



## HRC & UKC POLICIES INDEX



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## **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 CLUBS:** 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 12 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 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 at [Secretary@H-R-C.org](mailto:Secretary@H-R-C.org)

8. **PROCEDURE:** The 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 4-6 weeks for processing after the order form is received by GT Sportswear Unlimited. (Policy – 1996 Board of Directors)

**BIRDS** - 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. (Policy – 1999 Board of Directors)

**CALLBACKS:** There will be no callbacks in HRC Hunt Tests (1994 Board of Directors reaffirmed)

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 points 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. (UKC Policy reaffirmed at 1994 Board of Directors meeting)

## **CONTACT PERSONS - PROCEDURE FOR:**

See the [HRC website](#) 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; Garmin, Drake. Cabela's with 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 UKC 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 UKC 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 UKC 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 UKC 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 UKC 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 UKC and HRC along with the appropriate UKC Hunt Report Form and the HRC Hunt Report Form. If a Club is aware of such rule violations and does not report it to UKC and HRC, they place themselves in jeopardy of losing the right to hold UKC 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 UKC POLICY**

UKC 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 UKC events for two years.

When three (3) HRC reports have been received by UKC 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 UKC 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 UKC 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 UKC licensed events.

If the owner of the dog does not send in the UKC 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 UKC Championship points. If the UKC 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 UKC 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. UKC 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, UKC 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 twelve (12). Implemented January 1, 2013 A Club may be LOWER the limits if it chooses.



**ENTRIES LIMITEES PER FLIGHT:** The maximum number of entries allowed per flight if minimum two (2) Judges or three judges (3) maximum are: Started-50; Seasoned-40; Finished-30; Upland-30. The total number of entries allowed to run per category, cannot be more than the number listed on the Premium. The Club may lower the Flight entry limits.

**EXPENSE REIMBURSEMENT PROCEDURE:** All requests for reimbursement of expenses are to be submitted to the HRC Treasurer on the HRC approved expense form, (see special note under Field Representative) and be accompanied by itemized receipts. The Treasurer is not permitted to reimburse any expenses without proper documentation. The requirement of identification of unusual or miscellaneous expenses is for clarification for the Treasurer, and to provide an audit trail. Prompt reimbursement will be made on all approved requests. Travel is by air unless close enough to drive. Hotel restaurants are taken advantage of for convenience of time and billing when possible. HRC will pay for compact or intermediate size rental vehicles. Anything above must be pre-approved by the HRC Treasurer.

When an officer, representative, or other person is requested to travel for HRC and those travel expenses are to be paid by the HRC, the following criteria will be the basis for determining the amount to be reimbursed.

The least expensive means of transportation should be selected. If it is necessary to drive so that required equipment, dogs, family members or other materials can be brought with you, but it is more expensive to travel this way, prior approval must be received from HRC through the Treasurer. If you choose to drive even though it is unnecessary and flying may be less expensive, HRC will not reimburse those expenses in the normal manner. Mileage, meals, and overnight lodging costs will only be reimbursed up to the costs of the flight expense, had that same travel been by air. If in the case of a short notice or other extenuating circumstances, your time is of the essence and you wish to fly, even if it may be more expensive, consideration will be given to that request, but prior approval must be received from the HRC through the HRC Treasurer.

If there are any questions regarding travel arrangements, it is advised that you check with the HRC Treasurer in advance. The Treasurer will present all special requests to the Executive Committee for approval.

**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.

**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. Refer to EXHIBIT A.

**HOME CLUB DESIGNATION** - HRC members may be members of more than one HRC Club, however each individual who desires to serve as an Officer or as a Judge, will be required to 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 desiring to change their Home Club designation should submit their request in writing/email to the Administrative Secretary to change their Home Club designation.

The following policies will apply if a member changes their Home Club designation:

- 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.
- 2) Any individual who changes Home Club designation may not change his/her Home Club designation again for a period of one (1) year.

***The one year rule is waived in both cases if any of the following apply:***

- A Judge or potential Judge changes Home Club designation to join a newly organized HRC Club.
- Changes Home Club due to a residence move to another area.
- If their previously designated Home Club dissolves.

Any request for deviation from this Policy must be submitted to the Administrative Secretary, in writing and detail the cause/need to change Home Clubs. The Administrative Secretary will present it to the HRC Executive Committee for consideration on a case by case basis.

