



HUNT POINT RETRIEVE
Guide for
Field Trial Secretaries
and Committees.

Compiled by the
Hunt Point Retrieve Field Trial Association
2023

This guide has been produced by the HPRFTA to assist Field Trial Secretaries and their committees in their roles. We hope it will put more detail on the day-to-day management of trials and tests. It should be read alongside the Kennel Club Field Trial J Regulations where appropriate.

Field Trial Secretary (FTS) Seminars are run by The Kennel Club (KC) annually, but they do not address the practical requirements of organising an event in detail.

'The KC J Regulations are your Bible'

They should be read and thoroughly understood in conjunction with this guide. Failure to abide by the regulations may lead to fines by the KC. This guide is aimed at facilitating consistency in management across the HPR clubs/societies/associations (To be known as clubs)

The KC J Regulations (including Gundog Working Tests) (GWT) booklet is printed annually and is available from early February each year. It will highlight all new changes to regulations on the back pages.

It can be purchased on requested from the KC Activity team or you can download the latest copy in a pdf format (Google: The Kennel Club Field Trial J regulations (*year*) pdf).

Secretaries should always be aware that changes, clarifications and developments are made to the discipline throughout the year; these changes may be listed in the **Field Trials Newsletter** available from the Kennel Club

Online at: <https://www.thekennelclub.org.uk/forms/field-trials-newsletter/>

The KC have a facility on their website for you to access areas directly for information on your role and for you to input information, such as the online Field Trial Diary, but first you must ensure your club is registered on their website.

Online at: <https://www.thekennelclub.org.uk/events-and-activities/field-trials-and-working-gundogs/field-trial-secretary-information/>

Procedures, Best Practice and Etiquette:

Regulations must be observed but for some areas of an event there is Best Practice

HPR Field Trial Secretaries (FTS), their sub-committees and their Clubs are responsible for co-ordinating events and working within

Kennel Club Field Trial J Regulations

J (A) The Management, Conduct and Judging of Field Trials

J (E) Breeds which Hunt Point Retrieve

J (F) Show Gundog Working Certificate

J (G) Gundog Working Tests (Not KC Licenced events)

(The KC issue an updated edition of the J Regulations annually in early February each year)

Other events, such as Tests of Work, usually a charity event, come under KC regulation J(G) 1. Introduction h. (1) and (2) and Pointing Tests (not KC licenced) have established and agreed guidelines and other events may fall under your Club Rules and Regulations and Code of Conduct and guidelines.

CLUB OFFICERS, COMMITTEES and SUB-COMMITTEES:

(KC FT regulation J 4. b. *Jurisdiction and responsibilities* and 8 a. *Management*)

All club Officers, committees and sub-committee members of the club holding events, are deemed responsible for organising and conducting the event safely and when necessary, holding a KC License applying the Kennel Club Rules and Regulations

The Management of a field trial shall be the responsibility of the club to which the licence is issued.

CLUB SUB-COMMITTEE/WORKING PARTY:

It is desirable to have a club sub-committee if your rules allow or working party to assist FTSs, for example, in acquiring grounds, choosing judges and guns, keeping an eye on finances, and providing assurances of fair play.

A sub-committee is compiled usually of fully paid-up members and is by invitation and agreement of its present sub-committee/working party members and their names minuted.

Budget: Some clubs give their HPR FTS a budget within which to work, others fund may come from main club accounts and may require advance notices of expenditure for good governance of members' money.

(It must be noted all money held by a club is members' money and careful consideration must be given to its expenditure.)

Best Practice: All FTS and sub-committees/working parties should be familiar with the KC J regulations; they should ensure these are thoroughly understood as they are responsible for FT governance.

Best Practice: All FTS and their sub-committee/working parties should be familiar with their clubs, instructions on governance.

