

Chief Marshal Job Description

Chief Marshal's Responsibilities, Before the Test

Consult with Chairman and agree on division of responsibilities. Typically, the Chairman applies for approval for the test, assembles and gets approval of the judging panel, gets a volunteer Gun Captain, and coordinates with the Gun Captain regarding live gunners. The Chairman typically also gets the volunteers for Secretary, the Game Steward, the Equipment Steward and the Hospitality Chairman.

Well in advance of the test (3 months), the Chief Marshal begins to solicit volunteers to fill all the jobs for each stake. Jobs typically include:

- A marshal for each stake, and an assistant marshal for each (if enough people have volunteered). For Master Hunter stakes, people may not be able to work for two days, so try to get coverage for both Saturday and Sunday.
- A set up team for each stake. Usually, this will be the stake marshal and two helpers who will collect the equipment on the morning of the test from the "headquarters" area, haul it to the site of the test, and direct the distribution and physical set up of the test.
- Live bird throwers - requires some skill.
- Poppers and throwers for the various "series" in each stake. The number needed depends on the test level. Blind planters and diversion bird throwers are needed, again depending on the test. For example:
 - A Junior Hunter test is normally one "series" of two land marks followed by a second "series" of two water marks (or water first, then land). If one of the marks is a live flyer (and it usually is), then three teams of popper and thrower are needed.
 - A Senior Hunter test is typically a land "series," a double mark, a water "series," a double mark, a land blind and a water blind, and perhaps a diversion bird. Again, one of the marks - or two - usually is a live flyer. So two to three teams of popper and thrower are needed, plus a worker to plant the land blind, a worker to plant the water blind, and someone to throw a diversion bird, if the judges incorporate same in the test.
 - A Master Hunter test is far more varied in terms of options available to the judges. Plan on one land "series" triple (one mark a live flyer), one water "series" triple (one mark a live flyer), a land-water combination series (usually a double), a land blind and water blind - sometimes run in combination with the other series; sometimes run as a separate series. A double blind is required. It may be on land, on water, or one of each. There is usually a diversion bird or two somewhere in one of the series. One series may also be a quad. Flexibility is the key.

-- The WC Test is like the JH test in terms of volunteers needed. The difference is that the land series in the WC is a double, while the water series are singles. The WCX land series is a triple and the water series a double. There are no blinds run in either test, nor are diversion birds used.

- Bird baggers are needed for each stake. If enough people volunteer, assign a different bird bagger to the land series and the water series. This job is a good one for people just learning the sport. They have an opportunity to observe the dog work and hear the judges' remarks and comments.

For each of the jobs, try to get enough workers so that nobody is stuck working all day. Some people are more than willing to do so, and have the requisite energy. Others just don't, and shouldn't be expected to put in more than half a day. (This, of course, is Utopia and will never happen. In fact, there will be the usual stalwarts who work all day the day before the test and both days of the weekends.)

A month or so before the test, confirm with each volunteer to remind them of their commitment. Let them know their job assignment, give them a description of the job, what time they should report, where they should report, and to whom they should report. Encourage all to ask questions if anything is not clear to them.

Contact the Hospitality Chairman and provide an estimate of the number of workers for lunch planning purposes.

Coordinate with the Chairman along the way to double check that there will be enough equipment (popper guns, blank and live ammo, ear protection, holding blinds, radios, etc) and birds for the test.

During the final week before the test, confirm AGAIN with each volunteer. . Remind workers when and where to meet, what to wear, what to bring (chair, for example). If lunch requirements have changed, give the new numbers to the Hospitality Chairman. Make sure each Stake Marshal and the Chairman have a list of all the workers and to which jobs they are assigned. If you are the chief marshal for the fall WC/WCX test, give a list of workers to the Hunt Test Chief Marshal and to each of the Hunt Test Stake Marshals. The test will run smoother if people have a general idea of who is working where.

Chief Marshal's Responsibilities, Day Before the Test

Meet with the Event Chairman and Judges, and with the Stake Marshals (if they can be present) at the test site to assist as the Judges set up the first series of their tests. In the case of the fall WC/WCX, the set up may not occur until the morning of the test, since the grounds available will depend on decisions by the Master Hunter and the Senior Hunter judges. Record the judges' requirements for equipment to support the first series, note the number of holding blinds needed and where they will be positioned, note and flag (engineer tape) the position of each of the marks, a distinct mark (white pole, white

tape, other) for the position of the live bird station, and determine where the judges would like the gallery positioned. If the Stake Marshals are not present, pass this information to them. Coordinate with Equipment Steward and Game Steward to ensure they are aware of what equipment and birds will be needed at the location of the first series.

TRAFFIC CONTROL has become a big problem, now that the Cheltenham test site has been cleared of so many trees and other cover. Depending on the location of the various stakes, control of the various roads/paths via closing with tape and assigning traffic controllers will probably be a must.

Chief Marshal's Responsibilities, Day of the Test

Be available at the test headquarters area an hour before the start of the test to check-in the Stake Marshals and the workers as they arrive. Direct the Stake Marshals and set up teams to the location to pick up the equipment for their stakes. Make sure they have a list of everything they will need. Direct the workers to their test sites. Watch out for "no shows" and scout for last minute replacements. You'll have to beg, because everyone is busy doing something else.

For each change of series, assist the Stake Marshals in getting the equipment, birds, and workers needed to the site.

Manage traffic control "systems" and "cops" during the day, as required.

Throughout the day, assist in problem solving. Conflicts in the timing among stakes, workers needed to run their dogs, changes in the test set up - anything can generate a need to adjust the location of workers. If you ask a worker to quit doing one thing and do another, be sure to explain WHY. Nothing is as irritating as changes which appear to be arbitrary.

Answer handler questions, in conjunction with the Stake Marshals, the Chairman, and others as appropriate.

Toward the end of the last day of the test, as things wind down, you MAY become free enough to help out at a specific test. Feel free to jump in and bag birds, act as assistant Marshal, or other temporary work. Before that time, don't get bogged down at any one stake, since you have to be able to respond to all stakes when needed.

At the close of the test, assist the Stake Marshals in clearing the site and assembling equipment back at the headquarters location. Double check to make certain all popper guns, ammo, blinds, and other equipment is accounted for.

Chief Marshal's Responsibilities, After the Test

Within a reasonable time, a week or so, write thank you notes to each of your Stake Marshals. Get the names of anyone who pitched in who wasn't on the worker list. Write all workers a brief thank you note.

Update this Job Description to add anything important that was missing or should be clarified.