



AFFILIATED WITH  
UNITED KENNEL CLUB, INC.  
*Conceived by Hunters for Hunters™*

# HUNTING RETRIEVER CLUB

## HUNT COMMITTEE GUIDELINES

### DUTIES & RESPONSIBILITIES OF HUNT COMMITTEE MEMBERS

The following are guidelines to be used in defining the duties and responsibilities of the Hunt Committee for HRC Hunt Tests. Each club has the flexibility to assign specific duties as they see fit so long as they have a plan for making sure all key tasks are accomplished. In smaller clubs, a single person may be assigned more than one role. Whenever possible, it is important to distribute the workload to ensure that a single person does not have more responsibility than can be properly handled and so that you are continually training up and coming committee members.

## OFFICIAL HUNT COMMITTEE:

- **Committee Responsibilities:** The official hunt committee must be present during set-up assist with, review and approve the tests. If test setups are changed during the course of the event, those changes must also be approved by a committee member. The committee is responsible for addressing any official complaints that might arise during the event. Committee members that are present and proactive at each site can often resolve potential issues before they reach the level of an official complaint. Avoid having Judges serve on the Official Hunt Committee on any day that he/she is judging. Official Hunt Committee members must remain present during the test and until **at least 30 minutes after the results are announced each day**, since that is the last opportunity for filing an official complaint.
- **Who is on the committee?** This committee is typically made up of the Hunt Chair, Hunt Secretary and several other experienced club members. There is no set number of committee members required, however, a good rule of thumb is to have committee members equal to the number of flights you are hosting. That way, there is always a committee member available to be present at a flight if needed.
- **Who makes a good committee member?** Due to the responsibilities assigned to them, your Official Hunt Committee should be made up of your most experienced club members. They need to be knowledgeable of HRC Policies and Running Rules and the forms and procedures required for hearing formal complaints. Whenever possible, committee members should be experienced judges so they have a good understanding of how tests should be set up and what is required at each stake. While experience is a valuable resource, this can also be a great opportunity for one of your newer members to gain insight into hunt test setup by working along with other more seasoned members. **PLEASE NOTE:** Judges should **NOT** serve on the Official Hunt Committee on any day where he/she is actively judging as it could create distraction, delays and potential conflicts of interest.
- **What to consider when approving a test:**
  - Is the test safe?
    - Are there hazards in the field?
    - Are shots fired in a safe direction?
  - Is the test legal?
    - Have all required elements been included?
    - Are distances, cover and factors appropriate for level being tested?
  - Realism – does the test simulate a realistic hunting scenario? Would you hunt this way?
  - Has time management been considered?
    - Was a setup dog run check run times?
    - Will sunrise or sunset be a factor?
    - Have parking and logistics been considered for getting handlers in and out?
  - Are test elements contradictory to standard training practices?
    - Are we asking a dog to do something beyond that test category?
    - Is the test “undoing” training?

# Other Committee Assignments (cont'd)

## **HUNT CHAIR:**

The Hunt Chair is the person in charge of the hunt as a whole. The duties are to manage the overall supervision of the Hunt Committee Members and to perform such duties as may need to ensure hunt is conducted in a safe and legal manner. The Hunt Chair must be present on set-up day to assist with, review and approve the legality of the Tests that the Judges set up.

## **HUNT SECRETARY:**

The Hunt Secretary is typically in charge of entries, hunt reports and paperwork. He or she assigns dogs in flights and set the running order to ensure timely completion of all stakes. They prepare judges books and points receipts for the judges to sign. They provide a running order to the marshal at each stake with scratches and walk up entries. He or she communicates with each stake to assist with locating missing handlers.

For more detailed information, checklists and timelines see: [Steps-To-Hold-A-Hunt-Test.pdf](#) available in the RESOURCES LIBRARY of our website.