THE FT SECRETARY'S ROLE:

- Ensures the all-governing regulations are enforced
- Ensures the sub-committee/working party runs correctly
- Responsible for overall admin:
 - responsible for all correspondence.
 - ensures agenda and minutes are circulated to sub-committee/working party and/or main committee
 - makes booking arrangements for grounds [**KC FT regulation J 5.a.(4)**]
 - Applies to KC for Licences for Field Trials (no later than 30 days prior to trial date) [**KC FT regulation J 4.a.(1)**]
 - as contact point with the KC, club members
 - sends invitations and thank you letters to judges' hosts, keepers, and trainers
 - Must produce all schedules and entry forms for field trials as specified in regulations. KC approval is required within 3 days of production [**KC FT Regulations J 4.c.**]
 - Produces Schedules/entry forms for other events ie. Gundog Working Tests and Pointing Tests
- May organise other events for its members/non-members: Training Days, Shot Over Days, Pointing Tests, Gundog Working Tests, Field Trials and other events
- Accepts entries on paper and online
 - Check members entries are current with the membership list or Membership Secretary
 - Must hold all FT and GWT entries for 12 months [**KC FT regulation J 6.m.**]
- Accounts:
 - Keep receipts and invoices for the Treasurer for the purpose of accounts
 - Produce event accounts for the treasurer (if required)
- Produces a report on past events for the AGM (if required)

Possible sub-committee/working party delegation:

- Produce an agenda and takes the minutes for meetings
- Annually review Standing Instructions and any new requirements to a schedule or entry form
- Annually review Risk Assessments
- Ensures the club website is up to date for their section
- Ensures the club FB page is up to date for their section
- To be mindful of GDPR in all aspects of data security

Best Practice:

- Uses the club LOGO and ID no. on club correspondence as appropriate
- Produces 'projected costs' of events for good governance
- Produces 'actual cost' of events when an event is completed
- *KC Best Practice*, that cheques exceeding £250, require two signatures.
- *KC Best Practice*, two methods of entry to be made available to avoid disenfranchising members

ADMINISTRATION and MANGEMENT of EVENTS

Applying for permission to run your first and subsequent Field Trials

A working club/society/association (referred to hereinafter as “club”) whose application for their first field trial has been successfully approved by the KC and given an ID number and have proved they can run well managed events for working dogs for 3 years, can apply to the Kennel Club for Field Trial status.

The request will be notified to the wider FT community via the Kennel Club Field Trial Newsletter and supportive letters invited to be sent in to the Kennel Club. This support can come from other Field Trial Clubs, Panel Judges and competitors.

It is important to note:

- The first Field Trial to be approved will be a Novice and it is usually just one stake in the first season. This can be increased in successive seasons.

Best Practice: There is no hard and fast rule

- After three years if the Novice Stakes are successfully organised, an application for permission for the next level of stake e.g. All- Aged stake can be requested.

Best Practice:

- After a further three years an Open Stake may be applied for.

Each time it will be notified in the Kennel Club Field Trial Newsletter and support letters requested before approval. The applications are considered by the Kennel Club Field Trials Committee who will then make recommendations to the Kennel Club Board for final approval. This process may take several months due to the timing of the newsletter and dates of committee meetings. Note: It is very unusual for clubs to be granted permission to hold more than one Open Stake, but other stakes are not limited, once granted. At present there are only a few clubs granted permission to hold more than two Open Stakes.

KC FT regulation J should be thoroughly understood before embarking on event arrangements

The KC organise general tutorial for FT Secretaries but they do not cover the day-to-day management of events.

Many clubs organise the KC Presentation Scripts and Exams to help understand the FT J

Regulations for judges committees and competitors.

FIELD TRIALS

A Field Trial is a KC licenced event under rules and regulations.

KC FT regulations J and J (A) The Management, Conduct and Judging of Field Trials

Arranging a Field Trial

After the first year there is no limit to the number of Novice and All Aged Stakes a club may arrange, but be aware of market forces and entry numbers and club resources. It does not bode well for a club who has to cancel trials through lack of entries. It is not known practice that HPR clubs hold puppy stakes regardless of **KC regulation J 3.d. (4)**

What administration should I do before the FT?

