



# DUTIES OF AN EVENT COMMITTEE

2021

*Preserving Working Retrievers since 1935*

## **Duties of the Event Chair**

\*Refer to CKC Retriever Field Trial, Hunt Test and/or Working Certificate Rules and Regulations.

### Before Event

1. Select an Event Committee: Event Secretary, Chief Marshal (who arranges for Stake Marshals), Game Captain, Grounds Captain, Gun Captain (who arranges for Gunners), and Entertainment Committee.
2. Instruct the working committee on the aspects of their responsibilities.
3. Hold planning and status meetings.
4. Arrange for:
  - a) Judges accommodations;
  - b) Judges gifts;
  - c) Judges entertainment;
  - d) Transportation to and from trial daily; arrange to pick up and return of out-of-town Judges to airport if required and provide assistance as required;
  - e) Trophies & ribbons (usually purchased by the Executive).
5. Ensure that the Event Committee knows and adheres to Retriever Field Trial and/or Hunt Test and/or Working Certificate Test Rules and Regulations.
6. Prepare budget for the event and ensure that the committee adheres to it.
7. Discuss and coordinate Landowners gift, if required, with Grounds Captain.
8. Arrange for the MGDA President to welcome Trialers and thank Landowners.

### During Event

1. Be available to all of the Event Committee to assist them in their tasks.
2. Wear a distinctive coloured ribbon to indicate that you are the Event Chair.
3. Act as the Master of Ceremonies at the event grounds.
4. Act as the Master of Ceremonies at the event social.

### After Event

1. Hold a windup meeting.

## Duties of the Event Secretary

\*Refer to CKC Retriever Field Trial, Hunt Test and/or Working Certificate Rules and Regulations.

### Before Event

1. If not already completed by the MGDA Secretary, complete and send "Event Date Application" to CKC. This is to be submitted at least 180 days prior to the event.
2. Based on the information provided by the Judges Selection Committee, and if not already completed by the MGDA Secretary, complete and send the "Judging Panel Application" to CKC. This is to be submitted only after the Event Date Application has been approved and 120 days prior to the event.
3. After the Judging Panel Application has been approved by CKC, create the Premium List for the event. Refer to CKC Rules and Regulations for what information must appear.
4. Email all the Judges to remind them of the date and stake they will be judging as well as who they will judge with and thank them for doing so.
5. Email the Premium List to CKC Shows & Trials Division, the NRCC Webmaster, the MGDA Webmaster, as well as the CKC Provincial Director and Event Representative. The Premium List may also be emailed to all potential competitors and other Retriever clubs who hold events under the CKC rules. Confirm information is posted to the websites and that it is accurate. Information about the events may also be posted on MGDA social media accounts.
6. Receive entries either by mail or email with fees accompanying entries or sent via e-transfer.
7. Liaise with MGDA Treasurer to obtain cheques, deposit book and financial statement.
8. **NOTE:** Field Trial catalogues (entering dogs, creating running order, sponsor advertisement) are now created using the Retriever Results Administrative & Results system. See the NRCC **Step-by-Step Guide for Field Trial and Hunt Test Secretaries**.  
For Hunt Tests and Working Certificates, Event Secretary is responsible to arrange a draw night and subsequently correlate draw names, running order, event information and sponsor advertising into the catalogues.
9. Have catalogues printed (numbers based on entries).
10. Request that people involved in purchases get receipts and turn in as soon as possible.
11. Collect and deposit all monies as soon as possible.
12. Pay all bills as soon as possible.

### During Event

1. For Hunt Tests, if "Day of" entries are to be accepted, collect entry forms and fees.
2. Ensure Judges have signed Field Trial placings and/or Hunt Test qualifiers and/or Working Certificate Test qualifiers of running dogs.
3. Collect and deposit all monies owing.
4. Collect outstanding receipts and pay all bills.

### After Event

1. Collect any outstanding receipts and pay all remaining bills (must be completed within 10 days of the event).
2. Within 21 days of the event, forward package including: 1 marked and 1 unmarked catalogue, signed Field Trial placings and/or Hunt Test qualifiers and/or Working Certificate Test qualifiers, completed and signed "Statement of Event Fees", all entry forms and cheque to CKC.
3. **NOTE:** Field trials will use the Retriever Results Administrative & Results system to report results. Email [results@nrcc-canada.com](mailto:results@nrcc-canada.com) to notify of completion so they will post on website. Also email results to MGDA Webmaster.  
For Hunt Tests and Working Certificate Tests, a results template can be downloaded from the NRCC website (see **Step-by-Step Guide for Field Trial and Hunt Test Secretaries**). Email results to [webmaster@nrcc-canada.com](mailto:webmaster@nrcc-canada.com) as well as to MGDA Webmaster.

