

GUIDELINES FOR THE HUNT TEST SECRETARY

(2003 Update)

1. AKC APPLICATION TO HOLD THE TEST and AKC APPROVAL OF JUDGING PANEL

AKC sends the application to the the club Secretary immediately after the current year event is closed out.

Along with the Application, the AKC requires the Emergency/Disaster Plan. It is considered by the AKC to be part of the application process.

The Judging Panel is also part of the AKC application process package, as is a check for the fee charged by AKC for holding the event.

All forms have to be signed by an officer of the club. The Chairman, with the help of the Secretary and Treasurer, should be the person to assemble and submit the application package to the AKC.

2. JUDGES' AFFIRMATION

AKC requires that a form be sent to each judge (copy in Secretary's box, along with the forwarding letter) enumerating the test/stake/dates. The judge must sign and return the form. Send these out as soon as the AKC has approved the Judging Panel. Include a self-addressed stamped envelope, and a copy of the form for the convenient return by the judge. Also include a duplicate copy of the form for the judge to keep.

3. REGULATIONS

a. Check with AKC to determine latest version. Order current edition of the following in sufficient time to be available prior to the test. :

(1) "Registration and Field Trial Rules and Standard Procedure for Retrievers." We should have 3 copies - 1 for the Secretary's Box and 2 on call for the judges/test chairman.

(2) "Regulations & Guidelines for AKC Hunting Tests for Retrievers." We should have a total of at least 8 - 1 per judging team, 1 for the Test Chairman, and 4 for the Secretary's box. One or two will then be available if a judging team wants a second copy or if handler requests to see a copy. Since 10 is the minimum order from AKC, get 11 (they will send one free copy per person per year).

The copies we distribute to the judges ALMOST NEVER come back, so we need to order them. Only two are provided in the packet AKC sends. After the first copy ordered, which is free, additional copies are \$1 each.

(3) "Guide for Field Trial & Hunting Test Committees in Dealing with Misconduct at Field Trials and Hunting Tests." Several reference copies sent by AKC are adequate for the Hunt Test Committee should action be required.

(4) Rules Applying to Registration and Discipline. We have extra copies and AKC includes a couple in their packet each year. This should be enough.

4. EMERGENCY INFORMATION

Emergency Information Sheet data (telephone numbers, street addresses) needs to be re-verified annually. Emergency Plan needs to be updated to reflect the specifics of each years' test - especially date, chairman, and Emergency Coordinator. A copy of each year's Plan is in the hunt test box.

5. ADVERTISING THE TEST

Coordinate with the Club Secretary to determine who will write GR News and Match Show Bulletin, advising of the test dates and Secretary address/phone number. Enter info regarding the test on Working Retriever Central web site <http://www.working-retriever.com/home.html>

As soon as key information is known, provide to web site team so that an events page can be posted on the PVGRC web site.

6 PREMIUM LIST

a. Use prior year's premium as a guide, but check every element to insure that it is applicable and up to date for the current year, including:

AKC Event Number

Date(s) of the test and day(s) of the week

Test location

Closing date. Generally 1 1/2 weeks prior to the test.

Running order drawing date and location. Generally the evening after closing day.

Lodging. Current rates/special rate and block of rooms reserved for the event should be negotiated by Hospitality Chairman. Hospitality Chairman should reconfirm other hotels in the area.

b. Entry fee. Test Chairman/Board of Directors determination. The Entry fee for 1992, 1993, and 1994 was: Junior \$40, Senior \$45, and Master \$50. the entry fee for 1996 was Junior \$45, Senior \$47, and Master \$50; for 1997 and 1998, the entry fee was \$45 Junior, \$48 Senior and \$50 Master; for 1999 Junior \$45, Senior \$50 and Master \$55. By 2003, the fees were \$50 for Junior, \$55 for Senior, and \$65 for Master.

