

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 to change it. If you need to change any information in your paperwork, contact [Kristen Wiessner](#), Event Coordinator at UKC to make those changes.

Email: kwiessner@ukcdogs.com

Phone: (269) 343-9020 Option 2 or Ext 220

1. **APPLICATION:** Return the application and fees to UKC.
2. **HUNT DATE APPROVAL:** After you have returned the application and fees to UKC: Verify the hunt date has been approved by checking the UKC Upcoming Events online: <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. **PURINA ORDER:** Now that your hunt test is posted on the UKC website, you need to submit the form for your Purina Order. Please be sure to submit your order 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	November 1
February	December 1

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 HRC Administrative Coordinator will send you a delivery date after the order is placed with Purina.

4. **HUNT TEST PACKET:**
 - a. UKC sends the Hunt Test Packet containing point slips, etc. 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
 - b. Additional forms 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>
 - b. When you can, use Apprentice Judges so they can become licensed/AA and increase our pool of judges.

- c. 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.
- d. 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 Coordinator who will approve or suggest changes for you. 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 Assignment Approval will be confirmed by email from the HRC Administrative Coordinator.
If there is a problem with a requested assignment, the person submitting the form will be notified by email.

Please enter the security code and then click the submit button.
If the submission is complete you will receive a message "Thank You For Your Submission"

If you do not hear from the Administrative Secretary within 3 working days, please email at Admin@H-R-C.org

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Enter web form code [reload image](#)

Submit Form Reset Form

If you do not hear back within 3 business days, send an e-mail to verify it was received. The Judge Approval form will be returned to you showing the status of all the judges and if they are approved. Here is an example:

HRC JUDGE ASSIGNMENT APPROVAL FORM FOR INDIVIDUAL REGULAR TEST								
PERSON SUBMITTING THIS REQUEST VERIFIES THE HUNT DATE WAS APPROVED BY UKC								
CLUB FULL NAME:	Cajun HRC							
DATE(S) OF HUNT:	March 13 & 14, 2021							
SUBMITTED BY:	Katina Hebert							
EMAIL:	Cajunhunter911@bellsouth.net			Phone:	337-523-1128			
AA= Licensed AA L= Licensed A= Apprentice G= Grandfather OK= Approved NA= Not Approved								
LIST THE JUDGES AT EACH LEVEL THAT WILL BE JUDGING TOGETHER ON EACH HUNT								
CATEGORY	AA L A G	JUDGE NAME HUNT 1 SATURDAY	Judge #	HRC Approval	AA L A G	JUDGE NAME HUNT 2 SUNDAY	Judge #	HRC Approval
STARTED A	AA	Geraldine Doucet	6190	OK	AA	Geraldine Doucet	6190	OK
	AA	Kenny Broussard	6823	OK	AA	Kenny Broussard	6823	OK
STARTED B								
SEA SONED A	AA	Robert Aubert	7207	OK	AA	Robert Aubert	7207	OK
	AA	Lloyd Courville	7151	OK	AA	Lloyd Courville	7151	OK
SEA SONED B								
FINISHED A	AA	Ray Boudreaux	7254	OK	AA	Ray Boudreaux	7254	OK
	AA	Kevin Broussard	6537	OK	AA	Kevin Broussard	6537	OK
FINISHED B	AA	Charles Wyble	5180	OK	AA	Charles Wyble	5180	OK
	AA	Ken Burge	7289	OK	AA	Ken Burge	7289	OK
FINISHED C	AA	Wayne Labru	7222	OK	AA	Wayne Labru	7222	OK
	AA	Cory Guillot	7536	OK	AA	Cory Guillot	7536	OK
FINISHED D	AA	Richard Meche	6480	OK	AA	Richard Meche	6480	OK
	AA	Jan Meche	6430	OK	AA	Jan Meche	6430	OK
CONCLUSIONS/STATUS: APPROVED								
Judges approved. Tammy Cobb 02/01/21;								

- e. **CHANGES?** If you need to make any changes before the hunt test, simply e-mail the HRC Administrative Coordinator. Judges will get sick or become unavailable, so changes are often unavoidable. 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 Field Rep's contact list: <http://www.huntingretrieverclub.org/fieldrepresentatives.shtml>

6. **PREMIUM:** After the Judges are approved you must submit a completed Premium. A template is available on the Hunt Secretary Resource page (Regular Hunt Template and Upland Hunt Template): <http://www.huntingretrieverclub.org/huntforms.shtml><http://www.huntingretrieverclub.org/huntforms.shtml> Please do NOT reuse a previous Premium as it will change from year to year. Please make sure that all the correct verbiage is in place being sure not to remove any of the items listed. Send the premium to: admin@H-R-C.org and the Administrative Coordinator will approve and post on the national HRC website: http://www.huntingretrieverclub.org/entry_form_premiums_for_test_hunt.shtml

