

NAVHDA

Test Secretary Information Packet

Contents of Packet

Description of Tasks Necessary to Run a NAVHDA Test	Page 2
How To Handle Test Entries and Score Cards	Page 3
NAVHDA Sanctioned Test Capacity Chart	Page 5
Judge and Chapter Obligations	Page 6
Check List for NAVHDA Sanctioned NA Test	Page 7
Check List for NAVHDA Sanctioned UPT Test	Page 8
Check List for NAVHDA Sanctioned UT Test	Page 9
Selecting and Being a Gunner at a NAVHDA Test	Page 10
NAVHDA Test Worksheet	Page 11
NAVHDA Accident Report Procedures for Chapters	Page 12



Required Forms

The current versions of the following forms can be found at www.navhda.org under the "Forms Express" tab. Please take the time to be sure you are using the most recent forms.

- **Test Request Form** is an auto-input on-line form for chapters to request NAVHDA sanctioned tests and must be submitted at least 60 days before the test.
- **Official Test Entry Form** to be submitted by people who enter your test. Make copies as needed. Only the current year entry form will be accepted.
- **Judge Request Form** is an auto-input on-line form which must be submitted at least 45 days before the test.
- **Judge List** of current NAVHDA approved judges with contact information.

Important Notes

All test entries must be submitted on an Official Test Entry application. Only NAVHDA registered dogs are eligible to participate in NAVHDA tests. All owners and handlers of dogs entered in a NAVHDA test must be NAVHDA International members. No dog is to be entered in the test without being NAVHDA registered. The dog's registration number must be legible on the Official Test Entry form. If the dog has had its hips evaluated, a copy of the document should be attached to the Official Test Entry application to have it recorded if it has not been recorded previously. If you receive a test application without a dog's registration number, contact the owner and ask for the registration number. If the dog is not NAVHDA registered, ask them to contact the International Office for instructions on how to register their dog. If the chapter lets a dog run in a test without being NAVHDA registered, the chapter will have to pay a fee for incomplete test entry.

The International Office provides the test secretary with test cards and envelopes. Make sure you have enough cards (filled out with the dogs' and owners' information) for all judges and apprentice judges that are judging for the day. In the Post Test Packet that is mailed to you, find a Judge's Test Report, an Apprentice Judge Evaluation form, and a Test Information Form (you can fill out as much information as you know on the Test Information Form). Collect all of the above, and the Official Test Entry applications (one for each dog running) with hip evaluations (if any) and give to the Senior Judge. He/she will know what to do.

Official Test Entry Form

All test entries must be submitted to the NAVHDA Central Office on the full size (8 1/2 x 11) "Official Current Year Test Entry Form." Alterations of this form or photocopy reductions will not be accepted for test processing by the Central Office. Central Office personnel are equipped to scan only fully sized "Official Test Entry Forms."

Should test secretaries receive test entries on anything other than the full-size test entry form, they must ensure the information is transferred to the full-sized official form prior to submission to the Senior Judge at the end of the test.

Should you have any questions about the enclosed materials, please feel free to contact the NAVHDA office.

DESCRIPTION OF TASKS NECESSARY TO RUN A NAVHDA TEST

A well-run NAVHDA test is achieved by understanding each necessary element and organizing the workers needed to carry out these tasks. The distribution of jobs depends upon the talent available. Few chapters have enough willing members that each person involved has only one job; it is the task of the Test Secretary to distribute the jobs among the available workers.

Call on some of the newer chapter members to help out. Often a new person is reluctant to volunteer but will jump at the chance for the "front row seat" that is accessible to the field workers at a test. Some out-of-field early tasks can be assigned to handlers, but handlers should never be assigned tasks that could interfere with their ability to concentrate on running their dog, nor should they have jobs that would involve being out in the field before their dogs are run. We may not be able to tell who was in the field an hour or so ago, but our dog sure knows if we were out there.

The following positions are only suggested. Each chapter may develop tests according to their own operational plan.

(More than one job can be assigned to one person.)

