

Retriever Hunting Test Procedure Manual

How to Plan and Run a Testing Event

Published by The American Kennel Club

THE AMERICAN KENNEL CLUB'S MISSION STATEMENT

The American Kennel Club is dedicated to upholding the integrity of its Registry, promoting the sport of purebred dogs and breeding for type and function. Founded in 1884, the AKC and its affiliated organizations advocate for the purebred dog as a family companion, advance canine health and well-being, work to protect the rights of all dog owners and promote responsible dog ownership.

THE AMERICAN KENNEL CLUB:

Records the parentage of over one million dogs annually, but is not itself involved in the sale of dogs and cannot therefore guarantee the health and quality of dogs in its registry. Sponsors more than 15,000 dog competitions each year held by licensed and member clubs. Only dog clubs may be AKC® members.

Supports and promotes the sport of purebred dogs.

Information regarding AKC Retriever Hunting Tests is also available on our Web site located at www.akc.org.

Performance Events
The American Kennel Club
5580 Centerview Drive
Raleigh, NC 27606-3390

Customer Service 919-233-9767
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Introduction

This manual is intended to help familiarize new clubs and individuals with the steps and procedures needed to hold AKC-sanctioned and licensed hunting tests for Retrievers. In it you will find suggestions on how to plan, organize and conduct the tests. Remember, these are only basic guidelines. If you have any specific questions, please feel free to contact Performance Events, AKC, 5580 Centerview Drive, Raleigh, NC 27606.

Additional information sources are American Kennel Club® publications.

1. Regulations and Guidelines for AKC Hunting Tests for Retrievers
2. Field Trial Rules and Standard Procedure for Retrievers—Chapters 1 through 11 and 14
3. Guide for Event Committees in Dealing with Misconduct at AKC events
4. First Information for Clubs Seeking to Hold Field Events
5. The Complete Dog Book
6. AKC GAZETTE (Official Publication of AKC)

For names of existing field trial and hunting test clubs with name and addresses of secretaries, contact the Performance Events department at:

American Kennel Club

5580 Centerview Drive

Raleigh, NC 27606

or

www.akc.org

Background

The American Kennel Club hunting test program for Retrievers was launched in early 1985 when AKC's Hunting Test Regulations were introduced. The program is a true testing program; a complement to AKC's successful Retriever field trial program, and a natural development of AKC's over 50 years of experience in licensing events for Retrievers in the field.

Hunting tests provide owners with the means to have the hunting abilities of their dogs evaluated and graded against written hunting standards, without competition, under simulated but near-natural hunting conditions.

The hunting test program is a program of certification; it seeks to identify and officially recognize those dogs that possess the abilities that enable them to serve effectively as personal hunting companions. Certification is provided on three levels in the form of the official AKC suffix titles Junior Hunter (JH), Senior Hunter (SH) and Master Hunter (MH). Degree certificates are issued to owners and titles are recorded on all of AKC's registration and pedigree records.

This is one of three AKC hunting test programs. The others are for Pointing Breeds and Flushing Spaniels.

This manual is intended to serve as a companion publication to the "Regulations and Guidelines for AKC Hunting Tests for Retrievers." A videotape entitled "Field Testing Your Retriever" is also available from AKC.

Please keep in mind that these noncompetitive tests for Retrievers are designed to be fun and are an excellent way to attract new club members.

Finally, we are here to help, so do not hesitate to give us a call.

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Chapter 1

Planning

Responsibilities of the Club's Board of Directors

The following are the elements which make up the information required for the application and the premium list. [See Chapter 1, Section 3, Section 15, Regulations and Guidelines for AKC Hunting Tests for Retrievers.] The order and chronological dates listed here may not necessarily be the order in which the club arranges for the hunting test. Every component should be completed before applying for the hunting test.

Chronological List of Dates

One year prior to test

Select Judges

One year to six months prior to test

Contract for grounds

Select key personnel

Order birds

Four months prior to test:

All applications and premium lists must be filed with AKC (this ensures exposure in AKC's Events Calendar and in AKC AFIELD)

Order ribbons

Four to six weeks before closing date

Mail premium lists AKC must receive 4 copies anytime, but no later than three days before:

Entry closing, preparation of catalog

One week before

Hunting Test Chairman's inspection of the grounds

One day before

Judges and Hunting Test Chairman's inspection of the grounds and test set up

A. Selecting the Judges

Refer to Section 6, Judges Eligibility,

Regulations and Guidelines for AKC Hunting Tests for Retrievers.

It is very important that the Judges have a broad background in hunting both upland birds and waterfowl. A Judge may not be a member of the Hunting Test Committee or act as the Hunting Test Secretary at an event where he or she is judging.

Qualifications to look for in selecting a hunting test Judge:

1. In good standing with the American Kennel Club (i.e., not currently suspended from all AKC privileges)
 2. A knowledgeable hunter
 3. Familiar with the applicable Rules, Regulations and Guidelines
 4. Has the proper approach in actions and manners to the responsibility and position of being a Judge
 5. Has the ability to set up challenging tests which will enable a dog to demonstrate its hunting abilities
 6. Able to deal effectively with test participants
 7. Will refer to the Regulations and Guidelines
 8. The two Judges must have a combined record of having judged six assignments in licensed tests prior to the test they are to judge.
- They should also have attended an AKC seminar within 3 years of the event to be judged.

In picking co-judges, consideration should be given to compatibility, especially when they will judge more than one test together.

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Marshal

Hunting Test Club's Board of Directors

Hunting Test Chairman

Hunting Test Committee

Gun Captain

Official Guns

Hunting Test Secretary

Equipment Person

Assistant Marshal

Assistant Gun Captain

Appoints Bird Throwers/Planters

Supervision of Marshals, BirdPlanters, Throwers

BirdSteward
Host/Hostess

B. Selecting the Hunting Test Chairman

The Chairman should have a broad background in previous events and a familiarity with all mechanics of Hunting Tests.

C. Selecting the Hunting Test Committee

Refer to Section 14, Regulations and Guidelines for AKC Hunting Tests for Retrievers.

The Regulations require a minimum of five Hunting Test Committee members. While more members are permitted, it is recommended that the Committee be limited to five. Committees should be structured to allow for continuity or succession based on experience. The club should establish a training program for Committee personnel. The Committee should be composed of those who have the experience, and those who, though lacking in experience, have the dedication and desire to learn.

