

## **HUNT TEST CHAIR – JOB DESCRIPTION**

The Chair is appointed by the club's Board of Directors and supervises the test and people helping with the mechanics of the event. The Chair should be familiar with the *Regulations & Guidelines for AKC Hunting Test for Retrievers*, and the *Guide for Event Committees in Dealing with Misconduct*.

### **General Duties prior to the Events:**

- Prepares Hunt Test Budget with approval of Club Treasurer and/or the Board of Directors.
- Communicates with proposed event judges confirming assignments, dates and times.
- Works with the Test Secretary to supervise amenities for Judges, (lodging & travel arrangements, judges' dinner, gifts etc.). These tasks may be assigned to a committee by the Chair.
- Establishes sources of live bird vendor for event and ensures the appropriate numbers of birds are ordered per AKC guidelines. The number of birds ordered may be adjusted after the number of entries has been established. These tasks may be assigned to a committee by the Chair and might include the appointment of a Bird Steward.
- Arranges for or oversees that event ribbons, bird bands, etc., are sourced.
- Delegates duties to key committee members: (Marshal, Gun Captain, Stake Chair, Hospitality, etc.)
- Familiarizes Judges with the Test grounds and secures set up as needed.
- Recruits field workers for the event per AKC guidelines and ensures an adequate number of workers are available on test day.
- Arranges Friday judge and worker dinner as well as Saturday judge dinner (if applicable). This may be tasked to a committee by the Chair.
- Arranges lunches, beverages for all Judges, and all field workers. This may be tasked to a committee by the Chair.
- Holds pre-test meetings with key personnel as needed.
- Inspects Hunt Test Grounds prior to the scheduled event with property owner(s) or property manager for any special instructions or known hazards.
- Ensures sanitary facilities, garbage/dumpster disposal equipment are onsite for the event.
- Designates camping areas and dog airing areas.
- Ensures all necessary equipment and birds will be on the grounds the day before the event.
- Ensures Stake Boxes are filled on Friday night.

### **During the Event:**

- The Chair acts as the administrative officer for the tests and oversees key personnel.



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- Oversees familiarization of equipment with Stake Chairs and field workers as needed.

### **Conclusion of Event:**

- Participates in ribbon ceremony for qualified dogs and handlers.
- Presents gifts to Judges.
- Ensures prompt payment of Judges expenses.
- Supervises grounds clean-up.
- Reviews, approves and submits bills for payment as needed.
- In conjunction with the HT Secretary and the Club Treasurer, prepares a Financial Report that compares the budget income/expenses with the final income/expenses.
- Writes thank you note(s) to landowner(s).
- Writes thank you note(s) to Judges.

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Please pass this information along to your apprentice or the next person who will fill this position. Current Job Descriptions are posted on the Rainier Hunting Retriever Website: <https://rainierhrc.com/>