## **SITE MANAGER:**

- Get bird techs, coolers & equipment to/from the test site each day
- Make sure bird techs are on site and are knowledgeable as to their specific duties
- Assist with breakdown/moving of test site from land to water
- Manage re-birds
- Coordinate repair or replacement of malfunctioning equipment
- Assist Marshal with their duties

## **MARSHAL:**

The Marshals are to ensure the smooth running of the Test they are assigned to. Duties should include:

- Manage running order
- Coordinate getting handlers in multiple stakes in/out promptly
- Locate missing handlers/dogs
- Communicate with judges if handlers have questions
- Ensure retrievers are ready to run and holding blinds are full
- Assist Site Manager with their duties

The running order should be adhered to as much as possible, but the order is not inflexible. It is important for the Marshal's to use common sense when calling dogs to get ready to run as there may be handlers running multiple level dogs and is at another hunt site. Once a retriever has been readied to come to the line - never bump it back. If another retriever needs to be run - ASK the next person in order, who has not readied their dog, if he/she minds if you insert a dog in front of them. If you explain your need to do so, 99 out of 100 times, the person will be happy to oblige.

Marshals should announce the Dog's number as listed in the Program to the Handler and the Judges as the retriever goes to the line. Remember, this is the number in the Program - not necessarily the order in which they are actually running.

## **OFFICIAL GUNNER:**

The Official Gunner is responsible for issuing guns and primers to each flight and securing live ammunition if it is to be used. This is a critical safety role when live ammunition is being used such as at an Upland hunt or a shot flier in a Regular hunt. The Official Gunner will dispense the live ammunition as necessary and see that it is handled safely.

## **GAME STEWARD:**

The Game Steward is responsible for the care of game birds including but not limited to:

- Delivery and humane treatment of live birds.
- Euthanizing fresh birds for use each day.
- Sorting and hanging birds fit for reuse.
- Discarding birds not fit use a second day.
- Proper disposal of birds.

## HRC LICENSED HUNT CHECKLIST / ASSIGNMENT RECORD

CLUB NAME

HUNT DATE (complete 1 for each test day)

HUNT MARSHALL

☐ Cell or ☐ Walkie?

HUNT SECRETARY

☐ Cell or ☐ Walkie?

### OFFICIAL HUNT COMMITTEE MEMBERS

#### STARTED:

#1 JUDGE NAME  <input type="checkbox"/> Apprentice <input type="checkbox"/> Licensed <input type="checkbox"/> AA	#2 JUDGE NAME  <input type="checkbox"/> Apprentice <input type="checkbox"/> Licensed <input type="checkbox"/> AA	#3 JUDGE NAME  <input type="checkbox"/> Apprentice <input type="checkbox"/> Licensed <input type="checkbox"/> AA
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#### SEASONED:

#1 JUDGE NAME  <input type="checkbox"/> Apprentice <input type="checkbox"/> Licensed <input type="checkbox"/> AA	#2 JUDGE NAME  <input type="checkbox"/> Apprentice <input type="checkbox"/> Licensed <input type="checkbox"/> AA	#3 JUDGE NAME  <input type="checkbox"/> Apprentice <input type="checkbox"/> Licensed <input type="checkbox"/> AA
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#### FINISHED A:

#1 JUDGE NAME  <input type="checkbox"/> Apprentice <input type="checkbox"/> Licensed <input type="checkbox"/> AA	#2 JUDGE NAME  <input type="checkbox"/> Apprentice <input type="checkbox"/> Licensed <input type="checkbox"/> AA	#3 JUDGE NAME  <input type="checkbox"/> Apprentice <input type="checkbox"/> Licensed <input type="checkbox"/> AA
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#### FINISHED B:

#1 JUDGE NAME  <input type="checkbox"/> Apprentice <input type="checkbox"/> Licensed <input type="checkbox"/> AA	#2 JUDGE NAME  <input type="checkbox"/> Apprentice <input type="checkbox"/> Licensed <input type="checkbox"/> AA	#3 JUDGE NAME  <input type="checkbox"/> Apprentice <input type="checkbox"/> Licensed <input type="checkbox"/> AA
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#### FINISHED C:

#1 JUDGE NAME  <input type="checkbox"/> Apprentice <input type="checkbox"/> Licensed <input type="checkbox"/> AA	#2 JUDGE NAME  <input type="checkbox"/> Apprentice <input type="checkbox"/> Licensed <input type="checkbox"/> AA	#3 JUDGE NAME  <input type="checkbox"/> Apprentice <input type="checkbox"/> Licensed <input type="checkbox"/> AA
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## HRC LICENSED HUNT CHECKLIST / ASSIGNMENT RECORD

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\_\_\_\_\_  
BIRD TECH CHAIRPERSON

☐ Cell or ☐ Walkie?

