

## WC/WCX Chairman's Job Description

### Chairman's Responsibilities, Before the Test

Typically, the Chairman applies for approval for the test, assembles and gets approval of the judging panel, gets a volunteer Gun Captain, (for the fall, generally ask the same person who is serving as Gun Captain for the hunt test to do the job for the WC/WCX) 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. Arranging for Test Dogs for each stake is the Chairman's prerogative.

Ordering the portapotties ahead of time can be the responsibility of the Equipment Steward or the Chairman -- just make certain you both agree on who is going to do it. (For the fall test, portapotties are ordered for the hunt test, so no separate facilities are needed for the WC/WCX)

Well in advance of the test (6 to 9 months), form the test Committee. Committee members should be familiar with rules and tests so they can help with planning. The majority of the committee and the chairman must be on site for the duration of the test.

Get volunteers to serve in key positions of Chief Marshal, Secretary, Game Steward, Equipment Steward, and Hospitality Chairman. Provide each with a description of their duties and responsibilities.

Develop a proposed judging slate, recommended test fees, and proposed site for the test, along with a draft budget, and submit to PVGRC Board of Directors for approval. Once approved, make arrangements for property lease with the landowner (for fall test, land is already leased for hunt test, so no separate action needed), and make certain landowner insurance requirements are met (Janice takes care of this each year). Contact judges and obtain their written commitment to judge. Submit application for the test and the proposed Judging Panel to the GRCA for approval no later than sixty days before the test.

Three to four months before the test, in conjunction with the Test Secretary, begin to develop a draft premium list. The goal should be to have the premium mailed no later than six weeks before the test. In the case of the spring WC/WCX, the premium is mailed by the Specialty Superintendent along with the premium for the show and obedience trial. Coordinate with the Specialty Chairman on the review of the draft WC/WCX premium so that the Specialty premium deadline to the Superintendent is met. For the fall WC/WCX, coordinate with the hunt test secretary, as the hunt test and the WC/WCX premium are mailed together.

Contact the judges and confirm their commitment. If available, give them the information from Hospitality on lodging and Judges' dinner, if required. For the fall WC/WCX, the judges are usually included, or at least considered, in hospitality plans along with the hunt test judges. This depends on Hunt Test Chairman's wishes. Check with judges on tentative

plans for time and place to meet the day prior to the test for test set-up. Some times, the judges will opt to set up the test early in the morning of test day.

Determine how many rosettes and duck bands the club has on hand, and order additional if required.

One to two months before the test, send letter to the Department of Natural Resources, soliciting permission to hold a test using live birds and ammunition. (Sent any earlier, and it is usually lost.) For the fall test, the hunt test secretary includes this permission in the same letter as sent to cover the hunt test.

A month or so before the test, send the judges reminder information with details on lodging, meals, directions to the hotel and to the site, and an estimate of the number of entries in each stake. Check with each key person to verify that all is on track with entries, volunteer workers, equipment, birds, and hospitality arrangements.

Confirm arrangements for the portapotties. (spring only)

A month or so before the test, line up volunteers for Test Dogs for each of the Stakes. This can be the same dog for all series in a stake, or you may have a different dog run the test for the various series. For example, a dog who fails the WCX land marks may be one of our harder working volunteers. Consider offering that person the opportunity to run as Test Dog for the WCX water marks.

During the final week before the test, confirm AGAIN with each judge and each key person. For the spring test only, contact landowner to arrange for access to property the day prior to the test, and pin down who will give access to the land each day. Make certain that the times access is needed is understood by all.

Insure there is a first aid kit available on site. The club kit is stored in the equipment trailer.

Chairman's Responsibilities, Day Before the Test

Meet with the Marshals and Judges, Equipment Steward and Game Steward (if they can be present) at the test site to assist as the Judges set up the tests. In the case of the fall WC/WCX, which is run on Sunday, the set up may not occur until Saturday evening, or the morning of the test.

Make sure portapotties have been delivered (spring test only).

Chairman's Responsibilities, Day of the Test

Be available at the test headquarters at first light. Expedite where possible to keep things moving toward a start time as advertised in the premium.

Arrange to meet the judges. In the case of the fall WC/WCX, coordinate with the Chairman of the Hunt Test to discuss allocation of land, or, as in 2002 make sure the Board has set aside the area for the WC/WCX. The club President should serve to resolve any issues between the hunt test and the WC/WCX.

Stay in contact with the test and assist in problem solving. Answer handler questions, in conjunction with the Chief Marshal, the Stake Marshals, and others as appropriate. At the end of the test, assist in clearing the site and assembling and packing equipment. Double check to make certain all popper guns, ammo, blinds, and other equipment are accounted for.

#### Chairman's Responsibilities, After the Test

Spring only. The day after the test, make sure someone is on site for pick up of portapotties. Insure keys to the property are returned to the landowner, as appropriate.

Within a reasonable time, a week or so, write thank you notes to each judge and each of your key people. Write all workers a brief thank you note (can be typed rather than handwritten).

Write Chairman's Report and submit to President, PVGRC.

Organize Chairman's Records and have available to pass to next event Chairman.

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