D. Selecting the Hunting Test Secretary

Refer to Chapter 1, Section 13, Regulations and Guidelines for AKC Hunting Tests for Retrievers. This person handles all the paperwork for the tests and must have time to do so.

E. Selecting the Hunting Test Marshal

Besides having a broad background in previous events and familiarity with the mechanics of hunting tests, the Marshal assists the Chairman when multiple testing locations are used.

F. Selecting the Chief Steward

This person should be experienced in handling game birds and be thoroughly familiar with bird care requirements, especially waterfowl and their proper and humane confinement on the grounds.

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G. Selecting the Gun Captain

This person is thoroughly familiar with shooting birds under testing conditions; addressing both marksmanship and above all, safety.

H. Select the Date(s) . . .

. . . of the test and the starting times of each testing level—Junior, Senior and Master.

Note that event dates operate on a year-to-year corresponding system based on Labor Day. For example Labor Day falls on September 4, 1995 and on September 2, 1996 (two days earlier than in 1995). Thus, 1996 dates are calculated by subtracting two days from the 1995 dates.

Additionally, clubs adding new tests or changing the dates of established tests are subject to a conflict policy requiring at least 200 air miles between events. The policy states: A club will not be approved for a licensed or member test if the proposed date(s) coincides with an approved licensed or member test(s), and the distance between the events is 200 miles or less. An exception may be made if a club receives clearance from the club(s) holding the established licensed or member test(s).

I. Selecting the Grounds

Choose adequately sized areas, both water and land, with cover and/or terrain that offer interesting and realistic test situations. All areas should be clear of hazards, such as broken glass, etc. Adequate parking areas and good access roads are important, especially in the event of inclement weather. Emergency towing vehicles should be available if needed.

A Special Note:

IT IS VITAL FOR ALL CLUBS TO RESPECT THE LAND WHERE THE TESTING EVENTS ARE HELD. PRIVATE LANDOWNERS AND GOVERNMENTAL BODIES BECOME VERY DISENCHANTED WITH DOGS AND DOG PEOPLE WHEN THEIR PROPERTY IS DAMAGED OR DESTROYED.

J. Selecting the Hunting Test Headquarters

The headquarters hotel or motel should be within reasonably close proximity to testing grounds and have breakfast facilities.

ENTRY FEES are set by considering the following factors:

1. The Club's budget
2. Judges' expenses
3. Cost of birds
4. Cost of shells
5. Cost of grounds

Income & Expense Sheet

Income

Entries _____

Advertising (in catalog) _____

Total _____

Expense

Cost of birds _____

Cost of ammunition _____

Judges' Expenses _____

Travel _____

Lodging _____

Food _____

Gift _____

Postage _____

Printing _____

Insurance _____

Licenses _____

Grounds _____

(Usually including a gift to owner if private grounds are used)

Misc. (telephone, etc.) _____

Total _____

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K. Tests Offered, Schedules and Entry Fees

The premium list for a licensed or member hunting test must list the testing levels offered (Junior and/or Senior and/or Master), as well as the starting time and entry fee for each. At least two test levels must be offered. If a Master is offered, it must be scheduled to run over at least two days. The premium list must also state the days on which the Hunting Test will be held.

Remember, the exact time limits are impossible to predict until the tests are set by the Judge(s) on the day prior to the test. Normally, a Hunting Test should not last or be planned for longer than two to three days. Also, keep these factors in mind:

1. The number of entries for each test.
2. The types of facilities available.
3. The weather.
4. The proximity of sites where the various hunting situations will be set up.
5. The ease of moving between test sites.
6. The time involved in moving from one site to another. (Don't forget to allow extra time to move large galleries.)

Remember, physical moves eat up additional time. For specific details concerning test setup and requirements, see Minimum Test Requirements for Junior, Senior and Master Hunting Tests, Chapter 5, of the Hunting Test Regulations, and Part 1 of the Guidelines entitled "Hunting Test Planning and Mechanics."

L. Birds

The premium list must indicate the type or types of game birds to be used. Birds should be contracted for or bought far enough in advance to be sure they will be available at test time. A minimum of two live birds per entry must be made available for use at the discretion of the judges in all test levels. Allowable species are found in Ch. 3, Sec. 2 of the Retriever Hunting Test Regulations.

M. Ribbons (prizes)

"Standard AKC Ribbons (or Rosettes) to all dogs receiving Qualifying scores" is the usual wording in the premium list. Size, color and other requirements will be found in Ch. 1, Sec. 9 of the Regulations. The Ribbons are usually ordered by the Club Secretary with sufficient lead time to guarantee arrival before the test.

N. Entry Closing Date, Time and Location

The Hunting Test Secretary is identified in the premium list by name and address as the person to receive entries. The closing date and the location of the drawing are also specified. The closing date may be any date, but not later than three days before the start of the hunting test.

Chapter 2

Applications And Paperwork

A. Applications

1. For a sanctioned test, refer to Part III of First Information for Clubs Seeking to Hold Field Trials and Hunting Tests under AKC Rules, Regulations and Procedures.

Applications for sanctioned hunting tests must reach AKC at least four weeks in advance of the event.

2. For a licensed or AKC member club hunting test: Applications must be received by AKC, Performance Events, 5580 Centerview Dr., Raleigh, NC 27606 at least 3 months prior to the event.

A license fee is required with each application. (No fee is required of an AKC member club for its first event within a calendar year, but a \$15.00 fee must accompany an application for each additional event to be held within that calendar year.)

An approval notice and three Judges Panel Questionnaire forms will be sent to the Hunting Test Secretary after an application is approved. One completed questionnaire form should be received by AKC, Performance Events, 5580 Centerview Dr., Raleigh, NC 27606 no later than 3 months before the closing date. Once the Judges Panel is approved the Club can proceed with printing its premium list. Printed premium lists (any printing or copying process is acceptable) must conform to the official AKC format and size (from 5 1/2" x 8 1/2" to 6" x 9"). After the questionnaire has been approved, the Club's Hunting Test Secretary will receive a kit from AKC which includes the Judges books, copies of the Guide for Event Committees in Dealing with Misconduct, regulations and other

material necessary for a hunting test.

