

## **Michigan Flyways Retriever Club - Hunt Test Organizing Committee**

### **Major Responsibilities**

**March 2019**

Description and Purpose: The Hunt Test Organizing Committee will consist of an Overall Hunt Test Chairperson and chairpersons for major areas of responsibility. The chairpersons for each major area can solicit others to help. These positions should not be paid and should consist of club members. The purpose of this allocation of responsibility is to allow club members to learn how to organize a hunt test and to alleviate any undue burden on any one member.

The Chairpersons of each of the major responsibilities described below would be responsible for overseeing that activity and for obtaining volunteers to assist before/during/after the hunt test. For example, the Hospitality chairperson could ask for volunteers to be responsible for executing the plan for all food and beverages including the tailgate dinner, judge and worker lunches, etc.; lunches; beverages; tailgate). Approval by the Overall Hunt Test Chairman is required to hire any paid workers.

#### **Overall Hunt Test Chairman:**

- Oversee work of hunt test organizing committee.
- Communicate and host regular conference calls or face-to-face meetings with chairpersons of organizing committee to ensure hunt test objectives and deadlines will be met.
- Report regularly to Board of Directors.
- Arrange to pick up hall key from Locke Township Clerk (Tuesdays or Thursdays between 10AM and 4PM). Responsible to ensure hall has been cleaned, lock doors and return key in drop box at the end of the hunt test.
- Conduct meeting to determine stake location (if not already determined in advance) and review emergency procedures with judges and coordinators prior to setting up of hunt test stakes.

#### **Judges Chairperson: Chairperson for all 3 tests**

- Obtain judges for each stake for all 3 tests. Communicate selections to Hunt Test Secretary to ensure judges are qualified and will be approved by AKC.
- Judges lodging – set up reservations with Hotel by 1 month in advance
- Judges gifts – purchase and distribute
- Judges reimbursement – assist judges with Treasurer
- Friday night Judges Dinner – reserved with restaurant mgmt. in advance
- Coordinate setup day – arrange coordinators to assist judges in setting up, arrive at hall to meet judges, open hall, etc.
- Provide maps/directions to hotel, dinner, grounds, etc.

### **Workers:**

- Obtain workers for all stakes – begin 2 months in advance. For ROTC, get contact info and make contact/schedule by February. Contact other groups for help.
- Should be proficient at Microsoft Excel to use worker spreadsheet.
- Stake Coordinators, marshals, line marshals/judges helper, shooters and shooters helper, gun stations, blind planters. Review safety (storms) and emergency procedures with Marshals (conference call). Ensure gunners (live & dead bird stations) meet AKC age/hunter safety requirements (we have AKC waiver for ROTC workers).
- Communicate worker list to club members; include other categories on worker list (communicate with other category chairs such as hospitality to plan worker lunches). Final worker list to HT Secretary 4-5 days before test. Communicate start & end times for workers.
- Provide worker timesheets for marshal clipboards.
- Communicate requirements for timesheets for paid workers.
- Gift Cards for Shooters, key positions (usually \$10 McDonald's/Tim Horton's/Starbucks, etc.)

### **Bird Steward (responsible) + assistant(s)**

- Determine appropriate number of live/dead birds for all stakes based on entries/input from coordinators/scratches/setup/4-5 extra live birds per live bird station. Communicate final number of birds needed to bird supplier.
- Meet bird supplier and oversee bird delivery into bird pen. Get invoice and health certificate. Put padlock on pen.
- Provide 3 clean baby pools in the bird pen filled almost to brim with fresh water. Feed if necessary if birds are delivered early.
- Get trailer, crates, catching nets, hose/sprayer, tarp, power washer and gas can (refill with REC gas 100% and turn in receipt), large drying racks and bird bags out of storage. Store in open shed out of way of farm equipment.
- Take care of birds during test (dump dirty water and refill baby pools/feed?)
- Euthanize birds each day with CO2 for dead bird stations.
- Deliver birds (live and dead) and empty bird bags to stakes.
- Pick up live birds and return to bird pen. Pick up dead birds to be reused and put on drying racks. Dispose of dead birds after test completion in area designated by Jorgensen's.
- Sell leftover live and dead birds to handlers at the bird pen. Deliver money to Treasurer before leaving HT.
- Clean crates with power washer and return all bird-related equipment to storage.
- Inspect and clean up bird pen area. Dispose of all trash in bin?

