

BRT/WC/WCI/WCX Checklist and Instructions for Test Chair & Secretary



If the tests are being sponsored by the NSDTRC (USA)...

At Least 4 Months Prior to Test: Contact the Field Chair or visit the NSDTRC (USA) web site (<http://www.nsdtrc-usa.org/>) to obtain current Field Regulations and an application to hold a test. Arrange for the Test Site and select a Test Chairperson, Test Secretary, and Three-Person Test Committee, as stipulated by current Field Regulations.

At least 90 days Prior to Test: Complete the Field Test Application form and return it to the Field Chair. If the application is approved the Field Chair will notify the Treasurer of the test so that insurance coverage can be obtained. The Field Chair will send the Test Secretary copies of the following forms in either digital or paper formats as preferred:

- ✓ Judge's Qualification Forms
- ✓ Field Regulations for judges
- ✓ Sample letter for judges
- ✓ Sample Premium
- ✓ Sample Catalog
- ✓ Judging Sheets
- ✓ Field Event Expense Form

The Field Chair will send Field Regulations rulebooks with a letter outlining their duties to your test committee. The Test Secretary is responsible for making sure judges have current NSDTRC (USA) Field Regulation booklets prior to their judging assignment.

3-4 Months Prior to Test: Arrange for Judges. The Judge's Qualifications Form outlines all the requirements for judging at an NSDTRC (USA) field event (available from Field Chair or from NSDTRC (USA) web site). If judges have previously judged for NSDTRC (USA) in a Senior judge capacity, and have a Judge's Qualification form on file, they may not need to fill out another form. Also, judges with AKC judging experience that can be verified by the Field Chair through the AKC web site, may not need to fill out a Judge's Qualification Form. The name and address of the judges that fall into this category should be submitted to the Field Chair, who will verify qualifications. All other judge's or any for which there is a question regarding qualifications must complete a Judge's Qualification form and submit it to the Field Chair for approval. Remember, judges are approved as teams, so a less experienced person may qualify if they are judging with a more experienced person, but may not qualify when paired with someone else. Judges **must** be approved by the Field Chair **before** any premiums are mailed to club members.

3-4 Months Prior to Test: Create the premium and submit it to the Field Chairman for approval via e-mail or regular USPS mail. The premium **must** be approved by the Field Chair **before** it is mailed to club members.

3-4 Months Prior to Test: Prepare and submit an announcement regarding the specifics of your approved event (Date, Time, Location, Stakes, Judges, etc.) to the Editor of Quackers and the Webmaster. Events **must be approved** before they can be advertised.

2-3 Months Prior to Test: Print and mail premiums. Premiums should be mailed **at least one month** prior to closing of entries (preferably two months). Premiums should be mailed to all NSDTRC (USA) members within reasonable driving distance to the test, as well as all regional directors, all board members, the judges, Field Chair, Event Chairperson, Records Chairperson, and Historian. See current Field Event Regulations and sample premium (sent by Field Chair) for format and the types of information that must be included.

2-3 Months Prior to Test: Arrange for gunners and throwers. For BRT and WC, you will need at least two (preferably four) gunners / throwers per stake. For WCI and WCX, you will need at least three (preferably five) gunners / throwers per stake. It is best to get people that are experienced in throwing birds, and that are familiar with the use of shotguns / popper guns. You will also need one marshal or steward per stake (if two stakes are using the same judges, then you just need one marshal). The marshal or steward will be responsible for lining dogs up in order to run, and for helping to make sure the judges and throwers have all the equipment required to run the test in an orderly fashion.

2-3 Months Prior to Test: Order birds and poppers. In general, order 1 land bird and 1 water bird and 5 popper shells per BRT or WC dog. For WCI dogs, order 1 land bird and 1 water bird and 6 popper shells per dog. For WCX dogs, order 2 land and 2 water birds and 9 popper shells per dog. Don't forget to include the test dogs in your calculations. It doesn't hurt to have a few extra birds and poppers on hand. It is OK to use ducks on land if this is listed as a possibility in the premium.

1-2 Months Prior to Test: Arrange equipment. You will need buckets or bags to hold birds, holding blinds, popper guns or shotguns (blank pistols should not be used). For BRT and WC, you will need two guns, for WCI and WCX you will need three. Wingers may be used.

1-2 Months Prior to Test: Arrange for Test dogs. You will need a test dog for each stake. The test dog should be working at the level of the test, or achieved that level's title, but no higher. Test dogs do not have to be tollers. Many times the judges have test dogs that can be used. Dogs that are entered in contention in a test may not be used as test dog for another stake.

2-4 Weeks Prior to Test: Arrange Judge's Supplies. The Field Chairman will supply sample judge's sheets that you can photocopy for the judges for each dog that is entered. Some judges prefer to use blank notebooks instead of these sheets. You should supply clipboards and pencils for the judges to use.

1-3 Weeks Prior to Test: Arrange for Lunches / Hospitality. Judges, gunners, throwers, and stewards / marshals should be provided coffee, lunch and cold drinks throughout the day at no charge, even if lunch is not offered at the test site.

After entries close (but at least 1 week prior to test): Order ribbons. The Field Chair has ribbons available to send to you. Notify the Field Chair the approximate number of dogs entered and ribbons will be sent to you. Unused ribbons should be mailed back to the Field Chair after the test.

After Entries Close: Create the Catalog / Running Order. After entries close, the Test Secretary should arrange the running order. The running list or catalog must be available for all participants on the day of the test. The list must include the dog's registered name and number, the owner's name, the handler's name, and the order in which the dogs are to be run. An official copy of the running order must be maintained by the Test Secretary. The following certification must appear in the official catalog following the last dog listed in each test:

Judge's Certification

I certify that ____ dogs received Qualifying scores in this Hunting Test and that the above information identifying these dogs was entered prior to my signing this page.

Judge's Signature _____ Judge's Signature _____

Test Secretary's Certification

I certify that the Judges have verified the above information and signed this page.

Number of Dogs Entered: _____ Total Starters: _____

Number of qualifying Scores: _____ Date: _____

Signature of Test Secretary: _____

Day of the Test: Make sure judges know who their gunners, throwers, and marshals are. Provide them judge's sheets, refreshments, birds, shells, guns and other equipment. Make sure participants know where to park, and which stake is being run in each area.

Important: Birds must be dispatched in a humane manner out of sight of handlers and spectators.

At the Test: Following completion of judging in each Test, the Test Secretary shall mark the Official Catalog with the word "Qualifying" next to the names of all dogs that received Qualifying scores. The Judges shall then certify the accuracy of the marked awards, and both the Test Secretary and the Judges shall complete their appropriate certifications in the Official Catalog.

Within 10 days after the test: The signed official catalog must be returned to the Title Records Clerk within 10 working days of the test.

Within 2 Months after the test: Summarize expenses on the worksheets provided. Return unused ribbons. All excess moneys are property of NSDTRC (USA) and should be sent to the Treasurer. A marked catalog should be sent to the Historian

NOTE: The Test Secretary or Test Chair should retain the judges' worksheets and a marked catalog for at least one year following the event.

If the tests are being sponsored by another retriever club...

Contact the Field Chair for rulebooks, judge's qualification forms, and alternative field qualification forms. The judges must be qualified under NSDTRC (USA) rules. The tests must be run under NSDTRC (USA) rules. The completed alternative field qualification forms are returned to Title Records Clerk. The completed judge's qualification forms are returned to the Field Chair.