3. Federal and State Permits—

Allow Ample Time—Governmental agencies (State Fish & Game Dept., State Parks & Recreation Dept., Bureaus of Land Management, etc.) vary greatly in lead time required to secure necessary permits to use game birds in the field. Be sure all official guns in the field are licensed within the jurisdiction in which the hunting test is held.

In addition, some states may require both a game bird permit and a hunting test permit (generally referred to as a field trial permit).

B. Premium List

The Club Secretary or the Hunting Test Secretary should mail the premium lists and flyer to prospective entrants about 4 to 6 weeks prior to the closing date. At the same time, at least four copies must be sent to AKC: Attention Performance Events.

C. Club Flyer

A club flyer should be included with the premium list when it is mailed to prospective entrants. It provides helpful information such as the following:

1. Directions and map to grounds.
2. Scratch policy (refer to Ch. 1, Sec. 5 regarding withdrawn entries).
3. Whether food will be available on the grounds.
4. Social event (if any).

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5. Headquarters motel, address and telephone number with alternative motels, addresses and telephone numbers. (Club officials should determine from motels whether dogs are allowed in rooms.)
6. Any available camping facilities.

D. Closing Date

All entries must be received by the Hunting Test Secretary before the closing date and time published in the premium list. Only those entries that are in the hands of the Hunting Test Secretary on the date and time that entries close are acceptable.

The postmark on an envelope has no bearing whatsoever on whether an entry should be accepted; no entries can be accepted after the published closing time and date. The official AKC entry form must be completed in full and signed, and checks for entries must be enclosed. Entered dogs must be at least 6 months of age on the opening day (first day) of the event. Entrants must be in good standing with AKC (i.e., not suspended from AKC privileges). Entries in each test are drawn at random in order to establish the running order of each test. Dogs run by the same handler should be separated by three or four dogs. When test levels are split into divisions, dogs handled by the same person should be placed in the same division. The Hunting Test Secretary should number the entries in the order drawn and check the club's current mailing list, making additions and verifying addresses. The mailing list should be updated by adding new entrants and deleting persons who haven't entered club events for a number of years.

E. Catalogs

The number of catalogs to be printed will depend upon the number of entries, club needs (members, Judges, workers), possible spectators and AKC. A marked catalog is used to report the dogs that received qualifying scores. Chapter 1, Section 19 of the Regulations covers catalogs in detail.

F. Evaluation Forms

Refer to current regulations for a sample of updated evaluation forms.

G. Emergency Procedures at Events (Disaster and Emergency Plan Effective January 1, 1999)

We strongly recommend that clubs make provisions for emergency medical service, if possible, arranging to have paramedics in attendance. If this is impossible, the club should at least have the phone number of the nearest paramedic, police, fire department, or ambulance service available at the test.

Know and list the location of the nearest telephone and/or CB React group. The Committee should also make arrangements for emergency veterinary care—providing name, location and phone number of a veterinarian who might be on-call during the test.

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H. Sample of Sanctioned Hunting Test Application

I. Sample of Licensed/Member Club Hunting Test Application

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I. Sample of Licensed/Member Club Hunting Test Application (continued)

I. Sample of Licensed/Member Club Hunting Test Application (continued)

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I. Sample of Licensed/Member Club Hunting Test Application (continued)

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J. Sample of Site Map

PA GAME LANDS #243 HUNTING TEST HEADQUARTERS

From Harrisburg Area Route 15 South to Route 74 (CCNB Bank) Left onto Route 74, go 1.8 miles to Route 194. Straight on Route 194, go 1.5 miles (just past the Franklinton Fire Station). Turn Right onto Franklinton Road. Proceed 1 mile to parking area on the right.

From Gettysburg Area Route 15 North, after passing York Springs, as you near Dillsburg, turn Right at the Sunoco Station (Hardees Billboard also) onto Franklin Church Road—go 1/2 mile. Turn Left onto Willow Glen Road, proceed 1 mile. Turn Left onto Franklinton Road. Go 3/10 of a mile to parking area on left.

From York Area Please call for directions.

Franklinton

TWPTWP

NORTH

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K. Sample Participant Letter

American Chesapeake Club Incorporated

Dear Hunting Test Participant:

Enclosed you will find an entry premium for the American Chesapeake Club's Hunting Test to be held Saturday, September 6 and Sunday, September 7, 1986, at Pennsylvania State Game Lands #242 and #243. Hunting Test Headquarters will be on Game Lands #243 (see map on reverse side).

No phone entries will be accepted. Entries will close when the numerical limits are reached or Monday, August 25, 1986.

If you would like to know your dog's running number in advance, please send a self-addressed, stamped postcard with your dog's name as it appears on the entry and the test entered.

There will be available pages with the running order at the Test Headquarters on Saturday, September 6 and Sunday, September 7.

Please bring your own lunch. Please do not litter.

I have provided a list of motels in the area. Please check on the motel policy regarding pets in rooms. The following motels are 10 miles from the test site:

Best Western Plantation Inn Rt 15 & PA Turnpike exit 17 717-766-0238
Audubon Motel Off Rt 15 near PA Turnpike exit 17 717-766-4544
Thrift Travel Inn West Rt 15 & PA Turnpike exit 17 717-697-5216

The following motels are approximately 20 minutes away from the test site:

Days Inn I83 & PA Turnpike exit 18 717-774-4156

Sheraton Harrisburg West I83 & PA Turnpike exit 18 717-774-2721

Quality Inn Villa Leo I83 & PA Turnpike exit 18 717-774-1100

Campground is within 5 miles of test site. Dogs are welcome.
Harrisburg South KOA, Walmar Manor, Dillsburg, PA, 717-432-4523.