- **Test Secretary** - Responsible for all the paperwork. Responsible for overall preparation. Makes electronic application to Director of Testing for Test Dates and for Judges. Assigns test coordinator. Handles test correspondence, Test entries, score cards, etc. Schedule apprentice judges (see notes in Judge and Chapter Obligations section.) Should read all of the "Test Information" section of the Test Packet.
- **Test Coordinator** - Responsible for management of the Test. Sees to arrangement for grounds and birds, assigns tasks, and stays updated on progress. Should also read all of the "Test Information" section of the Test Packet.
- **Marshal** - The Marshal's jobs are (1) to have the next handler and dog ready when and where the Judges want them, (2) to have the next event set up and ready and (3) to keep the gallery from interfering. Depending on the number of available helpers and physical set up, this may be a two-person job.
- **Judge Host** - Sees to arrangements for travel, meeting, housing and feeding Judges. Arrangements should be discussed with individual judges well before the test. (See Judge and Chapter Obligations).
- **Judges** - The Judges are there to Judge your dogs. They should have no other obligations to your chapter unless it is something like making a few remarks at a Test Dinner. Judges possess a wealth of knowledge and are always willing to answer questions, but please remember they do need a good night's sleep in order to do a good job of judging.
- **Judge Steward** - Provides a variety of hot or cold (depending on weather) beverages, carbonated and non-carbonated, available for judges in the field. Must always include cold water. Keeps rain or other weather dependent gear close by. Manages transportation in the field if necessary. Sees that the judges' lunch is ready when they are and generally keeps the judges as comfortable as possible during the day.
- **Properties Person** - Sees to direction signs to grounds, retrieving dummies, blank shells, blinds, decoys, duck boat, heeling stakes and any other necessary equipment for the site. Blank shells must be professional smokeless powder factory ammunition normally called Conventional Field Trial Popper Load. All equipment should be on the grounds early so that everything is set up in accordance with the Senior Judge's directions before it is needed.
- **Food Organizer** - Makes arrangements for a Test dinner if there is to be one, coordinates the plans for lunch on the grounds.
- **Gunners** - There are two kinds of gunners necessary for NAVHDA Tests. For NA only blank ammunition is necessary, since only blanks are shot while the dogs are in the field. For UPT and UT testing, blank ammunition is used for Water Work and live ammunition is used for Field Work. "Live Ammunition Gunning" at a NAVHDA Test is a serious responsibility. All "Live Ammunition Gunners" are required to read the sections on gun safety in the NAVHDA Aims, Programs, Test Rules book and the sheet On Being a NAVHDA Gunner. Safety and intelligent, accurate shooting are primary concerns.
- **Bird Steward** - Responsible for care of the birds from point of delivery to the field. (May also be responsible for ordering birds). Sees that birds are where they are needed when they are needed. Birds must be kept fed and watered and protected from the elements to perform well in the field. It is impossible to have a good Test if the birds are weak and fail to fly. Dead birds for drags and water work should be kept cool, dry and covered to avoid attracting flies.
- **Bird Planters** - There should be two or more bird planters per field per day. They should be carefully instructed in the proper way to plant the kind of birds you are using. Don't assume that anybody who comes along knows how to plant a bird properly. Birds must be planted in such a manner that they will be alert and ready to fly when a dog approaches. Bird Planters take direction from the Senior Judge on where to put birds and must watch Judges for a signal that may indicate they need an extra bird.
- **Bird Dresser** - It is an essential element of good sportsmanship that all game be treated with respect. All shot birds should be dressed and chilled as soon as they are brought from the field. If birds cannot be dressed, they should at least be put in a cooler on ice to be dressed later. Birds can be used for a Test lunch or dinner, given to chapter members, to the landowner or to test participants. Game should not be wasted; birds should never be left out on the ground to gather flies.
- **Duck Thrower** - For Utility and UPT Retrieve of Duck sequence. Most chapters use mechanical duck throwing devices, but throwing by hand is permissible. Requires a strong arm and some accuracy skills.
- **Grounds Keeper** - It is always essential that we leave the grounds as clean or cleaner than we found them, be it on public or private land. Cans, bottles, shell casings, bird cleaning waste, waste paper and cigarette butts or any other litter should be picked up and removed.

