

# **01/01/2026 POLICIES AND PROCEDURES OF THE TREASURE STATE RETRIEVER CLUB**

## **Club Organization**

### **1.1. MISSION STATEMENT OF THE TREASURE STATER RETRIEVER CLUB**

The purpose of the Treasure State Retriever Club (TSRC) is to promote and protect the breeding, field training, hunting traditions and best interests of all retriever breeds qualified to enter American Kennel Club (AKC) Hunt Tests and field trials and United Kennel Club (UKC) Hunt tests for Retrievers; to promote the interests of amateur owners and trainers who respect the history, traditions, and integrity of the TSRC and sport of purebred hunting retrievers.

TSRC will conduct annual hunt tests and field trials that promotes the use of retrievers as hunting companions simulating as nearly as possible the conditions met in true hunting situations.

### **1.2. ORGANIZATIONAL STRUCTURE AND PURPOSE**

The Treasure State Retriever Club is a club that formed in 1947 offering AKC field trials, thus offering handlers a venue to run their dogs. Organizers believe that the primary purpose of this club is to have an annual event that is completely organized, managed, and run by amateurs.

The Board of Directors operates from a constitution and By-Laws and these policies and procedures.

The Organization is overseen by the Board of Directors until such time as the proscribed terms expire. As each position becomes vacant, the members will elect the Board positions as outlined in the By-Laws, which shall include an email vote tabulation.

The Board of Directors shall consist of the President, Vice President, Secretary, Treasurer, and three directors. The length of terms of each position is detailed in the By-Laws.

The Club is made up of members as individuals, each holding the same voting rights (one vote each) on matters concerning the election. Out-of-state members shall have no voting rights.

The constitution and By-Laws are written in a formal nature, but these policies and procedures are written as a living document, to be modified as necessary in such a manner to run an efficient annual event.

### **1.3.SHORT- AND LONG-TERM PLANNING**

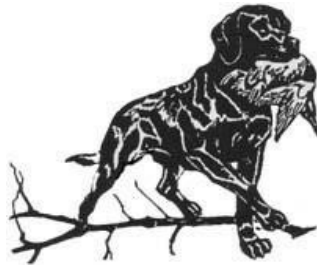
It is the responsibility of the Board of Directors to discuss and develop strategies for the short- & long-term success of this organization.

Discussions will include input from members at the Annual meeting. This input shall be discussed, strategies developed at Board level meetings which enhances the longevity of the Master Amateur Retriever Club.

Additional persons may be brought into these meetings, appointed to Chair special committees as the Board sees fit, developing and adopting policies and strategies to improve the organization.

### **1.4.LOGOS AND IDENTIFICATION**

The following logo has been adopted by the Board of Directors and shall be used to identify this Organization. The logo shall be used exclusively by the Board of Directors in the promotion of this club and its objectives. This logo may be used for the website, and for pins, decals, trophies, clothing, stationery, and another artwork as necessary. The logo may not be used, reproduced in any manner by any person or organization without the express permission of the Board of Directors.



## **Membership**

### **1.5. Requirements for Membership**

#### **1.5.1. Requirements for Individual and family membership:**

- In good standing with AKC or HRC.
- Must be an Amateur(s) as defined by AKC rules.
- Must pay Annual dues before prescribed deadline or be a lifetime member.
- Must submit a signed, valid application or online application to the BOD for approval.

#### **1.5.2. Requirements for Associate membership**

Associate memberships are offered to professional retriever trainers. Associate members shall have no voting rights and must adhere to the requirements for individual and family memberships.

### **1.6. Membership in Exchange for Services**

TSRC membership may not be offered and/or negotiated in exchange for services.

## **COMMUNICATIONS**

### **1.7. Website and Database Management**

The Treasure State Retriever Club will maintain a website. The website will be used for disseminating information about the Organization, including the posting of our Mission Statement, By-Laws and these Procedures and Policies.

The website will also include, but is not limited to:

- Membership Information.
- Event Information for upcoming annual events.
- Board contact information, as well as email contact.

Any other relevant information the Board deems appropriate for posting to the site.

Email addresses will no longer be included on club rosters. If any member wishing to communicate with another member by email will need to contact the other member directly and ask for their email. No club member should feel obligated to share their email address with another member.

All communications, concerns or issues regarding TSRC business shall be directed to [secretary@treasurestateretrieverclub.com](mailto:secretary@treasurestateretrieverclub.com).

As a member of the Treasure State Retriever Club, you are prohibited from sending unwanted, abusive, or antagonistic emails to another club member without obtaining their expressed permission in advance. Any violation of this club policy will be cause for the Board to take sanctions against the offending member. Any member who receives an email as described above should forward the email to the club Secretary.

## **FINANCIAL POLICY**

### **1.8. Board and Member Expense Reimbursement**

It shall be the policy of this Board that expense reimbursement will be kept to a minimum.

Reimbursement for qualifying expenses is limited to the following (1) lowest available coach class airfare purchased at least 21 days prior to travel, or mileage at the current IRS standard mileage rate (2) lodging reimbursement will be the actual expense not to exceed the US government lodging per diem for the event area; (3) meal reimbursement will be the actual expense not to exceed the US government meal per diem for the event area; (4) any auto rental will require approval by the President prior to the event.

Request for reimbursement shall be made on the approved claim form and submitted to the Club Secretary within 15 days after the conclusion of the event or other meetings. Receipts are required for all reimbursement requests.

See Exhibit A for Expense Reimbursement Claim Form

### **1.9. Judges Expense Reimbursement**

Due to the varying costs associated with travel and judge's expenditures, the following guidelines will be utilized for reimbursement of reasonable judging expenses.

The Club shall reserve a room block at a reasonably priced hotel (Quality Inn will not be considered). All judges will be asked to reserve within the negotiated block. The club will pay all room stays in the block prior to check out. Any

reservations made outside of the room block will be reimbursed, following the event and with proper receipt, only up to the negotiated block room rate.

Each judge shall submit a judge's expense sheet for approval by the Board prior to the event

Any plane tickets or proposed agreements to reimburse for travel expenditures greater than \$500 must be approved by Board prior to confirmation of judge's assignment.

See Exhibit B for Judges Expense Reimbursement Agreement

#### **1.10. BI-ANNUAL AUDIT AND REVIEW**

It shall be the policy of this club in accordance with the By-Laws to have a periodic independent review of financial records. The Treasurer and President shall direct such a review in odd numbered years.

The Treasurer shall report to the Board at every meeting on the condition of the finances.

An audit of the financial records shall be conducted during the even numbered calendar years, to be completed by January 31<sup>st</sup>. That same report will be presented to the Board at the next Board meeting following January 31<sup>st</sup>, and to the membership no later than the succeeding annual meeting.

The Treasurer shall be bonded in accordance with the By-Laws of this club.

The Treasurer and President shall review all financial records;

- Confirm the IRS 990 was completed
- Confirm the insurance premiums are paid and insurance is in place
- Confirm bank reconciliations were completed
- Review a sample of the expenses for proper documentation

The Board shall review, discuss, and resolve any discrepancies.

The TSRC books shall be open to any member upon request in writing. Upon request, the Treasurer shall accommodate such request with notification to the President.

A duplicate monthly bank statement will be mailed to the current President.

## **LAND USE RULES**

The TSRC grounds are privately owned by the Club. Use of the grounds are exclusive to members and invited guests. Permission to be on the grounds for any reason can only be granted by the Board.

### **1.11. CAMPING ON THE GROUNDS**

All wishing to camp will be required to pay a fee: \$5.00 per day or \$25.00 for 14 days either consecutive or intermittent. (1 day = 1 overnight stay).

Membership fee and event registration fee are independent of camping fee and will be noted on webpage, membership renewal and event premiums. A fee box will be placed on the office with envelopes for required fee.

Camping on the TSRC grounds is limited to active members in designated areas for training or testing purposes only.

Camping by non-members will be limited to the day prior to the start of an event and ends at the conclusion of the event. Hold over days after the event concludes will not be allowed.

Dry camping only is allowed on the grounds. Board members only shall have access to electricity from the club house.

Campfires are prohibited at all times.

All vehicles shall be removed from the grounds by October 1<sup>st</sup>. The board may, at its discretion, extend this deadline to cover training for a fall National event.

The Board of Directors will monitor fire danger and will determine and announce ground closures based on Jefferson County/State of Montana regulations. Upon notification of ground closure, members will be responsible for the immediate removal of any/all property. TSRC will not be responsible for any damages to individual property not removed.

### **1.12. LAKE AND POND WATER LEVELS**

All head gates and water levels of property lakes and ponds are managed by a designated club member. No other person is allowed to manipulate the head gates without express permission of the Board.

### **1.13. HUNTING/FISHING**

Hunting and fishing are not allowed on the property without expressed permission of the Board. Swimming in the lakes and ponds is prohibited.

## **Event Organization, Roles and Responsibilities**

This Chapter will identify the key positions and responsibilities of those persons charged with the successful execution of an event. These definitions are in no way complete, but rather a starting point and will be reviewed and updated periodically.

### **1.14. ARRANGEMENTS WITH OTHER CLUBS**

No arrangement regarding profit sharing and/or expense sharing for an event or club function may be entered into by any individual representing TSRC without prior approval by the Board. All arrangements must be confirmed in writing, with specific responsibilities and expectations outlined within the agreement.

### **1.15. EVENT CHAIRPERSON**

The event chairperson is appointed by the BOD and working with the Chief Marshal and the Board of Directors to carry out a successful event. He/she is the key interface and assures that communication lines are open and active with the event committee. The Event Chairperson should make certain the grounds are secure and ready for the event and all permits required are in place. A close relationship will be needed between the local city and county governments and most wildlife organizations. This is the sole responsibility of the Event Chairperson.

Some pre-event work for social activities may require assistance from other Board persons in locating facilities and obtaining proper licenses.

The Chief Chair is instrumental in maintaining the spirit of the event with committee members, judges and the Board.

### **1.16. STAKES MARSHAL (S)**

One Stake Marshal will be assigned to each separate stake at each separate location.

The Stake Marshal(s) will be the eyes and ears of the Chief Marshal. They are in control of all line activities except those of the judges and will have complete charge of the stake they have been assigned to.

All problems and questions at each stake/section should be directed to the Stake Marshal. It is their responsibilities to resolve all questions and problems; if unable, the Event Chairperson or Chief Marshal will be the ultimate one to resolve any issues.

The Stake Marshal will have the prime responsibility to the judges' needs and requests. All Committee Chairs at each stake/section report to and take direction from the Stake Marshal. They will have the authority to remove and or replace workers not performing properly. In addition, the Stake Marshals should:

- Make sure judges have chairs.
- Ensure that each Committee Chair has the proper number of workers available and in place.
- Gives Hospitality workers count for lunches.
- Makes sure all personnel are ready for a smooth shift change, including lunches for the beginning of second shift.



- Complete as much as possible (re-bird, snacks, lunches, worker replacements, equipment replacement, etc.) during shift changes to minimize having to stop test.
- Relays all messages to and from judges.
- Gives direction to the workers in the field.
- Time the first three dogs in each new test series & advise President and Chairman of projected finishing times.
- Coordinates placement of equipment in field with Equipment Chair.
- Coordinates next test set up with Grounds & Equipment.
- Works with Equipment Chair regarding 4 x 4 ATV use.
- Makes sure the marshal's box is on the line and equipped properly.
- Assign and distribute radios.

#### **1.17. SECRETARY**

The Secretary is the recorder for the organization. They shall be responsible for all recordkeeping and historical data keeping. The Secretary will take the official notes at all meetings of the Board of Directors and meetings of the members. If the Secretary is unable to attend any meeting, either in person or telephonically, he shall direct another Board member to take official notes for historical and reference purposes.

He or she shall ensure and assist the Treasurer with filing all necessary State and Federal documents to keep the organization a viable entity.

The Secretary will maintain an accurate list of all members, updating owner/handler databases as needed. He shall annually obtain the Hunt Test event permit from AKC. He will compile the lists of handlers and dogs entered and assist in the development of the Official Event Catalog. He will maintain a list of qualifiers after each event and ensure the qualifier lists are maintained for historical purposes.

The Secretary shall send out all formal notices and notify the members and member clubs of the annual business meeting and the agenda items. He will count all ballots and record and report the results to all members.

The secretary will prepare the judges binders for the event and ensure the Marshals sheets are distributed to each stake Marshal prior to each event. The secretary will be responsible for collecting and safekeeping of the judge's binders between events.

## **1.18.     TREASURER**

The Treasurer of TSRC has complete responsibility for all monies due or belonging to this club and shall send all notices determining dues and assessments. He shall record income as membership monies come into the Club, make deposits as necessary, and balance all accounts. He shall have the authority to sign checks for the withdrawal of funds from these accounts to pay recurring bills, as the Board of Directors may designate.

The Treasurer will report to the Board of Directors at every meeting the status of the accounts and give an overview of expenditures and income since the last meeting. The Treasurer's books shall be always open for inspection by any member of the Board of Directors, or any member of this club upon request.

The Treasurer shall prepare an annual report of all monies received and expended during the year, to be completed by January 31<sup>st</sup>, and shall present the same to the President, and the Board of Directors. This same report shall be presented to all members at the Annual meeting.

The Treasurer shall facilitate an independent review of all accounts in even years.

The Treasurer shall perform other duties as may be directed by the Board. The Treasurer shall; be bonded as is required in the By-Laws of this club.

The Treasurer's job during the annual event is to take care of the financial commitments of the TSRC. The Treasurer may provide a beginning balance of funds to the chairman and/or Head Marshal for local expenditures with the understanding of all funds spent must be accounted for.

The Treasurer will also assist in the accounting for monies during or any social event that entails financial matters.

The Treasurer should be consulted with on all contracts/subcontracts for services before and during the annual event.

## **1.19.     HOSPITALITY**

### **1.19.1.       Hospitality Chairperson**

Hospitality is one of the most important roles in ensuring a successful event. The Hospitality Chair is responsible for a minutia of details, oftentimes being called upon to support the effort of the organization by ensuring things run smoothly and judge's needs are properly taken care of while they are on the line judging.

The Hospitality Chair will direct the efforts of and be supported by volunteers at each stake who will answer directly to the Chair. The Chair will answer and communicate directly with the Chief Marshal.

#### **1.19.2. Hospitality Crew**

During setup

- Ensure the judges, at the various locations all have an ice chest with cold water, and someone is assigned each day to pick up lunches or snacks. Collect and refill nightly.

Prior to event:

- Assist and coordinate with purchasing and decorating the event hall where the opening ceremonies are to be held, as well as the workers party and closing ceremonies.

During event:

- Provide judges and paid workers with food for breakfast (if any), lunch and afternoon snacks if needed.
- Provides coolers filled with ice, water and sodas and distributed in the morning to the field for the judges and workers and removing / restocking at end of the day.
- Provide judges with coffee in the morning, if requested.
- Coordinate with a volunteer to collect, transport and return judges laundry at least once during the week, as judges on the line have no time to do so.
- Be cognizant of any special dietary restrictions/needs of any judges and ensure their needs are met through the help of the volunteer at that stake.
- Coordinate volunteers to set up and help with the closing ceremonies.

#### **1.20. Event Judges**

The Treasure State Retriever Club (TSRC) will conduct hunt tests and field trials each year of a quality and standard that provides a model event for its members and participates. The events should be managed in a manner that promotes and allows volunteer workers, contestants and the gallery to enjoy the performances of the best hunting retrievers in the country.

The authority to conduct an AKC or HRC Licensed Event is afforded to the Treasure State Retriever Club under the **Regulations & Guidelines for AKC Licensed events and the Official UKC/HRC Rulebook for Hunting Retriever Tests.**

The Event Committee's charge is to actively assist in achieving this goal. In order to carry out this charge the Event Committee, headed by its Chairman, will conduct the Event in a manner that permits compliance with the AKC rules, employs the best workers, invites the best guns and uses the best grounds available in the time zone where the test is to be held. TSRC views its events as a group effort involving the judges, the workers and the contestants, and the TSRC Board.

The Event Committee and its appointees are heavily involved in the organization and management of the event. The committee will not set tests - but it will approve them from the perspective of time, equality, safety and adherence to the AKC Rules. You will receive significant input, so know this prior to accepting this difficult task.

The Judges should design tests that will bring out the qualities that are most desirable in Retrievers. The tests shall be designed so that those qualities are shown in a straightforward, positive fashion. It is desired that the test results shall produce the best retrievers that have completed the tests in a positive manner and that showcases these dogs as being the best in a talented field of dogs.

There are two basic elements that contribute to conducting a good event: planning and time management. The setup time frame and process are critical in doing the proper planning. The sequence and design of the tests along with the efficiency of the mechanics will control the timing. See appendix A for judge's expectations.

## **1.21. JUDGES SELECTION CRITERIA**

The selection of judges is accomplished by the Event Chair with the approval of the Board of Directors. It is the intent of the Board to bring forth the most qualified slate of judges available each year. Qualifications that should be considered are:

- To be current in accordance all AKC or HRC requirements for judges at the time of nomination and meet all of the AKC or HRC requirements at the time of the event.
- To be in good standing with the AKC or HRC. Prospective judges who have had any substantiated actions filed against them with AKC or HRC, within the last five years, will not be eligible to judge.

- Must be currently active in running retrievers in a capacity other than that of a judge. This can be verified by the Club the prospective Judge is affiliated with.

Other considerations:

- Extensive experience hunting with dogs in waterfowl and upland situations.
- Excellent interpersonal and communications skills.
- Proven excellent time management skills.
- A reputation for fairness and impartiality.

No member of the Treasure State Retriever Club Board of Directors is eligible to judge until his/her current term of office or tenure is completed.

All Judges must meet the minimum qualifications as stated in the AKC or HRC Regulations. Any possible conflict in relationship between a handler and judge will be resolved in accordance with the current regulations.

If additional judges are required, they will be selected by the Event Committee subject to approval by the Board.

Each pair of judges, with advice and input from the Event committee will setup and judge their full series independently of the other judges. If there are two or more sets of judges the issue of potential conflict between judges and handlers is mitigated. After the draw, handlers must advise the Event Secretary of any possible conflict with the judge of their flight. If the Event Secretary supports the possible conflict, they will move that handler to another flight to avoid a conflict. If it is not possible to avoid a conflict the handler may be changed. If it is still not possible to avoid a conflict, the entry will be scratched, and a full refund given. If a conflict is revealed after the start of the event, the entry will be disqualified, and no refund extended. All such determinations will be made by the Event Committee whose decision is final.

Exhibit A

Treasure State Retriever Club

Expense Reimbursement Claim Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Event or Meeting Date(s): \_\_\_\_\_

Location: \_\_\_\_\_

Expense for Lodging: (not to exceed US Govt. Per Diem \$ \_\_\_\_\_

for the event area)

Airfare including parking and baggage fees: \$ \_\_\_\_\_

Actual out of pocket fuel receipts: \$ \_\_\_\_\_

Meals: (not to exceed US Govt. Per Diem  
for the event area) \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**Exhibit B**

Date: \_\_\_\_\_

TO: \_\_\_\_\_

The \_\_\_\_\_ Hunting Retriever Club will be holding  
"Regular Hunt" \_\_\_\_\_ "Upland" \_\_\_\_\_ Hunt Test(s) on \_\_\_\_\_  
at \_\_\_\_\_

We would like to confirm your acceptance of our request to serve as our:

LICENSED Judge \_\_\_\_\_, or APPRENTICE Judge \_\_\_\_\_ in the  
STARTED \_\_\_ SEASONED \_\_\_ FINISHED \_\_\_ UPLAND \_\_\_ on SATURDAY \_\_\_\_\_

AND / OR

LICENSED Judge \_\_\_\_\_, or APPRENTICE Judge \_\_\_\_\_ in the  
STARTED \_\_\_ SEASONED \_\_\_ FINISHED \_\_\_ UPLAND \_\_\_ on SUNDAY \_\_\_\_\_

Your CO-Judge is: \_\_\_\_\_ Who is \_\_\_\_\_ Is not \_\_\_\_\_ an Apprentice  
Judge.

We will provide you a room at \_\_\_\_\_

Indicate date(s) the room will be provided by the Club

I will need a SINGLE \_\_\_ DOUBLE \_\_\_ room. DO NOT reserve a room for my use \_\_\_\_\_

I will share a room with another Judge \_\_\_\_: Another person \_\_\_\_\_

Travel Arrangements

I will be FLYING \_\_\_ DRIVING \_\_\_\_\_. If flying, please provide proposed flight arrangements and  
estimated cost.

If driving, from where? \_\_\_\_\_

I will need a rental car \_\_\_\_\_

We will set up hunt tests at \_\_\_\_\_ on \_

Please indicate the approximate time of your arrival for setting up your tests: \_\_\_\_\_

DO YOU NEED A SETUP DOG? \_\_\_\_\_ DO YOU NEED A TEST DOG? \_\_\_\_\_

JUDGE'S SIGNATURE \_\_\_\_\_

Please copy or record the information herein · complete this form and return to:

Judges Committee, Chair \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_

E-Mail \_\_\_\_\_ Please contact me if you have any questions.

Thank you!

## **Appendix A – Judges Expectations**

### **SET UP DAY ORGANIZATION:**

Judges are to arrive days in advance of the event. The exact number of days allotted each year will be determined by the Board and can be adjusted annually based on all factors such as the number of entries, expected weather considerations, guidelines and policies along with field set-ups will be the order of business during setup.

#### **First Day**

First morning the Judges will have a breakfast meeting with the Hunt Test Chair, Co-Chair, and Board of Directors. At that time the TSRC policies for conducting the hunt test will be reviewed. The TSRC observes the policies attached and proceeds on the basis that all participants in the event whether judges, contestants or workers are sportspersons of integrity.

After reviewing the TSRC policies on first morning, the Event Chair, the Co-Chair and the President of the Club will have frank and forthright discussions with the Judges prior to viewing the grounds on such matters as:

- Review of sample judges test book and required documentation to be produced during set up, including diagrams, timing, alternative tests, callbacks etc....
- TSRC callback policy
- Timing of tests and reserve time for unexpected delays
- Adequate allowances for projected weather factors
- Gallery and Retriever News reporting of the tests
- Overall club support services for the judges
- Diagramming of tests and field marking for tests
- Equity in series setups ~ expectations for the Judges from the Committee
- Test moves, schedules, tents, meals, etc.
- Policy of not modifying tests after the test book has been approved and approval of modifying tests, if needed during the event.
- Notification of the next test for the contestants

The Event Committee will monitor these specifics during setup and review them with the Judges and Marshals prior to completion of the setup days. You should expect some members of the Event Committee to be competitors. We expect them to be both sportsman and to fulfill their duties as committee members. We also are aware of social media and the way progress during set up can and are often shared outside the set-up group and Event Committee. The Event Committee, the volunteers helping during setup and the Judges all, by virtue of this document, hereby agree to



keep confidential in nature the actual test setups and diagrams to not undermine the credibility of the event.

After the above discussion, the Chairman and selected committee heads will take Judges on tour of the grounds, (this will include Chief Chair, Co-Chair, Grounds and Traffic Chairs if possible). Either the Hunt Test Chair or his appointee will always chauffeur the Judges, as a group. During this first day, the judges will be assigned the fields and water they intend to use for the Event and may be told what fields the Event Committee requires for certain series, most likely those with large galleries and parking requirements.

Logistics regarding access and parking should be viewed and considered along with the gallery locations before tests are developed. While you may have test discussions, the set-up crew will not be present to throw birds or run dogs. It's common for parking to take up to ten acres at the Event, so make sure you consider the entire venue before you begin placing birds in the fields. Consider each venue from the perspective of the parking, gallery, sun, prevailing winds and potential rains.

The setup crew and the judges are to meet on the grounds by about 8:00 AM daily. This crew is to include Stake Marshal along with the artist, timer for tests, bird throwers sufficient to throw a triple, gunners (4-5), stewards are to have both ducks and/or pheasants. There should be 5-6 high quality setup dogs and handlers. You will also have the Traffic Chairman and Grounds Chairman along with a sufficient work crew and equipment.

Judges should spend the first part of each day working on marking tests. When you are setting up marking tests, do not shoot fliers for every dog, wait until the test is well set, and then shoot the live birds when the final setup is to be run. This will conserve a lot of birds for the Club.

During setups, we have normally released the bulk of the set-up crew in the early afternoon. Thereafter, we have retained only a few workers and setup dogs and spent the remainder of the day setting up blinds. It is much more efficient to do this with a small crew.

Setups should continue during the time allotted for setup and should be sufficient test alternatives in the book to cover all wind directions and anticipated timing crunches.

The selection and order of tests is to be covered with the Chair and Co-Chair on the last day of setup with a complete review of timelines.

It is imperative that you, the Judges, understand that the test that you design in setups and put into the book is the one that will be in the field when you arrive at the site. There will be little, if no time, for "final adjustments" to the test during the event.

This preparation includes all guns in the field, practice throws done from each station, gallery ropes in place, tents, tables, and porta-pottys.

#### IMPORTANT CONSIDERATIONS:

**Each judge will setup and run tests** separate from the other stakes and judges. There will not be any use of the same fields by multiple groups, **unless an unexpected situation arises that would dictate so.**

In setting up tests Judges should be keeping in mind two things that are of the utmost importance.

- Tests should be set up in order that the Judges can evaluate GOOD DOG WORK AND NOT CREATE BAD DOG WORK.
- At all times, for all tests, Judges must keep in mind that the Event should be designed for viewing. This means that the gallery should have a fair chance to see the test and the dogs when running, if possible.

It is the Judges' job to define the tests that will be recorded in a test book. It is the Chair's to see that setups are done efficiently and that the test diagrams and times in the test book are as accurate as possible and sufficient tests are in the book to conduct the hunt test. The quality of the setups is the key to a smooth-running event.

The Stakes Marshal will keep detailed notes on the grounds selected and the types of tests considered for each area. Your set up team will include an artist capable of recording detailed drawings of your tests. The Stake Marshal is responsible to the team for recording timing.

You should approve both test drawings and timing as they are provided.

While timing tests, time should be considered for changing workers, generally allowing 15 minutes per change. The following is usual and customary for work shifts; 3–5-hour test = 1 change; 5–7-hour test = 2 changes; all day test = 3 -4 changes. Generally, within this worker shift routine you should expect approximately 18 to 25 dogs will be run in each segment.

During the event the Stake Marshal will be your most important asset in making sure you are aware of timeline projections.

Time is always the primary issue at the Invitational, and you could be short at some point due to weather, ill-timed tests or test difficulty changing from set ups.

The Chair or Co-Chair may remind you if your tests seem to be unbalanced or departing from the types or numbers of tests that fit in the time allowed.

During the setup decide for each test, in conjunction with the Stake Marshal, positions for stewards, parking, handler, holding blinds, blind planters, retired guns, and gallery.

Agree who will be in and around the judge's tent. Stewards should be out of sight behind the judges minimizing motion around the line. Do not accept the response "we will work that out when we get here". All details should be decided in advance.

During the setup of each test and its alternatives, the tests should be numbered, and the requirements for each test should be set forth in writing in the test book with corresponding-colored flags set in the fields.

An important consideration when marking tests in the field is that the grounds crew can be asked to set up a test under extreme conditions such as in the dark, or with short notice – please make certain the field flagging will be understood and easy to find. By example, a small amount of reflective tape can help in the dark.

To expedite set up and eliminate confusion the Judges and the Event Chair (or Co-Chair) shall keep a copy of the test book.

#### JUDGING CONSISTENCY

It is extremely important that the judges communicate and reach a consensus on how various aspects of interpreting situations will be handled. Prior to setup, you will have an opportunity to judge dogs and discuss these aspects. Some examples are what allowable creeps are, how dogs are sent on remotes, avoiding cover on blinds, and when dogs are released from the honor position. The EQUALITY of judging is of utmost importance in this event. It is also the expectation that the last series should be judged to the same standard as the first series.

Non-qualifying notification: At the last series, if a handler/dog team will not be receiving a qualifying score, you should notify the participant. If it is not known when they leave the line, it should be coordinated with the Stake Marshal so that person will be notified before the awards are presented. This is greatly appreciated by handlers who are then not surprised at the awards presentations.

#### TEST CHECKLIST AND TEMPLATE

The following template has been designed by the TSRC Board to afford all participants with an equal and fair testing situation. Our goal is to have multiple groups testing in multiple locations, but all groups will be working on the same requirements at basically the same time during the testing process, thus demonstrating a certain equality and fairness. The Event Committee may recommend the sequence of tests.

We realize that during the week some groups might move along faster than other groups as circumstances change, and events happen (such as weather) that we have no control over.

While you are the Judge of your stake, the Event Chair is responsible for its overall success. Should said Chair give direction to you with regards to any matter other than the setup of your test, you agree to follow his instructions.

All travel arrangements will be provided for you and will be arranged within about three months of the actual travel dates. You will be contacted individually to work out the details of your travel. The travel policy is to reimburse each judge the cost of a coach round trip airfare between major airports. Should you wish to arrange other transportation the reimbursement will be limited to the amount of this airfare.

I have read and understand these guidelines and am willing to abide by these directions and policies.

Judges Name:

Signature:

Date:

Treasure State BOD approved changed 11/1/2025