Hunting Test Chairman—Ronald Reed
Hunting Test Secretary—Virginia Reed 717-938-4567

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L. Sample Dealing with Misconduct Guide

Dealing with Misconduct at American Kennel Club Events
Guide for Event Committees
Amended to November 2005
Published by The American Kennel Club

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M. Sample of Judge's Panel Approval Letter

N. Sample of Event Approval Letter

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O. Sample of Event Secretary's Report

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P. Sample of Trial or Hunt Test Entry Form

OFFICIAL AMERICAN KENNEL CLUB FIELD TRIAL or HUNT TEST ENTRY FORM

Club: Date(s): Event #:

Location: Event type (test or trial): Enter in Stake/Test:

Beagle Trials ONLY: Male Female 13" Class 15" Class

Retriever Trials ONLY this dog is qualified for (circle answer):

Limited All-Age Stake: YES NO Restricted All-Age Stake: YES NO Special All-Age

Stake: YES NO

Foreign & List Country:

AKC® No. AKC Litter No. ILP No. _____

I enclose entry fees in the amount of: \$

Full Name of Dog:

Breed: Reg. #: Call Name: Sex: Date of Birth:

Sire:

Dam:

Name of Breeder:

Actual Owner(s):

Owner's Address:

City: State: Zip:

Name of Owner's Agent/Handler:

Agent/Handler's Address:

City: State: Zip:

AKC Rules, Regulations, Policies and Guidelines are available on the American Kennel Club website: www.akc.org

AGREEMENT

I certify that I am the actual owner of the dog, or that I am the duly authorized agent of the actual owner whose name I have entered above. In consideration of the acceptance of this entry, I (we) agree to abide by the rules and regulations of The American Kennel Club in effect at the time of this event, and any additional rules and regulations appearing in the premium list of this event and entry form and any decision made in accord with them. I (we) agree that the club holding this event has the right to refuse this entry for cause which the club shall deem sufficient. In consideration of the acceptance of this entry and of the holding of this event and of the opportunity to have the dog judged and to win prizes, ribbons, or trophies, I (we) agree to hold the AKC, the event-giving club, their members, directors, governors, officers, agents, superintendents or event secretary and the owner and/or lessor of the premises and any provider of services that are necessary to hold this event and any employees or volunteers of the aforementioned parties, and any AKC approved judge, judging at this event, harmless from any claim for loss or injury which may be alleged to have been caused directly or indirectly to any person or thing by the act of this dog while in or about the event premises or grounds or

near any entrance thereto, and I (we) personally assume all responsibility and liability for any such claim; and I (we) further agree to hold the aforementioned parties harmless from any claim for loss, injury or damage to this dog. Additionally, I (we) hereby assume the sole responsibility for and agree to indemnify, defend and save the aforementioned parties harmless from any and all loss and expense (including legal fees) by reason of the liability imposed by law upon any of the aforementioned parties for damage because of bodily injuries, including death at any time resulting therefrom, sustained by any person or persons, including myself (ourselves), or on account of damage to property, arising out of or in consequence of my (our) participation in this event, however such, injuries, death or property damage may be caused, and whether or not the same may have been caused or may be alleged to have been caused by the negligence of the aforementioned parties or any of their employees, agents, or any other persons. I (WE) AGREE THAT ANY CAUSE OF ACTION, CONTROVERSY OR CLAIM ARISING OUT OF OR RELATED TO THE ENTRY, EXHIBITION OR ATTENDANCE AT THE EVENT BETWEEN THE AKC AND THE EVENT-GIVING CLUB (UNLESS OTHERWISE STATED IN TIS PREMIUM LIST) AND MYSELF (OURSELVES) OR AS TO THE CONSTRUCTION, INTERPRETATION AND EFFECT OF THIS AGREEMENT SHALL BE SETTLED BY ARBITRATION PURSUANT TO THE APPLICABLE RULES OF THE AMERICAN ARBITRATION ASSOCIATION. HOWEVER, PRIOR TO ARBITRATION ALL APPLICABLE AKC BYLAWS, RULES, REGULATIONS AND PROCEDURES MUST FIRST BE FOLLOWED AS SET FORTH IN THE AKC CHARTER AND BYLAWS, RULES, REGULATIONS, PUBLISHED POLICIES AND GUIDELINES.

Signature of owner or his agent duly authorized to make this entry:

Tel: Email:
AFN999 (10/05)

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Q. Sample Flyer

NORTHERN FLIGHT HUNTING RETRIEVERS ASSOCIATION

AKC Licensed
Hunting Tests

KELLY FARMS
MARINE ON ST. CROIX, MINNESOTA

SEPTEMBER 13-14, 1986

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R. Sample Catalog Page

JUNIOR HUNTING TEST

#: (36) NAME OF DOG: Winalot's Chili Pepper
AKC REG. #: SE145582 DOB 5/8/81
BREED: Labrador Retriever (F)
SIRE: CCH Sailin's Gambler of Winalot
DAM: Annette's Pepper Upper
BREEDER Annette Hasse Prieve
OWNER/HANDLER: Fred Prieve
ADDRESS: Rt. #5, Box 95
Princeton, MN 55371

#: (37) NAME OF DOG: CH Suegartrees Flying Cherry, CD
AKC REG. #: SE016710 DOB 3/17/84
BREED: Chesapeake Bay Retriever (F)
SIRE: CFC/AFCH/CH Ironwoods Stone E Cubs
DAM: Stonefield Hi-Ho Honey Bear
BREEDER: Eloise Cherry
OWNER/HANDLER: Deloris Schirmer
ADDRESS: 1066 Kenneth
Eagan, MN 55121

#: (38) NAME OF DOG: Rockys Lakeshore Gunner
AKC REG. #: SE269665 DOB 3/31/85
BREED: Chesapeake Bay Retriever (M)
SIRE: Stones Hillview Rocky
DAM: Samantha Callaway
BREEDER: Ron Keefe
OWNER/HANDLER: Robert Budnik
ADDRESS: 303 Martin Bldg.
Mankato, MN 56001

#: (39) NAME OF DOG: Trapper Beau II
AKC REG. #: SE025700 DOB 5/6/84
BREED: Labrador Retriever (M)
SIRE: Candlewoods Nifty Nick
DAM: Candlewoods Abbigail
BREEDER: Pat Murphy
OWNER/HANDLER: Mark Glander/Doug Kennedy
ADDRESS: 12650 Meadow Lane
New Berlin, WI 53151

#: (40) NAME OF DOG: Winalot's Super Brat
AKC REG. #: SE357248 DOB 5/6/85
BREED: Labrador Retriever (F)
SIRE: FC Candlewood's Super Deal
DAM: Dude's Sugar Magnolia
BREEDER: John E. Brooks
OWNER/HANDLER: Fred & Annette Prieve/(Fred)
ADDRESS: Rt. #5, Box 95
Princeton, MN 55371

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S. Titles

NOTE: These are the only titles permitted to be printed in AKC publications, e.g. premium lists catalogs.

