

# ATTENTION HUNT SECRETARY

## UKC HUNT PACKET

Enclosed is your club's hunt packet and supplies. Please double-check this packet to see that you have enough forms for your upcoming hunt. We make every effort to provide all the supplies for your hunt test. However, should you need additional items please contact UKC at least 14 days before your hunt.

This packet should contain:

1. UKC Licensed Hunt Test Program, Hunt Test Category Results Form (one for each test level)
2. UKC Formal Complaint Forms (returned to UKC only if a Formal Complaint is filed)
3. HRC Hunt Test Report Form
4. HRC Apprentice Judge Evaluation Form
5. HRC Judge Completed Assignment Report Form is now an **ONLINE** form so it will be located on the HRC website [HRC.DOG](http://HRC.DOG) on the [Club Admin Page](#).
6. Attention Non-UKC Registered dog Owner/Handlers Notice
7. UKC brochures, HRC Brochures, single Registration applications, Litter Applications, Limited Privilege Applications
8. Point Receipts

### Where to mail UKC forms with **PAYMENT**:

Each UKC Hunt Test Category Results form (#1) should be filled out completely and attached to the correct category of point receipts (#8). The Results form and Point Receipts, along with the appropriate fees, are mailed to UKC.

United Kennel Club, INC  
Hunting Events Field Operations  
100 East Kilgore Road  
Kalamazoo, MI 49002-5584

### Where to mail HRC Treasurer forms with **PAYMENT**:

The HRC Hunt Test Report Form (#3) is returned to the Treasurer of HRC, along with the appropriate fees, as indicated on the form.

### Where to submit Judge and Apprentice Reports to HRC Admin Coordinator **ONLINE**:

The HRC Apprentice Judge Evaluation Forms (#4) and HRC Judge Completed Assignment Report Form (#5) should be submitted **ONLINE** [Judge Completed Assignment Report](#)

If you have any questions, please feel free to contact UKC or HRC. Best of Luck & have a Great Hunt!

## HUNT TEST SECRETARY INFORMATION

We would like to thank you for taking on the responsibility to be the Hunt Test Secretary. Generally, it's a lot of work but we hope it comes with many thanks! We have tried to address most of the FAQ's (frequently asked questions) in the hopes that it may help to answer your questions regarding paperwork associated with your job as Hunt Test Secretary.

### JUDGE CHANGES TO AN APPROVED PREMIUM

**Approval:** Judge approval and changes must be made through HRC after January 2003. If you need to make any changes before the hunt test, submit a Judge Change Request Form located on the HRC website's [Club Admin Page](#).

### HUNT REPORTS

1. **OFFICIAL HUNT REPORT:** Use one Hunt Report for each licensed hunt. Do not combine more than one day's hunt on this report. Also do not combine a Regular Licensed Hunt with an Upland Hunt on one report.
2. **HUNT TEST CATEGORY RESULTS FORM:** Use one of these reports for each hunt test category. Please fill out this form completely.
3. **POINT RECEIPTS:**
  - a. 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.
  - b. Do not combine more than one day's hunt on a sheet of point slips.
  - c. If the owner does not provide you with a UKC Registration number, leave this area **BLANK!** Under no circumstances should the words "Pending, Applied, In Process", etc. be written in this area.
  - d. Point Receipt Category Definitions:
    1. **PASSED:** this should be obvious!
    2. **FAILED:** This should be obvious!
    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:** Judges must indicate if the dog or owner is disqualified and the reason why.
  - e. 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.
  - f. Judge signatures: Both signatures are required on a point slip.
4. **NON-UKC 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 to pass this fee on to the dog owner. 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. Thank You. We appreciate your assistance in this area.
5. **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, recorded on the HRC Hunt Test Report form. This fee is applied only to those Non-HRC Member owners with dogs that are participating in Seasoned, Finished and Upland. Participants in the Started category are exempt from this Non-Member Fee.
6. **ATTENTION HUNT SECRETARIES:** Please list one Handler only on your point receipts.