XXXXXXREVISec. Mailing list. The mailing list for 1999 premiums, updated to include requests for premium received by mail or phone and 1999 test entrants not already on the list is available on disk. It needs to be updated for any club member changes of address, addition of new members interested in field work, and culled of inactive members. In addition to the copies distributed from the mailing list, each year we get phone requests from 25 or so other people wanting premiums.

d. Prepare master copy of premium and have it printed. In 1999, 200 premiums were printed. All but 9 were sent out. In 2003, with the institution of using downloadable premiums from the web site, with email notice, 100 premiums were snail mailed. In 2004, this should be down to about 50.

e. At the same time Premiums are distributed, 4 copies, along with directions to the hunt test site, must be sent to the AKC. For the directions, you can refer the AKC to the directions provided in the premium. Also, be sure that each of the judges is mailed a copy of the premium.

7. PROCESSING ENTRIES

a. Accept entries and checks. Keep a ledger of checks received and for what stake. Give checks to Treasurer as they are received. Try to do this weekly so they can be deposited early. It helps avoid problems with the occasional bounced check.

b. Check entries for age. Must be 6 months old or older on day of event.

c. Check entries for missing information. Stake to be entered is sometimes missing - that can usually be determined by the amount of the check. "Country of Registry" is **almost always** blank. Date of birth is sometimes blank.

d. For serious omissions and the occasional unsigned check, or no check at all, call the owner.

e. If envelope/post card has been provided for return running number, staple to entry form.

f. Separate entry forms by Stake. For divided stakes (A and B), they are placed alternately as received. However, there are special requirements for one handler running multiple dogs, and for handlers traveling together -- these should be placed in the same stake. These should also be recorded/annotated as such for reference during the running order drawing. Entry forms of handlers running a dog in more than one stake (for example, Junior and Master) should be annotated.

g. Club members should work in the same Stake they are running. As soon as drawings are complete, provide Chief Marshal with a list of club members and their Stake and running number.

h. Enter information on each dog/stake/owner/handler in your data base.

8. RUNNING ORDER

a. Make a master list of entrants in each division of each stake, listed in the order the entry was received. This is used for documenting running order number and as a cross check with entry forms. The list should contain information on which handlers are running multiple dogs.

b. Devise a method for random assignment of running numbers. One method:

Make small slips of paper for each division/stake, corresponding to the number of dogs running. Put in bag or bowl and mix them up. Take the entry forms for a given stake in the order received, and one at a time, have someone with no vested interest draw a number. Mark that running order number on the master list and on the entry form. Repeat the process for the next entry form, and the next, until all entries have a number. Repeat the same procedure for each of the divisions (A & B) of each of the stakes.

c. For handlers running more than one dog in the same stake, the numbers should be at least 3 dogs apart. This may require putting a number back and re-drawing until the spacing is right.

d. For handlers running dogs in different stakes, there is no way to adjust spacing through the draw. This must be coordinated on the day of the test, so the key is to have an accurate cross reference listing for Marshals.

e. Re-check the draw for accuracy, to insure that each entry form has a running order number, and to insure no duplication. Re-check again. There can be no errors. Mark the return post card/envelope with running numbers, and mail immediately.

f. Assign running numbers to the entry data base, and sort.

g. Arrange the original entry forms by stake in running order. Take these to the Test with you in case there are questions. After the test, they are mailed to the AKC.

h. Provide the web site team a list of running order by stake, including name of dog, breed, owner, and handler.

9. SCORE SHEETS

a. Order additional score sheets, or duplicate them as required. (In 1999, they were produced by computer as part of an integrated program which merged the information on the stake, the dog and the running order at the same time the form was printed.)

b. Two score sheets are required for each dog entered, 1 for each judge.

c. Place the running number in the lower right hand corner of the score sheet. See sample in the folder.

