

Hunt Test Committee Guidelines

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Committee Makeup

The Hunting Retriever Test committee is made up of at least five (5) LRC members (this number is required by the AKC). We sometimes allow for 1-2 more, depending on who the people are (experience) and needs of an individual test. The AKC only puts titles on two (2) of the positions (Chairman & Secretary), but we have assigned titles to a few of the other positions that have specific responsibilities. The titles of these five people are:

Hunting Retriever Test Chairman
Hunting Retriever Test Secretary
Game Steward
Head Marshal
Gun Captain

The Hunting Retriever Test Chairman and Hunting Retriever Test Secretary must be approved by the LRC Board of Directors. The remainder of the HT Committee can be chosen among volunteers. It is highly recommended that new people be utilized as frequently as possible – however, it is best to not have a “first time” Chairman and Secretary for the same event. Also, if either the Chairman or Secretary is a “first timers,” it is recommended that one of the committee members at large be experienced in that position (and their primary responsibility is to assist the novice).

*Note: The Hunting Retriever Test Chairman and Hunting Retriever Test Secretary must be approved by the Board of Directors **at least** 6 months prior to the event date.*

Responsibility and Authority of the Hunting Retriever Test Committee

The Hunting Retriever Test Committee has the authority to organize and run the test according to the rules of the sanctioning body (i.e. the AKC). As such, it is allowed to spend monies appropriate to the running of the event (ie. expenses, expendable inventory items, etc). Authority for purchasing capital items and club member rewards (if any) remains with the Board of Directors. The vast majority of the responsibilities are held by individual members of the committee. However, the committee as a whole has a couple of things which it must decide as a group.

- Location of the test itself (although this may have to be decided by the Chairman ahead of time in order to meet application deadlines).
- HT Judges’ gifts will be provided through the general NSEC Chair
- Location of Judge’s dinner

- During the days of the event, maintain a list of those club members who worked during the test (noting any partial days for those cases where a person does not work the entire day). The judge's dinner is open to the Judges and their families, the Hunting Retriever Test Committee and their families, and the Stake Marshals and their families.
- Judges' accommodations

Responsibilities of Committee Members

Hunting Retriever Test Chairman

The Hunt Test Chairman is the person in charge of organizing and running the hunting retriever test. The predominance of the Chairman's responsibilities are prior to the day of the test – some starting six (6) months (or more) prior to the test.

Prior to the test

- Make sure that all committee members know their duties according to this document.
- Obtain Judges (judges should be lined up 6-9 months prior to the event).
- Secure permission from landowner.
- Verify that appropriate permits are obtained and/or current.
- Make hotel arrangements for judges.
- Make reservations for judge's dinner.
- Make reservations for port-a-potties (if needed).
- Get a count of all expendable inventory items (e.g. ribbons, poppers, live rounds, bird bands, etc.) and place orders for those items as needed.

Day Prior to Test

- Go to hotel where judges will be staying and pay the bill – do this **before** the judges arrive. Instruct the **manager** of the hotel that the judges are to be treated as royalty – if they have any expenses, put it on the bill and contact you to pay it after they check out.
- Greet the judges at the test site & introduce them to the Marshal for their stake. Make sure the Stake Marshal knows the grounds so they can escort them and set up the test.

Day of Test

- Be available to handle any procedural or rules problems.
- Help the other committee members with their duties as needed.

Hunting Retriever Test Secretary

The job of the Hunting Retriever Test Secretary can be best thought of as the “treasurer of the test.” This is the person who is responsible for all the financial matters of the test. As such this person needs to work closely with the LRC Event Treasurer to make deposits in a timely manner and get reimbursement checks as needed. This committee position is probably the busiest and most demanding of all the Hunting Retriever Test Committee positions.

Prior to the test

- Provide information for event application to the LRC Liaison. *Note that there are specific requirements for how far in advance this must be done (no later than 90 days prior to the event).* It is best to send these in 5-6 months prior to the event (note: if you are unsure of the location, it is better to put down your best guess, and correct it later if needed).
- If Entry Express is to be employed, provide them with the information for the premium. In addition, there are Microsoft Word documents which are available for the premium – it's just a matter of changing the dates, location, judges, & committee names (and maybe the prices). The premiums should be mailed out no earlier than eight (8) weeks prior to the event, but not later than five (5) weeks prior to the event.
- Entry express will provide a catalog as part of their service.

Day of Test

- (Morning) Be at the Headquarters table to take care of refunds, scratches, and/or receivables
- Make sure any expenses incurred by the judges are reimbursed by the LRC Event Treasurer.
- (End of Day) Have judges fill out the appropriate certifications (in the catalog for AKC, certificates for HRC).
- At the end of the last day of the event, get a list of the non-club member bird boys. Pay those still present (in cash, if possible, using money from the lunches, raffles, etc). Have the bird boy sign a receipt of payment (the Treasurer should have a receipt book).

After the Test (within 3 days)

- Send certifications to appropriate national organizations.
- Prepare a formal income statement for the test. For expendable items (poppers, ribbons, etc), count the items that were used **for this test** (eg. if you used ribbons which were purchased in bulk previously, count the pro-rated cost of the ribbons actually given out).