Email: [Secretary@H-R-C.org](mailto:Secretary@H-R-C.org)

**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 EXHIBIT B PAGE 21**

**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/FIELD REPRESENTATIVE STATUS APPROVAL 2012 BOD:** No judge may move from a lower level judge to a higher level without first being “AA” approved judge at the lower level, have home club approval and Field Rep approval. This policy does includes moving from Started to Seasoned and Seasoned to Finished. It does not include the beginning level of started or upland.

This policy is not to supersede any club policies or HRC rulebook. This is to better the judging pool and make better more experienced judges. In order to teach another judge, they must be an experienced AA judge.

**JUDGES RECOURSE POLICY: See EXHIBIT C PAGE 23**

**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:** Bill Tarrant authorized HUNTING RETRIEVER CLUB, INC. the use of the artwork in his book, titled "Hey Pup, Fetch It Up", which is the original source for the HRC Logo, originally created by artist Mr. Philip Crowe. The HRC Logo is copyrighted.

**HRC, INC. LOGO:** Affiliated HRC Club, while in good standing with both HRC and UKC, may use the HRC logos on items it consumes or distributes to other HRC Clubs or members, i.e. letterhead, newsletters, ribbons, local club shirts/jackets & other items in good taste, without written permission from HRC, Inc. Use of the HRC logos 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 H.R.C. Secretary. **NO LOGO/TRADEMARK OF HRC, Inc. AND/OR UKC, Inc. MAY BE ALTERED IN ANY MANNER EXCEPT TO BE ENLARGED OR REDUCED IN SIZE.**

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 member's 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 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 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 its 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 Secretary must be notified in writing of any requested changes in the ad copy for the Hunting Retriever Magazine, as UKC requires the HRC 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 Secretary), will be placed on the HRC Web-site, again at no charge to the Club.

**MINUTES OF THE ANNUAL BOARD OF DIRECTORS MEETING:** All Club Presidents will receive a copy of the Annual Meeting minutes within 30 days from the HRC Secretary. (Policy approved by 1988 Board of Directors).

**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.

**PRELIMINARY HUNTS:** New Clubs must hold their Preliminary Hunt within 12 months of becoming approved as a HRC Club. Any deviation from this Policy must be approved by the HRC Executive Committee and in no instance will the time frame be over 18 months. (Policy Implemented by the 2010 Executive Committee: Jim Reichman, Mike Witt, Carol Ford, Mike Dittrich).

**PREMIUMS:** Premiums are to be submitted for approval to the HRC 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 HRC website.

**SAFETY:** Safety of dogs, handlers, participants, bird technicians, gallery & spectators is of PRIMARY consideration in HRC, UKC Licensed events. HRC has adopted the **FIREARMS SAFETY POLICY EXHIBIT A, page 18** and the

## **LIGHTENING POLICY EXHIBIT B, Page 21**

### **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/UKC 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 PAGE 18**

**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.

### **SEMINAR PROCEDURE/ EXPENSE: See EXHIBIT D PAGE 28**

### **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** rewarding  
**Judges, Hunts, etc. are printed in the HRC Rule Book.**

**Exhibit A**  
**HRC FIREARM SAFETY POLICY**

All HRC Judges are required to PROVE each firearm used in their Hunt Test.

Hunting Retriever Club, Inc. adopts the policy of the International Hunter Safety Association. HRC strongly recommends that all participants at a HRC, UKC Licensed event have an approved Hunter Safety Course.

Basic Safety Rules - Safe handling of firearms begins with the four basic rules listed below. An easy way to remember these rules is to ACTT responsibly around firearms. ACTT stands for:

1. Assume every gun to be loaded - Consider any firearm you have not just unloaded to be loaded and treat it accordingly.
2. Control the muzzle—point guns in a safe direction - You must decide what the safest available muzzle direction is and keep your firearm pointed in that direction. Never point a firearm at yourself or others.
3. Trigger Finger—keep your finger off the trigger until ready to fire - The natural instinct when picking up a firearm is to put your finger in the trigger guard. DON'T! This could cause an accidental discharge if the gun is loaded.
4. Target—be sure of your target and beyond. - Never point your firearm at something you do not intend to shoot. Make sure you positively identify what you are shooting at and know what lies in front of and beyond it. Do not use telescopic sights as a substitute for binoculars when identifying persons, animals or objects.

Accepting a Firearm: Any time you pick up or are handed a firearm you must VERIFY it is unloaded and safe to handle. Grasp the firearm with both hands, keeping the muzzle pointed in a safe direction and VERIFY OR MAKE it safe.