Breed, Obedience, Field Trial, Herding, and Lure Coursing Titles (Prefix)

CH Champion

OTCH Obedience Trial Champion

FC Field Champion (Field HC Herding Champion Trial/Lure Coursing)

DC Dual Champion

AFC Amateur Field (CH. & FC)

Champion TC Triple Champion

MACH Master Agility Champion (CH., FC & OTCH)

NFC National Field Champion

CT Champion Tracker

NAFC National Amateur Field (TD, TDX & VST) Champion

Obedience, Hunting, Herding, Lure Coursing, Agility and Earthdog Titles (Suffix)

CD Companion Dog

JH Junior Hunter

CDX Companion Dog Excellent

SH Senior Hunter

UD Utility Dog

MH Master Hunter

UDX Utility Dog Excellent

HT Herding Tested

TD Tracking Dog

PT Pre-Trial Tested

TDX Tracking Dog Excellent

HSA dsc Herding Started Course A

VST Variable Surface Tracker (ducks, sheep, cattle)

UDTD Utility Dog Tracking (UDT)

HIA dsc Herding Intermediate

UDTDX Utility Dog Tracking Course A Dog Excellent

HXA dsc Herding Advanced

UDXTDX Utility Dog Excellent Course A Tracking Dog Excellent

HSB dsc Herding Started

UDVST Utility Dog Variable Course B Surface Tracking

HIB dsc Herding Intermediate

UDXVST Utility Dog Excellent Course B Variable Surface Tracking

HXBdsc Herding Advanced Course B

NA Novice Agility
HSCs Herding Started
OA Open Agility Course C (sheep)
AX Agility Excellent
HICs Herding Intermediate
MX Master Agility Course C
JE Junior Earthdog
HXC's Herding Advanced
SE Senior Earthdog
Course CME Master Earthdog
JC Junior Courser
NAJ Novice Agility Jumper
SC Senior Courser
OAJ Open Agility Jumper
MC Master Courser
AXJ Agility Excellent Jumper
JE Junior Earthdog
MSJ Master Agility Jumper
SE Senior Earthdog
ME Master Earthdog

Chapter 3

Checklists— Key Personnel And Responsibilities

A. Insurance Review

AKC strongly recommends liability coverage for the protection of all club members and participants. Everyone involved with a hunting test is encouraged to have (and check on their own) personal comprehensive liability insurance. Some homeowner's policies include this. For both individual and club policies, we suggest seeking the counsel of an insurance agent. Club liability policies may vary depending upon the State jurisdiction and whether the club is incorporated.

The club policy must include a statement that the policy insures officers, directors and the Hunting Test Committee members while acting in the scope of their duties.

The Policy will also list limits of personal injury and medical payments.

B. Checklist of Major Duties

1. Hunting Test Secretary

- a. Receives entries.
- b. Sorts entries by testing level.
- c. Prepares the catalog.
- d. At the beginning of a test, provides Judges with a sufficient number of evaluation forms for each dog running in the test.
- e. Submits records. See Chap. 1, Sec. 19, Regulations & Guidelines for AKC Hunting Tests for Retrievers.

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Perhaps the greatest assistance any club can give its Committee is in the area of records. Complete records of the club's previous hunting tests can greatly aid the Committee in holding an excellent hunting test. These records are made available for study and comparison by the Hunting Test Secretary, who compiles all data concerning the hunting test. The club is responsible for proper storage and passes on the information to each succeeding Committee.

- f. Ensures that the catalog is properly marked and that the Judges' and Hunting Test Secretary's certifications have also been completed. The Hunting Test Secretary checks that all dogs receiving Qualifying scores are marked properly.
- g. Completes the Hunting Test Secretary's Report for submission to Event Records, Performance, AKC, 5580 Centerview Dr., Raleigh, NC 27606 with all of the records outlined in Ch. 1, Sec. 19 of the Regulations.
- h. Sends records specified in Sec. 19 to Event Records, Performance, AKC, 5580 Centerview Dr., Raleigh, NC 27606 within 7 days of event. (There is a \$25.00 penalty plus \$5.00 per ay late fee for records that are late.)
- i. Sends a marked catalog to Retriever Field Trial News for publication (4213 South Howell, Milwaukee, WI 53207).

2. Hunting Test Chairman

The Chairman is appointed by the club's Board of Directors, and supervises the test and the people helping with the mechanics. The Chairman must be very familiar with the Regulations & Guidelines for AKC Hunting Tests for Retrievers, the Retriever Field Trial Rules and the Guide for Event Committees in Dealing with Misconduct.

General Duties and Responsibilities

- a. Writes letters to Judges confirming assignment and dates.
- b. Supervises amenities for Judges such as:
 - 1. Letters confirming travel arrangements.
 - 2. Motel reservations.
 - 3. Reservations for Judges dinner.
 - 4. Meeting Judges at the airport.
 - 5. Arranging for meals and transportation at and during the trial. If spouse accompanies a Judge, arranges for hospitality for the spouse.
- c. Establishes source of birds early on and sets tentative number required.
- d. Reconfirms with bird source as test date nears and revises numbers if necessary.

- e. Arranges for ribbons and Judges gifts.
- f. Delegates duties to key personnel
 - 1. Marshal
 - 2. Gun Captain
 - 3. Bird Steward
 - 4. Host or Hostess (optional)
- g. Coordinates club flyer to accompany premium list.
- h. Escorts Judges around the hunting test grounds, and has test dogs available.
- i. Holds pre-test meeting with key personnel to organize test plans.
- j. Inspects the grounds a week before the test and reviews with the landowners any special restrictions.
- k. Orders sanitary facilities, if needed, to be delivered to test grounds.
- l. Designates exercise and camping areas.
- m. Ensures that all necessary equipment is on hand on the grounds prior to the start of the event, including—

Birds
 Bird launchers
 Boats
 Decoys
 Anchors
 Holding blinds and camouflage
 blinds to hide gun stations
 Lunch wagon (if provided)
 Shovels
 Trash cans
 Fluorescent ribbon (useful for gallery containment)
 First-aid kit
 Bird bands
 Bird sacks
 Life jackets
 Oars
 Rat traps
 Shells, live and poppers
 Scythes
 Signs
 Sanitary facilities
 Spray paint (useful for directional signs)
 Game calls (duck and goose)

During the event, the Chairman is the administrative officer for the test and supervises key personnel.