Grounds:

Best Practice:

- Try not to use just one ground or it may become overused
- Contact the host/keeper and visit the grounds
- Is it suitable for Novice, All Age or Open Stake?
- If planning to use a new ground, physical attendance and approval is required from an A Panel Judge before proceeding
- Obtain a few dates
- Agree fees
- Discuss guns, who will supply them. Maximum of 4 [**KC FT Regulation J (E) 3.**]
- Name of host and shoot
- Address and post code of venue
- Meeting place
- Research dates are free of other HPR trials in the area, if possible, and with the KC (Field Trial Diary)
- Avoid trials on the same day if another club tstage is close by.

FAQ: Should ground owners have a say on who judges on their grounds?

Best Practice: No, it should not be tolerated and if it happens you should decline.

FAQ: What if a person is banned by the ground owners?

Best Practice: FTS should check with ground owners if any person is banned from their ground and Secretaries have to act accordingly. Under Kennel Club regulation [**J. 6 Entries d.**] or under a club's Standing Instruction, you may invoke refusal of entries.

NOTE: The reasons for refusal must be reported to the Kennel Club.

Field Trial Licences – [KC FT regulation J 4. (1)]

Application - **must be made more than 30 days before the event**

Field Trials are KC licenced events.

Novice Stake definition: [KC FT Regulation J 3.d.(3) and 6 j (2)]

All Aged Stake definition: [KC FT regulation J 3. d (2) and 6.k.] is the only stake where a club can put a request into the KC with its own preferences in the draw i.e., breed specific

Open Stake definition: [KC FT regulation J 3.d.(1) and 6 i. (4) and 6.j.(1)]

Optional, before or after request is made for a Licence;

- Contact Judges to appoint, by phone or email. A Panel first.
- Once this has been confirmed you can make an application for the licence with details of date and place for a trial, which you can do online.

The application must then be completed and signed by the club's Chairman and forwarded to the KC at least 30 days prior to the date of the trial, along with the appropriate fee (£25 for a one-day stake). The KC will then issue a licence.

Any changes to the licence require KC approval and another £6 administration fee.

The licence must be available on request at the event.

Public Liability Insurance You must have a copy of your club's current public liability insurance document available at every event you arrange. **[KC FT Regulation J 4. (2)] Judges: [KC J regulation J 5.]**

JUDGES APPOINTMENTS

All judges must be fully conversant with latest Kennel Club Field Trial J Regulations and all KC approved Panel judges must have attended the **Training Programme Seminar on Kennel Club J Regulation for HPRs and passed the examination** [KC FT Regulation J 5.c.(6)] unless they hold 'grandfather' rights. [KC FT regulation J 5.c. (6)]. (There is no requirement for Non-Panels to sit the seminar and exam, but it is desirable).

Clubs are responsible for selecting judges in accordance with KC Regulations and must satisfy themselves that the person has practical experience in both field trials and the shooting field.

Official lists of A and B Panel Judges (judges already approved by the Kennel Club) can be found on the KC website: 'FIND A JUDGE' <https://www.thekennelclub.org.uk/search/find-a-judge/> which may be updated every few months.

A signed written agreement to judge your field trail must be received from each invited judge.

Appointment letter wording which must be included and can be found in **[KC FT regulation J 5.a.(4)]**

Every trial must have a least one A Panel Judge.

- The A Panel should be the first judge you appoint to a Field Trial
- Prepare a shortlist of Judges to contact, they may not all be available for the date chosen.
- Open stakes may be judged by two A Panels or an A and B Panel
- All other stakes, All Aged and Novice must have an A Panel but either a B or Non-Panel as co-judge (A Non-Panel Judges cannot judge an Open Stake).

**All B-Panel judges must, before judging a stake, have undertaken the
Kennel Club Training Programme Seminar on J Regulation for HPRs
and passed the examination**

Non- Panel. It is desirable but not compulsory that, before a 'first' judging appointments is given to a Non-Panel Judge, that they have also attended the KC seminar and passed the exam.

Non-Panel Judges –

The **KC regulation J 6** states that –

'The judges shall be appointed by the society holding the Trial which must satisfy itself that the person being invited to judge have practical experience of both Field Trials and the shooting field'.

To this end a list of prospective judges is maintained and updated by the HPRFTA and sent to FTS annually, to aid with their decisions on appointments.

