

# HRC & UKC POLICIES

The following are policies that have been initiated by HRC and/or UKC, adopted by the Board of Directors or established by a Running Rules Committee review, and apply to all UKC Licensed, HRC events.

## **500 CLUB'S: Memberships in the 500 Clubs is exclusive to current members of HRC, Inc.**

1. The program recognizes HRC Members for their support of Hunting Retriever Club, Inc. through their membership and who own dogs achieving 500 and/or 1000 UKC Championship points in the HRC Hunt Test & Upland Hunt Programs. The HRC member is the member of the 500 Clubs, not the dog.
2. The HRC member-owner of the dog must be a member in good standing with HRC, Inc. for a minimum of 24 months immediately PRIOR to the time that the dog earns the qualifying Championship Points (500th for 500 Club and 1000th for 1000 Club). Continued Membership in the 500 / 1000 Club shall be effect for the term of the individuals HRC, Inc. membership.
3. HRC recognizes the 100 Championship points that count toward the retriever's HRCH title, plus all subsequent additional points earned in Finished, Grand and Upland Hunt Tests toward the 500 / 1000 Point Clubs.
4. The Programs consist of the awarding to an HRC member a specially designed distinctive jacket, which will be embroidered with the HRC Logo, his/her name and the retriever's name. **Only HRC/UKC titles will be embroidered on the jacket as this is an HRC recognition program.** Only one jacket will be awarded for each 'qualified' dog of the HRC Member. However, additional jackets may be purchased by the owner through the HRC Administrative Secretary. This is to allow co-owners, spouses, family members, handlers, etc. to participate in the recognition of the accomplishment of the member and his/her retriever.
5. A Certificate of Accomplishment and letter of Congratulations will be issued and sent to the qualified Member announcing induction into the prestigious Club(s). An order form for the jacket will be included with the Certificate.
6. It is the desire of HRC, due to the significance of the accomplishments of these Members that the Jackets are presented at a ceremony at a National HRC event or by their home HRC Club with special ceremony.
7. Direct questions to HRC Administrative Secretary (432)267-1659 [AdminSecretary@H-R-C.org](mailto:AdminSecretary@H-R-C.org)
8. PROCEDURE: The Administrative Secretary receives a monthly report from UKC of Member's dogs that have over 400 Championship Points. As a Member's dog achieves the 500 or 1,000, etc. points designation, a Certificate of Achievement, jacket order form and Congratulations Letter is prepared. These documents are forward to the HRC President for signature and then forward to the Member. Depending upon the inventory in stock it can take 6-8 weeks for processing after the order form is received by HRC.

**BIRDS** - Effective June 12, 1999, the use of live birds, EXCEPT for shot flyers in Regular Hunt Tests and/or birds for Upland Hunts, are prohibited. Game used for the Hunt test should reflect the type of hunting being simulated, i.e. ducks for water tests, pigeons for simulated dove hunts and Chukar, quail and/or pheasant for Upland Tests, etc. All Local, State and Federal laws must be followed.

**CALLBACKS:** All entries will be treated fairly and equally in every respect throughout all test regardless of their pass or fail status. i.e. Entries that are Judged to have failed prior to completion of any remaining tests will not be prevented from participating in any subsequent tests, nor will running order be affected by such a Judgment. Judges must continue to Judge every dog's performance, all throws and birds will be of equal quality, and every effort shall be made to ensure that participants are treated exactly the same as if they were still in contention.

In unavoidable situations such as might occur with severe storms and hunt disruptions that are beyond human control, it is understood that strict adherence may not always be possible. In such circumstances, the Hunt Committee and Judges may by unanimous vote permit the use of alternate or "callback" procedures to allow participation in an event that could not otherwise be completed. In such situations, the Judges will explain the situation to the gallery and handlers, and the Hunt Secretary will note on the UKC Hunt Report form which tests were affected with a short description of the problem. Every reasonable effort must be made to provide all dogs that have their tests delayed in favor of those dogs that are still in contention with an opportunity to participate before the awarding of win receipts for any class.

