sticks, padded sticks, schlagstocks, etc.
- The ability to expose the club dogs to appropriate levels of gunfire for acclimation and training purposes.
- Flags, articles, chalk for tracking.
- An experienced member who can show the Club how to use all of the above.

Training Director

All DVG America clubs must have a Training Director qualified under the Training Director Training Program. Current Qualified Training Directors are listed on <http://dvg-america.com/qtdalist.html>. If you have no experienced members in your club who meet the training director qualifications, you have 2 years to qualify someone.

No one may hold office as a Training Director until they are recognized by LV DVG America. If you want to seek office as Training Director, you must complete and successfully pass the test with a score of at least 80%. The information you need to pass the test is in the Training Director's Manual.

Once you have finished the test, mail it to the LV OfG. Find the address of the current OfG at <http://dvg-america.com/contact/lv-board-contacts/>

The LV OfG will approve the candidate as a qualified training director and send notice to the club where the candidate is seeking office.

Club administrative responsibilities to DVG

Club administrative responsibilities to DVG

(The first 2 items are discussed in more detail below)

Annual membership renewal

Every fall the LV Membership Officer will ask you to review your membership list and tell us about any changes - members cancelling, transferring in or out of your club, changes of address, etc. This will not include adding new members - that's a separate activity. You need to do a thorough review within the timeframe set by the LV.

Paying annual dues

Later in the fall renewal period, the LV sends you a dues invoice for the next year, based on the list of continuing members. The invoice will include options for how you can pay. Please pay by the due date, or the LV will have to cancel your club.

Paying other incidental fees

DVG Germany charges us a small fee for trial entries, honor pins, sports pins, replacement membership cards and replacement scorebooks (not for new scorebooks required because the old scorebook is full - those are free). We may also include in the annual dues bill any amount your club owes for these fees.

Adding new members

Although you can add new members at any time, the best time is during the fall renewal period. This is a separate process and there is a designated open enrollment period for new members who are joining as of January 1 of the coming year. New members are enrolled and paid for through the on-line Membership Application. Directions for completing the on-line membership application are at <http://dvg-america.com/member-center/add-a-member/>

Club officer changes

Notify the LV Membership Officer (lvmembership@fastmail.com) when you have a change of officers. Normally you would do this as part of your fall member renewal, but if you have a change earlier in the year you should notify the LV then. The LV will notify Germany. DVG considers that the persons listed as officers in their database are the official officers, and if they do not have the correct names your officers' decisions may be open to challenge.

Bylaw changes

Notify your KG and LV of any changes to your bylaws. Both the KG and the LV may comment on your bylaws. Send your new bylaws to the KG and LV secretaries (see Contacts on DVG-America.com for current names and emails) and allow 30 days for review. The LV will send your approved bylaws to Germany. The bylaws on file in Germany are considered your official bylaws and if you operate under bylaws that are not in the DVG files your actions could be open to challenge.

New club members

Types of membership

- Member (VM) (This is a regular full member)
- Spouse/Partner (P)
- Child (K)
- Youth (JGDL)

New club members (Continued)

MEMBERSHIP TYPE	Abbreviation	Criteria	Receives Magazine?
Member	VM	19 years and older	Yes
Spouse or partner	P	18 years or older and is tied to a VM membership	No
Child	K	Under 19 years and is tied to a VM membership	No
Youth	JGDL	14 up through 18	Yes

Note that spouse/partner members and child members must be associated with a full member.

Enrolling new club members in DVG

Your club needs someone designated as membership officer to help new members complete the DVG membership application. The membership application is designed to be filled out by a current member of a club, not by the applicant himself. There's also instructions for the application. For more help, contact your KG membership officer or the LV membership officer at Lvmembership@fastmail.com.

Paying for new members

A request for payment appears at the end of the membership application. We accept several forms of payment through our club's PayPal merchant account. You do not need a PayPal account to make a payment; however, if you or your club has one, using that account could reduce or eliminate bank fees. The LV will not start processing the application until we receive the applicant's dues. For fastest processing pay online.

If the applicant does not want to pay online, either the club can pay online and then collect the dues from the applicant, or the applicant can send a check to the LV Treasurer. See <http://dvg-america.com/lvcontact.html> for the address of the current Treasurer.