Everyone on the list has given permission for their data to be used for this purpose.

This list is for use by FTS and their committees only, it is not for publication. It should be kept restricted under GDPR

Best Practice: Your club may decide to sponsor a prospective Non-Panel Judge before making any appointments for events. This is done by invitation from a club not by a request from a member.

The Association provide, for assistance, a criterion of desirable experience before a field trial appointment is made. See below.

Non-Panel Judges - Guideline to level of experience desirable:

- Attendance at the Kennel Club Seminar Script presentation and passed exam
- Attendance at Field Trial (Practical) Training Management Days minimum 3
- Active Management of running a Trial
- Carried a red Flag
- Stewarded
- 'Book Carrying' at a Field Trial minimum 3
- Experience judging Pointing Tests minimum 3
- Experience judging Gundog Working Tests minimum 3
- Competitive experience in HPR Field Trials minimum 5 seasons
- Had a modicum of success
- Experience in the field with particular reference to shooting over dogs and game management minimum 3 years

Best Practice:

By selecting a Non-Panel to judge a trial, your club is saying it thinks this person is now ready and suitable for the position. Clubs should bear in mind the following:

- Candidates should not to be rushed into judging before they are ready and competent
- Utilise the agreed criteria to promote them
- Appoint them for your own events
- Request feedback from co-judges on performance
- Only elevate them to the next level when appropriate
- The judges must keep their own records of all their appointments

A judge may be nominated to a panel by a club which holds Open stakes and for which he or she has judged within the previous three years. All FTS and committees of clubs should satisfy themselves that the nominee, either Non-Panel or B Panel, has completed all the desirable sections to their satisfaction before signing an application in support of the nominee.

Field Trial Schedule: [KC FT regulation J 4. c.]

Preparing a schedule

For each licensed trial a schedule must be compiled, which includes entry forms for competitors and your club's standing instruction. All schedules must conform to the current specimen, **KC FT regulation J 4 c. (1)**. All these documents must be submitted to the KC within **three days** of producing/printing [**KC FT regulation J 4 c. (4)**] for approval before publishing.

It is NOT for a club to omit content.

FT Secretaries are advised to download from the KC website the most recent version of the specimen schedule before preparing any schedule.

- FT67 – FT specimen schedule KC website download or HPRFTA Secretary
- Entry form specimen available from the KC website download or HPRFTA Secretary
- Closing Date for entries should be a minimum of 14 days prior to the Stake. [**KC FT regulation J 6 c.**]
- No alteration may be made to the schedule after publication except with KC permission

Best Practice: the KC require a method of entry in addition to online (Fossedata or

FTMS), therefore paper entry must be available, so as to not disenfranchise members.

Finally, once approved, email your members, or send via the postal service if requested and place the schedule, entry form, Standing Instruction and risk assessment on all media platforms:

- club website
- other areas of advertising, hprftinfo.co.uk, Facebook etc.

SPECIMEN FIELD TRIAL SCHEDULE

This document is issued by The Kennel Club for Field Trial Secretaries and their printers. All Schedules for Field Trials must be compiled in accordance with the layout indicated and the Rules and Regulations must be included as indicated. No modifications should be made to this specimen schedule except by permission of the General Committee of The Kennel Club, **which should be followed by advertisement in the Canine Press wherever possible. ACTION: Check out if this is still the case**

This Specimen Schedule and Entry Form were updated in January 2021 with effect for trials on or after **1 January 2021**.

This document is updated on a regular basis to take into account any relevant changes to regulations etc. Please ensure that you have the latest copy which can be obtained on The Kennel Club website (www.thekennelclub.org.uk/media/3465/field-trial-j-regulations.pdf) or by contacting The Kennel Club on 01296 318 540.

Field trial specimen Schedule KC FT regulation J 4. c. (1)

SPECIMEN FIELD TRIAL SCHEDULE

01/2021 (8th EDITION)

The information shown on this page must be included within your schedule, preferably on the front outside cover or title page.