\_\_\_\_\_  
STARTED HUNT MARSHALL ☐ Cell or ☐ Walkie?

\_\_\_\_\_  
STARTED GUNNER ☐ Cell or ☐ Walkie?

\_\_\_\_\_  
STARTED BIRD THROWERS (A.M.)

\_\_\_\_\_  
STARTED BIRD THROWERS (P.M.)

\_\_\_\_\_  
SEASONED HUNT MARSHALL ☐ Cell or ☐ Walkie?

\_\_\_\_\_  
SEASONED GUNNER ☐ Cell or ☐ Walkie?

\_\_\_\_\_  
SEASONED BIRD THROWERS (A.M.)

\_\_\_\_\_  
SEASONED BIRD THROWERS (P.M.)

\_\_\_\_\_  
FINISHED A HUNT MARSHALL ☐ Cell or ☐ Walkie?

\_\_\_\_\_  
FINISHED A GUNNER ☐ Cell or ☐ Walkie?

\_\_\_\_\_  
FINISHED A BIRD THROWERS (A.M.)

\_\_\_\_\_  
FINISHED A BIRD THROWERS (P.M.)

\_\_\_\_\_  
FINISHED B HUNT MARSHALL ☐ Cell or ☐ Walkie?

\_\_\_\_\_  
FINISHED B GUNNER ☐ Cell or ☐ Walkie?

\_\_\_\_\_  
FINISHED B BIRD THROWERS (A.M.)

\_\_\_\_\_  
FINISHED B BIRD THROWERS (P.M.)

\_\_\_\_\_  
FINISHED C HUNT MARSHALL ☐ Cell or ☐ Walkie?

\_\_\_\_\_  
FINISHED C GUNNER ☐ Cell or ☐ Walkie?

\_\_\_\_\_  
FINISHED C BIRD THROWERS (A.M.)

\_\_\_\_\_  
FINISHED C BIRD THROWERS (P.M.)

## HRC LICENSED HUNT CHECKLIST / ASSIGNMENT RECORD

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### CHAIRPERSONS CHECKLIST:

- ☐ AWARDS / RIBBONS: \_\_\_\_\_
- ☐ DOOR PRIZES: \_\_\_\_\_
- ☐ EQUIPMENT & SUPPLIES: \_\_\_\_\_
- ☐ GAME STEWARD CHAIRPERSON: \_\_\_\_\_
- ☐ GROUNDS AND HUNT SITE, SIGNS & COMMUNICATION: \_\_\_\_\_
- ☐ HOSPITALITY & ACCOMMODATIONS: \_\_\_\_\_
- ☐ HUMAN HEALTH / SAFETY: \_\_\_\_\_
- ☐ JUDGES COMMITTEE CHAIRPERSON: \_\_\_\_\_
- ☐ MEALS / LUNCH : \_\_\_\_\_
- ☐ PHOTOGRAPHER: \_\_\_\_\_
- ☐ PROGRAM DIRECTOR: \_\_\_\_\_
- ☐ PUPPY STAKES JUDGE & ASSISTANT(S): \_\_\_\_\_
- ☐ PURINA DISTRIBUTION (if applicable): \_\_\_\_\_
- ☐ RAFFLE: \_\_\_\_\_
- ☐ REGISTRATION: \_\_\_\_\_
- ☐ TAILGATE PARTY: \_\_\_\_\_
- ☐ VETERINARIAN: \_\_\_\_\_
- ☐ MISC: \_\_\_\_\_
- ☐ MISC: \_\_\_\_\_
- ☐ MISC: \_\_\_\_\_

## HRC LICENSED HUNT CHECKLIST / ASSIGNMENT RECORD

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STARTED - LAND				STARTED - WATER			
# BIRD TECHS		# OF GUNS		# BIRD TECHS		# OF GUNS	
# LIVE BIRDS		# SHACKLED		# LIVE BIRDS		# SHACKLED	
# DEAD BIRDS		# GUNNERS		# DEAD BIRDS		# GUNNERS	
# SETUP DOGS		# POPPERS		# SETUP DOGS		# POPPERS	
# TEST DOGS		# GUN STANDS		# TEST DOGS		# GUN STANDS	
# BLINDS		# LIVE AMMO		# BLINDS		# LIVE AMMO	
# BIRD TECH CRATES		# CHAIRS		# BIRD TECH CRATES		# CHAIRS	
# DRINKS/SNACKS: JUDGES/BIRD TECHS				# DRINKS/SNACKS: JUDGES/BIRD TECHS			

