

NORTH AMERICAN VERSATILE HUNTING DOG ASSOCIATION

Test Secretary Instructions

Judge's Score Cards: Count your cards and if you need more, immediately contact the NAVHDA Central Office. There will be two pre-addressed envelopes per test included in the package with the score cards.

Go online, and print the following forms. www.navhda.org/forms.html

(Note: The forms can be filled in online and printed or just printed and filled in by hand.)

Apprentice Judge Evaluation Form: One for each apprentice for each day.

Judge's Test Report Form: One for each judge team each day.

Test Information Form: One for each judge team each day.

(Hint: Print a couple of blank forms of each type, just in case something goes wrong at the last minute)

Before the Test (A test is defined as one team of judges for one day) All dogs entered in NAVHDA tests must be NAVHDA registered. Registration forms are available under Forms Express on the web site www.navhda.org. If the owner or handler is not a NAVHDA member, write "non-member" for the member/handler number.

If a chapter runs a non-NAVHDA registered dog the results will not be entered in the database and the chapter will be charged \$20.00 U.S.

Print the information on the score cards either directly or using labels. (2"x 4" labels work well) If you would like help with this, contact the Central Office at navoffice@navhda.org.

At the Test Give the judges their score cards, running order and, in the event of inclement weather, a Ziploc[®] one-gallon plastic bag. Please ensure that the score cards are sorted according to the running order.

Place the test entry forms and any additional information, e.g. hip evaluation, in one of the pre-addressed envelopes and give both of them to the senior judge. The senior judge will place his/her score cards in the envelope together with the apprentice cards, test entry forms, test information form, test report form and the apprentice evaluation forms and mail them to the Central Office. The other two sets of score cards will be placed in the second envelope and one of the other judges will mail it.

From the NAVHDA Central Office Each owner will be sent a Test Record Sheet and those whose dogs prized will receive a Plaque Order Form.

The chapter treasurer will receive a printout of the test results along with the test processing invoice.