NAME OF TRIAL SOCIETY and ID Number

SCHEDULE OF HPR FIELD TRIAL

(held under Kennel Club Limited Rules and Regulations 'J')

(Any additional title for which prior permission has been given by the General Committee of The Kennel Club may be added here)

TRIAL VENUE:

(Where the time and place of meeting are not added a statement on how this will be communicated to competitors should be added)

DATE OF TRIAL:

STAKE/S: (list stake/s with maximum number of runners in the order they will be run)

JUDGES: (list all judges including judging numbers)

COVID SAFETY OFFICER:

FEES: (state the amount of entry and other fees)

PRIZES: (list details of prizes)

ENTRIES CLOSE: (date)

ENTRIES TO BE MADE TO: (state to whom) *[This doesn't appear in the rules but is Best Practice]*

This will usually be the Trial Secretary and a telephone contact number should be provided, if possible, together with a full postal address including the postcode.

DRAW: Must be 14 days before the trial date **[KC FT regulation J 6 c.]** (state date, place and time of draw including how all entrants will be notified of the result)

ADDITIONAL INFORMATION MAY BE ADDED TO THE SCHEDULE SUCH AS DETAILS OF SPONSORSHIP, CLUB LOGOS, DIRECTIONS TO THE VENUE ETC. AND THIS MAY BE INCLUDED ON ANY APPROPRIATE PAGE.

Field trial Entry Forms [KC FT regulation 4. (3)]

The pro forma is issued by the KC for paper entries and forms part of the schedule and are not for altering in content or design.

The KC require there to be more than one way to enter a trial, either paper or online.

The field trial specimen entry forms are available from the KC or HPRFTA Secretary.

The current specimen entry form is available Annex A. The KCs may update it to take account of changes to the regulations or policy.

Standing Instructions:

Used by a club for additional information

Formulate if not already in place and review your club's HPR Standing Instruction – annually

This contains everything that does not appear on your schedule and is sent to the KC with the schedule for approval.

Items of instruction it must contain are:

- Government Covid arrangements at the time of the trial
- Methods of Payment
- Definition of Stakes [KC FT regulation J 3]
- Policy on Reserves
- Substitution of Dogs [KC FT regulation J 4.c. (1)(xii)]
- Withdrawal of dogs
- Refusal of Entry [KC FT regulation 4. c. (xi)]
- How and when a draw will take place and notification [KC FT regulation J c. (ix)]
- Entry Fees and prizes on offer (agreed in advance with the sub-committee) [KC FT regulation 4 c. (vii)]
- Red Flag (Keep order and safety)
- Picking Up Dog (Picking up dog under judges' instruction for picking birds not retrieved by the competitor)
- Game Carrier (must never feel the birds for damage).
- Changes in the Schedule
- Cancellation of a trial
- Refund of entry arrangements
- Appropriate Dress
- Welfare of Dogs
- Discipline
- Spectators
- Lunch Arrangements
- Videography and Photography
- Liability
- The Club's FT Committee of the Day
(to determine any disputes or the abandonment of a trial) [KC FT regulation J 4.g.] This should be determined by one person not the judges.

Field Trial Draws:

Preference in a Field Trial Draw [KC FT Regulation J 6 i.]

Always check first if the entrant is a member to ensure the correct entry fee has been paid and to confirm their preference status

Draws may be done manually or by an online system. Online systems currently used are **Fosse data or FTMS**.

Your club may have instructions for withdrawal of a dog, written into their Standing Instructions **[KC FT regulation J 6.f.]**

It is essential where preferences form part of a stake, as in All Age and Open, if using an online system to notify them of the preferences and order of draw so that no mistakes are made.

If conducted manually preference in qualification is as follows from February 2023:

Open stake: [KC FT regulation J 6.i.(4) and j (1)

Effective from 3rd February 2023

(4) Breeds which Hunt, Point and Retrieve

A first, second or third in open stake

Or any two of the following awards:

A first in an All-Aged stake

A second in an All-Aged stake

A first in a Novice stake

It should be noted here that any dog which has gained preference in the draw for open before 2 February 2023 will retain their preference in any open draw without the requirement for additional awards. (This has not been included in new regulation books from the KC, but is still valid)

For instance:

Prior to 2nd February 2021

A dog with only one first in Novice

Prior to 2nd February 2023

A first, second or third in an Open stake.

