STEPS TO HOLD A HUNT TEST

All paperwork for your Hunt Test will be through UKC. A Hunt Application Form to hold a UKC Licensed Event can be located on the UKC website under Forms & Rules. Per the announcement made at the 2023 BOD Meeting, UKC will no longer mail pre-printed Hunt Applications. It is the club's responsibility to submit the form with payment. If you need to change any information, a current Officer of record for the club must contact the Hunting Operations Dept at UKC to make those changes.

Email: huntingops@ukcdogs.com
Phone: (269) 343-9020 Option 2 for Hunting Operations Dept

1. **APPLICATION:** Return the application and fees to UKC before the deadlines posted in the Rulebook.

2. **HUNT DATE APPROVAL:** After you have returned the application and fees to UKC: Verify the hunt date has been approved by checking the UKC Upcoming Events online: UKC Upcoming Events
   Go to the Pull-down menu and select the correct Month, look for the State and verify your club is listed and that the information is correct.

3. **PURINA ORDER:** Now that your hunt test is posted on the UKC website, you need to submit the form for your Purina Order. Please be sure to submit your order by the first of the month at least 2 months before the **MONTH** of the scheduled hunt. For example, if the hunt test is scheduled for May 22, you need to place your Purina order by March 1st.

MONTH OF HUNT TEST	DATE ORDER IS DUE
March	January 2
April	February 1
May	March 1
June	April 1
July	May 1
August	June 1
September	July 1
October	August 1
November	September 1
December	October 1
January	November 1
February	December 1

   The Purina Order Form is located online under the HRC website HRC.DOG on the Club Admin page. Each club based in the US will receive 1 small bag of Purina Pro Plan for each dog for 1 day. The HRC Administrative Coordinator will send you a delivery date after the order is placed with Purina.

4. **HUNT TEST PACKET:**
   a. UKC sends the Hunt Test Packet containing point slips, etc. to the Club's Hunt Secretary that was listed on the application one to two months before the scheduled event. You can find a list of what is provided and helpful hints on UKC website's UKC Hunt Secretary Instructions. Additional forms are located online under the HRC website's Club Admin page.

5. **SCHEDULING JUDGES:**
   a. Select judges for your hunt test. You can find judge information on these lists on the HRC website. Links can be found on the HRC website's Club Admin page.
   b. When you can, use Apprentice Judges so they can become licensed/AA and increase our pool of judges.
   c. When scheduling an Apprentice Judge, you MUST have an AA Judge with them. Please make sure to provide an Apprentice Evaluation Form for the AA judge.

d. When you have decided who you want to judge at your test(s) and you have called them to verify they are available, complete the online form on the HRC website's Club Admin page. This goes directly to the HRC Administrative Coordinator who will approve or suggest changes for you. You will receive a message verifying the form was submitted successfully.

PLEASE BE PATIENT during the approval process. All submissions are processed in a first-come first-served basis. Requesting progress updates will only slow down the flow for everyone. The Judge Approval form will be returned to you showing the status of all the judges and if they are approved.

e. **JUDGE CHANGES**? If you need to make any changes before the hunt test, resubmit the JUDGE APPROVAL FORM located on the HRC website's Club Admin page. Don't submit all of your judges – only the one(s) to be added with a comment indicating who should be removed. Judges will get sick or become unavailable, so changes are often unavoidable. If there are changes the day of the test or after business hours the day before the test, contact your Field Rep for approval. The contact list is located on the HRC Committee's page FR's Contact List.

6. **PREMIUM: YOU CAN NOT PUBLISH YOUR PREMIUM OR OPEN FOR ENTRIES UNTIL HRC APPROVES IT.** After the Judges are approved you must submit a completed Premium. If you are using a 3rd party service for your entries this MUST be included on your Premium, including if your club is using Early Entry Codes. Templates of the Premiums are located on the HRC website's Club Admin page.

