

Hunt Secretary Duties/Steps to Host a Hunt Test

All paperwork for your Hunt Test comes from UKC. You should receive an Application to hold a UKC Licensed Event about six months before your scheduled hunt.

UKC mails this paperwork to the Club Secretary on file, unless you e-mail or call them and change it.

If you need to change any information in your paperwork, contact UKC (Sarah Bonnema) to make those changes. Email: sarahbonnema@ukcdogs.com Phone: (269) 343-9020. Option 2.

1. Return the application and fees to UKC.

2. After you have returned the application and fees to UKC:

Verify the hunt date has been approved by checking the UKC Upcoming Events:

<http://www.ukcdogs.com/Upcoming.nsf/EventView?Open&Group=HuntingRetriever&Type=M>

Go to the Pull down menu and select the correct Month, look for the State and verify your club is listed and that the information is correct.

3. Now that your hunt test is posted on the UKC website, you need to submit the form for the Purina Order. Please be sure to submit your order at by the first of the month at least 2 months before the MONTH of the scheduled hunt. For example if the hunt test is scheduled for May 22, you need to place your Purina order by March 1st

MONTH OF HUNT TEST	DATE ORDER IS DUE
March	January 2
April	February 1
May	March 1
June	April 1
July	May 1
August	June 1
September	July 1
October	August 1
November	September 1
December	October 1
January 2019	November 1, 2018
February 2019	December 1, 2018

Here is the link to the online form: <http://www.huntingretrieverclub.org/purinaorder.shtml>

Each club receives 1 small bag of Purina Pro Plan for each dog for 1 day. The National Secretary will send you a delivery date after the order is placed with Purina.

4. UKC sends the Hunt Test Packet containing point slips, etc. is sent to the Club's **Hunt Secretary that was listed on the application** one to two months before the scheduled event. You can find a list of what is provided and helpful hints at this link on the UKC website.

http://www.huntingretrieverclub.org/PDF/Notes_to_Hunt_Test_Secretary_from_UKC.pdf - If you need any more forms they are located here: <http://www.huntingretrieverclub.org/huntforms.shtml>

5. Scheduling Judges

- A. **Select judges for your hunt test.** You can find judge information on these lists on the HRC website. Links can be found on the HRC website on the Hunt Secretary Resources Page.

<http://www.huntingretrieverclub.org/huntforms.shtml>

Here are the direct links to the Judge lists.

Licensed & AA Judges Alphabetical List:

<http://huntingretrieverclub.org/Judges/Licensed.pdf>

Licensed & AA Judges by Region:

http://huntingretrieverclub.org/Judges/Licensed_Region.pdf

Apprentice Judges:

<http://huntingretrieverclub.org/Judges/Apprentice.pdf>

Apprentice Judges by Region:

http://huntingretrieverclub.org/Judges/Apprentice_Region.pdf

Upland Judges:

<http://huntingretrieverclub.org/Judges/Upland.pdf>

When you can, use Apprentice Judges so they can become licensed/AA and increase our pool of judges.

When scheduling an Apprentice Judge, you MUST have an AA Judge with them.

Please make sure to provide an Apprentice Evaluation Form for the AA judge. Please submit the completed Apprentice Evaluation forms with your Completed Judge Assignment forms that go to the HRC Administrative Secretary.

When you have decided who you want to judge your test(s) and you have called them to verify they are available, complete this on-line form: <http://www.huntingretrieverclub.org/judgeapprovalform.shtml>

This goes directly to the HRC Administrative Secretary in Kalamazoo and she will approve or suggest changes for you. If you do not hear back within 3 business days, send her an e-mail to verify she received your form. Be sure to enter the security code and click on the "Submit Form" button. The most common reason forms are not received is that this step was missed. You should get a message verifying the form was submitted successfully.

Judge Approval will be confirmed via return e-mail Judge Approval Report when this form is processed and judges' status is verified. If there is a problem with a judge listed, the Club will be notified on the Judge Approval Report.

