Setting Up An Event

- ☐ Find a 5-10 Acre fenced in area with good rabbit population
- ☐ Fill out application on how to hold a test
- ☐ Have 4-6 GPS collars available for use day of test
- ☐ Have starting pistol/blank gun within AKC regulations
- ☐ Get 2 judges approved through committee
- ☐ Fill your committee & understand their roles
- ☐ Set date / number of tests & entries per day
    - ☐ Decide how many pre entries to take vs day of

Making Event Premium

- ☐ 911 address
- ☐ Detailed instructions on how to get there
- ☐ Closest emergency Vet
- ☐ Closest Hospital
- ☐ Where to Potty Dogs
- ☐ Where to Crate dogs
- ☐ Bathroom info
- ☐ Food info (pre order or available)
- ☐ Minimum and Max entries allowed
- ☐ Entry deadlines / day of entry information
- ☐ Make sure to include FENCED AREA & GPS COLLARS PROVIDED on flyer/premium
- ☐ Make sure to have entry forms linked or connected with clear pre entry info

Test Prep

- ☐ Order ribbons to HPT standards - green (sometimes green and white rosettes) - saying AKC NBC Hunting Performance Test Qualifying run - flats or ribbons are standard- some order new title ribbons too
- ☐ Make sure to have judging books made- MIKE SIMPSON will make them & ship them to you. - mike01simpson@gmail.com
- ☐ Make sure someone who is on your committee has at least basic understanding on how to use excel documents
- ☐ When accepting pre entries make sure to number them as they come in so you can close when pre entry limit has been reached AND know the order of conflicts as received
- ☐ Enter owner & dog information as you get pre entries on your scoring spreadsheet to make day of and after test go faster
- ☐ 2 days prior to test send your pack rooster & entry info to - beaglehpt@gmail.com - for review
- ☐ Send out entry confirmation to everyone who pre entered with any additional info on their run times / explain when briefing is / etc - send a copy to - beaglehpt@gmail.com
- ☐ Check in with judges a few days before to ensure they are ready and coming

Judges
- ☐ Make sure judges know what time to show up and what is expected of them
- ☐ Make sure judges have read the rules and regulations and are aware of the judging packet & youtube channel for education if they have not judged yet

Day of the Test
- ☐ Morning of the test have the first few packs posted and ready to go- white board with the following information makes your life easier:
    - ☐ PACK #, Level, Owner Last Name, Dog Name, Dog #, Collar Color, +/_ roll through eligible
    - ☐ Make sure to keep a document of what your pack order is day of. This should include Dog Name, collar color, & # of EVERY GROUP you send out to keep from confusion when entering the score. Your pre-made list WILL CHANGE so keep track of what is happening day of.
- ☐ Have briefing a half hour or so before your runs start- explain expectations and hazards- introduce judges, marshalls, etc & thank everyone - owners should know they can ask questions to anyone at any time
- ☐ Make sure judges understand how to fill out booklets
    - ☐ Each book should have judges name on inside cover
    - ☐ Each page should list the PACK 1
    - ☐ Each section should have dog collar color and NUMBER
    - ☐ Judges are encouraged to write comments and EVERY DOG needs a score in every category- even if it is a 0. NS is only accepted in higher levels if a rabbit isn't found
    - ☐ Judges should understand that ROLLTHROUGHS are allowed if at least 2 dogs pass Instinct- at that time all dogs that failed should be picked up as well as the experienced dog, the judges announce this & then SWITCH to their NOVICE BOOKS for scoring. IF Pack #1 rolls through the Novice book will read PACK #1 Roll through in the book
    - ☐ Make sure judges understand if they tell someone they PASS they better have checked with the other judge first AND the score and pass must be recorded in the book
    - ☐ Make sure you have judging books for BOTH JUDGES and accurately are averaging scores and hitting minimums to see if dogs passed levels DURING TEST
- ☐ Make sure mentor / marshalls are ready & have instructions on catching dogs, helping judges, and are sent with a pack rooster for each group

- ☐ Every few packs the judges should turn their books in for scoring to be entered in the excel document and to keep the day moving- these books should be clearly marked AND can go back out later as long as scoring has been entered.
    - ☐ I recommend writing what pack #s are in each book on the front cover as you go
    - ☐ Average each score. If a judge puts 0 in searching and another puts 2, the dog gets a 1 and so forth. (we do work in 0.5 if needed when averaging) YOU MUST TURN IN 2 books filled out for EACH dog judged or no score will be given and you will be responsible for refunding the owner.
    - ☐ Make sure the judge's comments are entered in the excel document too!
- ☐ IF you have the next few packs made up at any point- you should use any extra time to enter scores OR have someone designated to enter scores as booklets come in so you can figure out who is moving up to alter future packs. Keep track of your booklets because they will be turned into the NBC Chair after the Test
    - ☐ I'll keep a list of dogs entered and what level they start at on a piece of paper or on the computer - as they pass I'll mark the level they are on (NOT LEVEL THEY HAVE) and the runs they have paid that they need to use like this:
        - ☐ Peak
            - ☑ ~~HBA - 2 runs paid (can run either solo or pack)~~
            - ☐ HBA - 1 run remaining
        - ☐ Loco -
            - ☑ ~~HBN - 2 runs paid (needs 1 Q)~~
            - ☐ HBA - 1 run remaining
        - ☐ Chase
            - ☑ ~~HBI - 3 runs paid~~
            - ☑ ~~HBI - 2 runs~~
            - ☐ HBN - 1 run remaining

After Test
- ☐ Score documents with entries need filled out
    - ☐ We will send you a blank excel document to ensure you fill everything out in proper format.
    - ☐ Make sure EVERY RUN has owner information filled out in the excel document - if you don't then WE have to copy and paste it when we are doing certificates- this adds A LOT of time when we are finalizing everything
- ☐ All judging booklets & entries must be mailed to NBC HPT Chair AFTER you fill out excel document (Amanda "Mandy" Palmer) for review and documentation - 342 Sugar Hill Road, Brockway PA 15824
- ☐ We love a report on the financials after you finish documentation if you are able!