   DO NOT re-use an old Premium as it will change from year to year. Please make sure all the correct information is provided. Do not remove any items listed. Send Premium to: tcobb@hrc.dog.

Name
Hunting Retriever Club
UKC Licensed Regular Hunt
Month Date - Date, 2026

I submit $_____ for entry fees. # of tests entering: SAT____ SUN ____

Enter in Hunt Category: _____

Name of Retriever: _____

UKC #R: _____-_____ Call Name: _____ HRC Points: _____

Breed: _____ Male: _____ Female: _____ DOB: _____

Sire: _____

Dam: _____

Registered Owner: _____

Owner's H.R.C. Membership #: _____

Owner's Address: _____

City: _____ State: _____ Zip: _____

E-Mail: _____

Name of Handler: _____ Phone: (_____)_____

I certify this dog's immunization is current & has no known communicable disease i.e., Kennel Cough. FURTHER, I agree not to hold the Landowner(s), HRC, UKC or the Host Club responsible for loss of property, damage or injury incurred during this event. HRC, UKC, the Host Club and the Landowner(s) are NOT responsible for loss, accident, or theft, and further assume no responsibility for any damage or injury sustained by the handlers, or to any of their dogs or property and further assume no responsibility for injury to children who are to be under the supervision & control of their parent or guardian. FURTHER, by my signature, I acknowledge and ensure that the Handler understands that he/she will have the opportunity to view a test dog run the tests; that he/she has the option of withdrawing this dog from any test the Handler in his/her sole discretion deems unsuitable or unsafe; and agrees further that by participating in said tests he/she assumes all risk of harm or accident to either the Handler or the dog.

(Signature of Owner/Agent): _____
Address of Handler (If Handler signs above) Street: _____
City: _____ State: _____ Zip: _____
HRC MEMBERSHIP # OF HANDLER: _____

NAME
HUNTING RETRIEVER CLUB
UKC LICENSED REGULAR HUNT
Month Date - Date, 2026

HUNT LOCATION
Location Name
Address, City, State, Zip
GPS coordinates *(if applicable)*

ELIGIBILITY
This Hunt is held under the rules of the Hunting Retriever Club and United Kennel Club and is open to all breeds in the UKC GUN DOG group.

ENTRIES BEFORE DEADLINE

Company Name
Website Link
(or club name if no entry service)
Phone and/or Email

ENTRIES AFTER DEADLINE

Club Name
Contact
Address, City, State, Zip
Phone and/or Email

ADVANCE ENTRIES WILL CLOSE ON
TUESDAY, MONTH, DAY, YEAR
AT TIME AND TIME ZONE

ENTRY LIMITS

	Started	Seasoned	Finished	Upland
Max # of dogs per flight	50	40	40	30
Dog limit per Handler	12 (all stakes)			
Entry limit per Dog	1 entry/stake per dog for each Licensed Test Day			

YOUTH HANDLERS

- Youth Handlers are allowed to enter any stake.
- Their entries will count towards total entry limit per flight.
- Are allowed to run their dog in a lower stake when it is also being run by an adult in a higher stake (only the higher stake points will count/accrue).
- May not run their dog in contention (at the same level), if also being run by an adult in that stake.

YOU MUST USE THE APPROVED PREMIUM WHEREVER YOU PUBLISH THE PREMIUM.
ANY CHANGES AFTER APPROVAL MUST BE SUBMITTED USING THE
PREMIUM CHANGE REQUEST FORM LOCATED ON THE HRC WEBSITE'S Club Admin PAGE.