4. Prepare financial statement of event and return (along with receipts, deposit book and unused cheques) to MGDA Treasurer.

### **Duties of the Chief Marshal**

\*Refer to CKC Retriever Field Trial, Hunt Test and/or Working Certificate Rules and Regulations.

\*\*If anything is borrowed for use at the event it should be recorded and returned to the owner after the event. Advise Stake Marshals to do same.

### Before Event

1. Select Marshals for each stake being run.
2. Instruct Stake Marshals in their working responsibilities. Advise Stake Marshals to have required equipment, pencils, clip boards, blind marker/tape (orange).
3. If possible, be on hand the date the Judges view the grounds to give advice and to ensure that the Judges requirements regarding Gunners, birds and equipment are known and relayed to the Stake Marshals (if not present), Gun Captain and Game Captain.
4. Arrange for extra equipment (e.g. quads, boats, trailers, etc.) if required.

### During Event

1. Visit each stake at least twice (land and water) to ensure that all stakes are running smoothly and have sufficient Gunners, birds and equipment.
2. Assist Stake Marshals as necessary.

### After Event

1. Assist with clean-up of birds and equipment.

## Duties of the Stake Marshal

\*Refer to CKC Retriever Field Trial, Hunt Test and/or Working Certificate Rules and Regulations.

### Before Event

1. Arrange for your own assistant if required.
2. If possible, be on hand when Judges view the grounds so that requirements regarding Gunners, birds and equipment are known. If not possible, arrange to discuss with person who does this task.
3. If possible, load the trailer with the necessary equipment the night before the stake.
4. Ensure that Gunners or anyone else who will handle blasters and/or guns are knowledgeable and practice blaster/gun safety.
5. Ensure that Throwers are instructed on how to properly throw a bird or load a winger.

### During Event

1. Enforce CKC rules and Judges' instructions.
2. Be on hand early in the morning so as to pass on the Judge's requirements to the Gun and Game Captains.
3. Keep track of any borrowed items and return to owners at the end of the day. Also have on hand, spare pencils, clip boards and orange tape, etc.
4. The Marshal of each stake is responsible for equipment, Gunners/Throwers and Judges' needs (lunch, refreshments, chairs) and the conduct of the gallery and contestants as well as traffic control.
5. The Event Chair should be brought in to resolve all disputes or irregularities.
6. Check with the Event Secretary regarding scratches and inform the Judges.
7. Ensure programs are available at the stake.
8. Place signage for the stake.
9. Instruct Gunners/Throwers to report to the Game and Gun Captains.
10. Signals blind planter(s) each time the blind needs to be planted.
11. Arrange for Test and Bye Dogs as required as well as Pickup dog if needed.
12. Line dogs up in running order.
13. Call dogs to the line after Judges indicated they are ready.
14. Announce to Judges the number of the dog about to be tested.
15. Take, or arrange for someone to take, birds from Judges.
16. Obtain callbacks for the next series from the Judges and announce them.
17. Coordinate move to each test site.
18. Give special instructions to contestants if necessary and in accordance with the Judges' instructions including how long a dog which was picked up for retesting shall wait.
19. Supervise clean-up at stake and return birds and equipment.
20. Ensure that the grounds are left as found.
21. At the end of the event, give the final results to the Event Secretary.

### After Event

1. Assist with clean-up of equipment and birds.

## **Duties of the Gun Captain**

\*Refer to CKC Retriever Field Trial, Hunt Test and/or Working Certificate Rules and Regulations.

### Before Event

1. Arrange for your own assistant if required.
2. Ensure the Gunners/Throwers have a supply of refreshments.
3. Advise the Stake Marshal to have water or wipes available so Throwers can wash their hands.
4. Arrange for Gunners/Throwers. Advise them to bring hats to have appropriate clothing. Ensure that they have transportation to and from the trial grounds. Supervise camping if necessary.
5. Arrange for blasters and extra propane and/or clean guns, poppers and clean out rod for each gun station.
6. Arrange for the equipment: shovels, blinds, decoys, boats, paddles, anchors, scythe, axe, insect repellent, spray paint and/or ribbon, bird pails with lids, life jackets, float boards, chairs, white jackets for throwers (field trials only), first aid kit, and line mat.
7. Ensure that Gunners/Throwers know how to do their job.
8. Ensure that Gunners are knowledgeable and practice blaster/gun safety.

