

LICENSED HUNT COMMITTEE MEMBERS GUIDELINES FOR DUTIES & RESPONSIBILITIES

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AFFILIATED WITH
UNITED KENNEL CLUB, INC.
"Conceived by Hunters for Hunters"

The following are guidelines to assist in determining the duties and responsibilities of members of the Committees for hosting a successful HRC Licensed and/or Preliminary Hunt Test. As some Clubs have smaller numbers of members than others, each of the following categories need not have a separate Chairperson. However, strive to distribute the workload to ensure that a single person does not have more responsibility than can be properly handled.

HUNT MARSHAL: The Hunt Marshal is the person in overall charge of the Hunt. The duties are:

Overall supervision of the Hunt Committee Members and to perform such duties as may need to be performed. The Hunt Marshal should use the HRC LICENSED HUNT / CHECKLIST / ASSIGNMENT RECORD as a guide to fulfilling the responsibilities of the position. The Hunt Marshal must be present on set-up day to assist with, review and approve the legality of the Tests that the Judges set up.

HUNT SECRETARY: ***The Secretary should FIRST read pages 7 - 13 of the 2001 Running Rules Book for information regarding obtaining hunt dates and approval requirements of UKC.*** The Hunt Secretary is responsible for seeing that the following items are accomplished:

HUNT PACKET: After receipt of the JUDGE SUBMITTAL TO UKC form of Judges and they are approved for the Hunt, UKC will send a Hunt Packet to the Hunt Secretary. It will include: a) Official Hunting Retriever Hunt Report, b) Judges Report, c) Apprentice Judges Forms, d) Judges sheet for copying by the Club, e) Points Receipts, f) Formal Complaint Forms and g) various membership and registration forms, UKC & HRC brochures, and DNA brochures.

JUDGES: A complete list of Judges is maintained on the HRC web site (www.HuntingRetrieverClub.org). In concert with the Hunt Marshal and/or Club's Officers, assist with the procurement of Judges and sending JUDGE CONFORMATION Forms to each Judge. You should try to secure your Judges as far in advance as possible. As long as the Judge requested is listed at the level needed on the web site Judge Lists they will be approved for the Hunt by UKC. If a Judge is not on the reports at the level needed, contact the HRC Administrative Secretary who Licenses and approves all HRC Judges who will assist you. Once you are sure the Judges are approved at the level you need, you will complete the JUDGE SUBMITTAL TO UKC form.

JUDGES NOTEBOOKS: A master a Judge sheet is sent to the Hunt Secretary in the Hunt Package from UKC. Adequate numbers of sheets for each Judge (based on the numbers entered in each category) are copied by the Club and should be 3 hole punched on both sides of the page and put into 3 ring binders along with at least 2 pencils. Most Judges prefers automatic pencils.

POINT RECEIPTS: Point receipts should be completed for each retriever entered prior to the Hunt day. The Club CD has point slip labels that can be utilized if the HRC Club Hunt database program is used. The point slips for the retrievers that did not pass should be clearly voided. Both Judges will sign the slips of those that pass. It is imperative that any retriever that passes and does NOT have a UKC registration "R" number be given a UKC Single Registration form at the time the point slip is awarded. The owner/handler is to be informed that they have 60 days to register the retriever in order to retain the Championship points earned at that test, otherwise there is a fee charged by UKC in order to process the points after the 60 day grace period. Offer to assist in completing the Registration Form for the Handler.

PREMIUM: The Hunt Secretary prepares the Premium/Entry Form. A sample of this form can be obtained from the Club CD or from the HRC Administrative Secretary. This should be accomplished approximately 6 to 8 weeks prior to the Hunt. It should include the information as to date, time, location, Judges, Official Hunt Committee, etc. Once prepared, you may send to the Administrative Secretary for publishing to the web site. Also, remember you must state on the Premium that there is an additional \$3 fee for non-UKC registered dogs that participate and Add \$5 for EACH Seasoned/Finished/Upland entry of Non-HRC member OWNERS.

PROGRAM: Programs show the running order (**see section on Running Order**) and should contain the information on the retrievers entered, an ad/recognition page showing Purina, Tri-Tronics & Mossy Oak as National Sponsors of HRC, and any other information as may be desired. Logos for the National Sponsors are on the Club CD or request them from the Administrative Secretary.