A first and second in All-Aged Stakes

A first in an All-Aged Stake and a first in a Novice Stake

Two firsts in a Novice Stakes

Order of Draws [KC FT regulation J 6.]

(1) Open stakes

- i. Members' first preference dogs which have gained places as shown above.
- ii. Members' second preference dogs which have gained places as shown above.
- iii. Non-members' first preference dogs which have gained places as shown above.
- iv. Non-members' second preference dogs which have gained places as shown above.
- v. Members' dogs which have gained other places.
- vi. Non-members' dogs which have gained other places.
- vii. Other dogs. The foregoing places must have been gained in a stake qualifying for entry in the Kennel Club Stud Book

Note: No handler can run more than two dogs [KC FT Regulation J 8.b.(6)] refers.

- For a manual draw of the Open stake, you may have seven piles of entry forms.
- Sort **MEMBERS** from **NON-MEMBERS** first
- Start with
 - i. as above - all those **MEMBERS with correct qualifications** for the draw.
- If you have more than 12 members dog qualified in i. you do the draw from the total number in that pile.
- Those who were not successful in this draw form the beginning of your reserve list and so on down the order
- But,**
- If you have less than 12 qualified dogs under i. then move to pile ii. and so on.
- The principle is you go down the list in order **(i-vii)**.
- **You should never have a less qualified dog in a draw unless there is a vacancy.** (If there is a vacancy a dog(s) may be in the mix for the running draw and may even appear higher in the resultant running order than a qualified dog)
- **Be aware, the same order of preference applies to the reserve list.**

NOVICE: [KC FT Regulation J 6 j. (2)]

(2) Novice stakes

- i. Members' first preference dogs.
- ii. Members' second preference dogs.
- iii. Non-members' first preference dogs.
- iv. Non-members' second preference dogs

For a manual draw of a Novice stake there are 4 piles only, as there are no qualifications for preference.

AA AGED: [KC FT regulation J 6 k.]

Members always get preference whatever conditions the club may have pre-set.

Note: the AA regulation is the only stake where a club may decide its own preferences, when applying for a licence.

i.e., It may be, if it is a breed club, that its preference is, breed specific.

Sending out the result of the Field Trial Draw, Running Order:

There are no rules regarding what information should be put on the draw sheet to send out to competitors or when.

Best Practice:

- Send out as soon as possible after the draw, allow 14 days.
- Insert Club LOGO, name and ID number
- Include the draw order with reserves

For each participant state:

- Name of Dog
- Breed
- Sex
- Owner
- Handler
- Asterix to indicate members or non-members

Additional information:

- Directions
- Contact details.

Process of a re-draw STILL to be advised by the KC

Best Practice. If all goes wrong - start from scratch

Field Trail Card: [J Regulation 4 d.]

This is completed and handed out on the day of the trial, with information provided in the regulation. Since 2023 it is not necessary to include the addresses of the competitors. Any changes to the original draw should be notified to all attending the trial. This is also the time the numbered armbands are distributed.

At the end of the day, it is customary to hand out a marked-up card to each judge.

Within 14 days of the trial the marked-up card together with the original draw is to be sent to the KC.

It is also appreciated that this is sent to the HPRFTA statistical analyser for the HPR group for accurate records on the state of our sports.

See Annex A: specimen of a Field Trial Card

What are the preparations for the FT?