If you have questions about paying for the membership, contact the LV Treasurer at dvgamerica_treas@fastmail.com. If you have questions specific to membership or the membership application, contact the LV's Membership Officer at lvmembership@fastmail.com

New members who want to trial before February 15

Germany will not issue a scorebook until a person has a membership number (not necessarily the membership card). You should allow 6 weeks to get a scorebook, although it usually takes less. Thus, new members who want to trial before February 15 should join for the second half of the previous year. They can do that up until November 15. After November 15, we cannot accept new members for the second half of the current year, because of Germany's processing deadlines. That means that if someone comes to your club in December, wanting to join and trial before February 15, we unfortunately cannot accommodate them.

NOTE: After October 1, any new member wanting to join for the second half of that year must also join for the following year.

Cancelling members

To cancel a member, send the LV Membership officer (Lvmembership@fastmail.com) the person's name and membership number. Cancellations are not effective until December 31, because Germany accepts cancellations only at the end of a year. You must notify the LV of cancellations you want to be effective for the next year no later than November 1. If you do not notify the LV by that date, you may have to pay the member's dues for the following year, because Germany will bill us if we do not send them cancellations on time.

Renewing current members

In the late summer, the LV Membership Officer will send your club a copy of your club roster. You should check the accuracy of all information on that roster and send any changes to the Membership Officer by the deadline included in the package. That includes providing a list of your officers for the following year. It is particularly important to let us know about any cancelling members. Based on your corrections to the roster, the LV will inform Germany of your members and officers for the following year.

Paying dues for current members

The LV collects members' dues for the KGs, the LV, and Germany. By about November 1, the LV will send your club a bill, based on changes to your club roster that you tell us about. (See "renewing current members" above.) You will have 30 days to pay the bill. The LV will cancel any members for whom we do not receive dues by the due date, because if we do not cancel them with Germany we will be expected to pay for them. Instructions for paying the bill will be included on the bill.

Trialing

Hosting a trial

Requesting a judge for a trial

In DVG, trial judges are assigned by the Head Judge (LRO). You request a judge through Caniva, on-line software that all of DVG uses to schedule trials. To use Caniva to request a judge, the trial secretary must have an account on the Working-Dog website:

<https://www.working-dog.com>. It's free.

Once you have an account, go to <https://dvg.caniva.com> and click on "ADD EVENTS."

Follow the instructions on the site. There is a tutorial on using the system to request a trial at <http://dvg-america.com/trial-center/trial-management-tutorial/>

Publicizing the trial

At least 30 days before the trial, it must be posted on the LV DVG America website. Normally the director of judges sends this information to the webmaster, but check to be sure it's there. Email WebAdministration@dvg-america.com if necessary. Also notify all nearby DVG clubs and any other clubs that might participate at least 30 days before the trial date. Trials must be open to all DVG members. Trials must be open for the public to view

Identifying a Trial Secretary

The Trial Secretary is responsible for all paperwork before, during, and after the trial. The Secretary is also responsible for helping the judge throughout the trial. All trial entry forms and fees should be sent to the Trial Secretary.

You can also use Caniva to accept entries, and if you do you can assemble the judge's books using Caniva. Otherwise, the Trial Secretary should use information from the entry forms to prepare the judge's book and the IPO book and BH book. But before you prepare the books, check with the judge to make sure he or she uses them. Almost all the judges will require the judge's book, but some have their own version. All judges will accept the Caniva version.

First time handlers are required to take the BH written test, and the Trial Secretary should print out the copies needed and the answer key.

Once scorebooks are presented, the Trial Secretary should check to ensure the information in the scorebook matches the information provided in the entry form. After the trial, the Trial Secretary helps the judge finish the Judge's Report and all scorebooks.

Scorebook and membership requirements

Make sure all entrants have a scorebook and a current membership card in AWDF or other FCI-recognized organization. The membership card and scorebook do not necessarily have to be from the same organization. All DVG members must have proof of current membership and use a DVG scorebook. Entrants can ask the judge to fill out multiple scorebooks, although they can have only one scorebook from a specific organization (AWDF, USCA, AWMA, etc).