**COMPETATIVE EVENTS:** Competitive Hunt Tests, dog and handler against dog and handler, will not be held on the same day as a Licensed UKC/HRC event. Judges sheets and any information recorded by a judge for the evaluation of a hunting retriever during a UKC licensed HRC Hunt test may not be used to evaluate, place, or score a dog in any non-UKC/HRC sponsored event. Fund raising or entertainment side events such as, but not limited to, super singles, bumper toss, pigeon scramble, are allowed so long as they do not interfere with the licensed UKC/HRC event of that day.

**CONTACT PERSONS PROCEDURE FOR:** (see [www.HuntingRetrieverClub.org](http://www.HuntingRetrieverClub.org) for individuals info.)

**RUNNING RULES:** If the matter revolves around a rule, contact the Running Rules Committee Representative for the region in which the member resides or that his/her home Club is assigned to. These matters should then be resolved through the Rules Committee Chairman, if necessary.

**OPERATIONS:** If the matter is operational in nature, the first person for all members to contact is the President or another Officer of their own home Club. Club officers that need assistance will contact their Field Representative.

**FORMAL HUNT COMPLAINTS:** Formal Hunt complaints of any nature must be filed in strict compliance with the UKC policy as printed in Rule Book.

**FIELD REPRESENTATIVE:** If any of the above are not able to take care of the situation, the next contact should be with the Field Representative appointed to the region in which the member resides or his/her home Club is assigned to. These persons were all placed in this area of responsibility because of their knowledge of the HRC program and their experience. They are the persons to whom the Executive Committee turns for assistance and are competent to provide the leadership and answers to those issues that might arise. If a Field Representative is unable to provide the answers from established HRC or UKC rules or policies, or from past precedent, they will contact another authority in HRC or at UKC, research the matter, and provide the appropriate response.

**DONATIONS/CONTRIBUTIONS/GIFTS TO AFFILIATE CLUBS:**

1. HRC, Inc. does not restrict HRC Clubs from accepting donations from anyone – as long as they are in good taste.
2. HRC Clubs must advertise and promote HRC Exclusive National Sponsors: Purina; Tri-Tronics, Avery Outdoors, Bayer K9 Advantix & Delta Waterfowl their Licensed Hunts.
3. HRC Clubs may NOT distribute any materials, brochures or the like, for any competitor of HRC Exclusive National Sponsors at a Licensed Hunt.
4. HRC Clubs will NOT submit photos or reports that include anything contrary to our Exclusive National Sponsors for publication on the HRC website or Hunting Retriever Magazine.
5. HRC Clubs are licensed by HRC and have agreed to adhere to the HRC Constitution and By-Laws, Rules, Policies and Procedures of HRC, Inc. and UKC, Inc.
6. Any HRC Club acting in an intentional manner that is not in the best interest of or is detrimental to HRC, Inc., HRC Affiliated Clubs, HRC Exclusive National Sponsors and/or UKC, will face appropriate disciplinary action.

**DRINKING & ILLEGAL DRUG VIOLATIONS:** The use of alcohol and/or illegal drugs during U.K.C. licensed events is a violation of U.K.C. rules and policies. Penalty for such violations may include:

If an Owner/Handler is determined to be under the influence of alcohol or illegal drugs while participating at a U.K.C. licensed event by the Club Officer(s), Judge(s) or event officials, they and their dog are to be excused from competition immediately and must leave the hunt grounds. The individual may have someone else handle their other dogs that day if they are already entered. The Owner/Handler may not enter any U.K.C. licensed event for a minimum of six months to a maximum of two years from the date of the violation.

If it is determined by the Officer(s) of the Club that a Judge or apprentice Judge is under the influence of alcohol or illegal drugs prior to or while judging, the Judge is to be immediately excused from their duties

and must leave the hunt grounds. They will not be allowed to judge any U.K.C. licensed events for a minimum of one (1) year to a maximum of ten (10) years. If a Judge is drinking or using illegal drugs during a licensed event, even if they are not judging, they will not be allowed to judge U.K.C. licensed events for a minimum of one (1) year to a maximum of ten (10) years.

It is the Club's responsibility to report such rule infractions in writing to U.K.C. and HRC along with the appropriate *U.K.C. Hunt Report Form* and the *HRC Hunt Report Form*. If a Club is aware of such rule violations and does not report it to U.K.C. and HRC, they place themselves in jeopardy of losing the right to hold U.K.C. licensed events.