All HRC Judges are required to PROVE each firearm used in their Hunt Test.

**P = Point the firearm in the safest available direction.** Normally this is at the ground in a direction away from other people including you. Maintain constant control of the muzzle direction.

**R = Remove all ammunition.** If the firearm is a semi-automatic with a detachable magazine, remove the magazine from the firearm first. Open the action to remove any cartridges from the chamber. Removing the magazine first prevents a semi-automatic from chambering another round if the action closes.

For virtually all other actions, open the action to remove any cartridges from the chamber(s) first. Remove any detachable magazine and all other cartridges from the firearm. If your firearm does not have a removable magazine, it may be necessary to activate a latch button or other device, or work the action several times to remove the ammunition. Once all ammunition has been removed, leave the action open and if possible, locked.

**O= Observe the chamber.** Check your firearm's chamber to ensure no ammunition or empty casings are present and if so remove by hand or by working the firearm's action.

**V= Verify the feeding path.** A firearm's feeding path is the route by which ammunition stored in its magazine is moved to the chamber where it will be fired. Only repeating firearms will have a mechanical feeding path. To verify it is free of ammunition, you must work the firearm's action and visually check the feeding mechanism and magazine.

**E= Examine the bore for rust, excessive oil, or any obstructions.** If present, the firearm must not be fired until it is properly cleaned.

## **Loading Firearms**

Follow the steps below to safely load a firearm. Keep in mind that a firearm should not be loaded until you are able to safely and legally discharge it.

1. Make sure there is no ammunition in the firearm or any obstructions in the barrel.  
PROVE it safe.
2. Point the firearm in the safest available direction. Know the location of other persons or dogs around you.
3. Determine if the firearm can be loaded with the safety on. If it can, apply the safety.
4. Make sure to use the correct cartridge(s) or shell(s) for the firearm by matching the data stamp on the firearm with the head stamp on the ammunition.
5. Load the firearm. How you do this will be determined by the type of firearm you are using. As a general rule:
  - Single shot firearms: place the ammunition directly in the chamber and then close the action.

- Lever action firearms having a tubular magazine: make sure the action is closed, load the magazine, and then cycle the action to bring a round from the magazine to the chamber.
- Firearms with a removable box magazine: load the magazine first and then insert it into the firearm. Close the action to load the chamber.

Firearms with a non-removable box magazine: load directly into the magazine and then close the action to load the chamber.

6. If you were not able to do so before, put the safety on.

7. Always keep your safety on until ready to fire your gun.

The firearm is now loaded and ready to use. It requires continuous care and attention until unloaded.

During an HRC test, when placing the gun in a gun stand or handing the firearm to an approved designated person, the individual must insure that the safety is on and the breach is open. It is strongly encouraged that after insuring the gun is safe that the individual announce “the gun is safe” or “breach open; safety on” or “open and on”.

## **EXHIBIT B**

### **HRC POLICY REGARDING LIGHTENING SAFETY**

The HRC LIGHTENING POLICY WILL BE FOLLOWED AT ALL HRC/UKC LICENSED EVENTS.

The Hunt Chairman, in consultation with the Club's Hunt Committee, will make the final determination to suspend, continue or resume a Hunt based on the following guidelines:

Be aware of how close lightning is occurring. The flash-to-bang method is the easiest and most convenient way to estimate how far away lightning is occurring. Thunder always accompanies lightning, even though its audible range can be diminished due to background noise in the immediate environment, and its distance from the observer. To use the flash-to-bang method, count the seconds from the time the lightning is sighted to when the clap of thunder is heard. Divide this number by five to obtain how far away (in miles) the lightning is occurring. For example, if an individual counts 15 seconds between seeing the flash and hearing the bang, 15 divided by five equals three; therefore, the lightning flash is approximately three miles away. Lightning awareness should be increased with the first flash of lightning or the first clap of thunder, no matter how far away. This activity must be treated as a wake-up call. The most important aspect to monitor is how far away the lightning is occurring, and how fast the storm is approaching, relative to the distance of a safe shelter.