Game Steward

The preponderance of the Game Steward's duties are the day prior to the test and day of the test. The main purposes of the Game Steward is:

1. Make sure the appropriate number of birds are available for the event
2. Provide humane treatment of the birds prior to being used for the event. This is frequently the perception that non-club member spectators will remember if something is "not right."

Prior to the test

- Order birds and have deposit sent. Eventually we hope to have a formula for determining the number of birds to order. Presently, it is best to check with the treasurer in order to determine the number of birds used in previous tests for that time of year.
- Arrange with the bird seller to have the birds delivered or picked up (ie. get them a map)

Day Prior to Test

- Meet the bird seller at the test grounds, make sure they get paid (get check ahead of time from LRC Event Treasurer).
- Make sure game birds (ducks, pheasants, etc) are banded in accordance with TPWD laws.

Day of Test

- Provide for the care of the birds during the day (and night). This includes both the live birds in the crates, as well as the dead birds at the end of the day (keep them away from people who want to claim them, as well as possible predators). Upland birds (pheasants, chucker, pigeons, etc) should be kept away from inclement weather.
- Check with the marshal of each stake and provide them with the birds required (ie. you're the person in charge of providing live (or dead birds as needed) birds to each marshal).
- Once the tests have begun in the morning, take the ducks to a shallow pond for water. Pick them up and bring them back to the headquarters area after a few hours.

Head Marshal

Prior to the test

- Arrange for bird boys, both hired and club member. If this is for an AKC test, if possible, have the bird boys watch the gun safety video provided by the AKC.
- Line up the Marshal for each stake – train them in how to perform their duties (yes, this is ahead of time)
- Verify the working condition of test equipment.

Day Prior to Test

- Greet the judges at the test site (with the Chairman). Make sure the Stake Marshals know the grounds so they can escort them and set up the test.

Day of Test

- Early Morning – have the Stake Marshals work out which bird boys will go to which stake. With the Stake Marshals, have a gun safety lesson for all bird boys.
- Best word to describe duties now is “gopher”. In a nutshell, stays in contact with the Stake Marshals and makes sure they have everything they need to keep their tests running smoothly. For this reason, the Head Marshal should **NOT** be used as a bird thrower, even for a little while.
- At around 9:30 a.m., take snacks to the bird boys, judges, and marshals. Check on availability of drinks at all stakes.
- At noon, take lunches to the bird boys, judges, and marshals who are unable to come in to the headquarters area.
- At around 3:00 p.m., take snacks to the bird boys, judges, and marshals. Check on availability of drinks at the stakes.
- Make sure all test sites are picked up, and equipment put back into equipment trailer in its proper place

Headquarters’ Liaison

The person in charge of the headquarters area has three primary responsibilities:

1. Provide a friendly point of contact for the test participants (ie. “information booth”).
2. Be the person in charge of the food lunch & tailgate party. Note that this does not mean that this is the person actually doing the cooking or fixing the lunches; it’s just the person in charge of this area.
3. Be the person in charge of the “fun events” during the day (eg. puppy stakes, raffles, super singles, etc). Again, this does not mean that this is the person taking the money, throwing the puppy pigeons, etc; it’s just the person in charge of these events.

Prior to the test

- Select person or people responsible for handling the actual cooking tasks
- Select person or people responsible for running “fun events” (e.g. puppy stakes, raffles, super singles, etc.).
- Plan menu for lunches for workers and participants.
- Plan for snacks for workers.
- Plan for tailgate party food.

Day of Test

- Arrive early and set up table at headquarters.
- Bring donuts/coffee for workers, judges.
- Be familiar with different stake locations in order to give accurate directions.
- Hand out catalogs, bird bands, sell raffle tickets.
- Serve as main radio contact for headquarters.
- Help with snacks, lunch, “fun events,” tailgate party as needed.
- Coordinate with Test Secretary on refunds and scratches .
- Hand out club information and applications.

Stake Marshals

Even though the Marshal of each individual stake is not a committee member, a few of their responsibilities are listed here as well. In basic terms, the Marshal is the person who keeps a particular test running smoothly and makes sure the judges and workers needs are met.

Prior to the test

- Be at test site when judges arrive and escort the judges around the test grounds.
- Make detailed list of judges’ needs for their test, including number of workers,

equipment needed, etc.

- If possible, set up equipment for the test.

Day of Test

- Early in the morning, get Judges' notebooks & Marshal's clipboard from Test Secretary.
- Coordinate with Head Marshal as to which workers will be assigned to that test
- Participate in gun safety demonstration.
- Gather, load, and take all necessary equipment to test site (wingers, buckets, guns, gun stands, poppers, blinds, etc.) .
- Help with remaining physical set up of test.
- Check in Handlers as they arrive at test site.
- Keep handlers/dogs ready to run when the judges are ready for them. This requires constant checking in the gallery to locate the next handler
- Keep running order going smoothly, accommodating for professional handlers, handlers with dogs in multiple stakes, late arrivals etc.
- Serve as main radio contact for particular test site.