A spectator or visitor must leave the hunt grounds if it has been determined they have been drinking during the Hunt or taking illegal drugs.

### **DISQUALIFIED FOR FIGHTING U.K.C. POLICY**

U.K.C. will notify the owners of dogs "Disqualified for Fighting" after the dog has been Disqualified for Fighting three times within a two-year period. The third time a dog is disqualified for fighting within two years, the dog is barred from participating in U.K.C. events for two years.

When three (3) HRC reports have been received by U.K.C. indicating a dog has been "disqualified for fighting" or attempting to fight within a two-year period:

The reports will be checked to see if the Judge and Hunt Committee and two different officers of the Club have properly certified them. If the reports are properly verified, the registered owner of the dog will be sent a certified letter advising of the dates and the names of the Clubs that have reported their dog "disqualified for fighting." the name of the dog, the registered owner's name and address and the time barred for fighting will be published in HUNTING RETRIEVER magazine. They will be requested to return their U.K.C. Registration Certificate and Pedigree by a specific date (approximately 30 days) so they can be stamped BARRED FOR FIGHTING UNTIL \_\_\_\_\_. The dog will be barred for two (2) years. At the end of the two- (2) year period, the registered owner of the dog can return the Registration Certificate and Pedigree, along with the proper fee, to the U.K.C. Registration Office for the issuance of a new Registration Certificate and Pedigree. All reference to fighting will be removed, and the dog will once again be allowed to enter U.K.C. licensed events.

If the owner of the dog does not send in the U.K.C. Registration Certificate and Pedigree by the deadline indicated in the notification letter, the following actions will be taken.

1. Transfer of ownership will not be allowed.
2. No litter(s) will be registered where the dog is the sire or dam.
3. The dog will be barred from receiving any U.K.C. Championship points. If the U.K.C. Registration Certificate and Pedigree is returned after the notification deadline they will be reviewed on an individual basis as to what action will be taken.

United Kennel Club, Inc. has the right to inspect all reports, scorecards and documents of U.K.C. events and to review those documents for any reason. Some, but not all, of the items reviewed are A) scores; B) dogs disqualified for fighting; C) errors by the recording person; and D) documentation excluded for any reason. U.K.C. reserves the right to correct any mistakes found.

Even though the report or other documentation might not have on it the signatures of a Judge or Club Officer, U.K.C. reserves the right unto itself to make the necessary adjustments in line with our Inherent Right and Powers.

**ENTRIES LIMIT PER HANDLER:** All Clubs must limit the number of entries per handler to a maximum of eight (8). A Club may be LOWER the limits if it chooses.

**ENTRIES LIMITES PER FLIGHT:** The maximum number of entries allowed per flight of two (2) Judges are: Started-50; Seasoned-40; Finished-30; Upland-30. The total number of entries allowed to run per category, can not be more than the number listed on the Premium. The Club may lower the Flight entry limits.

**FIELD REPRESENTATIVE / AUTHORITY OF:** The authority of a Field Representative to function is not limited by regional boundaries. A Field Representative can initiate procedures within the region he/she represents, but will act officially, by request only in areas not directly in his/her jurisdiction. Executive Committee Members shall exercise the same authority as that of a Field Representative in the absence of a Field Representative.

**MINUTES OF ANNUAL MEETING:** All Club Presidents will receive a copy of the Annual Meeting minutes within 30 days from the HRC Secretary.

**FINANCIAL ASSISTANCE / NEW CLUB:** Financial assistance, if funds are available, in the form of a loan of up to \$500, may be available to new Clubs upon request in writing to the Executive Committee. Such requests are to be directed to the HRC Treasurer. The New Club loan will be at no interest, but must be repaid within 2 years.

**GUN / HUNTER SAFETY** – All participants in HRC Hunt Tests are requested to have a certified Hunter Safety Course. HRC has adopted the FIREARMS SAFETY POLICY.

**HOME CLUB DESIGNATION** - Although HRC members may be members of more than one HRC Club, each individual who desires to serve as an Officer or as a Judge, will designate one (1) "home Club". The home Club designation determines eligibility for serving as a Club Officer. An individual may only serve as President, Vice President, Secretary or Treasurer (Secretary/Treasurer) of their home Club. The home Club is the only Club that is authorized to issue a Club Recommendation Form for a Judge or potential Judge.