IMPORTANT: Do not click on "Submit Form" button until you are sure the form is completed properly! You MUST enter the correct security code for the form to process. After you click "submit" you will be directed to a page that will say "Thank You For Your Submission" That means it was sent correctly. If you do not hear from the Secretary within 3 days, please email at Secretary@H-R-C.org



Enter Security Code:

Submit Form

Reset Form

The Judge Approval form is returned to you showing the status of all the judges and if they are approved.

HRC JUDGE APPROVAL FORM FOR INDIVIDUAL TEST

SUBMIT THIS REQUEST A MINIMUM OF 6 WEEKS PRIOR TO THE HUNT TO:

I VERIFY THAT THE HUNT(S) HAS BEEN PROPERLY SCHEDULED WITH UKC.

CLUB FULL NAME: MISSISSIPPI VALLEY HRC

DATE(S) OF HUNT: MAY 24 & 25, 2014

SUBMITTED BY: MIKE BOTTS

EMAIL: PHONE:

The maximum number of entries allowed per flight of two (2) Judges are: Started-50; Seasoned-40; Finished-30; Upland-30

(L/AA) Licensed AA (L) Licensed (A) ~~pprentice~~ (G) ~~randfather~~
 LIST THE JUDGES AT EACH LEVEL THAT WILL BE JUDGING TOGETHER ON EACH HUNT

CATEGORY	(L/AA) (L) (A) (G)	JUDGE NAME – HUNT 1			(L/AA) (L) (A) (G)	JUDGE NAME – HUNT 2			
			Judge #	HRC Approva l			Judge #	HRC Appro val	
		SATURDAY			SUNDAY				
STARTED	AA	DARRELL DAY	6404	OK	AA	DARRELL DAY	6965	OK	
STARTED	AA	CLARK MALMER	6965	OK	AA	MARK RASKE	6760	OK	
SEASONED	AA	MARK RASKIE	6760	OK	AA	CLARK MALMER	6965	OK	
SEASONED	A	PATTY MUNSON	6881	OK	A	PATTY MUNSON	6881	OK	
FINISHED A	AA	OB CZARNOWSKI	7165	OK	AA	BOB CZARNOWSKI	7165	OK	
FINISHED A	AA	TIM KINGSFIELD	6623	OK	AA	TIM KINGSFIELD	6623	OK	

CONCLUSIONS/STATUS:

Judges approved 3/19/14
 Changes 5/19/14 Approved

If you need to make any changes before the hunt test, simply e-mail the Administrative Secretary at secretary@H-R-C.org Judges will back out, get sick and you have to make changes all the time. If there are changes the day of the test or after business hours the day before the test, contact your Field Rep for approval. The names and contact information is here: <http://www.huntingretrieverclub.org/fieldrepresentatives.shtml>

- After the Judges are approved you must submit a Premium. Here is a generic premium: It is on the Hunt Secretary Resource page **Regular Hunt Template and Upland Hunt Template on the HRC website Forms can be found on the Hunt Secretary Resource page**
<http://www.huntingretrieverclub.org/huntforms.shtml>
<http://www.huntingretrieverclub.org/huntforms.shtml>