- n. Following the event, the Chairman might handle personally (or delegate) the following tasks:

1. Presentation of ribbons to dogs receiving Qualifying scores
2. Presentation of gifts to Judges
3. Judges transportation to the airport; prompt payment of Judges expenses
4. Supervise cleanup of grounds
5. Approves bills for payment
6. Takes a monetary payment or gift to the landowner
7. Writes thank-you letters to the Judges

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3. Hunting Test Committee

Appointed by the club's board of directors, the Committee must consist of at least five people, including the Hunting Test Chairman. The Committee may include the Hunting Test Secretary, but the Hunting Test Secretary cannot be designated as Chairman.

General Duties and Responsibilities

a. Approves Official Gunners for the test.

b. During the test, the Hunting Test Committee carries the powers of the American Kennel Club and can use those powers to deal with any misconduct that may occur in connection with the test. Members of the Committee must be familiar with the Regulations & Guidelines for AKC Hunting Tests for Retrievers, Field Trial Rules for Retrievers and the Guide for Event Committees in Dealing with Misconduct. The Committee must investigate immediately any reports of unsportsmanlike conduct. If a misconduct hearing is required, refer to the Guide for Event Committees in Dealing with Misconduct. If a protest is filed against a dog, refer to Field Trial Rules and Standard Procedures for Retrievers.

c. The Committee must attend the test. The Committee checks dogs with tapes or bandages before the dog is allowed to run, and, if requested, checks bitches that might be in season.

Additional Information for Hunting Test Committees

a. No training is permitted on the Hunting Test grounds from the start of the test to the conclusion of the test. However, areas apart from the grounds may be designated as exercise areas.

- b. Any dog entered in the test and present at the test, must run in all tests entered unless excused by Hunting Test Committee, after the Committee has consulted with the Judges. (Retriever Field Trial Rules.)
- c. No dog shall be brought onto the grounds and any dog which may have been brought onto the grounds shall immediately be removed, if it:
1. shows clinical symptoms of distemper, infectious hepatitis, leptospirosis or other communicable disease, or
 2. is known to have been in contact with distemper, infectious hepatitis, leptospirosis or other communicable disease within thirty days prior to the opening of the test, or
 3. has been kenneled within thirty days prior to the opening of the test on premises on which there existed distemper, infectious hepatitis, leptospirosis or other communicable disease.
- d. If it is impossible for an assigned Judge to complete his assignment, a substitute Judge may be appointed. If a large entry or unforeseen circumstances would prevent completion of the test, additional Judges in good standing with the American Kennel Club may be appointed. Notification of all changes in Judges must be sent immediately to AKC, Performance Events, 5580 Center-view Drive, Raleigh, NC 27606 stating the reason for the change(s).

4. Marshal

The Marshal is in charge of a test once it starts and is responsible for the mechanics, equipment and personnel.

General Duties and Responsibilities

- a. Coordinates testing areas with the Hunting Test Chairman and the Judges
- b. Checks to see that each testing site has:

- Sound and/or communications equipment (if used) to call dogs to be tested
- Adequate directional signs
- Trash cans
- Holding blinds

- c. Appoints traffic person for each test. Responsibilities include:

- Posting signs to test grounds
- Posting signs for exercise area and test sites
- Traffic control and parking supervision
- Removes signs after test is over

- d. Locates sanitary facilities on grounds
- e. Locates trash barrels and appoints a person to be responsible for trash barrels during test

f. Appoints an Assistant Marshal for each test. Responsibilities of Assistant Marshals include:

1. Checking arrangement of equipment and birds
2. Contacting Judges for requirements and instructions on tests
3. Passing on Judges' instructions to workers, entrants and gallery
4. Controlling the gallery
5. Coordination of communications equipment
6. Watching for litter and policing area
7. Timing of personnel changes
8. Locating holding blinds

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9. Supervising bird planter, bird throwers and conveying Judges' instructions about blind tests

10. Making food and beverages available for Judges
11. Removing birds from the line
12. Coordinating move to next test and setup
13. Acting as an announcer for the Judges—this includes:
Determining from Judges how to handle reruns
Calling for test dogs
Signaling the blind planter to plant the blind
Calling dogs to line in order of draw or as requested by Judges
Arranging for pick-up and/or bye dog
Recording scratches
Instructing where and how to move to next test site
Assuming command when the Marshal moves to next test

g. The Marshal ensures that the following equipment is on hand prior to the commencement of a test:

- Chairs for Judges
- Empty shotgun(s) for use by handlers
- Blind markers
- Boat
- Holding blind(s)
- Launcher(s), if needed
- Spray paint (useful for signs)
- An extra (large-sized) dark or camouflage-colored jacket or coat
- Decoys
- Bird sacks
- Game calls
- Waders

h. The Marshal's post-event checklist:

1. Club equipment to be returned to the Equipment Chairman:

- Boat
- Empty shotguns
- Launcher(s)
- Holding blind(s)
- Decoys
- Bird sacks
- Camouflage blinds for gun stations

2. Signs to be taken down and returned to Equipment Chairman

3. Sanitary facilities removed

4. Trash barrels and dumpsters emptied

5. Trash barrels returned to Equipment Chairman

6. Communication equipment returned

5. Gun Captain

General Duties and Responsibilities

a. Appoints Official Gunners. Official Gunners must be:

1. Very safety conscious, and refrain from drinking alcoholic beverages until the full completion of their assignments

2. Good marksmen

3. Diligent

4. Willing to “pop,” i.e., fire blank ammunition

5. Experienced in gunning for field events

b. Submits list of Official Gunners to Hunting Test Committee for their approval.

c. Makes sure each Official Gunner carries liability insurance.

d. Makes sure each Official Gunner arrives at the test with the following:

1. Shotgun, break-open preferably

2. Rubber boots

3. Hip boots

4. Rain gear

5. Dark or customary hunting attire

6. Chair or stool

- e. Arranges for live and blank ammunition to be on Hunting Test grounds.
- f. Determines from the Judges the gunning requirements in each test.
- g. Assigns an assistant to each test he/she is personally unable to cover.
- h. Gun captain or his assistant assigns gunners as follows:

- 1. Two live guns for each bird to be shot
- 2. One popper (blank ammunition) gun for simulated shot
- i. Coordinates relief assignments and rotation of gunners with Marshals and bird steward.