Individuals may request in writing/e-mail to the Administrative Secretary to change their home Club designation; however,

- 1) Any Judge or potential new Judge, who wishes to change their home Club designation, must be a member of the new home Club for a period of one (1) year before a Club Recommendation Form will be allowed to be submitted for that Judge or potential Judge from the new home Club. Exceptions: a Judge or potential Judge changing Home Club designation to a NEW Club; or if the individual is transferred or moves and his/her residence changes; and
- 2) Any individual who changes Home Club designation may not change his/her Home Club designation again for a period of one (1) year. Exceptions: a individual changing Home Club designation to a NEW Club; or if the individual is transferred or moves and his/her residence changes;

Any request for deviation from this Policy must be submitted in writing detailing cause, to the Administrative Secretary who will present it to the HRC Executive Committee for consideration on a case by case basis.

**HUNTS FEES:** The established fees per dog, must be forwarded to the HRC Treasurer and UKC within 15 business days of the Licensed Hunts, (does not apply to Preliminaries for HRC fees only, UKC fees DO apply to the Preliminary).

**HUNTS / NOT COMPLETED ON THE DAY SCHEDULED:** No retriever may be Judged on an incomplete test. A dog must complete no less than the minimum number of retrieves listed in the rule book. If because of bad weather or other complications this is impossible to do in the scheduled day of testing, the test will continue on the following day. Any contestant that does not wish to return on the following day will be offered a refund of their entry fee. For example, all the dogs in the seasoned level have completed the land series but only half of the entries are able to complete the water series, the test must continue into the next day. Any deviation from this policy will result in the loss of points for the dogs involved and the local Club must refund the entry fees.

SEE – LIGHTENING SAFETY POLICY

**HUNTS / REQUIREMENTS FOR NUMBER HELD:** A Club may hold as many Hunts per year as it wants, as long as all other requirements for Licensing are met and there is not a conflict with another Club within a 200 mile radius. Contact UKC for scheduling of all Hunts. All Clubs must hold at least one Hunt every two (2) years to remain on the approved Club list.

**JUDGES / ABUSE OR INTIMIDATION OF:** Anyone guilty of intimidating, threatening or injuring a hunter, Judge, Club official, spectator, dog, UKC or HRC official are subject to sanctions and such other actions as UKC and HRC may deem appropriate.

**JUDGES AGE LIMIT – 2007 BoD:** The minimum age to apply to become an HRC Judge is 18.

**JUDGES SHEETS / REVIEW OF:** Only a handler will be permitted to review the Judges sheet(s) for a dog(s) they handled. Since the dogs are Judged against a standard and not dog against dog, sheets of another have no bearing in the decision and are not to be discussed. If an owner is not the handler, only the handler may review the sheet. Discuss the sheet with one handler at a time, with both Judges present. Field Representatives and the Hunt Committee are entitled to review all the Judges sheets. Licensed Judges may review his/her Apprentices Judges sheets to review them for completeness and consistency.

**LAWS / FEDERAL, STATE & LOCAL:** It is each Club's individual responsibility to ensure that all Federal, State and local laws are followed.

**LOGO / USE OF HRC & UKC:** A Club, while in good standing, may use the HRC logo on any items it consumes or distributes to other HRC Clubs or members, i.e. letterhead, newsletters etc. Bill Tarrant has authorized the use of any artwork in his book, titled "Hey Pup, Fetch It Up", which is the original source for these sketches, contributed by artist Mr. Philip Crowe. Use of the HRC logo for any other reason must first be requested (in writing) of and approved (in writing) by the HRC Executive Committee. Submit your request in writing to the HRC Administrative Secretary who will provide a copy to the HRC Executive Officers for consideration.

Permission to use any of the UKC trademarks or logos must be requested of, and received in writing from United Kennel Club, Inc.

**MEMBERSHIP LIST:** To protect the integrity of the information assembled and our members privacy, the HRC policy on providing the HRC membership information was approved in a conference call meeting held on August 5, 1991, and is as follows:

No person, company, corporation or other shall be provided a complete copy of the HRC membership either in printed form, on computer diskette or any other type of data transfer without prior approval of the HRC Executive Committee. The only exception is by authority per written Agreement or Contract – i.e. National Sponsor.

