

NAVHDA

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. The test-secretary package with the score cards will include two pre-addressed envelopes for each test. (A test is defined as one team of judges for one day)

Print the following from the NAVHDA web site:

(Note: The forms can be filled in on your computer and printed, or just printed as-is and filled in by hand.)

- [Judge's Test Report:](#) One for each judging team each day.
- [Test Information Report:](#) One for each judging team each day.
- [Apprentice Judge Evaluation:](#) One for each apprentice for each day.

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

Before the Test

- Dogs entered in NAVHDA tests must be NAVHDA registered. Registration forms are available under [Registry](#) on the web site www.navhda.org.
- 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.
- Dogs must be registered with NAVHDA to run in NAVHDA tests. It is the responsibility of the host chapter's test secretary to check the NAVHDA registration number for each dog entered and verify that said dog is registered. If a chapter allows a non-NAVHDA registered dog to run, the results will not be entered in the database and the chapter will be charged an additional \$20.00 U.S.
- As of July 1st, 2018, owners and handlers of dogs that run in any NAVHDA test must be members of the NAVHDA parent organization. Membership forms are available under [Memberships & Chapters](#) on the website www.navhda.org.
- It is the responsibility of the host chapter's test secretary to verify NAVHDA membership for each owner and/or handler running in a NAVHDA test. Starting January 1, 2019, if a chapter allows a non-NAVHDA member to test their dog, the results will not be entered into the database and the chapter will be charged a fee of \$20 U.S.

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 the envelope to the senior judge. The senior judge will place his/her score cards in the envelope, along with the apprentice cards, Test Information Form, Test Report Form and the Apprentice Evaluation Forms and mail them to the Central Office. Place the other two sets of score cards in the second envelope and one of the other judges will mail it.

After the Test

- From the NAVHDA Central Office, each owner will be sent printed test results 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.