Judges' fees

You will have to pay for the judge's transportation, hotel, and food. There is also a daily judging fee of \$100 per day (as of 2017).

Other trialing fees

Each DVG sanctioned trial has three different fees associated with scheduling the event and then recording the event results. These fees are charged back to us by DVG Germany. They are:

- Event Scheduling Fee - per Day: 5 Euros for each day of a scheduled event. This fee is incurred when the trial dates are scheduled. If the trial is cancelled there is no refund. However, if the trial is postponed, then the already paid fee will be applied to the new dates once scheduled.
- VDH Results Filing Fee per Competitor: 0.75 Euro per competitor
- DVG Germany Recording Fee per Competitor: 0.5 Euro per competitor

The LV treasurer may bill you for these fees annually.

Trial Checklist

- ___ Check DVG website to confirm your trial date does not conflict with another nearby trial already scheduled
- ___ Secure trial date, judge and helper(s) for your trial date. Remember you must secure judge and confirm your date through Caniva.
- ___ Secure track layer and tracking fields if tracking will be included
- ___ Distribute trial announcements to all nearby DVG clubs and other clubs who might participate at least 30 days before the trial
- ___ Consider offering breakfast items, snacks and drinks for purchase
- ___ Lunch; decide on contribution toward lunch, lunch delivered to trial site, pot luck, etc.
- ___ Make arrangements for judge's travel and accommodations at trial location
- ___ Make arrangements for judge's dinner, if any
- ___ Make arrangements for bathroom/porta potty
- ___ Identify people for group and firing gun and for setting up the field
- ___ Purchase judge's gift, helper's gift
- ___ Send confirmation to trial participants with specific information, schedule for tracking and trial, area hotels accepting large dogs, etc. Include Emergency 24-Hour Vet information (see next page*)
- ___ Order trophies/ribbons and arrange certificates for BHs, etc;
- ___ Assign a member to take care of the judge - make sure all the judge's needs are met

Items you need for a trial:

6 blinds suitable for trial work

Bike with bell

Car and driver

Certificates / medallions / trophies / awards, etc. determined appropriate by the club to sufficiently recognize the accomplishments of competitors. There is no specific requirement for the types of trophies to award.

Chip-reader capable of reading all current microchips. (NOTE: under the current rules all handlers are responsible for providing a reader capable of reading their dog's chip. Current custom is for the club putting on the trial to provide a chip reader).

Dumbbells, set of 3 regulation (IPO 1, 2, and 3)

Dumbbell stand

Flags to indicate dog / bitch long down locations.

Paint or chalk sufficient to mark the field for obedience / protection exercises.

Pistol and rounds

Regulation jump (solid or adjustable)

Regulation scaling wall

Regulation tracking articles

Starter pistol/blank gun 6mm or greater with appropriate blank ammunition and cleaning supplies

Starting flags to indicate the scent pad of tracks

Tent, chairs, etc. necessary to support trial Judge and all trial personnel.

Trial sleeve with cover in good shape (generally NOT a brand new cover), trial jacket, and padded stick

White board or similar to list the order of competition, scores, etc.

Other items you might need:

Tables, folding tables, table covers, chairs

Something to sell, T-shirts?

Raffle items and tickets?

Paint/chalk to lay out field

Lunch

Lots of water for spectators

Money box with change

Pop-up tent in case of bad weather/severe sun & heat

*We strongly recommend you designate a 24 hour vet, and provide a map to the vet's location to out-of-town entrants with their trial package. Contact the vet facility before handing out the information to ensure there have been no changes to location, hours, etc. Also, the clinic should be advised that they are being designated the 24 hour emergency vet for the event.

Nationals info will be published separately.

Honor | Sport Pins

Honor pins

DVG members in LV America can earn honor pins for service to the organization, whether at the club, KG or LV levels. These are medals for the people who do all the work organizing the club as officers, serve in the capacity of trial chairman for trials, build the jump and wall, haul the equipment, help with training and so on. They are for the people who go on to become KG and LV officers, take on the job of hosting a Nationals, train helpers, go out to new clubs to help them start their training programs, etc. In other words, these are the medals for the people whose involvement in the sport goes beyond the everyday training of their own dogs for titles. The medals are awarded in a specific order.