10. JUDGES' BOOKS

Material for inclusion in the judges books, except the judging sheets, is included in the hunt test box. They are labeled by position (i.e., "Master Judges' Books", "Senior Judges Books." and include tabbed dividers for various info, such as Emergency Info, List of Workers, List of Entries by Stake)

- a. Use one-inch 3-ring binders, which are at the Armstrong's.
- b. Prepare a Book for each judge, including Score Sheets in running order number, one copy of Emergency Information, two or more pencils, one or two pens, and one copy of the "Regulations for AKC Hunting Tests. . ." per judging team.
- c. Label the front of each book with an insert including the Stake and Judge name. Insert a Sample Score Sheet, and a "How to use this Evaluation Form" - which is the back of the Score Sheet . Copies of the sample Score Sheets are in the hunt test box.
- d. Notebooks are prepared for inclement weather by inserting a plastic divider at the front of the book, and a flip-up plastic cover in the back which opens from the back/bottom to protect Score Sheet currently being used, and all those below it. Plastic dividers/covers are in the hunt test box in a folder labeled "Supplies."

11. NOTEBOOKS/CLIPBOARDS

Tab dividers for these notebooks and clipboards are in the hunt test box, arranged by position (i.e., "Greeter's Clipboard," "Gun Captain's Clipboard," "Senior Marshal Clipboard, etc.")

- a. The Chairman receives a notebook which includes a list of entries alphabetically by handler, a copy of the Emergency Information sheet, a sample Score Sheet with instructions for completion, worker information, and a copy of the DNR permit. (Keep the original DNR permit in the hunt test box.) The Chairman also receives a copy of the catalog, and a copy of all the material provided to the Gun Captain.
- b. For the Chief Marshal and the Marshal of each Stake, prepare a clipboard containing printed list of entries in running order number. Include breed, name of dog, handler name, and cross reference to other Stake/Running Order Number(s) for the handler running multiple dogs. Also include on the clipboard: Emergency Information (1 copy), a sample Score Sheet with instructions for completion, and worker information. Each Stake Marshal/Assistant Marshal team receives a copy of the catalog.
- c. Greeter receives a clipboard containing a list of entries alphabetically by handler, so that he/she can direct arrivals to the correct stake. Also included is worker information. Greeter's clipboard also contains a copy of Emergency Information Sheet and a copy of the catalog.

d. Gun Captain receives a clipboard which includes instructions to the Gun Captain (see hunt test box), copy of the permit, and a copy of AKC's policy on humane treatment of game. Gun Captain receives a copy of the catalog.

e. Secretary - assemble a clipboard with relevant material.

12. CATALOG

a. Prepare catalog from information in data base. Use prior years' catalogs as samples.

b. In 1996, 175 catalogs were printed due to the large entry (148 dogs), and none were left over. See Hunt Test Box for distribution list. In prior years, 150 were printed with none left over. In 1998, there were 120 entries. 150 catalogs were printed. A few were left over. In 1999, 160 catalogs were printed (1999 test entry was larger by a few dogs than 1998). A few were left over. In 2003, 200 catalogs were printed due to the large entry (162 dogs), and only a few were left over.

c. In the past, we have kept back one fresh catalog for each Judge, to be presented at the end of the judging assignment. However, in 1998, none of the judges wanted this extra copy, so in 1999, none was provided. Since then, it has depended on the judge, but we always have them available if wanted.

d. Keep one official copy for use as the AKC Record Copy and one official copy for the club's records. Also keep back a copy to be marked for the Field Trial News, and one for the PVGRC newsletter Field Columnist. These are to be guarded and kept out of sight! Leave laying around and they may disappear (not intentionally but just from someone looking for a catalog and not realizing they've scooped up an official record copy.)

e. There is nothing worse than going to a test where there are not enough catalogs to give one to everyone running a dog. Marshals are instructed to respond politely to spectators who want a catalog that, "We're sorry, but we publish only enough catalogs for the people who are running dogs in the test." At the end of the day on Sunday, put out leftover catalogs for the taking.