HOW TO HANDLE TEST ENTRIES AND SCORE CARDS

Entries

Each entry should be acknowledged, typically by email, within a few days after it is received. **Be sure to include a clear statement of the chapter test cancellation policy. This is vitally important and will avoid complicated and unnecessary discussions if and when someone pulls their dog from the test.** Other important information that may be helpful to handlers is a listing of campsites and motels near the test site, as well as a map showing the location of the test site and its proximity to major roads. Judges names are not to be printed on the test flyer.

Many handlers, particularly in the Natural Ability Test, have never seen a test, never participated in anything like this, may feel intimidated, and may need reassurance. Let them know that this is not a competitive situation, and the judges and chapter members are there to answer any questions they may have.

You may receive entries requesting that a dog be run on a particular day because of scheduling conflict or travel distance. Try to accommodate these wishes as much as possible, particularly with entrants who have had the courtesy to enter early and advise you of this situation. With later entrants, use your own judgment or consult a chapter officer.

Many Chapters allow Chapter members the opportunity to enter a test a week or two before opening the test up to nonmembers. If your Chapter chooses to adopt this procedure, it is critical that you publish this process on your website or other advertisements for the test.

Score Cards

A set of scorecards must be completed for each dog entered. This means one card for each judge and each apprentice judge (a maximum of five cards per dog). The cards should be typed. Computer labels may be printed with the necessary information and stuck to the cards.

Registration

All dogs running in a NAVHDA test must be NAVHDA registered. For information or clarification regarding registration, contact the NAVHDAoffice.

Membership

The owner (or one of the co-owners) and the handler of each dog entered in a NAVHDA test must be a member of NAVHDA International.

RunningOrder

A few days (3 or 4) before the test, a running order should be set. If you have received scheduling conflicts from some entrants and acknowledged the request for a specific day, place these dogs in the correct group.

Test Secretaries, in coordination with their local Chapter leaders, may use any means of setting the running order they choose. For example, many chapters use the "First Come First Served" procedure wherein the order is based on the arrival of the test entry itself. On the other hand, many chapters set the order randomly. For example, for a UT Test, the first 6 entries received are assigned spots in the running order randomly by "pulling names from a hat" or some similar procedure. Regardless of how your Chapter chooses to generate its running order, it is important that you make your process clear and transparent.

- To prevent any problems with other dogs on the testing grounds, please follow these guidelines for females in season: Remind handlers that any female in season will run last in all events of the day. Let them know that most other testing and trial organizations don't even allow females in season to be tested or be on the grounds. In order that we may continue to allow them to run in NAVHDA tests, please remind handlers to be courteous and aware of other owners and their dogs at all times. In addition, provide a separate exercise area and have handlers keep their dogs in that area or in their vehicles when not under evaluation. This information can be conveyed in your handler letter.
- If someone is handling more than one dog, the dogs should run in the same group, but not back-to-back. This is a courtesy to the handler. The dogs can take it, the handler usually cannot.
- If a test is a combined NA and UT test, UT dogs are typically run in the field first.
- Be mindful that the Senior judge may alter your established running order.

Once a running order is set, it should be typed and copies prepared for all judges, handlers, field help, and a spectator's copy for posting. If an owner is present, but is not handling their own dog, be sure to let him/her know the running order number for their dog. The judges will want all dogs within one group to be present at the beginning of the day. This allows them to choose between water and field work (especially in Natural Ability where the water work takes only a limited amount of time) and run through the order consecutively without waiting for someone to arrive. Weather and other conditions affect their decisions. Check with the Senior Judge each day to confirm that day's plans.

Tips to Keeping Your Sanity

The moment you know you will be responsible for this honor, start getting organized. Make sure you have a roster, rule books, sufficient copies of all forms, maps and the names, addresses and phone numbers of the judges, and anyone else who can give advice, answer questions or to whom materials must be forwarded. Stay organized! Bring to the test blanks of each form, any form letters, black pens, pencils, copies of the running order, Zip-loc bags, etc.

Good Luck!

NAVHDA SANCTIONED TEST CAPACITY CHART

The recommended number of dogs, which may be tested in one day by a judging team, has been established to assist chapters in planning their test schedule. This schedule provides enough time for adequate discussion of test scores between the Judges. A test of a single type is the simplest to run efficiently, and conversely changing from one type test to another always takes some time. The combinations of dog numbers for a test are shown in the following table.