### **Equipment/Signage:**

- Inventory equipment 2 months before test. Notify Board of equipment needs/repairs.
- Get equipment list and location for each stake from Coordinators and deliver minimum 1 hour before HT start. Pick up equipment at each stake at end of each day of test and return to trailer.
- Trailer to be returned to HQ and left UNLOCKED during HT. Lock up at end of each day. Must have vehicle capable of hauling trailer.
- Responsible to address equipment issues during HT.

- Advise Board of Directors of equipment needs/repairs as needed.
- Deliver signs for all stakes and HQ to the grounds/pick up at end of HT and return to trailer.
- Keep equipment trailer neat and orderly.

#### **Grounds preparation for HT:**

- Mowing of test areas (Jorgensen's to provide tractor) 3-5 days in advance of test.
- Check porta-john supplies. Call company if not cleaned 2-3 days before HT.
- Inspect grounds for hazards, trash, goose/duck nests 1 week in advance of HT.
- Communicate issues/concerns to Grounds Chairman and Hunt Test Chairman.

#### **Hospitality:**

- Lunches for workers and judges – survey judges for food preference, purchase and assemble food, load coolers and deliver to each stake. Pick up coolers at end of day.
- Beverages and ice for workers and judges
- Get coolers out of storage. Clean and dry and return to storage at end of hunt test.
- Arrange for set up and cleanup of hall (main room, kitchen, refrigerator, stove, sinks, hallway and bathrooms) at end of tailgate dinner and completion of ribbon ceremonies at end of HT. Clean and return tables and chairs to storage.
- Inventory/arrange paper supplies for tailgate and restrooms.
- Post 'No Alcohol' signs inside township hall.
- Set up 'No Parking on Grass' yard signs around hall parking lot.
- Tailgate Dinner Coordination – caterer (if using) and member contributions.
- Tailgate donation jars. Collect, count money and turn in to Treasurer before end of HT.
- Ensure all garbage is in bags from kitchen and bathrooms in Twp Hall bins. If all garbage does not fit in bins, make arrangement for members to dispose of garbage at home.
- Inspect grounds around Twp. Hall for trash.

#### **Ammunition, Guns and Shooters:**

- Organize live gunners (Master and Senior) for each HT and communicate shooters names to Worker chairman.
- Inventory ammunition (live and blanks) 2-3 months before HT.
- Inspect guns for proper operation.
- Maintain/clean guns after each hunt test. Return to trailer before HT.
- Order necessary ammunition for test and arrange for proper storage in trailer.
- Rotate ammunition/blanks so that older stock gets used first.
- Deliver appropriate ammunition to trailer prior to HT.
- Must be able to provide training/coaching for new gunners.

**Raffle:** (Mary Ann may have more detail already written down.) This responsibility can be for all 3 hunt tests or can be separated for each test.

- Arrange & Coordinate hunt test raffle committee.
- Request from Board any funds needed to buy large items.
- Communicate to club, personal shopping if check received from members and collect donations in advance.
- Post signs advertising Raffle.
- Inventory and order ticket supplies as needed.
- Set up area for donations on Saturday.
- Ticket sales during HT and at tailgate dinner.
- Request large raffle items from companies (i.e. Gun Dog Supply; Zinger)
- Set up tables and raffle items on Friday afternoon at Twp Hall
- Arrange for tickets to be drawn and announced during tailgate dinner.
- Collect and count money. Deliver to Treasurer.
- Make items available that are not picked up at tailgate. Collect and store any items not picked up. Store items for later raffles.

**Logo Wear Sales:**

- Inventory logo wear items.
- Request funds from Board to purchase new items at needed.
- Order and arrange shipment of purchased items.
- Process charge card transactions using Square.
- Maintain list of donated items/gifts of logo wear.
- Store, set up table and put merchandise on display in Twp. Hall for entire HT.
- Collect and store unsold merchandise until next HT or next season.
- Collect, count monies received and deliver to Treasurer with summary report.

Other potential jobs not specifically related to hunt test events:

Event Chairman – coordinate and communicate all events at Jorgensens; publish calendar

Administrative Chair – website, Facebook page management, State of Michigan LARA (Sales Tax exemption permit, DNR permits, AKC filings, club membership renewals (MNRC, MARC, etc.)

Procurement/Purchasing Chair – does all buying/purchasing materials, supplies and equipment for the club.