6. Official Guns Are Expected to:

- a. Be on time.
- b. Wear dark or customary hunting attire.
- c. Keep guns broken or action open.
- d. Carry gun in a safe manner and position at all times.
- e. Refrain from drinking alcoholic beverages.
- f. Wait for signal from Judges to begin.
- g. Be consistent.
- h. Never shoot toward line, gallery or other guns.
- i. Refrain from moving about and making excessive noise.
- j. Remain on station until relieved.
- k. Refrain from working gun action or ejecting shell until dog has been sent to retrieve.
- l. Leave gun stations clean.

7. Bird Steward—Duties and Responsibilities

- a. Selects bird throwers, blind planters and assistant stewards.

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- b. Assigns an assistant bird steward for each test.
- c. Assigns a person at each test to take birds off line after the retrieve.
- d. Assumes charge of birds:
 - 1. Arranges for delivery of birds to Hunting Test grounds
 - 2. Makes sure the birds are at the test sites
 - 3. Keeps a running count of all birds
 - 4. Rotates ducks (allowing drying time)
 - 5. Ensures humane treatment of birds
 - 6. Supervises disposal of dead birds and cleanup
 - 7. Conducts sale, if any, of leftover birds
- e. Puts up holding blinds.

- f. Supervises bird throwers, including rotation of personnel.
- g. Gives instructions to bird throwers:
 1. Have a bird ready to throw when dog comes to line
 2. Be consistent in throw
 3. Instruct replacements regarding any unusual conditions or test requirements
 4. Remain standing until dog retrieves bird unless instructed otherwise

- h. Ensures that the bird throwers bring the following:
 1. Rubber boots
 2. Waders
 3. Dark or customary hunting attire
 4. Rain gear and/or suitable warm clothing

- i. Supervises blind planters, including the rotation of personnel.
- j. Gives instructions to blind planters:
 1. Remain hidden
 2. Notify the bird steward or marshal when down to two or three birds
 3. Do not interfere with a running dog
 4. No noise

8. Host or Hostess—Is Generally Responsible for:

- a. Providing food and beverages for Judges while at test.
- b. Arranging a “tailgate” party, if any.
- c. Arranging a banquet, if any.

9. Equipment Person

Very often a club will find it helpful to appoint one person to oversee the transportation of the club’s equipment to and from the grounds and to be responsible for the storage of this material when it is not being used.

The equipment person’s responsibilities could also include an annual inventory of this property as well as maintenance, repair and purchase of new equipment when authorized by the Board. Listings of equipment which this person might be responsible for will be found earlier in this Chapter under Sections 2 m and 4 g.

C. Club’s Responsibilities to Judges

Before, During and After the Test:

- A. Meet the Judges at the airport or other agreed-upon arrival point and escort them to their hotel. Make them feel welcome.

- B. Take them to dinner or at least direct them to a good restaurant. Do they need transportation?

- C. Arrange to bring the Judges to breakfast each day with sufficient time to allow them to get to the test grounds on time.

- D. The Chairman and one or more representatives of the Hunting Test Committee should bring the Judges to the Hunting Test grounds, answer any questions, and point out any peculiarities of the test grounds.

- E. Furnish the Judges with excellent mechanics.

- F. Have representatives available to help with details of the test.

- G. Furnish chairs for the Judges, and umbrella protection from inclement or hot weather.

- H. Be prompt with serving lunch. Remember, if the Judge's spouse is along, be sure the spouse is also given lunch.

- I. Ensure that Judges have and wear Dark or customary Hunting Attire.

Chapter 4

Running The Hunting Tests

A. Judges Inspection of the Grounds

The Judges, accompanied by club representatives, must inspect the hunting test grounds at least one full day before the test; if any, apprentice judges should be invited. This enables the Judges to determine the nature and objectives of each planned hunting situation. The Judges determine the tests to be given at each testing level (taking into consideration the recommendations of the Hunting Test Committee), and must design those tests in order to approximate true hunting situations (natural hunting conditions). During the inspection period, the Judges instruct the Committee where the hunting situations will be located and their requirements for game, guns, blinds, bird boys, boats, decoys, etc. A check sheet for this purpose follows:

B. Check Sheet

Test Level _____

Series No. _____

Workers and equipment _____

Live gunners _____

Poppers _____

Dry guns _____

Pheasants _____

Ducks _____

Blind planters _____

Camouflaged Blinds _____

Boat _____

Decoys _____

Description of test:

Land _____

Water _____

Comb, land & water _____

Single _____

Multiple _____

Launcher _____

Delayed multiple _____

Dry gun _____

Blind _____

Duck/goose calls _____

Judge _____

This form should be completed by the Judges for each series in each testing level. It should be given to the club's representatives during the inspection, planning and setup period to enable the club to provide the equipment, game and workers necessary for an efficiently run test.

C. Judges Duties:

During the test, Judges will explain the setup and objectives of the test either—

1. Individually when a dog is brought to line, or

2. To handlers as a group.

Use of a test dog in every series, before entered dogs are run, is a practical way of avoiding the substitution of tests. A test dog enables Judges to determine a smooth and orderly flow of mechanics and to determine unknown hazards of a test. An entered dog should never be used as a test dog, and an entered handler should never handle a test dog. Generally, the test dog is chosen based upon its ability to complete a given test.

3. Following the run of the test dog, the Judges advise the Marshal that they are ready for the first dog.

4. The first dog arrives on line, and, after a signal from the handler that the dog is ready, the Judges then signal the Official Gunners and Bird Throwers to begin.

5. Each set of guns should be signaled separately. Care should be taken that neither signal nor shadow distracts the dog.

6. If a handler comes to the line wearing inappropriately colored clothing, the Judges should correct the situation before allowing the dog to run the test (refer to Ch. 3, Sec. 15 of the Hunting Test Regulations and the Marshal's equipment list in Ch. 3, Sec. 4g in this manual).