Recommended Number of Dogs per Judging Team

<u>NA & UPT</u>		<u>UPT & UT</u>		<u>UT & NA</u>	
8	0	6	0	5	0
7	0	5	1	4	1
6	1	4	1	3	1
5	2	3	2	3	2
4	2	2	3	2	3
3	3	1	4	2	4
2	4	0	5	1	5
1	5			1	6
0	6			0	7
				0	8

A maximum of two Apprentice Judges can participate per judging team.

When conducting three types of tests with one judging team, Utility Preparatory dogs are considered to be Utility dogs in your calculations of the number of dogs, which can be run. (Use UT and NA table).

Extra capacity is granted to chapters with a history of successful tests run on grounds that they are experienced with and that lend themselves to efficient operations. The maximum number of dogs, which may be run in a test and various combinations, is shown in the following table.

Maximum Number of Dogs per Judging Team

<u>NA & UPT</u>		<u>UPT & UT</u>		<u>UT & NA</u>	
10	0	7	0	6	0
9	0	6	1	5	1
8	1	5	2	4	2
7	2	4	2	3	3
6	2	3	3	3	4
5	3	2	4	2	5
4	4	1	5	2	6
3	4	0	6	1	7
2	5			1	8
1	6			0	9
0	7			0	10

A maximum of two Apprentice Judges can participate per judging team.

When conducting three types of tests with one judging team, Utility Preparatory dogs are considered to be Utility dogs in your calculations of the number of dogs, which can be run. (Use UT and NA table).

No NAVHDA Sanctioned Test shall exceed these maximum numbers.

JUDGE AND CHAPTER OBLIGATIONS

The Obligations of Judges to Chapters

The obligations of Judges to the Chapter, at which they accept judging assignments, are as follows:

- To judge the dogs presented to them fairly and honestly, within the NAVHDA test rules.
- To arrive at the designated time and place, ready to do his/her job.
- To adhere to the high standard of conduct expected of a NAVHDA Judge.
- To be flexible and cooperative within reason.

The Obligations of Chapters to Visiting Judges

- **Designated Contact** - To have a designated contact person (or persons) who is responsible for extending the original invitation and then following up to ensure all necessary travel and housing arrangements have been completed. This person is responsible for maintaining contact with the Judge to see that all arrangements meet the needs of the individual Judge and for discussing exactly what costs will be. There should be a general broad understanding regarding all expenses to avoid later surprises.
- **Travel** - Some Judges will drive to your Test, some will fly, depending on your location and the Judge's time constraints. The contact should discuss possibilities with the Judge. Some Judges prefer to make their own airline reservations while others prefer to have the chapter do it. If the chapter is making arrangements, they should be cleared with the Judge at an early date. If the Judge is driving, the Judge should be furnished with maps, address of housing and Test location. If the Judge is flying, the Judge should be taken to and from the airport. Prior arrangements should be made for location and identification of a host at the airport. A phone number should be provided to each judge in case of complications and family emergencies. The Judge should not fly out at such an early hour as to rush the test or affect the time allotted to the participant.
- **Local Travel** - If the Judge is driving, the Judge will have a vehicle. The chapter is responsible for local transportation of Judges flying in.
- **Housing** - Some Judges prefer to stay in public accommodations, some in chapter member's homes. Ascertain the choice of the Judge and arrange accordingly. If the Judge is to be housed on the grounds, a shower and some form of temperature control should be available. A sleepless night in a hot trailer with no shower does not put a Judge in the proper frame of mind to judge dogs.
- **Feeding** - Very few of our Judges have special dietary requirements, check with the Judges you have selected. It is the chapter's responsibility to see that visiting judges have good meals at appropriate times.
- **Compensation** - All NAVHDA Judges are volunteers and are not paid for their work, but they should be promptly compensated for all expenses.
- **Treat Them Like Guests** - Visiting Judges are the guests of the Chapter, they are expected to act like guests and to be treated as guests. They are all very knowledgeable and are happy to help people with their dogs and to give the Chapter some suggestions, if appropriate, on how to improve programs, but please do not try to involve your Judges in local politics.