PURINA HUNT SUPPORT: Purina provides dog food and other items for HRC licensed Hunts. The HRC Secretary oversees orders for Purina Hunt Support program. The Purina Order Form may be obtained from the Administrative Secretary's CD provided to each Club; from the HRC web site www.HuntingRetrieverClub.org or call the Administrative Secretary.

RUNNING ORDER ASSIGNMENTS: This MOST IMPORTANT responsibility of the Hunt Secretary, if not done properly can do more damage to the smooth running of a Hunt than any other factor. Common Sense should be used in assigning the running numbers for each retriever. If the Program reflects numbers that were assigned with a little thought behind them, things will work well when it is time for the retrievers to come to the line and takes a lot of pressure off the Test Marshall as he/she is getting dogs ready to run. You want each handler to have the opportunity to have sufficient time to air his retriever without being rushed prior to running. Handlers that might have entries in multiple levels should be allowed time to get from one Hunt site to the other. (*i.e. John has 1 Started, 1 Seasoned and 1 Finished entry. Assign similar to: #2 in Started - #12 in Seasoned - #20 in Finished*). In the Finished category, try to put at least 3 retrievers between each multiple handler because of the required 'honor'. Also, to the best of your knowledge and ability, common courtesy tells us to try not to have a first time handler run #1 -- give them time to see the test a few times and become less nervous. If applicable, any Grand Hunting Retriever Champion entered in a Hunt is honored by being allowed to run first.

Another very thoughtful hint is that on Sunday, try to accommodate your out of town entries by assigning earlier Running Order Numbers. This allows them to return home earlier and is a gesture greatly appreciated.

REGISTRATION: Each entry will 'check in' in the morning and should be noted and receive a Program at that time. It is important to have someone at the Registration table throughout the event that has knowledge as to directions to each Hunt site and is able to answer any questions that might arise.

OFFICIAL HUNT COMMITTEE: This committee is usually comprised of the Hunt Marshal and three other persons and is listed on the Hunt Entry Premium. The members of the Official Hunt Committee must be present on the setup day to assist with, review and approve the legality of the Tests that the Judges set up. The Hunt Committee is also responsible for handling any official complaints that might arise during the event and such other duties as may be required

MARSHALS: The Marshals are to ensure the smooth running of the Test they are assigned to. Their duties should include the following:

- a) Bird Throwers are on site and are knowledgeable as to their specific duties.
- b) All equipment is in place -- wingers, blinds, gun stands, guns, poppers, refreshments for Judges and Bird throwers, crates, chairs, birds, etc.
- c) Gallery area is assigned and kept quite when retrievers are running.
- d) Holding Blind areas selected.
- e) Retrievers are ready to run as the Judges call for them.

The running order should be adhered to as much as possible, but the order is not inflexible. It is important for the Marshal's to use common sense when calling dogs to get ready to run as there may be handlers running multiple level dogs and are at another hunt site. Once a retriever has been readied to come to the line - never bump it back. If another retriever needs to be run - ASK the next person in order, who has not readied their dog, if he/she minds if you insert a dog in front of them. If you will explain your need to do so, 99 out of 100 times, the person will be happy to oblige.

Marshals should announce the 'Running Order Number' to the Handler and the Judges as the retriever goes to the line. Remember, this is the number in the Program - not necessarily the 'sequence number' they are actually running.

HRC LICENSED HUNT / CHECKLIST / ASSIGNMENT RECORD

_____ Hunting Retriever Club

DATE: _____ LOCATION: _____

HUNT

MARSHAL: _____

HUNT

SECRETARY: _____

OFFICIAL HUNT COMMITTEE MEMBERS:

JUDGES: STARTED

LICENSED _____

L () A ()

JUDGES: SEASONED

A - LICENSED

L () A ()

B - LICENSED

L () A ()

JUDGES: FINISHED

A - LICENSED

L () A ()

B - LICENSED

L () A ()

C - LICENSED

L () A ()

MARSHAL: STARTED

MARSHAL: SEASONED A

MARSHAL: SEASONED

B

MARSHAL: FINISHED

A

MARSHAL: FINISHED

B

MARSHAL: FINISHED

C

BIRD BOYS

CHAIRPERSON: _____

BIRD THROWERS STARTED (AM)