A membership list of a State or Province can be requested by a Club Officer or an HRC appointee for a membership drive or other reason, if approved by the HRC Executive Committee.

**MERCHANDISE featuring HRC LOGO: The HRC and UKC logos bear copyright.** Clubs are urged to merchandize products featuring the HRC Logo as fund raisers for their Club. The following are the Policy & Procedures to be followed by HRC CLUBS IN GOOD STANDING in order to obtain written permission for such use of the HRC Logo on merchandise or other products.

- 1) **REQUEST:** Provide a written request to the HRC Administrative Secretary for the product(s). The letter should include a very specific description of the product(s). *PRODUCTS MUST BE IN GOOD TASTE.*
- 2) **APPROVAL:** The HRC Administrative Secretary will evaluate the product to insure that no other Club is approved for that particular product and will provide a written authorization to the Club. *DUPLICATE PRODUCTS WILL NOT BE APPROVED TO MORE THAN ONE CLUB.* This policy is

intended to avoid competition between Clubs, which may wish to produce the same items, by limiting an item to one Club.

- 3) **ADVERTISING:** It is the responsibility of the Club to provide ad material for publication in the Hunting Retriever Magazine. HRC, Inc. will pay the cost of the advertisement. *IF THE CLUB SO DESIRES, IT MAY AT IT'S OWN COST, RUN ADDITIONAL ADS.*
- 4) **PROFITS:** Profits received from the sale of the item(s) belong to the approved Affiliated Club and no fees of any nature are paid to HRC, Inc.
- 5) **OTHER:** All approvals are based on a 'first come, first served' request basis. Clubs may obtain approval for multiple items as long as all above criteria is met.
- 6) **CHANGING ADVERTISING INFORMATION:** The HRC Administrative Secretary **must** be notified in writing of any requested changes in the ad copy for the Hunting Retriever Magazine, as UKC requires the Administrative Secretary to pre-approve any changes.
- 7) **WEBSITE ADVERTISING** An ad, which will include a photo of the item (If a sample of the item is sent to the HRC Administrative Secretary), will be placed on the HRC Web-site, again at no charge to the Club.

**PARTICIPATION OF NON UKC REGISTERED DOGS:** Any UKC recognized Gun Dog Breed, including Airedale Terriers, that is not UKC registered may be entered into any category (Started, Seasoned, Finished or Upland) at an additional cost of \$3 over and above the Club's posted entry fee. The dog must be registered within 60 days of the date of the passed test in order to retain the points. For any dog that has gone past the 60 days deadline, contact UKC for information on reinstating points.

**PUPPY CLASS:** An optional Puppy test (not licensed) may be run for young/inexperienced dogs. Non-Licensed events shall not delay the Licensed events. It is encouraged that you have a Puppy test as this a good way for new members and very young dogs to participate and win a ribbon. There are no written guidelines for a Puppy Test; however, the Field Representative or other knowledgeable person can give you simple guidelines.

**PREMIUMS:** Premiums are to be submitted for approval to the Administrative Secretary after all Judges are approved. The Club CD has a Premium document that may be used as a correct format.

**RULEBOOK** - HRC Rule Books are provided to all members of HRC and the cost is included in the membership fee. They are sent to new members with their initial *HUNTING RETRIEVER* magazine and are sent to all HRC members as new Rule Books are changed & published. Additional copies of current Rulebooks (1-10 @ \$4.50 / 11+ @\$4.00 each) may be obtained from U.K.C., 100 East Kilgore Road, Kalamazoo, MI 49002. The Rule Book is published on the Web Site.