The Obligations of Apprentice Judges and Chapter Secretaries

- It is the apprentice's responsibility to contact the chapter test secretary from the test listing, identify themselves as an approved apprentice, and request an apprentice position on the team.
- Apprentices are responsible for making their own arrangements and covering their own expenses. Note: Expenses not reimbursed may be deductible for U.S. apprentices.
- The apprentice judge must notify the test secretary in advance if they are unable to apprentice the tests as agreed.
- The test secretary is responsible for scheduling apprentice judges on a first come - first serve basis at each test. There can be a maximum of two apprentices per judging team.

CHECKLIST FOR NAVHDA SANCTIONED NATURAL ABILITY TEST

General

- All birds used in the test must be healthy, well fed, watered and strong flying. For all NA tests, five birds will be planted for the first dog in the field portion of the test. Thereafter, the judging team will direct the bird planters as to how many birds to plant for subsequent participants.
- One gunner, one break-open shotgun and a minimum of 2 blank shells per dog, plus five extra shells. Only blank shells as described in the NAVHDA Aims, Programs, Test Rules book may be used.
- Field Marshall responsibilities include having dogs in place according to the final running order and taking instructions from the Senior Judge to facilitate the testing process.
- Score cards, properly prepared for all judges and apprentices, along with pens. In case of foul weather, Ziploc type plastic bags are to be available for the judges to protect their scorecards.
- Coffee, tea and water available for the Judges, apprentices and workers throughout the day. Especially water should be available in the field at all times.
- Lunch available for judges, handlers and spectators.
- Emergency information sheet with the following information:
 1. Address, phone number and directions for reaching the nearest Medical Doctor.
 2. Address, phone number and directions for reaching the nearest hospital.
 3. Address, phone number and directions for reaching the nearest Veterinarian who is on call during the time of the test.
- First Aid Kit for people and dogs.

Water

- A minimum of five dummies of different types and sizes for use in the water test. Over-sized dummies should not be used. A few dead birds should be available. Keep the dead birds well away from the water site, so that the dogs are not distracted by their scent.
- A pond or river with easy access for the dogs and deep enough so that they have to swim. A gradual entry spot with a firm bottom is desirable rather than a steep bank or mucky weedy shore. A reliable retriever, not entered in the test, should be available to retrieve dummies left in water.

Field

- One field area for the fieldwork of sufficient size to give the young dogs at least a 20-minute hunt. A mix of vegetation is desirable, but the cover should not be so heavy that the judges cannot see the dog. All dogs and people must stay out of the area prior to testing.
- A fresh field for tracking. The field should be big enough to give each dog a fresh area. The grass cover should be fairly short, 12 inches maximum, seen by the judges. Either a flat field or a field with a gradual slope is best. The handler should not observe the track being set. All dogs and people must stay out of the area prior to testing.
- A portable blind for the dog and handler to stand behind before the tracking tests. Something that can be picked up and moved to a new spot if necessary. Natural vegetation or terrain can be used.
- In the field portion of Natural Ability tests, quail, chukers and /or pheasants may be used. Singularly or in combination.
- Plan on at least five quail or chukar to salt the field and three birds for each dog. The Senior Judge will instruct the bird planters.
- Plan on one pheasant per entry for the tracking portion of the test plus three to five extra to allow for escaping or injured birds should retesting be necessary.
- Hinged frame (break-open) shotguns of conventional gauge will be used in NAVHDA tests by gunners and handlers. Auto loaders and pump action shot guns are strictly forbidden, whether loaded with blank ammunition or not. All guns will be carried in the open position until just before the shot.

See Test Capacity Chart for the number of dogs that may be run in one test.

CHECKLIST FOR NAVHDA SANCTIONED UTILITY PREPARATORY TEST

General

- All birds used in the test must be healthy, well fed, watered and strong flying. For all UPT tests, five birds will be planted for the first dog in the field portion of the test. Thereafter, the judging team will direct the bird planters as to how many birds to plant for subsequent participants. Be sure you have sufficient birds for the following test day's dogs. Strong flying birds are particularly important for this test because we are trying to shoot birds for dogs that may chase.
- All persons in the field must wear one of the following or a combination of the following blaze orange garments: hat, vest, or jacket.
- Field Marshal responsibilities include having dogs in place according to the final running order and taking instructions from the Senior Judge to facilitate the testing process.
- Score cards, properly prepared for all judges and apprentices, along with pens. In case of foul weather, Ziploc type plastic bags are to be available for the judges to protect their scorecards.
- Coffee, tea and water available for the Judges, apprentices and workers throughout the day. Especially water should be available in the field at all times.
- Lunch available for judges, handlers and spectators.
- Emergency information sheet with the following information:
 - a. Address, phone number and directions for reaching the nearest Medical Doctor.
 - b. Address, phone number and directions for reaching the nearest hospital.
 - c. Address, phone number and directions for reaching the nearest Veterinarian who is on call during the time of the test.
- First Aid Kit for people and dogs.