(PM)

BIRD THROWERS SEASONED (AM)

(PM)

BIRD THROWERS SEASONED (AM)

(PM)

BIRD THROWERS FINISHED A (AM)

(PM)

BIRD THROWERS FINISHED B (AM)

(PM)

BIRD THROWERS FINISHED C (AM)

(PM)

CHAIRPERSONS:

AWARDS / RIBBONS:

DOOR

PRIZES: _____

EQUIPMENT &

SUPPLIES: _____

GAME STEWARD

CHAIRPERSON: _____

GROUND AND HUNT SITE, SIGNS &

COMMUNICATION: _____

GUNNERS -- STARTED

SEASONED

FINISHED A

FINISHED B

HOSPITALITY &

ACCOMODATIONS: _____

HUMAN HEALTH / SAFETY:

JUDGES COMMITTEE

CHAIRPERSON: _____

MEALS / LUNCH

: _____

PHOTOGRAPHER: _____

PROGRAM DIRECTOR

PUPPY STAKES JUDGE &

ASSISTANT(S): _____

RAFFLE: _____

REGISTRATION:

TAILGATE PARTY:

VETERINARIAN:

STARTED: LAND TEST:

BIRD BOYS _____

GUNS _____

LIVE BIRDS _____

SHACKLED _____

DEAD BIRDS _____

GUNNERS _____

GUNSTAND(S) _____

POPPERS _____

LIVE AMMO _____

CHARIS _____

BLINDS _____

BIRD BOY CRATES _____

DRINKS / SNACKS FOR JUDGES &
BIRDBOYS: _____

SPECIAL INSTRUCTIONS:

STARTED: WATER TEST:

BIRD BOYS _____

GUNS _____

LIVE BIRDS _____

SHACKLED _____

DEAD BIRDS _____

GUNNERS _____

GUNSTAND(S) _____

POPPERS _____

LIVE AMMO _____

CHARIS _____

BLINDS _____

BIRD BOY CRATES _____

Setup Dog(s):

Test Dog(s):

DRINKS / SNACKS FOR JUDGES &
BIRDBOYS: _____

SPECIAL INSTRUCTIONS:

SEASONED: LAND TEST:

BIRD BOYS _____

GUNS _____

LIVE BIRDS _____

SHACKLED _____

DEAD BIRDS _____

GUNNERS _____

GUNSTAND(S) _____

POPPERS _____

LIVE AMMO _____

CHARIS _____

BLINDS _____

BIRD BOY CRATES _____

Setup Dog(s):

Test Dog(s):

DRINKS / SNACKS FOR JUDGES &

BIRDBOYS: _____

SPECIAL INSTRUCTIONS:

SEASONED : WATER TEST:

BIRD BOYS _____

GUNS _____

LIVE BIRDS _____

SHACKLED _____

DEAD BIRDS _____

GUNNERS _____

GUNSTAND(S) _____

POPPERS _____

LIVE AMMO _____

CHAIRS _____

BLINDS _____

BIRD BOY CRATES _____

DRINKS / SNACKS FOR JUDGES &
BIRDBOYS: _____

SPECIAL INSTRUCTIONS:

FINISHED : LAND TEST:

BIRD BOYS _____

GUNS _____

LIVE BIRDS _____

SHACKLED _____

DEAD BIRDS _____

GUNNERS _____

GUNSTAND(S) _____

POPPERS _____

LIVE AMMO _____

CHAIRS _____

BLINDS _____

BIRD BOY CRATES _____

Setup Dog(s):

Test Dog(s):

DRINKS / SNACKS FOR JUDGES &

BIRDBOYS: _____

SPECIAL INSTRUCTIONS:

FINISHED : WATER TEST:

BIRD BOYS _____

GUNS _____

LIVE BIRDS _____

SHACKLED _____

DEAD BIRDS _____

GUNNERS _____

GUNSTAND(S) _____

POPPERS _____

LIVE AMMO _____

CHAIRS _____

BLINDS _____

BIRD BOY CRATES _____

DRINKS / SNACKS FOR JUDGES &
BIRDBOYS: _____

SPECIAL INSTRUCTIONS:
