

## HUNT TEST SECRETARY – JOB DESCRIPTION

### AKC

- NOTE: AKC will mail a package with copies of all potential official forms that may be needed at a Hunt Test. Be sure to bring these to the test. These forms are referred to in various sections of this document.
- Access the AKC website (akc.org).
  - Go to Sports & Events drop down
  - Select Online Event Management to reach the sign in screen.
  - The outgoing HT secretary will provide the Club Account ID and a secure password to access the site.
- Elements of the Online Event Management System
  - You must complete the following items before you are able to pay the Application fee
    - Complete the “Event Details”
    - Complete “Chairperson/Committee”
    - Complete “Manage Stakes”
    - For “Disaster Plan” click on the “A completed copy of the Disaster and Emergency Plan is available at the event” - this is provided as part of the premium
    - Pay the initial Application AKC Event Fee directly to AKC or through Entry Express. It must be paid 90 days before the event or fines will be levied to the club.
  - Judges
    - Secure the list of Judges from the “Judge Selection Committee” or the persons responsible for selecting the judges
    - Select “Judges” and enter the judges name and number
    - Allocate the judge to their specific assignment – Junior, Senior or Master
    - Submit names of Judges to AKC online for approval
    - AKC will advise when the approval is finalized
    - See “Judges” section for additional information
  - Submit Premium List
    - Update Event Premium in Entry Express by using last year’s premium posted on Entry Express. Be sure to adjust dates and personnel.
    - Save a copy of the Entry Express premium as a PDF file.
    - Upload the PDF file to the AKC Online Event Management System
- Essential Hunt Test Records
  - Keep accurate test records in 5 marked-up catalogs.
    - Mail one to each of the following: AKC, Master National Retriever Club, Retriever News
    - Retain these copies; Club Copy, Personal.
  - Marked up Catalog (paper or electronic):
    - Secure the signed Qualification sheet for each stake as they finish (stake marshals to provide this).
    - Complete Judge’s certification and secretary certification for each stake in the catalogs or online



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- Stamp/Mark each entered dog that qualified with a “Q” or “Qualified” (all stakes).
- Stamp/Mark any scratches in the catalogs (see “Scratches” Section for additional requirements).
- Note any dogs/handlers that were on the “Wait” list and have been added to the test, in the catalog and have them marked appropriately if they qualify or fail.
- Ensure counts and stamps are accurate, compare to signed qualification sheet
- Make sure all Judges and the HT Secretary sign all catalogs.
- Other Records
  - Complete Hunting Test Secretary Report that comes in the AKC packet
  - Secure “AKC Fee/Dog Entered” check from the Club treasurer (or include the Club credit card number on the AKC form). The fee is currently \$3.50 per entry less bitches in season, injured dogs or deceased dogs for which there was a full refund of the entry fee (see AKC form for calculation).
  - Compile Hunt Test Committee and other reports (if any) from the event – examples:
    - Injured dogs
    - Disqualified dogs
    - Misconduct issues
    - Junior handlers
    - Other
  - Mail all Hunt Test records, including a marked catalog, and AKC fee to AKC. These must be mailed within seven (7) days of the completion of the test.
  - Maintain a copy of all records for the HT Club’s files.

### HT Committee

This committee is responsible for compliance with all AKC applicable Hunt Test regulations as well as planning and conducting the event.

- Volunteers are asked to participate on the HT Committee by the Club BOD.
- The HT Committee consists of a minimum of five club members.
  - The Committee may include HT Secretary (who cannot be the Committee Chair)
    - Event Committee – typical positions
      - Event Chairman
      - Event Secretary
      - Chief Marshall
      - Gun Captain
      - Other Member

### Entry Express (EE)

- EE Access:
  - Club member will contact EE and have you added as a Club Administrator.
  - Log into your personal EE account



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- Maintain the Club Hunt Test by clicking on “My Clubs”
  - Review the Officers listed and update as needed
  - Review the Club Administrators and advise EE if revisions are needed
- Maintain the actual Club Events by clicking on “Club Events”
  - Elements of EE Event maintenance
    - New Event – initial step to add a new event requiring basic event information. You can copy from last year’s event.
      - Event Name
      - Start/end dates
      - Event type, location, time zone, AKC Event Number
      - Choose catalog format (see “Catalogs” below for additional information)
      - Add stakes
      - Add Judges and numbers. If not available use TBA (to be advised) in order to complete the creation of the new test.
    - View Event – takes you out of Club Events to the regular EE screen for review only, no editing.
    - Edit Event – allows you to edit information you set up using New Event as needed in addition to adding:
      - Limited Entries
      - Amateur entry limits (25% or 35% at the Club’s discretion)
      - Multiple flights
      - Maintain Event Options
        - DO NOT SELECT “*Handle event application on your behalf?*” We do this, not EE.
        - Select “*Use 24-hour Worker Codes?*” EE will send you a list of worker codes to be given to key Master test workers/handlers. Discuss with test Chair for distribution
        - DO NOT SELECT “*Check when the Judges Panel is complete?*” Club HT Secretary does this not EE.
        - Only select “*Finalized, no further changes.*” when AKC has approved the event and you are done updating EE. Further changes will need to be done by EE staff as you will be locked out.
  - Edit Premium
    - You can create a new premium or copy a previous premium from a drop-down menu.
    - If you copy one, you will need to edit the premium by updating any names/dates/locations/etc. to reflect any changes for the current year/event.
  - Tweak Draw (Running Order)
    - EE will make the initial draw for the running order. HT Secretary can adjust the draw for each stake using arrows on the side of the



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column. It is critical to “save” any work before moving to a different stake.

- The Hunt Test Secretary may need to adjust the running order for the following reasons:
  - Handlers with multiple dogs need to be kept in the same stake. For example, if you have an “A” stake and a “B” stake, the handler must have all their dogs in the same stake.
  - Dogs with the same call name should be separated by at least 2 dogs.
  - Handlers with multiple dogs need to be separated by 3 – 4 dogs at least.
- **URGENT**: Finalize the draw as soon as possible (within 24 hours) as this will affect the printing and shipping of the catalogs.
- Enter Results
  - SPECIAL NOTE – prior to entering results:
    - Add Waiting List handlers to the file before entering results. Co-ordinate with EE staff.
    - Coordinate with EE to adjust system to allow for these new entries.
  - Enter all test results into Entry Express within 24 to 48 hours.

FINAL NOTE: EE will mail the check for all entries to the HT Secretary. You will need to get this check to the Club Treasurer as soon as possible as there will be bills to be paid. Also included in the package are the Marshal sheets, one for each stake. These go into the Marshal boxes.

### Catalogs

- Determine if digital or paper copies of catalogs will be used
- If paper, who will be the provider
  - Entry Express – cost will be deducted from revenues
    - Under “Edit Event” and then “Catalog format” select
      - E catalog
      - Printed catalog
  - Hunt Secretary
    - Order catalogs from HT Secretary - Helena Larkin 936-852-2080 [akcdiv@huntsecretary.com](mailto:akcdiv@huntsecretary.com)
    - Give bill to Club Treasurer for payment or arrange for an electronic payment such as a credit card.

### Judges

- Secure the list of Judges from the “Judge Selection Committee” or the persons responsible for selecting the judges
- Update the AKC online event management for the Judges Panel Approval
  - AKC will advise if there are problems with the judges



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- You will need to contact the Judge Selection Committee for resolution
- AKC must approve the complete Judges Panel
- Update Entry Express
- Prepare the Judges Books for each stake
  - Prepare Judges Books with “Call Back and Qualification” forms for the running dogs.
  - Add the “Write In the Rain” evaluation forms to the judges books – one for each dog in the stake
  - Sheets need to be marked with the dog number and the stake should be circled
  - Include sharpened pencils (with sharpeners) or mechanical pencils
  - Note: The Qualifier forms will be returned to you by the Stake Marshal for updating test results
- The following needs to be completed for each Judge
  - Mail out “Judge’s Letters” that include information pertinent to the test, travel and expense reimbursement. (sample included here)
  - Include **Judges Qualification Questionnaire** with the letter
  - If you do not get the signed letters back, contact the Judge Selection Committee for resolution
  - Secure Judge accommodations. This could involve hotel reservations or “in home” stays with club members.
  - Include the hotel confirmation if appropriate