Water

Search for the Duck:

- A pond or marsh of at least one acre with sufficient cover or growth to allow ducks to be placed out of sight, yet open enough to allow free movement of the dog. Portions of the water must be of swimming depth for the dogs.
- One dead duck per dog, break-open shotgun, two blank shells per dog - one is required, but second may be needed. Dead birds required for UPT, UT and Invitational Tests should not be dispatched more than 12 hours prior to each testing day. Ideally, these birds should be dispatched early on the morning of each test day and kept cool and dry throughout the day. Dead birds cannot be used for more than one day of testing and at no time will previously frozen birds be used.

Walking at Heel:

- A break-open shotgun is required.

Behavior by Blind and Retrieve of Duck:

- One conventional gauge break-open shotgun. One duck thrower. One blank shell. One dead duck per dog. Dead birds required for UPT, UT and Invitational Tests should not be dispatched more than 12 hours prior to each testing day. Ideally, these birds should be dispatched early on the morning of each test day and kept cool and dry throughout the day. Dead birds cannot be used for more than one day of testing and at no time will previously frozen birds be used. Mechanical throwers are permissible. *A total of three blank shells (store bought poppers) are required for each Utility Preparatory dog, but you may only use two.*

Field

- One large field, preferably with mixed cover. The field should be large enough to give a dog sufficient hunting room for at least 25 minutes. Cover should not be so high that the judges cannot see the dog.
- In the field portion of Utility Preparatory tests, quail, chukars and/or pheasants may be used. If quail are used, one or more pheasants or chukars must also be used for each dog tested.
- Six quail or chukar, for salting the field area. Provide 3 or 4 birds per dog. The Judges will determine the number of birds needed per dog.
- Two bird planters and small containers for carrying birds into the field.
- Two official gunners: In the interest of safety, break-open shotguns will be used in the fieldwork. The gunners *must* be safety conscious and experienced in shooting in field trial situations. (See *Selecting and Being a Gunner at a NAVHDA Test*).
- Fresh field area for retrieve of Game by Drag, ending in brush or woods and a rope to drag the dead game.
- One cold dead pheasant, chukar or duck per dog for Retrieve of Game by Drag.
- Hinged frame (break-open) shotguns of conventional gauge will be used in NAVHDA tests by gunners and handlers. Auto loaders and pump action shotguns are strictly forbidden, whether loaded with blank ammunition or not. All guns will be carried in the open position until just before the shot.

See Test Capacity Chart for the number of dogs that may be run in one test

CHECKLIST FOR NAVHDA SANCTIONED UTILITY TEST

General

- All birds used in the test must be healthy, well fed, watered and strong flying. For all UT tests, five birds will be planted for the first dog in the field portion of the test. Thereafter, the judging team will direct the bird planters as to how many birds to plant for subsequent participants. Be sure you have sufficient birds for the following test day's dogs. Strong flying birds are particularly important for this test because we are trying to shoot birds for dogs that may chase. Weak birds can cause a very unsafe condition.
- All persons in the field must wear one of the following or a combination of the following blaze orange garments: hat, vest, or jacket.
- Field Marshall responsibilities include having dogs in place according to the final running order and taking instructions from the Senior Judge to facilitate the testing process.
- Score cards, properly prepared for all judges and apprentices, along with pens. In case of foul weather, Ziploc type plastic bags are to be available for the judges to protect their scorecards.
- Coffee, tea and water available for Judges, apprentices and workers throughout the day. Water must be available in the field at all times.
- Lunch available for judges, handlers and spectators.
- Emergency information sheet with the following information:
 - a. Address, phone number and directions for reaching the nearest Medical Doctor.
 - b. Address, phone number and directions for reaching the nearest hospital.
 - c. Address, phone number and directions for reaching the nearest Veterinarian who is on call during the time of the test.
- First Aid Kit for people and dogs.