FIELD TRIAL – CHECKLIST

Item	Detail	Action	Completed
Before Field Trial			
Date:			
Venue:			
Host:			
Keeper:			
Ground Fee:			
KC FT Diary			
KC Licence (30 days prior):			
Invite Judges: A Panel			
B/NP			
Chief Steward: (J 8.a (1))			
Chief Steward Script:			
Red Flag:			
Picking Up Dog: (J 8. (3))			
Game Carrier:			
Guns Max 4: (1)			
(2)			
(3)			
(4)			
Schedule: (J reg 4.c.)			
Entry Fees:			
Entries Close:			
Draw Date (allow 14 days):			
Revised Standing/Inst			
Entry Form: (J 4.c.(3))			
Check Entries: Mem/non-mem			
Circulate Draw Sheet			
Vet: (J 4.d.(vi) and f.)			
Create Running Card (J 4.d.)			
Nearest A&E:			
Maps/Directions:			
Items on the Day			
Judges' Books + J Regs Booklet			
Stewards Notebook			
Pens/Pencils			
Distribute Armbands:			
Distribute Running Cards:			
Visitor's signing in book (Ins)			
Game Bag			
Display Public Liability Insurance: (J 4.a.(2))			
Display Risk Assessment:			
Incident Book: (J 4.h.)			

Radios:			
First Aid Kits:			
Committee Badges:			
Sponsors items:			
Trophies:			
Award Cards:			
Judges Gifts:			
Host Gifts:			
Refreshments:			
Black Sacks:			

THINGS TO DO AFTER THE TRIAL

Item	Detail	Action	Completed
Collect Arm Bands			
Award Cards/Signed:			
Present Awards/Trophies			
Winner's Speech			
Judges' Speeches			
Thank Judges/Hosts/ Keeper/give out gifts			
Thank Guns/Competitors			
Thank Committee / stewards / helpers			
Marked up cards to judges			
Judges' report to club			
A Panel report on co-judge			
Winners to sign for Trophies			
Close			
Post-Trial			
Pay Ground Fee			
Send marked up card to KC			
Notify media platforms			
Place on your Website			
Place result on FB			
Send marked up card to HPRFTA for statistics			
Inform hprftinfo			

What should I do at the field trial?

Field Trial Secretaries are usually the Chief Steward but this maybe deputised

- Chief Steward to liaise closely with officials
- Greet host/keeper/ Judges
- Offer refreshments
- Ensure the mobile phone number used on the schedule/draw is the phone that is on at the event
- Ensure the KC FT Licence, Risk Assessment and the club's insurance are available.
- Have blank entry forms if an entry is to be taken on the day
- Distribute competitor numbers and running card
- Give picking up dog instructions where to be in the line
- Distribute game holders/bags to game carrier
- Give out red flag and instruct on importance of keeping the gallery together for safety
- Enlist help from spectators if possible
- Discuss late arrivals with Chief Steward and judges

Chief Steward Opens the trial

- Call everyone together, at this point the trial has begun. **[KC FT regulation J (A) 1. b.]**
- Welcome everyone
- Introduces themselves/judge/host/steward of the beat/keeper/red flag and picking up dog
- Inform competitors the arrangements for the day, risk assessment, vet, moving off, lunch, etc
- Inform all assembled any changes to the original running draw
- Any vacancy arising on the day may be filled by reserves in attendance

What should I do after the trial?

- Check for a gun's award
- Collect arm bands
- Complete the award cards
- Judges to sign prize cards
- Mark changes and results on a running card and pass copies to Judges
- Hand out Prizes and trophies
- If a first place given – invite handler to speak
- Judges invited to speak briefly on the trial
- Hand out host and judges' gifts
- Pay host for ground
- Retain running cards/schedules and entry forms for club records, 12 months **[KC FT regulation J 6. m.]**
- Report any incidents/objections to The Kennel Club within 14 days
- Send the KC a fully marked up card and copy of the original draw within 14 days
- Send marked up card to the HPRFTA Statistical Analyser.
- Send 'thank you' letters
- Pass receipts to club treasurer
- Notify on media platforms

What should I do if I have to re-arrange or cancel my event?

Any cancellation or abandonment of a field trial must be reported in writing to The Kennel Club giving the reason for the cancellation.

If the trial can be re-arranged within 14 days of the original trial date, this is a postponement. A £6 fee will be required to change the licence. The same schedule and draw can be kept, and judges where possible. If different judges are appointed, the society must ensure all competitors are aware of the change. If competitors cannot attend the new date, the society must work through the reserves in the normal manner. If the trial is re-arranged outside of 14 days of the original date, this is a cancellation. A £6 fee will be required to change the licence. The society must re-issue their schedule, get KC approval do a new draw and can appoint new judges, if required. You must readvertise the revised trial.