Applications for these medals must follow a specific protocol. Applications can be made by the following:

Intended Receptient	Who applies for the honor pin
Individual club members	Club president
Club president, members of KG Board (except KG president)	KG president
KG president, members of the LV board (except LV president)	LV president
LV president (as a member of the LV board)	DVG president

To apply for a pin, fill out the [form](http://www.dvg-america.com/DVG_HonorMedal_FillableB.pdf) (http://www.dvg-america.com/DVG_HonorMedal_FillableB.pdf) Make sure you give adequate justifications for the award. Email the form to the DVG office at info@dvg-hundesport.de.

Sports Medals

DVG also has a series of sports medals, for specific achievements in DVG trials. Individual members apply for their own medals, but your club will eventually get a bill from the LV for each one (5 Euros). There is no form to request a sports medal, just send an email to info@dvg-hundesport.de

Filling out the DVG Germany delegate card

When you get your packet from Germany with your club's membership cards, it will include a delegate card for the General Membership Meeting in Germany. Voting at the General Membership Meeting in Germany is by club. Each club, no matter how large, gets one vote. Since LV America has about 70 clubs, we have 70 votes at the meeting - but only if the LV President has your club's delegate card.

Here is a rough translation of the card, with instructions. After filling out the card, send it to your KG president. The most important point is for club presidents to sign the card on the bottom line!

Deutscher Verband der Gebrauchshundsporvereine, e. V.

Delegate Card

The Member Club (Name of your club)

in the DVG/LV **AMERICA**

a) Member club delegate (Leave blank unless a club member is going)

b) KG President (Club president fill in KG president's name)

c) LV President (KG president fill in LV President name's and initial it)

Place and date
(city and state)

Club president signature

Applying to host a helper certification seminar

Any DVG club may apply to put on a helper certification seminar. There are 3 helper levels:

Level 3 can work dogs in local trials only

Level 2 can work dogs in local and regional trials

Level 1 can work dogs in national, regional, and local trials.

If you want to certify helpers as Class 1, you will have to pay for the LV OFG to attend. The person certifying the applicants is entitled to the same rates of compensation and expenses as those given to a trial judge.

The club must:

- first get the approval of your KG OfG.
- request a certification seminar at least six weeks before the date of the seminar. Send the request to the KG OfG (if you want to be able to certify helpers as Class 1, send your request to the LV OFG).
- on the day of the seminar, be prepared to provide the OFG with a list of all applicants' names (at least four but no more than ten) along with a completed "Application for Trial Helper Certification" for each applicant. Applicants lacking the completed form may not participate.
- Advertise the certification event to local and regional DVG clubs. No private certification events are allowed.

Your KG may help you fund a helper certification seminar. Speak to your KG OfG or Board.

Reading Member Reports issued by DVG Germany

LV America receives several different informational reports from DVG Germany throughout the year. Reports go to clubs, KG officers, and LV officers and provide various bits of information. No single report has all the member information. These reports can be challenging to read because they are in German. Three reports issues are 1) Cost Accounting of Member Dues Paid, 2) Member Address List and 3) Membership Status & Award Summary.

Currently, each club receives their club report directly from Germany. When reviewing reports do not be confused because some reports have very similar information. Each report is for a different purpose and will have some unique information, too.

Cost Accounting of Member Dues Paid (German = Beitragsliste)

Cost Accounting reports are detailed either by member, club, or KG. For clubs the details are by member. They look roughly like this:

BEITRAGSLISTE				07.10.16			SEITE 1051			
LV	KG	V	S V NG-NR	Name	Vorname	Aufn-Geb	Betrag-DVG	Betrag-LV	Betrag-KG	Gesamt
11	4	57	V O 0068841	Davis	Jeanita	0,00	25,00	0,00	0,00	25,00
11	4	57	V O 0069567	Schuller	Lisa	0,00	25,00	0,00	0,00	25,00
11	4	57	V O 0075645	Larson	Robin	0,00	25,00	0,00	0,00	25,00
11	4	57	V O 0110915	Boyce	Ann	0,00	25,00	0,00	0,00	25,00
11	4	57	V O 0116250	Monroe	Joel	0,00	25,00	0,00	0,00	25,00
11	4	57	V O 0132073	Lambourne	Patrice	0,00	25,00	0,00	0,00	25,00
11	4	57	V O 0148120	Cresciman	Feather	0,00	25,00	0,00	0,00	25,00
11	4	57	V O 0153305	Coffmann	Britt	0,00	25,00	0,00	0,00	25,00
11	4	57	V O 0158744	Brown	Diane	0,00	25,00	0,00	0,00	25,00
11	4	57	V O 0161688	Knop	Mark	0,00	25,00	0,00	0,00	25,00
11	4	57	V O 0165226	Branham	Paige	0,00	25,00	0,00	0,00	25,00
11	4	57	V O 0170615	Coffia	Loyd	0,00	25,00	0,00	0,00	25,00
11	4	57	V O 0170617	Peghali	Jeffrey	0,00	25,00	0,00	0,00	25,00
11	4	57	V O 0171691	Curiel	Jose	0,00	25,00	0,00	0,00	25,00
11	4	57	V O 0177946	Siao	Ronnie	0,00	25,00	0,00	0,00	25,00
11	4	57	V O 0180991	Faifer	Melody	0,00	25,00	0,00	0,00	25,00
11	4	57	V O 0182178	Peterson	David	0,00	25,00	0,00	0,00	25,00
11	4	57	V O 0187554	Johnson	Cara	20,00	25,00	0,00	0,00	45,00
11	4	57	V O 0187555	Stork	Veronica	20,00	25,00	0,00	0,00	45,00
11	4	57	V O 0187662	Miller	Michelle	20,00	25,00	0,00	0,00	45,00
11	4	57	V O 0187981	Clark	Beau	20,00	25,00	0,00	0,00	45,00
11	4	57	V O 0188252	Hayer	Tracie	20,00	25,00	0,00	0,00	45,00
SUMME						****100,00	****350,00	*****0,00	*****0,00	****650,00
/EREINS-SUMME										****650,00
11	4	57	Wild West Dog Sport							
ANZAHL VM: 22										
JRGAMTJAHRESBEITRAG: 650,00										
BETRAG-1/ZAHLUNGSRÜCKSTÄNDE bis 15.10.: 0,00										
DIFFERENZ 650,00										

At the far right is the date of the report (DAY MONTH YEAR format) and page number.

Reading across the top of the report from left to right:

- Club number
- Membership Number
- Member Last Name
- Member First Name
- Joining Fee
- Member dues paid to DVG Germany
- Member dues paid to Amount to LV (always zero for LV America)
- Member dues paid to Amount to KG (always zero for LV America)
- Total

This accounting shows only the dues collected by DVG Germany. The zeros under the column headings "Amount to LV" and "Amount to KG" show what DVG Germany collected for the LV or KG, not what is actually paid by LV America members. This is different from all the other LVs, for which DVG Germany collects all LV and KG dues. LV America is the only LV that does not have DVG Germany collect its portion of membership dues. We are the only LV that has accounting and membership functions within its LV.

Member Address List (Germany = Addressliste)

This report looks something like this:

R E S S L I S T E							18.01.17	SEITE 9
RIN: 11 4 57 Wild West Dog Sport								
NR	NAME	VORNAME	GEB.AM	STRASSE	LAND PLZ	ORT	EINTR	
2294	V Barnes	Megan	27.02.91	17411 Scaroni Ave.	CA 93263	Shafter USA	01.01.	
2295	V Borges	Bernhard	19.11.64	PO Box 2897	TX 76088	Weatherford USA	01.01.	
0915	V Boyce	Ann	24.08.52	420 Truxtun Ave.	CA 93301	Bakersfield,USA	01.01.	
5226	V Branham	Paige	05.04.66	3873 Pritchett Lane	VA 22911	Charlottesville,USA	01.01.	
8744	V Brown	Diane	08.03.63	149 W. Lynn Avenue	CA 93274	Tulare USA	01.01.	
0615	V Coffia	Loyd	11.02.52	149 W. Lynn Avenue	CA 93274	Tulare USA	01.01.	
3305	V Coffmann	Britt	23.10.64	3723 Santillan Str.	CA 93312	Bakersfield,USA	01.01.	
8120	V Cresciman	Feather	11.02.74	6438 Haywood St.	CA 91042	2867 Tujunga, USA	01.01.	
1691	V Curiel	Jose	22.08.84	619 Suzanne Ct.	CA 95341	Merced, USA	01.01.	
8841	V Davis	Jeanita	29.03.54	420 Truxtun Ave.	CA 93301	Bakersfield, USA	01.01.	
0991	V Faifer	Melody	24.09.52	420 Truxtun Ave	CA 93301	Bakersfield USA	01.01.	
0617	V Feghali	Jeoffrey	28.10.83	11606 Lynepark Dr.	CA 93312	Bakersfield, USA	01.01.	
2296	V Hart	Camilla	07.11.76	PO Box 2812	CA 94568	Dublin USA	01.01.	
2379	V Intawong	Gawin	18.04.85	307 Pauline Ave	CA 95358	Modesto USA	01.01.	
7554	V Johnson	Cara	12.06.64	825 S. Tegner Road	CA 95380	Turlock USA	01.01.	
2297	V Johnson	Alana	02.08.66	P.O. 1349	CA 93581	Tehachapi USA	01.01.	
1688	V Knop	Mark	14.12.64	I Stremcki Odv.	Cro ATIA	Stubicke Toplice	01.04.	
5645	V Larson	Robin	27.10.64	N 7189 520th St.	WI 54751	Menomonie, USA	01.01.	
2298	G Lippincott	Lori	19.08.62	13000 Henry Rd.	CA 95361	Oakdale USA	01.01.	
2299	P Lippincott	Kirk	13.01.60	13000 Henry Rd.	CA 95361	Oakdale USA	01.01.	
2380	V Lua	Noe	17.05.88	628 Anthony Ave	CA 95351	Modesto USA	01.01.	
8252	V Mayer	Tracie	04.01.62	PO Box 211	AZ 85615	Hereford USA	01.01.	
7662	V Miller	Michelle	13.12.51	5480 E. Liberty Avenue	CA 93727	Fresno USA	01.01.	
6250	V Monroe	Joel	12.05.67	14886 Lombardy St.	CA 95315	Delhi, USA	01.01.	
2178	V Peterson	David	06.07.65	3041 Hamilton Court	CA 95209	Stockton USA	01.01.	
9567	V Schuller	Lisa	05.11.69	8244 NE Humboldt Street	OR 97220	Portland, USA	01.10.	
7946	V Siao	Ronnie	31.05.83	5934 Via Del Cielo	CA 94566	Pleasanton USA	01.04.	
7555	V Stork	Veronica	22.04.51	20112 Panoche Road	CA 95043	Paicines USA	01.01.	
AHL VM:		26						
AHL GR:		1						
AHL P:		1						

At the far right is the date of the report (DAY MONTH YEAR format) and page number. Reading across the top of the report from left to right:

- Membership Number
- Member First Name
- Member Last Name
- Birthdate
- Street
- State
- Zip
- City, County

Member's Status and Award Summary (Germany = Ehrenauszeichnungen)

This report shows several details about a member; such as when they joined, any prior DVG club memberships, and awards earned along with cancelations. It looks something like this:

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: EHRENAUSZEICHNUNGEN 30.11.16 SEITE 416
/VEREIN MG-NR NAME VORNAME GEB.-DAT EIN.DAT
-----
.1 4 57 0110915 Boyce Ann 24.08.52 01.01.03
11 4 41 97-02
12
07
.1 4 57 0165226 Branham Paige 05.04.66 01.01.12
.1 4 57 0158744 Brown Diane 08.03.63 01.01.11
.1 4 57 0187981 Clark Beau 11.01.80 01.01.16 *
.1 4 57 0170615 Coffia Loyd 11.02.52 01.01.13
.1 4 57 0153305 Coffmann Britt 23.10.64 01.01.10
11 4 41 97-08 11 4 45 09-10
01 12
06 07
.1 4 57 0148120 Crescimani Feather 11.02.74 01.01.09
11 1 58 08-08
.1 4 57 0171691 Curiel Jose 22.08.84 01.01.13
.1 4 57 0068841 Davis Jeanita 29.03.54 01.01.03
11 4 41 97-02
12 01
07 15
.1 4 57 0180991 Faifer Melody 24.09.52 01.01.15
.1 4 57 0170617 Feghali Jeffrey 28.10.83 01.01.13
.1 4 57 0187554 Johnson Cara 12.06.64 01.01.16
.1 4 57 0161688 Knop Mark 14.12.64 01.04.11
.1 4 57 0132073 Lambourne Patrice 15.05.47 01.07.06 *
12
16
.1 4 57 0075645 Larson Robin 27.10.64 01.01.12
11 1 09 98-02 11 1 22 03-11
12
08
.1 4 57 0188252 Mayer Tracie 04.01.62 01.01.16
.1 4 57 0187662 Miller Michelle 13.12.51 01.01.16
.1 4 57 0116250 Monroe Joel 12.05.67 01.01.04
12
14
.1 4 57 0182178 Peterson David 06.07.65 01.01.15
.1 4 57 0069567 Schuller Lisa 05.11.69 01.10.07
11 4 40 97-97 11 4 30 98-98 11 4 40 99-00 11 4 41 01-02 11 4 57 03-05 11 4 01 06-06
.1 4 57 0177946 Siao Ronnie 31.05.83 01.04.14
.1 4 57 0187555 Stork Veronica 22.04.51 01.01.16
    
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At the far right is the date of the report (DAY MONTH YEAR format) and page number. Reading across the top of the report from left to right:

Club - Number format

Member Number

Member last Name

Member first name

Birth date

Membership Start Date

An asterisk (*) at the far right indicates the member will be canceled at the end of the year.

If the member has belonged to other clubs, those clubs, along with the years of membership, are noted below the name.

A few member records will have a few additional numbers below the standard information about name, club number, and so on. These are a key to determining what pins the individual has earned.

Here's an example -

(Club Nr.)	(Membership #) Mg.-Nr.	(Member's Name) Mitglied (Member)	(DOB) Geb.-Dat.	Eintritt in den jetzigen MV (Joined this club)
01-1-01	0025639	Muster, Herbert	15.12.50	01.10.85
01-2-03	79-94			
	1 2	21		
	83 90	94		

The numbers on the second line of data mean that from 1979 to 1994 the member belonged to club 01-2-03. Earlier membership periods will only be listed if there has been no break in membership.

The two lines of 3 numbers mean this member received the DVG Verdienstnadel (1) in 1983 (83), the VDH Silver Medal (2) in 1990 (90) and the VDH Grand Gold Handlers Medal (21) in 1994 (94).

Here's a key to the award numbers:

Nr.	Award
1	DVG-Verdienstnadel
2	VDH Silver Honor Pin
3	DVG Gold Honor Pin
4	VDH Gold Honor Pin
5	DVG Gold Honor Pin with Wreath
6	VDH Gold Honor Pin with Wreath
7	DVG Grand Organization Honor Pin
8	DVG Grand Organization Honor Pin with Wreath
9	VDH Gold Honor Pin with Wreath and Diamond
10	Patron of the Dog Sport
11	Honor Member
12	10 Year DVG Jubilee Pin
13	25 Year DVG Jubilee Pin
14	40 Year DVG Jubilee Pin
15	50 Year DVG Jubilee Pin
16	60 Year DVG Jubilee Pin
17	75 Year DVG Jubilee Pin
18	VDH Handler Sport Medal in Bronze
19	VDH Handler Sport Medal in Silver
20	VDH Handler Sport Medal in Gold
21	VDH Handler Grand Sport Medal
22	VDH Handler Grand Sport Medal with Wreath
27	Medal for Successful Commitment to the Dog
28	DVG Youth Sport Award

Canceling a club

Germany processes cancellations only at the end of the year. To cancel your club's membership in DVG, notify the LV membership officer by October 1 so we can notify Germany before their deadline. Your cancellation will be effective December 31. Include a list of individuals' names and membership numbers to be cancelled. If some members are moving to other clubs, have their new clubs notify the LV membership officer during the annual renewal period. Their new club memberships will be effective January 1. If you don't notify the LV by October 1 we will not be able to cancel your club until the next year.