Water

Search for the Duck:

- A pond or marsh of at least one acre with sufficient cover or growth to allow the duck to get out of sight, yet open enough to allow free movement of the bird is needed. There must be areas of cover in the water, near the shore so that ducks can be tossed into the cover. A new area is used for each dog. Portions of the water must be of swimming depth for the dogs.
- One and a half live ducks per dog.
- Break-open shotgun. One blank shell per handler. Only blank shells as described in *NAVHDA Aims, Programs, Test Rules* book may be used.

Walking at Heel:

- Ten sets of gates placed with a 36-inch opening. (See diagram in the *NAVHDA Aims, Programs, Test Rules* book.)

Remain by Blind:

- A blind near the water's edge. May be same portable blind used in NA Track. A natural blind may be used.
- Preferably different water is used from the Search for a Duck water.
- Break-open shotgun and 2 blank shells (store bought poppers) per handler.

Behavior by Blind and Retrieve of Duck:

- Two conventional gauge break-open shotguns, 1 gunner, 1 duck thrower, two blank shells for the gunner and two blank shells for the handler are used for this sequence. (A total of 4 blank shells, store bought poppers, per dog). See Rules book for blank (popper) regulations.
- One dead duck per dog. Dead birds required for UPT, UT, and Invitational Tests should not be dispatched more than 12 hours prior to each testing day. Ideally, these birds should be dispatched early on the morning of each test day and kept cool and dry throughout the day. Dead birds cannot be used for more than one day of testing and at no time will previously frozen birds be used. Avoid repeated use of dead duck. Mechanical throwers are permissible.
- Decoys. Have between six and eight decoys. See *NAVHDA Aims, Programs, Test Rules* book for placement.
- A total of 7 blank shells are required for each Utility dog. See *NAVHDA Aims, Programs, Test Rules* book for blank (popper) regulations.

Field

- One large field, preferably with some brushy or woods area. The field should be large enough to give a dog sufficient hunting room for 30 minutes. Cover should not be so high that the judges cannot see the dog.
- In the field portion of Utility tests, quail, chukars and /or pheasants may be used. If quail are used, one or more pheasants or chukars must also be used for each dog tested.
- Two bird planters and small container for carrying birds into the field.
- A break-open shotgun for the handler to carry and swing.
- Two official gunners. In the interest of safety, break-open shotguns will be used in the fieldwork. The gunners must be safety conscious and experience in shooting in field test situations. (See *Selecting and Being a Gunner at a NAVHDA Test*).
- Hinged frame (break-open) shotguns of conventional gauge will be used in NAVHDA tests by gunners and handlers. Auto loaders and pump action shotguns are strictly forbidden, whether loaded with blank ammunition or not. All guns will be carried in the open position until just before the shot.

Retrieve of Game by Drag:

- Fresh field ending in brush or woods.
- A rope to drag the dead game.
- One cold dead pheasant, chukar or duck per dog.*

*Dead birds required for UPT, UT and Invitational Tests should not be dispatched more than 12 hours prior to each testing day. Ideally, these birds should be dispatched early on the morning of each test day and kept cool and dry throughout the day. Dead birds cannot be used for more than one day of testing and at no time will previously frozen birds be used.

See Test Capacity Chart for the number of dogs that may be run in one test

SELECTING AND BEING A GUNNER AT A NAVHDA TEST

Copies to be given to the gunners

Traits of a Test Gunner

- They must be at least 18 years of age and all gunners born after 1975 must have successfully completed a state/provincial firearms safety course.
- They must be alert, calm, level headed and responsible. There are a lot of people in the area at a test. The safety of the participants and spectators, as well as the dogs, is of paramount importance.
- They must be accustomed to shooting over pointing dogs and realize that it is the dog's performance that is under judgment. The gunner's role is to assist the dog through timely and safe shooting.
- They must understand the rules of the test and be capable of accepting instructions. There are times when safety dictates a bird not be shot even though the rules require a shot to be fired to test for steadiness. There are other times when Judges make requests of the gunner regarding shooting or positioning to ensure a correct and fair judgment. These requests must be followed efficiently.
- They must be physically capable of walking on rough ground at a reasonably fast pace. They must possess the physical agility to put them into the best position to shoot safely without interfering with the performance of the dog.
- They must concentrate on their task and take it seriously even if the dog or handler is having a bad day. All dogs and handlers must be treated with the same consideration and respect.
- They must be a good shot with a "break-open" gun on birds, not just on clay pigeons, and they must be knowledgeable enough to hold their fire until the bird is at a suitable distance to allow a clean shot and a good retrieve.
- They must be a good sportsperson in every sense of the word; from the time they arrive at the test until their last contact with test participants. The gunner must have considerable self-control.
- Under no circumstance may a gunner consume any alcohol or mind-altering substance.
- They should not comment on the dog/handler performance to any party after leaving the field. They should not repeat anything heard or offer personal opinions.
- All persons in the field must wear one of the following or a combination of the following blaze orange garments: hat, vest, or jacket

*Please read the portions of pages 6 and 24-25 in the
NAVHDA Aims, Programs, Test Rules book
dealing with guns, gunning and safety.*

NAVHDA TEST WORKSHEET

Good communication ensures a well-run test. Test chairpersons should distribute a completed copy of this form to the test secretary, field marshal and any other individuals as needed.

TEST DATES:	
LOCATION:	TYPE TEST:
CHAIRPERSON:	SECRETARY:

LIVE BIRDS	Qty	FULL NAME	DEAD BIRDS	QTY	FULL NAME
QUAIL			DUCKS		
PHEASANTS			PHEASANTS		
DUCKS					
OTHER					

MISCELLANEOUS EQUIPMENT	QTY	FULL NAME
12 GAUGE SHOT GUN		
12 GAUGE STORE BOUGHT POPPER LEADS		
LIVE 12 GAUGE AMMO		
RETRIEVING DUMMIES		
BOAT		
DECOYS	8	
BLINDS		
HEELING STAKES	20	
BUCKET OF ROCKS		
TENT		
WATER FOR DOGS		
PICKUP DOG		
NAVHDA SIGNS		

PERSONNEL	FULL NAME
FIELD MARSHAL	
JUDGE COORDINATOR <small>(SCHEDULE, TRANSPORTATION & LODGING)</small>	
JUDGE ATTENDANT	
GUNNER (1)	
GUNNER (2)	
GUNNER (3)	
BIRD PLANTER	
DUCK THROWER	
DIVERSION GUNNER	
BIRD CLEANER	
LUNCH COORDINATOR	
NO HOST DINNER COORDINATOR	
OTHER	
OTHER	
OTHER	

NAVHDA ACCIDENT REPORT PROCEDURES FOR CHAPTERS

DO

1. Obtain a clear and concise description of all accident/incident details
2. Obtain names, addresses, phone numbers of all injured persons and/ or witnesses
3. Obtain names, addresses, phone numbers of police, fire, medical or hospital
4. Call and report any incidents to NAVHDA's International Office immediately

DO NOT

1. Divulge information with regards to insurance coverage.
2. Make any admissions of responsibility for the accident or injury. Until the insurance company is provided with all the facts, acceptance of any liability can ONLY be made by them.
3. Discuss accident or injury with anyone other than your insurance representatives or the International Office staff.

IMPORTANT NOTICE: LIQUOR LAW LIABILITY

By Roland Drew

I am writing this article to help prevent a serious problem. In the past we have observed people leaving a function to drive when they should not be allowed to.

The law that pertains to the selling or dispensing of liquor, whether it was sold or given to the consuming person is very tough.

It is the chapter responsibility to police all functions and make sure no one leaves and drives that is not in condition to do so.

It doesn't matter whether the chapter furnishes the liquor, or the person consumed their own. If a person shows up at a function and had too much to drink at time of arrival and even if you refuse to serve them due to their condition and you allow them to leave and drive and an accident occurs NAVHDA could be brought in and held responsible because you allowed them to leave in their condition.

A good procedure to follow is that no matter the circumstances no one should be allowed to leave a function that shows evidence of having over indulged.

The same rule prevails for any violence that might occur. It is our responsibility to provide a safe place for everyone attending a chapter or International function.

Please take this responsibility seriously as we cannot afford to be involved in an incident that could have been avoided.