

WD CHAIRMAN INSTRUCTIONS

Conditions Governing the Working Dog Tests

1. A Working Dog test may be run at any event that is held under the auspices of the ACC.
2. A Working Dog test may be held as an adjunct to any AKC, CKC, or UKC Licensed Field Trial or Hunt Test.

The WD Chairman is the only person authorized to hold and oversee the WD/X/Q Stakes under the auspices of the American Chesapeake Club. This person must be an ACC member in good standing. An "Agent" for the ACC will be listed on the stake information and sign off on the financial statement. This Agent can be a current RD for the ACC or any current Board Member and does not have to be present at the event.

Approval to Hold Tests: The WD Chairman should complete an event application (available on the ACC website) and send it to the Hunt Test Committee Chair by email as soon as a date for holding the event has been identified. The WD Chairman should also share this information with neighboring RD's. Care should be taken to avoid conflicts with dates of ACC Specialties, AKC licensed Field Trials, Hunt Tests, and Shows.

If an area has only a low number of Chesapeake people, it may be possible to combine efforts with another retriever breed club's events. The advantage is sharing grounds, help, or judges, and reducing expenses; however, all ACC WD/X/Q rules and judges' qualifications must be met. ACC WD requirements may be different than other retriever working certificate programs. CBRs cannot get credit from running a working certificate designed for another breed. The WD/X/Q titles are only available through the ACC tests and guidelines. The WD Chairman can find all guidelines, rules, description of tests, examples of forms, and a financial report form on the ACC website.

Grounds: Private grounds, public areas, or game preserves can be suitable for the testing. Trainers, handlers, and other clubs may help identify grounds that are suitable. The use of birds and guns must be permitted. Permits, hunting licenses, and other restrictions may apply. Grounds should be identified when applying for approval to hold a WD test.

Judges: Refer to the *WD/X/Q Judge's Guidelines* for qualifications for judges. Judges should be very carefully selected, taking into consideration not only their technical qualifications, but also their ability to interact with handlers in a friendly and supportive manner. Judges should be provided with the ACC WD Certification Guidelines in advance. Emphasize to the Judges that tests are pass/fail, non-competitive, and that most handlers and dogs are amateurs. Lunch and gifts are provided to judges.

Personnel, Workers: Workers are needed to shoot live fliers, throw dead birds for marks, marshal the stakes, provide lunches, and help the WD Chairman ensure that the tests run smoothly. Excellent sources of help are CBR owners, professional handlers and trainers, local retriever people, obedience, tracking, Field Trial, Hunt Test, and gundog clubs. CBR owners active in or retired from competition are often pleased to help or shoot and can be a valuable resource. Ask the hunters you sell your puppies to if they would like to participate or help shoot.

Announcements: A circular announcing a WD/X/Q Stake should be on ACC letterhead/logo. Announcements can be distributed electronically through an ACC email blast or posting on the

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ACC website or websites for National Specialty shows, etc. when the event is held in conjunction with such an event.

Entries: All area ACC members and non-member Chesapeake owners should be invited. Non-members should be encouraged to join the ACC. Membership Applications with Code of Ethics forms are available from the Membership Chairperson via email and online. The membership application with correct fees should be submitted directly to the ACC Membership Chairperson. Checks are made payable to “American Chesapeake Club”. An owner has thirty days post-event to submit a membership application, with the membership fee, to the ACC. (The ACC Board of Directors approves new members).

The closing date for entries needs to be set far enough in advance of the event to allow for efficient planning and purchasing of birds/supplies. Contestant entry forms should be filled out in advance and received by the Entry Closing Date. The Entry Closing Date is at the discretion of the WD Chairman for the event. “Day of” entries may be allowed at the discretion of the WD Chair depending on factors such as live bird availability and sufficient time to complete the event.

Entry in a WD/X/Q test is the privilege of any owner of a CBR. The entry fee charged should be comparable to Junior level hunt test fees in the region in which the tests are held. If a dog has previously earned a WD/X/Q Certificate, it may run only at the end of the running order as a non-contender; however, entry fees will apply.

Refunds: Full refunds, less a \$25 administrative fee, will be given for both bitches in heat and injured dogs. Refunds for other cancellations prior to the start of the event will be considered on a case-by-case basis. A written refund request (text or e-mail) must be submitted prior to the start of the event and indicate the reason for the cancellation (scratch).

Supplies and Equipment: The following is a brief list of items that are required. Members of retriever clubs may also provide information on what additional items should be provided.

Birds (see next section), live shells, and popper shells, white jackets for bird-boys and gunners (no camouflage is to be worn in the field), decoys, shovels, bird crates, shotguns, blank guns or shotgun simulators if necessary, fluorescent tape for marking blinds, holding blinds (sometimes vehicles can be used), bags for dead birds, judge’s chairs, shade/rain umbrellas if needed, are a few of the items that should be required. Also, clipboards with the running order and extra paper for marshals and the registrar, judges’ lunches and a gift, if applicable, and ribbons, if given. The WD/X/Q Rules and Guidelines should be available at the grounds for entrants, judges, and marshals. A copy of the AKC Field Trial handbook for the judges should also be available. A notebook, pens, and pencils for each judge should also be provided.

Ducks (birds): At least one live duck is required for each dog in a WD/WDX/WDQ. If live ducks are not available in the area or at the time of year, or because of local laws or customs, then the WD Chairman can request a waiver from the ACC Board to use only dead ducks for the event.

Allow extra birds for test dogs and fly-aways. Use only birds in GOOD CONDITION that are floatable. Frozen birds may be used if thawed completely and in GOOD CONDITION. The first

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test(s) of the event will require a few fresh dead ducks to begin. A few dead birds can be made available for pre-test practice.

Responsibility: It is a major responsibility to hold a WD/X/Q Stake, and all Chairman/ACC members involved should review the rules to ensure complete understanding of the requirements. All conditions, as set forth by the ACC Board of Directors and the WD/X/Q Program Chairman, must be met for certificates to be issued. This includes proper setup of the tests and proper credentials for the judges.

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Chairman Responsibilities:

The WD Chairman is responsible for the following organizational details:

- developing an event budget;
- developing a disaster, emergency, and firearms safety plan
- asking for start-up funds;
- budgeting for all expenditures;
- collecting entry fees;
- paying all bills associated with the WD event (unless the event is in association with a National Specialty, in which case this responsibility may be that of the NSS Treasurer),
- holding a fund-raiser, if necessary;
- keeping all original receipts/invoices for all expenditures;
- completing all required forms at the end of the event; and
- turning those forms and expenditure receipts into the appropriate person (ACC Treasurer or Hunt Test Committee Chair).

The WD Chairman should contact the ACC Treasurer to receive approved start-up funds and receive instructions on the handling of WD/X/Q finances. If the WD Chairman is an RD with a bank account, that bank account can be used to run the WD/X/Q event. If ducks must be paid for at the time of ordering, the WD Chairman can ask the ACC Treasurer to pay for this expense.

The WD Chairman does not have to request insurance coverage for the event as all approved ACC events are covered under the club's liability insurance. If the landowner of the physical location of the event requests a Certificate of Insurance, the WD Chairman should request one from the ACC Treasurer at least one month before the event.

The WD Chairman must be present on the grounds for the tests. Additional responsibilities of the chairman are:

- Overseeing the running of the tests and ensure that the tests are set up correctly.
- Ensuring that the judges follow the "*WD/X/Q Judge's Guidelines*" as well as the description of the "tests"-as outlined in the other documents pertaining to the WD/X/Q rules. A list of the judges and their experience/qualifications must be sent to the Hunt Test Committee Chair in advance for approval.
- Designating an Event Secretary, if needed, who will take all entry forms and fees check the forms for accuracy and legibility. Upon completion of the tests, the Secretary (or WD Chairman) will make sure the entry forms are completed and signed by all judges, and take care of paperwork, refunds, and reports. Reports will be sent to the Hunt Test Committee Chair and the ACC Treasurer. (See below for complete details needed for reports)
- Send a permanent record of the event to the Hunt Test Committee Chair. The record should include a copy of all entry forms marked with Pass or Fail, copies of the application to hold the event, the announcement, a list of the entries, and write-ups of the event. Photos and results should also be sent as listed below in "Results".

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- Record archives have been acquired and are being added to the ACC Breed Data Base. ACC Historian should also keep a working copy of event data. Easily accessed historical archives should also be available when using the Hunt Test page on the ACC website. Please check with the Hunt Test Committee if questions.

Changes in Event Status:

If, after the event has been organized and announced, the WD Chairman needs to change/cancel the WD/X/Q tests for any reason, this must first be discussed with the Hunt Test Committee Chair. A collective decision will be made on how to proceed, with the best interests of those entered and the workers. This is not a decision to be made solely by the WD Chairman.

Financial Report and Results:

Financial Report: A permanent record of all financial records/receipts should be maintained according to the current **ACC Financial Policy**. A copy of the Financial Report should also be mailed/sent electronically to the Hunt Test Committee Chair.

Results: The following items are emailed to the Hunt Test Committee Chair (who will publish them in the ACC Bulletin and will order the Certificates to be mailed to qualifiers). Allow up to 4 weeks after report submission for certificate processing.

1. A short paragraph written about the event.
2. Group photographs of the qualifiers for each stake.
3. Copy of the announcement.
4. Copy of the entry list showing running order and all names, addresses, titles of dogs, etc. (This can be an electronic copy).
5. Results for publishing in the Bulletin.
6. Results for Printing the Certificates.

Hunt Test Committee Chair/ACC Treasurer:

Please check the ACC Board of Directors and Committees page for the current Hunt Test Committee Chair and Treasurer. [Important Club Contacts](#)