NSDTRC (USA) POSITION DESCRIPTION
Field Events Co-Chairmen

Committee* Type: Ongoing.
Committee Size: Two
Manner of Appointment: Board Appointed.
Contact Person/Organization: NSDTRC (USA) Board liaison appointed by President.

Materials Necessary:

- Materials developed by the NSDTRC (USA) related to club Field Events including:
  - Field test rulebooks;
  - Field related forms;
  - Checklists, and;
  - Rosettes / Ribbons.
- Up to date copy of the Regulations & Guidelines for AKC Hunting Tests for Retrievers.
- Up to date copy of the Regulations & Guidelines for AKC Upland Tests for Retrievers

Supplies Needed: Stationery, postage.

Qualifications: The Field Events Co-Chairmen will:

- Have a good working knowledge of the Field Tests of the NSDTRC (USA) through past participation in Club Field Tests as a competitor and/or organizer.
- Have a good working knowledge of AKC Hunt Tests, Retriever and Upland.
- Know what is involved in organizing a Field Test to be able to act as an adviser to those holding events.
- Be familiar with:
  - The Rules and Regulations for the Field Tests of the NSDTRC (USA).
  - The Regulations & Guidelines for AKC Hunting Tests for Retrievers.
  - The Regulations & Guidelines for AKC Upland Tests for Retrievers.
- Be able to communicate well with test committees.
- Be able to communicate well with the Board (through the assigned liaison), appointed officials, the membership of the Club and the public.
- Be able to handle questions and problems in a constructive, non-confrontational manner.
- Be self-motivated and have good organizational skills.
- Be able to recommend to the Board (through the assigned liaison) changes or enhancements to the existing field program.
- Be able to maintain the Field Test Rulebook.
- Have access to a computer and have experience using word processing and spreadsheet programs.

Responsibilities: The Field Events Co-Chairmen will:

- Manage the approval of:
  - NDSTRC (USA) Field Events – BRT, WC, WCI, WCX
  - NSDTRC (USA) Sponsored AKC Retriever Field Events – JH, SH, MH
  - NSDTRC (USA) Sponsored AKC Upland Field Events – JHU, SHU, MHU
  - NSDTRC (USA) Field Training Days
- Notify the Treasurer of each approved event so that Club insurance can be secured for the events.
- Review with Club Members holding the events the following:
  - Checklist/timeline
  - Bird Order for timeliness, quantity and type of bird required (frozen vs. live)
  - Gun and Equipment Safety
  - Types of ammunition or alternatives available depending on the equipment available
    - Field Blanks
    - Popper Loads
    - Primers (for starter pistols and wingers)

        - Steel Shot needed for live ducks (lead rounds not allowed)
        - Boom Cannons
- Send materials to Test Committee members:
    - Rulebooks;
    - Checklists / Timeline;
    - Judge's Qualification Forms;
    - Field Regulations for Judges:
    - Sample letter for Judges;
    - Sample Premium;
    - Sample Catalog;
    - Judging Sheets;
    - Field Event Expense Form;
    - Rosettes and Ribbons
- Review and approve the final field premium for each event before it is published. Ensure premiums include all required information and disclaimers as spelled out in the Rules and Regulations for the Field Tests of the NSDTRC (USA).
- Maintain a supply of field Rosettes and Ribbons to send to individual event as they are held.
- Work with the Club Webmaster and Quackers Editor to notify the membership of upcoming events and any changes to the rules.
- Maintain a presence on the Club website with updates as appropriate.
- Submit changes to the field rules and forms to the Secretary for Board review prior to release to the membership and general public.
- Maintain the field test rulebook.
- Provide rulebooks to club members as requested.
- In accordance with the Rules and Regulations for the Field Tests of the NSDTRC (USA), approve Judges for all NSDTRC (USA) field events and events held by other clubs where Tollers may earn titles.
- Maintain a list of judges and the stakes for which they are approved.
- Perform additional responsibilities that may arise from time to time that may be added as appropriate.

Administrative Responsibilities & Duties: The Field Events Co-Chairmen will:

- Prepare an annual written report and submit to the Secretary no later than August of each year for presentation at the Annual In-person Meeting.
- If present at the Annual Meeting, give an oral presentation at the Board meeting and Annual Membership Meeting. The report should include event reports for the previous year, new events being planned for the upcoming year, concerns and problems encountered, and any other information believed to be pertinent.
- Prepare additional written reports that may be requested throughout the year at the discretion of the Board.
- Maintain an accounting of expenses incurred in the administration of these duties. Examples of expenses: printing, postage, paper supplies. Requests for advances or reimbursement are to be submitted to the Treasurer. Expenses greater than $50 and not previously approved in the budget, must be approved by the Treasurer prior to expenditure.
- Submit a financial report to the Treasurer in July of each year for inclusion in the Club's fiscal year financial report.
- Submit a budget to the Treasurer by June 1 of each year for the next fiscal year (July 1-June 30).

*** The NSDTRC (USA) Bylaws specify how standing committees are appointed and terminated.**