

## Hunt Secretary Duties/Steps to Hold 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 the Hunting Operations Dept at UKC to make those changes.

Email: [huntingops@ukcdogs.com](mailto:huntingops@ukcdogs.com)

Phone: (269) 343-9020 Option 2 for Hunting Operations Dept

1. **APPLICATION:** Return the application and fees to UKC before the deadlines posted in the Rulebook.
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: [UKC Upcoming Events](#)  
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 1<sup>st</sup>.

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

The Purina Order Form is located online under the HRC website [HRC.DOG](#) on the [Club Admin](#) page. Each club based in the US will receive 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 on UKC website's [UKC Hunt Secretary Instructions](#). Additional forms are located online under the HRC website's [Club Admin](#) page.
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's [Club Admin](#) page.
  - 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 at your test(s) and you have called them to verify they are available, complete the online form on the HRC website's [Club Admin](#) page.


This goes directly to the HRC Administrative Coordinator who will approve or suggest changes for you. You should get a message verifying the form was submitted successfully.

**PLEASE BE PATIENT** during the approval process. All submissions are processed in a first-come first-served basis. Requesting progress updates will only slow down the flow for everyone. The Judge Approval form will be returned to you showing the status of all the judges and if they are approved.

- e. **JUDGE CHANGES?** If you need to make any changes before the hunt test, resubmit the JUDGE APPROVAL FORM located on the HRC website's [Club Admin](#) page. Don't submit all of your judges - only the one(s) to be added with a comment indicating who should be removed. 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 is located on the HRC website Committee's page [FR's Contact List](#).

- 6. **PREMIUM: YOU CAN NOT PUBLISH YOUR PREMIUM OR OPEN FOR ENTRIES UNTIL HRC APPROVES IT.** After the Judges are approved you must submit a completed Premium. If you are using a 3<sup>rd</sup> party service for your entries this MUST be included on your Premium, including if your club is using Early Entry Codes. Templates of the Premiums are located on the HRC website's [Club Admin](#) page.

DO NOT reuse a previous Premium as it will change from year to year. Please make sure all the correct information is provided. Do not remove any items listed. Send Premium to: [tcobb@hrc.dog](mailto:tcobb@hrc.dog).

 <p style="text-align: center;"><i>Name</i> <b>Hunting Retriever Club</b> 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 Category: _____</p> <p>Name of Retriever: _____</p> <p>UKC #R _____ - Call Name _____ HRC Points: _____</p> <p>Breed: _____ Male _____ Female _____ DOB: _____</p> <p>Sire: _____</p> <p>Dam: _____</p> <p>Registered Owner: _____</p> <p>Owner's H.R.C. Membership #: _____</p> <p>Owner's Address: _____</p> <p>City: _____ State _____ Zip _____</p> <p>E-Mail: _____</p> <p>Name of Handler: _____ Phone: (____) _____</p> <p><small>I certify this dog's immunization is current &amp; has no known communicable diseases 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 &amp; control of their parent or guardian. FURTHER, by my signature, I acknowledge and insure 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</small></p> <p>(Signature of Owner/Agent) _____</p> <p>Address of Handler (if Handler signs above): Street _____</p> <p>City _____ State _____ Zip _____</p> <p>HRC MEMBERSHIP # OF Handler _____</p>	<p style="text-align: center;"><b>NAME</b> <b>HUNTING RETRIEVER CLUB</b> UKC LICENSED REGULAR HUNT Date, 2021</p> <p style="text-align: center;"><b>HUNT LOCATION</b> Name Address</p> <p style="text-align: center; color: red;"><b>OPEN TO ALL UKC GUN DOG BREEDS</b> This Hunt is held under the rules of the Hunting Retriever Club and United Kennel Club.</p> <p style="text-align: center;"><b>SEND ENTRIES &amp; CHECK TO HUNT SECRETARY</b></p> <p style="text-align: center;">Name Address Phone and Email</p> <p style="text-align: center; color: yellow;"><b>Advance Entries will close on</b> <b>Month, Date &amp; Time</b></p> <p style="text-align: center;">Started entries close on the 50<sup>th</sup> entry per flight. Seasoned entries close on the 40<sup>th</sup> entry per flight. Finished entries close on the 30<sup>th</sup> entry per flight. Upland entries close on the 30<sup>th</sup> entry per flight</p> <p style="text-align: center;">----- Each dog is limited to one (1) entry per Licensed Hunt. 12 DOG ENTRY LIMIT PER HANDLER -----</p> <p style="text-align: center;"><b>JUDGES AND HUNTS TO BE JUDGED</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <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 style="text-align: center;">* 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 USING THE  
PREMIUM CHANGE REQUEST FORM LOCATED ON THE HRC WEBSITE'S [Club Admin](#) PAGE.**