PLEASE BE PATIENT during the approval process. All submissions are processed on a first-come first-served basis. Requesting progress updates will only slow down the flow for everyone. The Administrative Coordinator will approve and post on the HRC website's Events Page. The club member that submitted the Premium will receive a confirmation email once all has been approved. AFTER the confirmation has been received, the club may open for entries if/when ready.

a. JUDGE CHANGES: If you need to make any changes before the hunt test do NOT resend the Premium. Simply resubmit the JUDGE APPROVAL FORM located on the HRC website's Club Admin page for only the judge(s) to be added with a comment indicating who should be removed. The club member that submitted the Judge Change will receive a confirmation with the updated Premium once it has been approved and reposted to the website.
b. ADJUSTING ENTRIES: You cannot run more dogs than what is posted on your Premium. If you need to adjust the number of dogs per flight (not to exceed the maximum allowed), do NOT resend the Premium. Submit your clubs change request to **tcobb@hrc.dog**. The club member that submitted the request will receive a confirmation with the updated Premium once it has been approved and reposted to the website.
c. ADDING FLIGHTS: You can add flights if needed (except for a Preliminary Hunt). Do NOT resend the Premium. Submit your clubs change request to **tcobb@hrc.dog**. The club member that submitted the request will receive a confirmation with the updated Premium once it has been approved and reposted to the website.
d. CONTENT: All information must be completed, or the Premium cannot be approved. Do not remove any of the information on the template or the Premium cannot be approved.
e. ENTRY SERVICES: If you are using a 3rd party service such as DogToTheLine.com, EntryExpress.net or HuntSecretary.com, any concerns arising with entries is the club's responsibility to resolve with those organizations. HRC does not endorse any 3rd party service and will not be responsible for any concerns regarding these organizations.
    i. NOTE: Should discrepancies occur, the details specified on the Premium that is published on the HRC website will stand as the official version of information.

7. **GARMIN:** Each club that holds a Hunt Test is allowed 1 Garmin product per year. Please be sure to submit your order by the first of the month at least 2 months before the **MONTH** of the scheduled hunt. This follows the same calendar due dates as the Purina order calendar. For example, if the hunt test is scheduled for May 22, you need to place your Garmin order by March 1st. They are shipped approximately 10 days prior to your hunt test. They are to be raffled off to make the local club money. They are sent to the Club's Hunt Secretary listed on the Premium unless the HRC Administrative Coordinator was advised otherwise. The Garmin order form is located in the RESOURCES LIBRARY of the HRC website.

8. **CLIPBOARDS:** Prepare any clipboards/notebooks needed for use at the hunt test: Judges notebooks, Veterinarian clipboard, Hunt Marshal.

9. **PROGRAMS:** Prepare Programs/Running Order Assignments. If you need logo's you can contact the HRC Sponsorship Chairperson for assistance.

10. **RUNNING ORDER ASSIGNMENTS:** If the club is using an entry service, they may assist with this process, but walk-ups and day-of changes will require you to be on top of this process. It is arguably the MOST IMPORTANT responsibility for a smooth-running test. Common sense should prevail as a good running order takes a lot of pressure off the Test Marshall as they are getting dogs ready to run.

    a. TIME: Each handler should be given sufficient time to air the retriever without being rushed prior to running. Handlers with entries in multiple levels need time to get from one Hunt site to the other. For example: John has 1 Started, 1 Seasoned and 1 Finished entry so a good assignment would be: #2 in Started - #12 in Seasoned - #20 in Finished.
    b. FINISHED SPACING: In the Finished category, try to put at least 3 retrievers between each multiple-entry handler because of the required 'honor'.

c. COURTESY OPTIONS: Where possible, avoid first-time handlers running #1. They will most likely be nervous so running later allows them to see the test a few times. If applicable, any Grand Hunting Retriever Champion entered in a Hunt is honored by being allowed to run first.
d. SUNDAY ORDER: When possible, try to accommodate out-of-town entries by assigning earlier Running Order Numbers on Sunday. This allows them to return home earlier and is a gesture greatly appreciated.

11. **REGISTRATION:** Each entry will 'check in' in the morning, be noted on the list and will receive a Program. Bitch Checks are also generally conducted at this time by appropriate staff. It is important to have someone at the Registration table at ALL times on ALL Hunt days to answer questions, provide directions to each Hunt site, and communicate (via cell or walkie-talkie) with the Hunt Chair should issues or emergencies arise.