13. ROSETTES/DUCKBANDS

Check with Sue Armstrong regarding ordering the rosettes. There may be left-overs. Sue also has the duck bands.

14. EMERGENCY NOTIFICATION.

There is a requirement from AKC to notify local "emergency and medical" officials. Copies of letters to Prince Georges County Fire Chief and to District 5, Prince Georges County Police, are in the hunt test box. They are mailed approximately a week before the test. (The AKC requirement is to send them "within 30 days of the event.")

15. STAKE BOXES

Make up one box for each division of each stake. In each box, include enough catalogs for each owner/dog running in the stake, the Judges' Books, and the Stake Marshal's clipboard and catalogs, and pencils and pens. Give the boxes to the Chief Marshal the day before or early the morning of the test. For stakes where one owner is running multiple dogs (like Milly Welsh), I short the box a couple of catalogs.

16. MARKING THE CATALOG

- a. At the completion of the judging of each division/stake, the Stake Marshal and/or Judges and/or Test Secretary will complete the calculations required on the Score Sheets. The Judges will adjust as required and approve a list of qualifiers. The Stake Marshal is responsible for clearing the final list of qualifiers with the Judges.
- b. The Stake Marshal and Hunt Test Secretary coordinate, with the Hunt Test Secretary marking the official AKC Copy of the Catalog. The word "Qualifying" is written next to the name of each dog receiving a qualifying score. Those dogs absent or scratched are also indicated. The marking is double checked by both the Stake Marshal and the Hunt Test Secretary. Both the Stake Marshal and Hunt Test Secretary count and agree on the number of dogs entered, running and qualifying.
- c. The certificate at the end of each division/stake is completed, signed by each Judge, and signed by the Hunt Test Secretary. See prior year catalog for sample. Judges sign the catalog **after** all annotations are completed. Hunt Test Secretary signs after Judges have signed. I ask the judges to sign two catalogs, in the event AKC loses the one we send them.
- d. ***Protect the official catalog with your life - only one signed catalog need go to the AKC. Don't let it get away from you.*** This can be a bit of a challenge, as some stakes may finish close to the same time. Make sure Stake Marshals know that the judges should not leave before signing the catalog.

17. DISPOSITION OF COMPLETED SCORE SHEETS

The Hunt Test Secretary must retain the completed score sheets used during the tests for six months following the test. File these in the hunt test Secretary's box.

18. FINAL REPORT TO AKC

Within seven days, send to AKC a PVGRC check for (effective 1 Jan 2004) \$2.00 per dog entered, a completed Hunt Test Secretary's Report (blank copies in the Hunt Test box), all entry forms, Judges' Affirmation forms, and the official marked and signed catalog. Keep the second signed catalog and a copy of the Report in the hunt test box. Send the package to AKC via certified mail, return receipt requested - for the club's protection.

19. MARKED CATALOG TO FIELD TRIAL NEWS

At the same time as the catalog is mailed to AKC, mail a marked catalog to field trial news. Cover letter example is in the Secretary's box.

20. RESULTS TO NEWSLETTER FIELD COLUMN EDITOR

By providing a marked catalog, or via some other method, send the Newsletter Editor the list of qualifiers for each stake of the test (PVGRC club members only). In 1999, I emailed the information.

21. RESULTS TO WEB SITE TEAM

By providing a marked catalog, or via some other method, send the Web Site Team the list of qualifiers for each stake of the test (all qualifiers).

22. THANK YOU NOTES

If you have received help in doing the Secretary's function, remember to send hand-written personal thank you notes soon after the test.

23. CLEAN UP

Disassemble the notebooks and clipboards; clean out the contents except for the tabbed dividers and Emergency Info sheets and sample Score Sheets, and file in the hunt test box. Notebooks and clipboards go back to the Armstrong's. I can get most of the notebooks and clipboards done at the test site, and put the books/clipboards in the equipment trailer. But there will always be others to track down.