**PLEASE BE PATIENT** during the approval process. All submissions are processed in a first-come first-served basis. Requesting progress updates will only slow down the flow for everyone. The Administrative Coordinator will approve and post on the HRC website's [Events Page](#). The club member that submitted the Premium will receive a confirmation email once all has been approved. AFTER the confirmation has been received, the club may open for entries if/when ready.

- a. **JUDGE CHANGES:** If you need to make any changes before the hunt test do NOT resend the Premium. Simply resubmit the JUDGE APPROVAL FORM located on the HRC website's [Club Admin](#) page for only the judge(s) to be added with a comment indicating who should be removed. The club member that submitted the Judge Change will receive a confirmation with the updated Premium once it has been approved and reposted to the website.
  - b. **ADJUSTING ENTRIES:** You cannot run more dogs than what is posted on your Premium. If you need to adjust the number of dogs per flight (not to exceed the maximum allowed), do NOT resend the Premium. Submit your clubs change request to [tcobb@hrc.dog](mailto:tcobb@hrc.dog). The club member that submitted the request will receive a confirmation with the updated Premium once it has been approved and reposted to the website.
  - c. **ADDING FLIGHTS:** You can add flights if needed (except for a Preliminary Hunt). Do NOT resend the Premium. Submit your clubs change request to [tcobb@hrc.dog](mailto:tcobb@hrc.dog). The club member that submitted the request will receive a confirmation with the updated Premium once it has been approved and reposted to the website.
  - d. **CONTENT:** 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 3<sup>rd</sup> 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 3<sup>rd</sup> 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 1<sup>st</sup>. They are shipped 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. The Garmin order form is located in the RESOURCES LIBRARY of the HRC website.
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 Sponsorship Chairperson 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 issues, UKC handles ALL points related matters. Contact them at [huntingops@ukcdogs.com](mailto:huntingops@ukcdogs.com) 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. POST-EVENT REPORTS FOR SUBMISSION: Included in your Hunt Packet.**

- i. Complete the UKC Hunt Report Form. Mail to UKC with **PAYMENT** and points passes: [UKC Hunt Test Category Results Form](#)
- ii. Complete the HRC Hunt Report Form. Mail to HRC Treasurer with **PAYMENT:** [HRC Hunt Test Report Form](#)
- iii. Submit the **ONLINE** Judge Completed Assignment Report and attach Apprentice Judge Evaluations (if applicable):
  1. [Judge Completed Assignment Report](#) This report goes to the HRC Administrative Coordinator to verify there were no changes in Judges. It is also how each judge receives credit for their Judging Assignments.
  2. [Judge Apprentice Evaluation Form](#) These form(s) can simply be uploaded as attachment(s) during the Judge Completed Assignment Report process in step #1. Make sure the form(s) are filled out in their entirety by the AA Judge who is assigned with the Apprentice Judge, including signatures, dates, club name, etc.

**ALL 3 POST-EVENT REPORTS 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 at [tcobb@hrc.dog](mailto:tcobb@hrc.dog)*