 <p>Name Hunting Retriever Club UKC Licensed Regular Hunt Date, 2021</p> <p>I submit \$ _____ for entry fees. SATURDAY <input type="checkbox"/> SUNDAY <input type="checkbox"/></p> <p>Enter in Hunt <u>Category</u>: _____</p> <p>Name of <u>Retriever</u>: _____</p> <p>UKC #R _____ - Call Name _____ HRC <u>Points</u>: _____</p> <p><u>Breed</u>: _____ Male _____ Female _____ DOB: _____</p> <p><u>Sire</u>: _____</p> <p><u>Dam</u>: _____</p> <p>Registered <u>Owner</u>: _____</p> <p>Owner's H.R.C. Membership # _____</p> <p>Owner's <u>Address</u>: _____</p> <p><u>City</u>: _____ State _____ Zip _____</p> <p>E-Mail: _____</p> <p>Name of <u>Handler</u>: _____ Phone: (____) _____</p> <p><i>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 <u>insure</u> 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</i></p> <p>(Signature of Owner/<u>Agent</u>) _____ Address of Handler (if Handler signs above): <u>Street</u> _____ City _____ State _____ Zip _____ HRC MEMBERSHIP # OF Handler _____</p>	<p>NAME HUNTING RETRIEVER CLUB UKC LICENSED REGULAR HUNT Date, 2021</p> <p>HUNT LOCATION Name _____ Address _____</p> <p>OPEN TO ALL UKC GUN DOG BREEDS This Hunt is held under the rules of the Hunting Retriever Club and United Kennel Club.</p> <p>SEND ENTRIES & CHECK TO HUNT SECRETARY</p> <p>Name _____ Address _____ Phone and Email _____</p> <p>Advance Entries will close on Month, Date & Time</p> <p>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</p> <p>Each dog is limited to one (1) entry per Licensed Hunt. 12 DOG ENTRY LIMIT PER HANDLER</p> <p>JUDGES AND HUNTS TO BE JUDGED</p> <table border="1"> <thead> <tr> <th></th> <th>Saturday</th> <th>Sunday</th> </tr> </thead> <tbody> <tr> <td>Started</td> <td></td> <td></td> </tr> <tr> <td>Seasoned</td> <td></td> <td></td> </tr> <tr> <td>Finished</td> <td></td> <td></td> </tr> </tbody> </table> <p>* Denotes Apprentice/Grandfather Judge</p>		Saturday	Sunday	Started			Seasoned			Finished		
	Saturday	Sunday											
Started													
Seasoned													
Finished													

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

- a. You cannot run more dogs than what is posted on your Premium. If you need to increase (up to the maximum allowed) you must contact the Administrative Coordinator.

- b. You can reduce the numbers for each flight, but you must contact the Administrative Coordinator to change the Premium.
 - c. You can add flights if needed. Email the Administrative Coordinator for judges' approval.
 - d. All information must be completed, or the Premium cannot be approved. Do not remove any of the information on the template or the Premium cannot be approved.
 - e. **ENTRY SERVICES:** If you are using a 3rd party service such as EntryExpress.net or HuntSecretary.com, any concerns arising with entries is your responsibility to resolve with those organizations. HRC does not endorse any 3rd party service and will not be responsible for any concerns regarding these organizations.
7. **GARMIN:** Each club that holds a Hunt Test is allowed 1 Garmin product per year. Please be sure to submit your order by the first of the month at least 2 months before the **MONTH** of the scheduled hunt. This follows the same calendar due dates as the Purina order calendar. For example, if the hunt test is scheduled for May 22, you need to place your Garmin order by March 1st. They are shipped from Kalamazoo approximately 10 days prior to 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 unless the HRC Administrative Coordinator was advised otherwise.
8. **CLIPBOARDS:** Prepare any clipboards/notebooks needed for use at the hunt test: Judges notebooks, Veterinarian clipboard, Hunt Marshal.
9. **PROGRAMS:** Prepare Programs/Running Order Assignments. If you need logo's you can contact the HRC Administrative Coordinator for assistance.

10. POST TEST:

- a. **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.
 - i. 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.
 - ii. Do not combine more than one day's hunt on a sheet of point slips.
 - iii. 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.
 - iv. **Point Receipt Category Definitions:**
 - 1. **Passed:** All dogs marked as "passed" by the Judges.
 - 2. **Failed:** All dogs that attempted the test but were not marked as passed.
 - 3. **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.
 - 4. **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.
 - 5. **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.
 - 6. **Multi-Handlers:** List 1 Handler only on point Receipts.
 - 7. **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

\$5.00 Non-Registered Dog Fee. It is up to the club whether they pass the \$5.00 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.

8. **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.
- b. **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 Coordinator with the Completed Judge Assignment Reports. Apprentice Forms can be emailed (admin@H-R-C.org) or snail mailed (HRC Admin Coordinator, 100 E. Kilgore Road, Kalamazoo, MI 49002) The form is here: <http://www.huntingretrieverclub.org/Forms/Judges%20Apprentice%20Judge%20Form.pdf>
- c. **Complete the HRC Completed Assignment form:** <http://www.huntingretrieverclub.org/judgecompletedassignmentformAlpha1.shtml> This form goes to the HRC Administrative Coordinator to verify there were not any changes in Judges. It is also how each judge receives credit for their Judging Assignments.
- d. **UKC/HRC FORMS:** Included in your Hunt Packet.
 - i. **Complete the UKC - Hunt Report Form:** http://www.huntingretrieverclub.org/Forms/UKC_HuntTestResultsForm.pdf
 - ii. **Complete the HRC Hunt Report Form:** http://www.huntingretrieverclub.org/Forms/HRC_Hunt_Test_Report_Form.pdf

**ALL FORMS ARE TO BE SUBMITTED WITHIN
FIFTEEN (15) DAYS
OF HUNT TEST COMPLETION**

*For additional information please refer to the current HRC Rulebook
or contact the HRC Administrative Coordinator*