### Scratches

- Prepare a list of scratch refunds for the Club Treasurer.
  - Review current scratch policy in the premium.
  - Determine the amount of the refund for each handler using the scratch policy - 100% or 50%
  - No refund for day of event scratches. (see premium guidelines).
  - Provide name and address of handler requiring a refund
  - It may be helpful to create an Excel spreadsheet that can be provided to the club treasurer
- Be prepared for calls regarding refunds.

### Club Inventory

- Make sure there is enough inventory available for the tests
  - Ribbons – order for each stake as needed (lead time two to three months)
    - [www.winningcolorsawardribbons.com](http://www.winningcolorsawardribbons.com)
    - Winning Colors Award Ribbons
    - Kimberly Dotson
    - PO Box 192 Randle, WA 98377
    - 509-929-1898
  - Duck Bands – order for each stake as needed
    - National Band & Tag. Co.
    - 721 York St. Newport KY 41071
    - (859) 261-2035



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- Write In the Rain Paper (for judge's books) – order as needed
  - <https://www.riteintherain.com/>
  - Quickprint 11319 Pacific Ave S, Tacoma, WA 98444
  - (253) 531-3105

### **Marshals Boxes**

- Prepare marshal boxes and give to stake marshals at the test - to include:
  - Catalogs for handlers, if available (but not one for every entry because the pros and people with multiple dogs only need one)
  - Regulations and Guidelines for AKC Hunting Tests for Retrievers
  - AKC Guide for Event Committees in Dealing with Misconduct
  - Clip board with running order
  - Pencils and pencil sharpener
  - Erasers
  - Dry erase pen for white board
  - Dry eraser
  - Judge's books/folders
  - Magnetic Running Order strips
  - White Board for Magnetic Running Order strips
  - Radios
  - Extra Duck Calls
  - White Towels
- Collect marshal boxes from stake marshals at the end of the test
  - Be sure to get Qualifying scores signed by judges for updating test results
  - Be sure to collect Marshal sheets as well as series qualifiers as these also become part of the final Club records.
  - Be sure to collect radios

### **Administrative**

- Confirm that the club treasurer has received a check from Entry Express.
- Confirm with the appropriate Board member that the Proof of Insurance form has been sent to the landowner before the test. This normally goes with the rent check.
- Keep track of junior handlers and apprentice Judges (AKC forms in the packet the HT Sec. receives from the AKC well prior to the trial)
- Mail out participants ribbons – collect mailing postage/packaging costs from participant. Be sure club's requirements are included in the premium.
- Keep test records together for future reference

### **List of AKC Official Forms**

- JESEC2 Event Secretary's Report for Retriever Field Trials/Hunt Tests
- MHSEC1 Attention All Retriever Hunt Test Secretaries (mailing instructions for catalogs)



## **HUNT TEST SECRETARY – JOB DESCRIPTION**

- JHR999 Hunt Test Report
- CEJRH1 Junior Handler Certification
- MEJRO1 Junior Handler Certification - Instruction
- AEDSQ5 Dog Disqualified by Judge At a Performance Event
- AEDSQ4 Dog Aggression - Action By Event Committee
- RDEOB1 Procedural Checklist – Event Committee Hearings
- JEBKO1 Judges Books for Tests/Trials
- AEJDG2 Apprentice Task Book (apprentice judges)
- NM95R9 Mailing Envelope (for test results)

### **AKC Official Booklets**

- Regulations & Guidelines for AKC Hunting Tests for Retrievers
- Dealing with Misconduct at AKC Events
- Retriever Hunt Test Procedural Manual

### **Online Event Management System**

- Event Application Fee

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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/>