**COMMENTS OR INSTRUCTIONS:**

SEASONED - LAND				SEASONED - WATER			
# BIRD TECHS		# OF GUNS		# BIRD TECHS		# OF GUNS	
# LIVE BIRDS		# SHACKLED		# LIVE BIRDS		# SHACKLED	
# DEAD BIRDS		# GUNNERS		# DEAD BIRDS		# GUNNERS	
# SETUP DOGS		# POPPERS		# SETUP DOGS		# POPPERS	
# TEST DOGS		# GUN STANDS		# TEST DOGS		# GUN STANDS	
# BLINDS		# LIVE AMMO		# BLINDS		# LIVE AMMO	
# BIRD TECH CRATES		# CHAIRS		# BIRD TECH CRATES		# CHAIRS	
# DRINKS/SNACKS: JUDGES/BIRD TECHS				# DRINKS/SNACKS: JUDGES/BIRD TECHS			

**COMMENTS OR INSTRUCTIONS:**

## HRC LICENSED HUNT CHECKLIST / ASSIGNMENT RECORD

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FINISHED A - LAND				FINISHED A - WATER			
# BIRD TECHS		# OF GUNS		# BIRD TECHS		# OF GUNS	
# LIVE BIRDS		# SHACKLED		# LIVE BIRDS		# SHACKLED	
# DEAD BIRDS		# GUNNERS		# DEAD BIRDS		# GUNNERS	
# SETUP DOGS		# POPPERS		# SETUP DOGS		# POPPERS	
# TEST DOGS		# GUN STANDS		# TEST DOGS		# GUN STANDS	
# BLINDS		# LIVE AMMO		# BLINDS		# LIVE AMMO	
# BIRD TECH CRATES		# CHAIRS		# BIRD TECH CRATES		# CHAIRS	
# DRINKS/SNACKS: JUDGES/BIRD TECHS				# DRINKS/SNACKS: JUDGES/BIRD TECHS			

COMMENTS OR INSTRUCTIONS:

FINISHED B - LAND				FINISHED B - WATER			
# BIRD TECHS		# OF GUNS		# BIRD TECHS		# OF GUNS	
# LIVE BIRDS		# SHACKLED		# LIVE BIRDS		# SHACKLED	
# DEAD BIRDS		# GUNNERS		# DEAD BIRDS		# GUNNERS	
# SETUP DOGS		# POPPERS		# SETUP DOGS		# POPPERS	
# TEST DOGS		# GUN STANDS		# TEST DOGS		# GUN STANDS	
# BLINDS		# LIVE AMMO		# BLINDS		# LIVE AMMO	
# BIRD TECH CRATES		# CHAIRS		# BIRD TECH CRATES		# CHAIRS	
# DRINKS/SNACKS: JUDGES/BIRD TECHS				# DRINKS/SNACKS: JUDGES/BIRD TECHS			

COMMENTS OR INSTRUCTIONS:

## HRC LICENSED HUNT CHECKLIST / ASSIGNMENT RECORD

(PG 6 of 6)

FINISHED C - LAND				FINISHED C - WATER			
# BIRD TECHS		# OF GUNS		# BIRD TECHS		# OF GUNS	
# LIVE BIRDS		# SHACKLED		# LIVE BIRDS		# SHACKLED	
# DEAD BIRDS		# GUNNERS		# DEAD BIRDS		# GUNNERS	
# SETUP DOGS		# POPPERS		# SETUP DOGS		# POPPERS	
# TEST DOGS		# GUN STANDS		# TEST DOGS		# GUN STANDS	
# BLINDS		# LIVE AMMO		# BLINDS		# LIVE AMMO	
# BIRD TECH CRATES		# CHAIRS		# BIRD TECH CRATES		# CHAIRS	
# DRINKS/SNACKS: JUDGES/BIRD TECHS				# DRINKS/SNACKS: JUDGES/BIRD TECHS			

COMMENTS OR INSTRUCTIONS: