

**BRT/WC/WCI/WCX  
Checklist and  
Instructions to Test  
Secretaries**



***If the tests are being sponsored by the NSDTRC (USA)...***

***At Least 6 Months Prior to Test:*** Contact the Field Chairman to obtain an application to hold a test. Arrange for the Test Site. Select a Test Chairperson, Test Secretary, and Three Person Test Committee.

***6 Months Prior to Test:*** Complete the Field Test Application form and return it to the Field Chairman. If the application is approved you will be sent judge's qualification forms, rulebooks, sample premium lists, judge's sheets and hunt report forms. The Field Chairman will notify the Treasurer of the test so that insurance coverage can be obtained.

***5-6 Months Prior to Test:*** Arrange for Judges. All judges must fill out judge's qualification forms, even if they have judged for us before. The reason for this is that judges are approved as teams, not individually. A less experienced person may qualify if they are judging with a more experienced person, but may not qualify when paired with someone else. Judge's qualification forms must be returned to the Field Chairman **prior to any premiums being mailed out.**

***4-5 Months Prior to Test:*** Complete the premium and submit it to the Field Chairman for approval. The Field Chairman will send a sample premium either as hard copy or on disk (MS Word format). The premium must be faxed or mailed to the Field Chairman for approval **before** it is mailed to club members.

***2-3 Months Prior to Test:*** Print and mail premiums. Premiums should be mailed **at least one month** prior to closing of entries (preferably two months). Premiums should be mailed to all NSDTRC(USA) members within reasonable driving distance to the test, as well as all regional directors, all board members, the judges, Field Chairman, Event Chairperson, Title Chairperson, and Title Records Clerk. The premium must list the following:

Test Chairman (must be NSDTRC (USA) member), Test Secretary (must be NSDTRC (USA) member, can not be same person as Test Chairman), Three person Test Committee (must be NSDTRC (USA) members, may include Test Secretary), Date and time of the start of the test, Test location, Judges, Levels being offered, Time and Date of closing of entries, Entry fees, Type of game to be used, Name and address of Test Secretary, If late entries will be accepted, How the running order will be decided, NSDTRC (USA) approved entry form

***2-3 Months Prior to Test:*** Arrange for gunners and throwers. For BRT and WC, you will need at least two (preferably four) gunners / throwers per stake. For WCI and WCX, you will need at least three (preferably five) gunners / throwers per stake. It is best to get people that are experienced in throwing birds, and that are familiar with the use of shotguns / popper guns. You will also need one marshal or steward per stake (if two stakes are using the same judges, then you just need one marshal). The marshal or steward will be responsible for lining dogs up in order to run, and for helping to make sure the judges and throwers have all the equipment required to run the test in an orderly fashion.

***2-3 Months Prior to Test:*** Order birds and poppers. In general, order 1 land bird and 1 water bird and 5 popper shells per BRT or WC dog. For WCI dogs, order 1 land bird and 1 water bird and 6 popper shells per dog. For WCX dogs, order 2 land and 2 water birds and 9 popper shells per dog. Don't forget to include the test dogs in your calculations. It doesn't hurt to have a few extra birds and poppers on hand. It is OK to use ducks on land if this is listed as a possibility in the premium. You may want to figure in a couple of extra ducks and pigeons for the Test Secretary to have available for people to practice with their dogs before going to the line. These should be kept well away from the test area (for example, keep them by everyone's cars), but many times it is beneficial for young dogs to practice with birds before attempting the test.

**1-2 Months Prior to Test:** Arrange equipment. You will need buckets or bags to hold birds, holding blinds, popper guns or shotguns (blank pistols should not be used). For BRT and WC, you will need two guns, for WCI and WCX you will need three. Wingers may be used.

**1-2 Months Prior to Test:** Arrange for Test dogs. You will need a test dog for each stake. The test dog should be working at the level of the test, or achieved that level's title, but no higher. Test dogs do not have to be tollers. Many times the judges have test dogs that can be used. Dogs that are entered in contention in a test may not be used as test dog for another stake.

**1 Month Prior to Test:** Order ribbons. The Field Chairman has ribbons available to send to you. Notify the Field Chairman the approximate number of dogs entered and ribbons will be sent to you. Unused ribbons should be mailed back to the Field Chairman.

**2-4 Weeks Prior to Test:** Arrange Judge's Supplies. The Field Chairman will supply sample judge's sheets which you can photocopy for the judges for each dog that is entered. Some judges prefer to use blank notebooks instead of these sheets. You should supply clipboards and pencils for the judges to use.

**1-3 Weeks Prior to Test:** Arrange for Lunches / Hospitality. Judges, gunners, throwers, and stewards / marshals should be provided coffee, lunch and cold drinks throughout the day at no charge, even if lunch is not offered at the test site.

**After Entries Close:** Create the Catalog / Running Order. After entries close, the Test Secretary should arrange the running order. The running list or catalog must be available for all participants on the day of the test. The list must include the dog's registered name and number, the owner's name, the handler's name, and the order in which the dogs are to be run. An official copy of the running order shall be maintained by the Test Secretary. The following certification must appear in the official catalog following the last dog listed in each test:

Judge's Certification

I certify that \_\_\_\_ dogs received Qualifying scores in this Hunting Test and that the above information identifying these dogs was entered prior to my signing this page.

Judge's Signature \_\_\_\_\_ Judge's Signature \_\_\_\_\_

Test Secretary's Certification

I certify that the Judges have verified the above information and signed this page.

Number of Dogs Entered: \_\_\_\_\_ Total Starters: \_\_\_\_\_

Number of qualifying Scores: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Test Secretary: \_\_\_\_\_

**Day of the Test:** Make sure judges know who their gunners, throwers, and marshals are. Provide them judge's sheets, refreshments, birds, shells, guns and other equipment. Make sure participants know where to park, and which stake is being run in each area.

**Important: Birds must be dispatched in a humane manner out of sight of handlers and spectators.**

**At the Test:** Following completion of judging in each Test, the Test Secretary shall mark the Official Catalog with the word "Qualifying" next to the names of all dogs that received Qualifying scores. The Judges shall then certify the accuracy of the marked awards, and both the Test Secretary and the Judges shall complete their appropriate certifications in the Official Catalog.

**Within 10 days after the test:** The signed official catalog must be returned to the Title Records Clerk within 10 working days of the test.

**Within 2 Months after the test:** Summarize expenses on the worksheets provided. Return unused ribbons. All excess moneys are property of NSDTRC (USA) and should be sent to the Treasurer.

### ***If the tests are being sponsored by another retriever club...***

Contact the Field Chairman for rulebooks, judge's qualification forms, and alternative field qualification forms. The judges must be qualified under NSDTRC (USA) rules. The tests must be run under NSDTRC (USA) rules. The completed alternative field qualification forms are returned to Title / Records. The completed judge's qualification forms are returned to the Field Chairman.