**SAFETY:** Safety of dogs, handlers, participants, bird technicians, gallery & spectators is of PRIMARY consideration in HRC, UKC Licensed events. HRC has adopted the LIGHTENING SAFETY POLICY and the FIREARMS SAFETY POLICY

**SAFETY – SHOTGUNS & GUN SAFETY:** Only authorized guns will be allowed in the test area. Authorized guns are those shotguns inspected and found to be in proper working order and approved for use at the test site(s) by a hunt official(s) and the Judges of the affected Test. All shotguns are to be delivered to the Judges prior to the start of the test for inspection. All shotguns are assumed to be loaded with live ammunition and must be handled accordingly. The Handler must hold the shotgun in a safe hunting position. During test simulations, when directed by the Judges, the Handler must shoulder his shotgun, aim, track and shoot at the top of the arc of the thrown bird. Mishandling of firearms will result in immediate disqualification of both Handler and hunting retriever. If pump or semi-automatic shotguns are used, a plug must be in the magazine, limiting the gun to a total of three shots.

To minimize the possibility of an accidental discharge of a firearm while handling a dog during an HRC/U.K.C Licensed test, Handlers should not be given more poppers, or permitted to load more poppers into the shotgun than are required to complete any given segment of a test (i.e. only one popper prior to shooting the seasoned blind, two poppers prior to shooting at the marks and one prior to shooting at the diversion). More poppers may be provided and/or loaded at a Judge's discretion if they are required by the

logistics of the test. However, gun safety must be a priority consideration at all times. SEE – FIREARMS SAFETY POLICY

**SAFETY - AMMUNITION** – The HRC Board of Directors has voted to allow individual Clubs to choose whether to use Factory - Loaded Poppers **OR** Factory - Primer (only) shells. All categories at the Hunts must use either ALL Poppers or ALL Primer only shells. Gun Safety is of utmost priority to HRC, Inc., HRC Clubs and HRC members. Clubs may load their own Primer Only shells using new (unused) hulls which must be rolled.

**SPONSORS – EXCLUSIVE NATIONAL SPONSORS:**

HRC, Inc. does not restrict HRC Clubs from accepting donations from anyone – as long as they are in good taste. HRC Clubs must acknowledge and promote HRC Exclusive National Sponsors at their Licensed Hunts.

- HRC Clubs may NOT distribute any materials, brochures or the like, for any competitor of HRC Exclusive National Sponsors at a Licensed Hunt.
- HRC Clubs may NOT promote, in any manner whatsoever, any competitor of HRC Exclusive National Sponsors at a Licensed Hunt.
- HRC Clubs may NOT submit photos or reports that include anything contrary to our Exclusive National Sponsors for publication on the HRC website or Hunting Retriever Magazine.
- HRC Clubs are licensed by HRC and have agreed to adhere to the HRC Constitution and By-Laws, Rules, Policies and Procedures of HRC, Inc.
- Any HRC Club acting in a manner that is not in the best interest of, or is detrimental to HRC, Inc., HRC Affiliated Clubs, HRC Exclusive National Sponsors and/or UKC, will face appropriate disciplinary action.

**SPORTSMANSHIP:** HRC Hunts must be conducted in a sportsmanlike manner. All individuals at a Licensed Hunt, including but not limited to, Gallery members, Judges, participants, spectators, dogs, etc. are expected to display good sportsmanship. Remember HRC was "Created by Hunters for Hunters", so good sportsmanship is the standard.

**TEST'S REALISM:** All hunting tests should be at least far enough apart so that one test does not distract another. REALISM must be retained to simulate as nearly as possible, actual hunting conditions. However, SAFETY is the number one factor in setting up a realistic hunting Test.

**TRAVEL POLICY** - Any deviations from these policies for authorized travel at HRC expense will be at the individual's expense unless otherwise pre-approved:

- Airline tickets are to be booked no less than 14 days in advance through the appropriate Travel Agency. Rental vehicle insurance will be obtained.
- HRC will pay for an intermediate or compact vehicle when needed.
- HRC will pay for Executive Officers travel to Judge for a Club's Preliminary or Anniversary Hunt. The local Club will provide hotel/lodging expenses unless otherwise pre-approved. Additional nights lodging that may be required due to distance will be paid by HRC. Any other judging assignments at HRC expense must be pre-approved by the HRC President.
- While in a rental vehicle or officially representing HRC, Inc., consumption of alcohol or any mind impairing or altering drugs are strictly prohibited.
- Individuals traveling at HRC expense are expected to be cognizant of HRC resources and will conserve them whenever possible.

**NOTICE: ADDITIONAL POLICIES & PROCEDURES rearding Judges, Hunts, etc. are printed in the HRC Rule Book.**