(Club Name)
HUNTING RETRIEVER CLUB
UKC Licensed Regular Hunt
 _____, 2016

I submit \$ _____ for entry fees. SATURDAY SUNDAY

Enter in Hunt Category: _____

Name of Retriever: _____

UKC #R _____ Call Name _____ HRC Points: _____

Breed: _____ Male _____ Female _____ DOB: _____

Sire: _____

Dam: _____

Registered Owner: _____

Owner's H.R.C. Membership #: _____

Owner's Address: _____

City: _____ State _____ Zip _____

E-Mail: _____

Name of Handler: _____ Phone: (____) _____

I certify this dog's immunization is current & has no known communicable disease i.e. Kennel Cough. FURTHER, I agree not to hold the Landowner(s), HRC, UKC or the Host Club responsible for loss of property, damage or injury incurred during this event. HRC, UKC, the Host Club and the Landowner(s) are NOT responsible for loss, accident or theft, and further assume no responsibility for any damage or injury sustained by the handlers, or to any of their dogs or property and further assume no responsibility for injury to children who are to be under the supervision & control of their parent or guardian. FURTHER, by my signature, I acknowledge and insure that the Handler understands that he/she will have the opportunity to view a test dog run the tests; that he/she has the option of withdrawing this dog from any test the Handler in his/her sole discretion deems unsuitable or unsafe; and agrees further that by participating in said tests he/she assumes all risk of harm or accident to either the Handler or the dog

(Signature of Owner/Agent) _____

Address of Handler (If Handler signs above): Street _____

City _____ State _____ Zip _____

HRC MEMBERSHIP # OF HANDLER _____

(Club Name)
HUNTING RETRIEVER CLUB
UKC LICENSED REGULAR HUNT
 (Month & Date), 2016

HUNT LOCATION
 (address)

OPEN TO ALL DOGS OF ELIGIBLE BREEDS
 This Hunt is held under the rules of the
 Hunting Retriever Club and United Kennel Club.

SEND ENTRIES & CHECK TO HUNT SECRETARY

(NAME)
 (ADDRESS)
 (PHONE NUMBER)

Advance Entries will close on
(MONTH & DATE)

Started entries close on the 50th entry per flight.
 Seasoned entries close on the 40th entry per flight.
 Finished entries close on the 30th entry per flight.
 Upland entries close on the 30th entry per flight

Each dog is limited to one (1) entry per Licensed Hunt.
12 DOG ENTRY LIMIT PER HANDLER

JUDGES AND HUNTS TO BE JUDGED

	<u>Saturday</u>	<u>Sunday</u>
<u>STARTED</u>		
<u>SEASONED</u>		
<u>FINISHED</u>		

* Denotes Apprentice/Grandfather Judge

You might have a copy from the previous years and just change the dates and Judges. Please make sure that all the correct verbiage is in place (ie. Hunt Chairperson listed, eligible breeds statement is correct. Send the premium to: secretary@H-R-C.org and the Administrative Secretary will approve and post on the national HRC website: http://www.huntingretrieverclub.org/entry_form_premiums_for_test_hunt.shtml

You must use the approved premium wherever you publish the premium. Any changes to the premium after approval must be submitted to the Administrative Secretary.

- A. You cannot run more dogs than what is posted on your Premium. If you need to increase up to any number up to the maximum allowed, contact the Administrative Secretary.
- B. You can reduce the numbers for each flight, but you must contact the Administrative Secretary to change the Premium.
- C. You can add flights if needed, judges must be approved by the Administrative Secretary.
- D. All the blanks must be filled in

If you are using Entry Express or Hunt Secretary.com, any concerns arising with entries is your responsibility to resolve with those organizations. HRC does not endorse either and are not responsible for any concerns regarding these organizations.

Garmin Product – 1 Garmin product per year is sent to each club that holds a Hunt Test. They are sent from Kalamazoo and sent around 2-3 weeks in advance of your hunt test. They are to be raffled off to make the local club money. They are sent to the **Club's Hunt Secretary listed** on the Premium.

Prepare any clipboards/notebooks needed for use at the hunt test: Judges notebooks, Veterinarian clipboard, Hunt Marshal.

Prepare Programs/Running Order Assignments If you need logos they are included on the CD or you can contact the Administrative Secretary for assistance.

POST TEST

1. **Point Receipts** – Make sure all Judges have signed every point receipt. **Two (2) Judge's Signatures** are required on all **passes**. If you have any issues, UKC handles all point receipts. Contact them and let them know what happened.
 - A. Do not combine categories on the point sheets. Please use one entire sheet for a category. If there are unused point slips please mark them as "void". **Do not draw lines, arrows, start, write No etc. through the point receipts for any reason. PLEASE utilize the boxes only.** Receipts marked "failed" may have an X through them to make it easier for judges to sign only "pass" receipts.
 - B. Do not combine more than one day's hunt on a sheet of point slips.
 - C. If the owner does not provide you with a UKC Registration number, leave this area BLANK, even if the owner tells you that he has applied for registration.

Point Receipt Category Definitions:

- A. **Passed:** All dogs marked as "passed" by the Judges.
- B. **Failed:** All dogs that attempted the test but were not marked as passed.
- C. **Scratch:** a dog that has entered the hunt but had been withdrawn (bitch in season etc.) do not use the Void box for these situations.
- D. **Void:** unused point receipts left on the page for the category, a dog that has changed flights or category, correcting a duplicate entry of the same dog, etc. The void category must not be used for dogs that have scratched, failed or have been disqualified.
- E. **Disqualified:** the Judges must indicate if the dog or the owner is disqualified and the reason
- F. **How the Judges are to correct a box that they accidentally marked incorrectly:** Cross out the box that is incorrect. Have the judges check the correct box, the judges should then circle the correct box and place their initials by the circle
- G. **Multi-Handlers:** List 1 Handler only on point Receipts
- H. **Non-U.K.C. Registered Dogs:** If the owner does not supply you with a UKC Registration number on or before the day of the hunt, the dog is treated as a Non-Registered Dog. All Non-Registered dogs are subject to the additional \$3.00 Non-Registered Dog Fee. It is up to the club whether they pass the \$3.00 fee on to the owner of the dog or not. As Hunt Secretary, please give each owner of a Non-Registered Dog a UKC single Registration form so that they may register their dog in time to keep any points their dog may have earned on the day of the hunt. We appreciate your assistance in this area.

Non-HRC Members: If an owner of a dog participating in your hunt is not an HRC member, an additional fee of \$5.00 is charged to that owner, or to whomever is entering/handling the dog. Half of that fee is retained by the club, the other half is sent to HRC INC., recorded on the HRC INC. Hunt Test Report form. This fee is applied to those Non-HRC member owners with dogs in Seasoned, Finished and Upland only. **Started** participants are exempt from this Non-Member Fee.

- I. **Apprentice Judges** – Make sure the **Apprentice Judge Evaluation Form** is filled out by the AA Judge who is assigned with the Apprentice Judge. Completed Apprentice Forms are to be submitted to the HRC Administrative Secretary with the Completed Judge Assignment Reports. Apprentice Forms can be emailed (Secretary@ H-R-C.org) or snail mailed (HRC Admin Secretary, 100 E. Kilgore Road, Kalamazoo, MI 49002) The form is here:

<http://www.huntingretrieverclub.org/Forms/Judges%20Apprentice%20Judge%20Form.pdf>

- J. **Complete the HRC Completed Assignment form:**

<http://www.huntingretrieverclub.org/judgecompletedassignmentformAlpha1.shtml> This form goes to the HRC Administrative Secretary to verify there were not any changes in Judges. It is also how each judge receives credit for their Judging Assignments.

2. **UKC/HRC FORMS** – Included in your Hunt Packet

Complete the UKC – Hunt Report Form:

http://www.huntingretrieverclub.org/Forms/UKC_HuntTestResultsForm.pdf

Complete the HRC Hunt Report Form:

http://www.huntingretrieverclub.org/Forms/Forms_HRC_Hunt_Report_for_Clubs.pdf

ALL FORMS ARE TO BE SUBMITTED TO UKC AND HRC WITHIN FIFTEEN (15) DAYS OF THE TEST COMPLETION.

For additional information please refer to the 2017 HRC Rulebook, pages 14 through 23.

1/7/15 PM

12/23/15 Updated MG

4/12/16 Updated MG

4/12/17 Updated MG

5/17/18 Updated MG