1. As a minimum, HRC, INC strongly recommends that by the time a flash-to-bang count of 30 seconds, all individuals should have left the test site and reached a safe structure or location.  
Safe structure or location is defined as:
  - Any building normally occupied or frequently used by people, i.e., a building with plumbing and/or electrical wiring that acts to electrically ground the structure. Avoid using shower facilities for safe shelter and do not use the showers or plumbing facilities during a thunderstorm.
  - In the absence of a sturdy, frequently inhabited building, any vehicle with a hard metal roof (not a convertible or golf cart) and rolled-up windows can provide a measure of safety. A vehicle is certainly better than remaining outdoors. It is not the rubber tires that make a vehicle a safe shelter, but the hard metal roof which dissipates the lightning strike around the vehicle. **DO NOT TOUCH THE SIDES OF THE VEHICLE!**
2. The existence of blue sky and the absence of rain are not protection from lightning. Lightning can, and does, strike as far as 10 miles away from the rain shaft. It does not have to be raining for lightning to strike.
3. If no safe structure or location is within a reasonable distance, find a thick grove of small trees surrounded by taller trees or a dry ditch. Assume a crouched position on the ground

with only the balls of the feet touching the ground, wrap your arms around your knees and lower your head. Minimize contact with the ground because lightning current often enters a victim through the ground rather than by a direct overhead strike. **MINIMIZE YOUR BODY'S SURFACE AREA, AND MINIMIZE CONTACT WITH THE GROUND! DO NOT LIE FLAT!** If unable to reach safe shelter, stay away from the tallest trees or objects such as light poles or flag poles), metal objects (such as fences or bleachers), individual trees, standing pools of water, and open fields. Avoid being the highest object in a field. Do not take shelter under a single, tall tree.

4. A person who feels his or her hair stand on end, or skin tingle, should immediately crouch, as described in item 3.
5. Avoid using the telephone, except in emergency situations. People have been struck by lightning while using a land-line telephone. A cellular phone or a portable remote phone is a safe alternative to land-line phones, if the person and the antenna are located within a safe structure or location, and if all other precautions are followed.
6. When considering resumption of activity, HRC, Inc. recommends that everyone should ideally wait at least 30 minutes after the last flash of lightning or sound of thunder before returning to the field.
7. People who have been struck by lightning do not carry an electrical charge. Therefore, cardiopulmonary resuscitation (CPR) is safe for the responder. If possible, an injured person should be moved to a safer location before starting CPR. Lightning strike victims who show signs of cardiac or respiratory arrest need emergency help quickly. Prompt, aggressive CPR has been highly effective for the survival of victims of lightning strikes.

## **Exhibit C**

### **JUDGES RECOURSE POLICY**

#### **BACKGROUND INFORMATION**

HRC has two “mechanisms” (for lack of a better word) in place to help our clubs and judges be successful in their efforts to conduct quality hunts, both of which insure that our retrievers are tested consistent with our rulebook purposes and philosophy, and test rules and guidelines.

The first is our Judges/Handlers Seminar. We require judges to attend our seminar, which was developed among other things to: help judges understand our rules and guidelines, understand the need to test retrievers fairly and consistently, set up realistic testing scenarios, establish recommendations for successful test set-up and evaluation at each testing level, and offer recommendations to avoid problems in their tests.

The second is our Field Representatives themselves who travel to hunt tests in their respective regions to share their knowledge and experience, and to help insure retrievers are tested in accordance with our rules, guidelines, and seminar recommendations.

On occasion, a judge or pair of judges will set-up a test that, while not “illegal” as respects our running rules, is perhaps one or more of the following: poorly constructed; inconsistent with seminar recommendations; and/or does not meet the standards established at the level being tested. In general, it is the Field Representatives experienced opinions that these tests both will cause problems for the retrievers and hinder the judges’ ability to properly evaluate the dogs.

We’ve asked our Field Representatives to step forward and speak to judges where they see these types of tests that need correcting. At this time however, **THERE IS NO MECHANISM** in place that gives our judges any incentives (penalties for not complying) to change a bad test at the Field Representative’s request.

#### **PURPOSE**

The purpose of the Judges Recourse policy is two-fold:

Primarily, to serve as an **INCENTIVE** to judges to listen to a Field Representative who advises them they need to make a change in a test set-up, which will encourage the judge(s) take corrective measures.

Secondly, to **PROTECT** handlers and clubs at hunt tests from Licensed Judges who demonstrate a poor or uncooperative attitude and who fail to act on the Field Representatives request that a test be improved. The proposal provides a set of **PENALTIES** to apply to the above-mentioned

judges that will affect a judge's license status and their ability to perpetuate this behavior at other hunt tests.

## **LIMITATIONS**

This policy is not designed to replace existing FORMAL COMPLAINT PROCEDURES.