7. If any unusual situation develops that could adversely affect the score of the dog being evaluated, a Judge can say "No" and give the dog a chance to re-run the test at a later time (usually after three or four dogs).

8. The Judge calls the dog's number, rather than the dog's or handler's name as the signal for the test to begin. A dog should not be sent to retrieve until the Judge signals, unless this is otherwise specified by the Judge's instructions.

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9. Dogs may be run in order differently from the draw if: the Judges or Hunting Test Committee feel such will result in saving time in the conduct of the event and/or the Judges feel such will avoid unfairness or prejudice to any dog resulting from an incident in the particular test.

10. All birds retrieved must be inspected by a Judge.

11. Report of attacking dog:

“If a dog, while under judgment, attacks another dog, and if the Judges are unanimous in their opinion that such attack was without reasonable cause, the Judges shall identify the offending dog on the judging sheet and the name of the offending dog shall be listed in the report of the test sent to the American Kennel Club.” (Chapter 1, Sec. 4 of the Hunting Test Regulations.)

12. Remember, just because a dog makes the retrieve and returns with the bird does not mean that the work met the standard for that level. Only qualify those dogs that actually meet the standard.

D. Misconduct

All officials of a test-giving club, including the Chairman and every member of the Hunting Test Committee must be thoroughly familiar with the proper procedures for handling cases of misconduct. A complete and careful review of AKC’s pamphlet *Guide for Event Committees in Dealing with Misconduct . . .* should be included in at least one of the Committee’s pre-event planning meetings. This pre-event review session should also cover Chapter 1, Section 20 of the Retriever Hunting Test Regulations.

E. Evaluation Sheets— Tabulations

Judges must score dogs on a basis of “0” to “10” on their:

a. Natural abilities, which include:

1. Marking (memory), which is of paramount importance
2. Style
3. Perseverance/Courage/ Hunting, and

b. To relatively greater degrees in Senior and Master Hunting Tests, their

4. Trainability as evidenced in a dog’s steadiness, control, response and delivery.

For a complete discussion of a dog's abilities and the evaluation of those abilities, refer to the Guidelines for Hunting Tests for Retrievers as published in the Retriever Hunting Test Regulation booklet.

Results and Scores

Either the Judges or the Hunting Test Secretary may tabulate the evaluation sheets; however, the Judges must agree on those dogs which will receive a Qualifying score. Each dog receiving an overall average of at least 7.0, with a minimum average of not less than 5.0 on each of the abilities listed on the evaluation form, will receive a Qualifying score and a ribbon or rosette.

F. Club's Responsibilities After the Test

1. Make sure somebody is available to take the Judges to the airport. Reimburse the Judges promptly for all expenses.
2. Send results to AKC.

The Hunting Test Secretary must be thoroughly familiar with all of the provisions of Chapter 1, Section 19 of the Hunting Test Regulations which specifies the material that is to be filed with AKC following an event. These records must be accompanied by the Hunting Test Secretary's Report, a sample copy of which is contained in this booklet. Forward all records to AKC (Attention: Field Trial/Hunting Test Dept.) within seven days of the event; clubs are subject to a \$25.00 penalty plus \$5.00 per day late fee for each day records are delinquent.

3. Cleanup and grounds.

The equipment person arranges for the removal of all club property from the grounds, including any directional signs posted on outside roads. All other equipment is returned to respective owners. Police all areas of the grounds for trash, etc. It is vital that the club try to leave the grounds in even better condition than they were found . . . this can determine whether the club will be invited back for future use of the grounds.

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4. Post-event critique.

A critique shortly after the event can be an excellent tool to avoid future problems such as delays caused by faulty mechanics, lack of equipment, insufficient number of workers, etc. Keep a fairly detailed report of the club's review for reference use in the next pre-event planning meeting.

Chapter 5

Hunting Test Etiquette

Accept scores gracefully and consider non-qualifying scores as tools for improvement.

Do not touch or pet a dog without the owner's permission.

Keep dogs on leash when not being evaluated.

Never allow dogs to wander the grounds off-lead.

Do not talk loudly while a dog is on line or working, and please, no loud laughter.

Do not applaud performance of dog until after the dog has left line.

Do not crowd behind the handler.

Don't give tidbits or food to dogs.

Be courteous to other handlers, Marshals, Judges, workers.

AKC Code of Sportsmanship

PREFACE: The sport of purebred dog competitive events dates prior to 1884, the year of AKC's birth. Shared values of those involved in the sport include principles of sportsmanship. They are practiced in all sectors of our sport: conformation, performance and companion. Many believe that these principles of sportsmanship are the prime reason why our sport has thrived for over one hundred years. With the belief that it is useful to periodically articulate the fundamentals of our sport, this code is presented.

Sportsmen respect the history, traditions and integrity of the sport of purebred dogs. Sportsmen commit themselves to values of fair play, honesty, courtesy, and vigorous competition, as well as winning and losing with grace.

Sportsmen refuse to compromise their commitment and obligation to the sport of purebred dogs by injecting personal advantage or consideration into their decisions or behavior.

The sportsman judge judges only on the merits of the dogs and considers no other factors.

The sportsman judge or exhibitor accepts constructive criticism.

The sportsman exhibitor declines to enter or exhibit under a judge where it might reasonably appear that the judge's placements could be based on something other than the merits of the dogs.

The sportsman exhibitor refuses to compromise the impartiality of a judge.

The sportsman respects the AKC bylaws, rules, regulations and policies governing the sport of purebred dogs.

Sportsmen find that vigorous competition and civility are not inconsistent and are able to appreciate the merit of their competition and the effort of competitors.

Sportsmen welcome, encourage and support newcomers to the sport.

Sportsmen will deal fairly with all those who trade with them.

Sportsmen are willing to share honest and open appraisals of both the strengths and weaknesses of their breeding stock.

Sportsmen spurn any opportunity to take personal advantage of positions offered or bestowed upon them.

Sportsmen always consider as paramount the welfare of their dog.

Sportsmen refuse to embarrass the sport, the American Kennel Club, or themselves while taking part in the sport.

Complete text of booklet available at: www.akc.org

To order booklet(s), contact AKC at:
The American Kennel Club Order Desk
5580 Centerview Drive
Raleigh, NC 27606-3390
Tel: (919) 233-9767
E-mail: orderdesk@akc.org

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