12. **POST TEST:**

a. **Point Receipts** – Make sure all Judges have signed every point receipt. **Two (2) Judge's Signatures** are required on all **passes**. If you have issues, UKC handles ALL points related matters. Contact them at huntingops@ukcdogs.com and let them know what happened.
   i. Do not combine categories on the point sheets. Please use one entire sheet for a category. If there are unused point slips, please mark them as "void". PLEASE utilize the boxes only. Receipts marked "failed" may have an X through them to make it easier for judges to sign only "pass" receipts.
   ii. Do not combine more than one day's hunt on a sheet of point slips.
   iii. If the owner does not provide you with a UKC Registration number, leave this area BLANK, even if the owner tells you that he has applied for registration.

   iv. **Point Receipt Category Definitions:**
      1. **Passed**: All dogs marked as "passed" by the Judges.
      2. **Failed**: All dogs that attempted the test but were not marked as passed.
      3. **Scratch**: a dog that has entered the hunt but had been withdrawn (bitch in season etc.). Do not use the Void box for these situations.
      4. **Void**: unused point receipts left on the page for the category, a dog that has changed flights or category, correcting a duplicate entry of the same dog, etc. The void category must not be used for dogs that have scratched, failed or have been disqualified.
      5. **Disqualified**: The Judges must indicate if the dog or the owner is disqualified and the reason F. How the Judges are to correct a box that they accidentally marked incorrectly: Cross out the box that is incorrect. Have the judges check the correct box, the judges should then circle the correct box and place their initials by the circle.
      6. **Multi-Handlers**: List 1 Handler only on point Receipts.
      7. **Non-U.K.C. Registered Dogs**: If the owner does not supply you with a UKC Registration number on or before the day of the hunt, the dog is treated as a Non-Registered Dog. All Non-Registered dogs are subject to the additional $5.00 Non-Registered Dog Fee. It is up to the club whether they pass the $5.00 fee on to the owner of the dog or not. As Hunt Secretary, please give each owner of a Non-Registered Dog a UKC single Registration form so that they may register their dog in time to keep any points their dog may have earned on the day of the hunt. We appreciate your assistance in this area.
      8. **Non-HRC Members**: If an owner of a dog participating in your hunt is not an HRC member, an additional fee of $5.00 is charged to that owner, or to whomever is entering/handling the dog. Half of that fee is retained by the club, the other half is sent to HRC INC., recorded on the HRC INC. Hunt Test Report form. This fee is applied to those Non-HRC member owners with dogs in Seasoned, Finished and Upland only. Started participants are exempt from this Non-Member Fee.

b. **POST-EVENT REPORTS FOR SUBMISSION:**

i. **Complete the UKC Hunt Report Form. Mail to UKC with PAYMENT and points passes:** UKC Hunt Test Category Results Form

ii. **Complete the ONLINE HRC Hunt Report on HRC website's Club Admin page:**
   1. Section #1: Club Event and Hunt details
   2. Section #2: Judge Assignment Report and Apprentice Evaluations
      a. This is how each Judge receives credit for their judging assignments.
      b. Upload Apprentice Evaluation forms (if applicable) as attachments. Make sure they are filled out by the assigned AA Judges, including signatures, dates, club name, etc.
   3. Section #3: HRC Hunt Fee calculator and payment options:
      a. **CREDIT/DEBIT CARD**. Pay immediately with card. Fees will apply.
      b. **MAIL CHECK**. Print report and mail to HRC Treasurer with **PAYMENT**.

ALL POST-EVENT REPORTS ARE TO BE SUBMITTED WITHIN FIFTEEN (15) DAYS OF HUNT TEST COMPLETION

For additional information please refer to the current HRC Rulebook or contact the HRC Administrative Coordinator at tcobb@hrc.dog