This policy will apply to LICENSED HRC JUDGES only.

## **VALIDATION**

The following is written on the back of every judge's license:

“IT IS UNDERSTOOD AND AGREED THAT THIS LICENSE MAY BE WITHDRAWN, SUSPENDED, REVOKED, OR NOT RENEWED BY HRC, INC., IN ITS SOLE DISCRETION AND JUDGMENT, AT ANY TIME, WITH OR WITHOUT CAUSE.”

## **MONITORING TESTS AND “FLAGGING” A JUDGE**

As per current procedures, HRC Field Representative will speak to judges when they observe problems in a test and encourage judges to take corrective action.

Only when a judge declines to comply with a Field Representative's request to make a test correction, will the Field Representative file a written report on the incident. This will be termed FLAGGING a judge's file.

## **PROCEDURES FOR FLAGGING A FILE**

HRC Field Representative can ask that a judge's file be FLAGGED only for the following reasons:

- A judge fails to comply with a request to change a test the Field Representative determines is ILLEGAL under our Test Rules and Guidelines.
- A judge fails to comply with a request to change a test when a Field Representative determines the test DOES NOT FOLLOW SEMINAR RECOMMENDATIONS for good testing and will CAUSE PROBLEMS for the dogs.

## **NOTIFICATION**

The HRC Field Representative will IMMEDIATELY advise the judge that a written report for NON-COMPLIANCE OF A HRC FIELD REPRESENTATIVE'S TEST CORRECTION REQUEST will be filed detailing the incident, and will include the following: (see Flagging Report Form)

- Hunt name, time, date, location, test level, flight, and judge involved.



- Reasons the rep determined a change needed to be made in a test.
- Verification the judge did not elect to comply with the rep's request to make a change.
- The Rep will forward this report to the HRC Secretary within 7 days of the hunt test. The HRC Secretary will advise the judge in that a flag has been recorded on their file, and send the judge a copy of the flagging report.

### **CONSEQUENCES OF RECEIVING A FLAG ON THE JUDGE'S RECORD**

Upon receiving a fully completed and signed written report which indicates the Field Representative has requested that a judge's file be FLAGGED, the HRC Secretary will immediately SUSPEND a judge's AA status (at all levels) if they hold this designation.

- The AA suspension will be lifted when the judge has judged a minimum of three times with an AA designated judge(s).
- Judge must request AA reinstatement to the Executive Committee in writing.
- The judge's AA status will be returned to the level held prior to the suspension.
- Lifting of the AA suspension does not expunge a flag from the judge's record.

Upon receiving a second flag on their file, a judge will be immediately removed from the list of current judges until they have completed the following reinstatement requirements:

- Attend a Judges/Handler seminar (regardless of last date of attendance) o Request reinstatement in writing to the HRC Executive Committee
- Re-comply with requirements to earn AA status (if they held such designation) at the level they had prior to being suspended

Upon receiving a third flag on their file, a judge will be immediately suspended from judging at HRC licensed hunt tests for a period of no less than one year. To begin judging again, the following requirements would need to be met:

- A judge must request re-instatement in writing to the HRC Executive Committee
- Begin again as if they are a new judge in our program by apprenticing at the Started level, etc. (as if they had never judged)

### **JUDGES RECOURSE – WRITTEN RESPONSE**

If desired, judges receiving a FLAG on their judge's file may respond as follows:

File a written response to the notification of their file being flagged, postmarked within 7 days of receiving a flagging notification, with the HRC Secretary. A response should include the following:

- Judge's account of the incident
- Reason for non-compliance
- A statement requesting administrative review of the flag o Judge's signature and date of response

### **ADMINISTRATIVE REVIEW AND DISPOSITION OF FLAGGING REPORT**

If the judge complies with the required written response procedures and requests an administrative review in writing, such request will be forwarded to the HRC Executive Committee for consideration. The Executive Committee will review the report and circumstances of the flagging. The HRC Executive Committee will obtain any other information as necessary, consult with other Field Representatives, knowledgeable judges, or other HRC members if desired or warranted, and will make a determination to either UPHOLD the flagging report or OVERTURN it.

Flagging reports that are overturned will be cleared from the judge's record and the judge's status will return to the level held prior to the flag.

Such review by the HRC Executive Committee will be done in as expedient a manner as possible given the scope and depth of the review necessary as determined by the Executive Committee.

The Field Representative and Judge involved will be notified in a timely manner by the HRC Secretary of the results of any review of a flagged file.