### During Event

1. Lunch breaks and job assignments to be co-ordinated with Judges and Stake Marshal. However handled, make sure the Gunners/Throwers know in advance who to request this information from at their respective post.
2. Equipment is to be turned over to the Stake Marshal. He is responsible for this equipment during the event.

### After Event

1. Supervise Gunners/Throwers in clean-up of equipment and birds at end of the trial.
2. Ensure Gunners/Throwers are paid (co-ordinate with Event Secretary).

## **Duties of the Gunners/Throwers**

\*Refer to CKC Retriever Field Trial, Hunt Test and/or Working Certificate Rules and Regulations.

### Before Event

1. Obtain advice as to what to bring: food, clothing, etc.

### During Event

1. Gunners/Throwers are to report to the Stake Marshal at least one-half hour prior to the start of the stake to receive instructions and assist with transporting equipment and stake setup. If instructions are not understood, ask for clarification.
2. Gunners/Throwers are to remain quiet at their stations and only volunteer information if:
  - a) Requested to do so by the Judges;
  - b) Believe bird to be drifting seriously or sunk;
  - c) The dog retrieves a bird other than the one thrown for it;
  - d) There is a significant change in the cover, which may not be apparent to the Judges.
3. Shoot and throw the bird to the appropriate area only when instructed to do so by the Judges.
4. Unless otherwise instructed, the Gunners/Throwers shall not move their position after the bird is down.
5. Practice blaster/gun safety.

### After Event

1. Assist with clean-up at the stake and at headquarters including assisting with the discarding of birds.

## **Duties of the Game Captain**

\*Refer to CKC Retriever Field Trial, Hunt Test and/or Working Certificate Rules and Regulations.

### Before Event

1. Arrange for your own assistant if required.
2. Arrange for birds to be drawn from locker and prepared for current day's stakes.
3. Ensure that a sufficient quantity of active lime is on hand to dispose of the birds. Check with equipment manager for lime supply.

### During Event

1. At least once during the day, check each stake re: bird supply and possible additional requirements due to break down of birds re: heat, water, etc.
2. Deliver the birds to the Marshals at each stake or at the event headquarters.
3. Arrange for bird pails with lids at each marking position and 1 pail with lid for returned birds. Marshal is responsible for transportation of birds and pails to each stake.
4. At the end of each day salvage the reusable birds and dispose of the remainder.

### After Event

1. At the end of the event the pails and the birds are to be returned to the Game Captain for disposal. The Gunners/Throwers will be expected to assist in this task. The Gun Captain and Game Captain will set up this arrangement.



## Duties of the Grounds Captain

\*Refer to Retriever Field Trial, Hunt Test and/or Working Certificate Rules and Regulations.

### Before Event

1. Ensure grounds are available to hold the event, if needed, secure permission from owners of land to be used.
2. Be on hand to show Judges and Marshals assigned land to be used. If not possible, arrange for a replacement.
3. Set up the generator (if requested by Event Chairperson) and ensure that enough fuel is on hand for the event.
4. Secure and place proper direction signs to grounds.
5. Ensure the public washrooms at Event Headquarters are available, clean and contain required supplies.

### During Event

1. Ensure the public washrooms are available, clean and contain required supplies.
2. Make sure Judges are using allocated land or water for their tests. If necessary, coordinate changes as required.
3. Cutting of cattails, branches, etc. may be required, if requested by Judges.

### After Event

1. Collect and return signs.
2. If gifts were given to Landowners, submit receipts to the Event Secretary.
3. Remove all garbage and recycling after completion of the event and ensure grounds are left in good condition.
4. Ensure all gates are closed.
5. If other owners' land was used, ensure it is left in good condition and all gates were closed.

## Duties of the Entertainment Committee

### Before Event

1. Arrange Judges' dinner and refreshments if required.
2. Arrange lunch and drinks for Judges, Marshals and Gunners/Throwers.
3. Arrange tailgate party.

### During Event

1. Cater Judges' dinner if required.
2. Cater tailgate party.
3. Prepare and deliver lunches and drinks for Judges, Marshals and Gunners/Throwers.
4. Ensure plenty of ice is available.
5. Ensure there are garbage and recycling bags available.
6. Clean up catering site.

### After Event

1. Make sure garbage is secure.
2. Assist with clean-up of headquarters.