

AKC
Hunt Tests



Hunt Test
Chairman's
Duties

Hunt Test Chairman's Duties

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.
 1. 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

AKC
Hunt Tests



Test
Secretary's
Duties

Test Secretary's Duties

- 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*. 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 day 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).

AKC

Hunt Tests



Marshal
Duties

Marshal Duties

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
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:
 - a. Chairs for Judges
 - b. Empty shotgun(s) for use by handlers
 - c. Blind markers
 - d. Boat
 - e. Holding blind(s)
 - f. Launcher(s), if needed
 - g. Spray paint (useful for signs)

Marshal Duties

- h. An extra (large-sized) dark or camouflage-colored jacket or coat
- i. Decoys
- j. Bird sacks
- k. Game calls
- l. 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

AKC
Hunt Tests



Hunt Test
Gun
Captain's
Duties

Hunt Test Gun Captain's Duties

General Duties and Responsibilities

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.

AKC
Hunt Tests



Bird
Steward's
Duties

Bird Steward's Duties

General Duties and Responsibilities

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

- 1. Be consistent in throw
- 2. Instruct replacements regarding any unusual conditions or test requirements
- 3. Remain standing until dog retrieves bird unless instructed otherwise

h. Ensures that the bird throwers bring the following:

- Rubber boots
- Waders
- Dark or customary hunting attire
- Rain gear and/or suitable warm clothing

i. Supervises blind planters, including the rotation of personnel.

j. Gives instructions to blind planters:

- Remain hidden
- Notify the bird steward or marshal when down to two or three birds
- Do not interfere with a running dog
- No noise

General Duties and Responsibilities

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

- 8. Arranges for delivery of birds to Hunting Test grounds

- 9. Makes sure the birds are at the test sites
- 10. Keeps a running count of all birds
- 11. Rotates ducks (allowing drying time)
- 12. Ensures humane treatment of birds
- 13. Supervises disposal of dead birds and cleanup
- 14. Conducts sale, if any, of leftover birds

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Hunt Test
Host or
Hostess'
Duties

Hunt Test Host or Hostess' Duties

General Duties and Responsibilities:

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