### **CONSIDERATIONS**

The Field Representative cannot "flag" a judge for a "legal" test set-up unless it meets both of the following criteria:

- The test does not comply with seminar recommendations for good testing.
- The test as constructed will, in the Field Representatives opinion, cause substantial problems for the dogs running.

The Reps will make every possible effort to convince a judge to make a correction, only use the threat of flagging as a last resort, and only actually flag a judge when there is no other recourse left.

The flagging policy is not applicable to judge's decisions regarding EVALUATION OF A RETRIEVER'S PERFORMANCE!

A judge's file cannot be FLAGGED by a hunt test committee or by request of a handler.

A judge's file will not be FLAGGED for incidents not directly related to testing, such as a judge's attitude.

ASSISTANT FIELD REPRESENTATIVES do not have authorization to flag a judge file. Flagging reports be kept CONFIDENTIAL.

### **IMPLEMENTATION**

Implementation of this proposal is an HRC Executive POLICY decision, fully within the scope and realm of the HRC Executive Committee's duties and responsibilities.

Effective Date: August 26, 2003

**Exhibit D**  
**HRC JUDGES HANDLERS SEMINAR SCHEDULING PROCEDURES,**  
**INFORMATION & EXPENDITURES POLICY**

Field Representatives coordinate the Official Seminar Calendar for the upcoming year at the Field Representative meeting at the National Meeting.

Any date change to a Seminar previously scheduled must be approved by the Vice President and should be requested no later than 60 days prior to the date originally scheduled - unless due to extenuating circumstance.

In the event an additional Seminar is determined to be 'needed' (i.e. New Club), the following are the steps that **MUST** be followed to add any Seminar to the established calendar from the National Meeting.

Clubs send their request & date to their Field Rep. The Field Rep, upon his/her approval of the date and 'need', requests approval for the Seminar by the HRC Vice President and equipment availability and scheduling of the equipment with the National Field Representative.

Once approval is obtained for the Seminar, the Club provides to the Field Rep and the Field Reps provides to the HRC Vice President, the Date, Time, Host Club, Location and contact information including e-mail and phone number. The Vice President will send the information to the Administrative Secretary who publishes it on the web site and also submits the information for the HR magazine. Only Seminars submitted to the Administrative Secretary by the Vice President will be added to the Seminar Schedule. This procedure insures that it is properly scheduled.

Seminars are to be timely scheduled far enough in advance to be published in at least one (1) HR magazine. Cut off dates for the magazine are the 14th of the month prior to the month of the issue - 10/14 of Nov for Dec/Jan - 1/14/ of Jan for Feb/Mar - 3/14 of March for April/May - 5/14 of May for Jun/Jul - 7/14 of July for Aug/Sept - & 9/14 of Sept for Oct/Nov. There should be a minimum of 20 attendees committed to attend a specially scheduled Seminar.

**HRC APPROVED EXPENDITURES:**

HRC will reimburse expenditures for the following items directly relating to the HRC Judges Handlers Seminars. Receipts are required for all approved expenditures. Seminar Only Expense Report Forms are to be used for reimbursement of Seminar approved expenses.

1. Reasonable travel expenses for one (1) Field Representative to present the Seminar. Any deviation must be pre-approved for exceptional circumstance where more than one Field

Representative might be required. Pre-approval requests should be directed to the HRC Vice President with cc to the HRC Treasurer stating the circumstance for the request.

2. Reasonable Meeting room costs, if room rental is required. The Field Representative will urge the local

Club hosting the Seminar to utilize free meeting facilities such as Community Meeting Rooms; Sporting Goods Stores, Member's Home, etc.

**HRC DIRECTLY PROVIDES:**

1. Seminar Manuals and shipping costs. NOTE: The Seminar Manual is available for download from the HRC website – [www.HuntingRetrieverClub.org](http://www.HuntingRetrieverClub.org)
2. Seminar Computer & projector and shipping costs, if needed.

**OTHER:**

- No fee may be charged for anyone to attend the HRC Judges/Handler Seminar.
- HRC neither provides nor reimburses for any refreshments or food at a Seminar.
- The Host Club may either provide refreshments or ask for contributions toward refreshments costs if they are made available.
- If a meal is provided or arranged, it is between the Host Club and the Seminar attendees to work out any reasonable costs. No Seminar attendee will be required to participate in an offered meal.
- Mileage reimbursement rate for Field Rep travel may be obtained by contacting the HRC Treasurer