



### **Responsibilities of the Host Club for the National Master Hunt Test Stake**

1. Submit a proposal for review by the Canadian National Master Retriever Club prior to the Annual General meeting two years prior to the planned event. This proposal should describe the available grounds, equipment and facilities and provide convincing evidence that a dedicated work force is in place with sufficient experience to host this National event. The dates of the event should also be declared.
2. The host club will, immediately after the National Master Hunt Test Stake preceding their own, provide information concerning their event for the Canadian National Master Retriever Club website. This will include the dates, personnel, map to the grounds, description of the grounds, a list of social events, etc. Together with the Secretary of the Canadian National Master Retriever Club they will prepare the premium list and have it accessible from the Canadian National Master Retriever Club website.
3. The host club will ensure that adequate land and water will be available and suitable for the dates of the National.
4. The host club will ensure that the club will have access to adequate functioning equipment for the trial (guns, popper loads, wingers, holding blinds, boats, land and water decoys, duck/goose calls, etc).
5. Have a game steward responsible for procuring high quality birds for all of the tests. This should include dead ducks and pheasants, and when possible, live upland birds for the flush.
6. Provide workers for the National stake (throwers and gunners, hospitality, marshals, game steward).
7. Make sure there will be suitable local accommodations for all contestants (hotel camping etc).
8. Arrange for an Opening Banquet (inside) for all of the contestants, workers, judges and visitors. At that Banquet the host club test officials should welcome the participants and judges. Handlers will receive packets from the major National Sponsors and bibs (if used), announcements will be made by the Marshal and the number of the first running dog will be drawn. A fee will normally be charged for the banquet, and tickets may be sold in advance.
9. The host club will prepare a sign for individual dog/handler photographs that must include the Canadian National Master Retriever Club logo, the host club logo and the date and location of the National Master Hunt Test Stake. They should also arrange for



an individual to take these photographs and process them to be available for purchase by participants.

10. Arrange for a Workers Party to be held on the Wednesday or Thursday evening of the event.

11. Contact the judges at least 9 months in advance, and make arrangements for their accommodations (separate hotel rooms), transportation and hospitality. The host club will pay all of the judge's expenses including transportation, meals and judges gifts.

12. The host club will arrange for their own local advertisers and sponsors and will liaison with the Secretary of the Canadian National Master Retriever Club and the major National sponsors. The host club will ensure that all of the conditions (advertisements, banners, announcements, etc) of the contractual arrangements with National sponsors are met. If a raffle is to be held, this will be the responsibility of the host club.

13. The host club can have hats, shirts and other clothing produced with the Canadian National Master Retriever Club logo for sale in advance and at the event.

14. The host club will have a National Master Hunt Test secretary who will collect entries and verify the qualifications of the entering dogs.

15. The host club will, at their expense, publish a program containing all of the required information (as for CKC Hunt test events) for the entered dogs and providing advertising for local and National sponsors as arranged.

16. The host club will arrange for an individual to write descriptions of each day's events and tests to be posted on the Canadian National Master Retriever Club website - ideally updates will be posted daily. Whenever possible, arrangements should also be made for individuals to photograph and draw each test for posting on the website and submission after the event to reporting publications.

17. Within 21 days of completion of the National Master Hunt Test Stake, the host club secretary will provide a list of qualifiers to the CKC and will pay the necessary CKC fees.

18. The host club will send a report of the National Master Hunt Test stake, including photographs or drawings of tests and a list of qualifiers to reporting publications such as Dogs in Canada, Retrievers Online and Retriever Field Trial News within 2 weeks after completion.

September 6, 2009



19. The host club will pay \$50.00 from each dog entered to the Canadian National Master Retriever Club.

20. The host club will make sure that they have directional signs as needed to host the event.

21. The host club will pay the Canadian National Master Retriever Club (cost price) for handler pins and worker pins (year and master national logo). They will order the projected needed number of pins at least one month in advance.

22. The host club will pay the Canadian National Master Retriever Club (cost price) for the red and white rosette ribbons and the goose bands to given to qualifiers. The Canadian National Master Retriever Club Secretary will bring enough ribbons and bands to the event to present to all qualifiers.

23. The host club will arrange for champagne and food for a toast to the qualifiers at the conclusion of the event and will arrange for group photos to be taken and sponsors to be acknowledged.

24. The host club will arrange for an official veterinarian to be readily available during the National as well as to vet all bitches within 24 hours of the start of the National.

25. The host club will ensure that it is covered by insurance for any liability for personal injury or property damage during the National.

26. The host club will keep accurate financial records for the National and will submit a statement of income and expenses to the CNMRC Secretary within 90 days after the National. The financial statements will be made available to member clubs to assist them in planning to host a National.