If the society is unable to re-schedule the trial in the current season (season ends annually on Feb 1) then their licence fee will be refunded.

I have linked below on cancellation information from the KC website, and for field trials specifically if you scroll down and click on the field trials tab it will open up to display the information.

<https://www.thekennelclub.org.uk/events-and-activities/cancellation-of-events>

What should I do if I have to abandon my event?

It is '*Best Practice*' to have a field trial committee of members at the trial, so along with judges if there is an incident an agreement as to 'what happens next' can be established. Inform the Kennel Club within 14 days

Incidents [KC FT regulation J 4. h.]

Anything that occurs at an event that is 'out of the ordinary' should be considered an incident and logged in the incident book even if those involved do not wish to take any action. Incidents must be reported to the Kennel Club different periods apply.

See also KC FT Regulation J -

10. Removal of dog(s) from the trial

11. Objection (lodged within seven days) copy to the FTS

12. Disqualification and forfeit of awards

13. Fraudulent or discreditable conduct (Lodged Immediately)

GUNDOG WORKING TESTS [KC FT Regulation J(G)]

A GWT is not a licenced event but permission to hold them must be obtained from the KC annually.
[KC regulation J(G) 1. e.]

These rules must be read and thoroughly understood and adhered to and read alongside the KC Field Trial Regulations.

GWTs are a competition usually held out of the shooting and pointing season, but a few now extend beyond that time. Many of the arrangements are similar to that of a field trial, but there are more judges and helpers required and many more competitors.

When appointing judges an invitation must be sent and accepted as with FTs [KC FT regulation J 5.a.(4)]

Judges should have a good knowledge of the regulation and of HPRs and the way they work, but they may not necessarily be interested in judging Field Trials.

Best Practice: if you have more than 20 entries for a class you may appoint a second or third judge, for example, a specific water judge

There are no official titles to be won at a Gundog Working Test.

KC recognised classified classes for these events include:

PUPPY [KC FT regulation J(G) 2. b. (3)]

Confined to dogs less than eighteen months of age on the date of the Test

NOVICE [KC FT regulation J(G) 2. b. (2)]

Confined to dogs which have not gained a FT Award, or 1st-3rd in Open GWT or 1st in a Novice GWT

OPEN [KC FT regulation J(G) 2. b. (1)]

Open to all dogs of a specified breed or breeds, although preference may be given to dogs which have gained a place or certificate of merit at a field trial, been placed first, second or third in an open GWT, or won a Novice GWT

There **MUST** be at least one Panel Judge (A or B) Officiating and judging the Open class
[KC FT regulation J(G) 4 h.] refers

UNCLASSIFIED classes may be included but must be annotated as unclassified on the schedule
[KC FT regulation J(G) 2.b. (4) these may be:

SPECIAL BEGINNERS (Unclassified)

for dogs and their owners that have not competed in a classified KC working test, nor won/placed in a previous SB class – this will consist of tuition and simple assessment of dog's obedience and working ability.

NOVICE DOG/NOVICE HANDLER (Unclassified)

Confined to dogs over 18 months of age. Neither dog nor handler to have been placed 1st - 4th or CoM in *any* GWT (except special beginners and puppy) or FT

GRADUATE (unclassified) dogs to have won a Novice GWT but not gained a FT award or COM.

VETERAN (Unclassified) but generally for dogs aged 7 years and over (You could hold one for dogs over 10)

BREED SPECIFIC CLASS (unclassified) speaks for itself

The content of a test is initially set by the organising club but the final acceptability of the test lies with the judges. **[KC regulation J(G) 3. f.]**

Entry Forms: may be made on adapted KC FT entry forms.

Draws: Some clubs have restrictions on number, 20 or 25 and therefore hold a draw with preference to members. Other clubs take unlimited numbers, if the ground will take it and there are sufficient judges appointed to run the day smoothly for these GWTs, it is accepted if an entry is made, they have a place. If they do not turn up to the event, the club should have instructions on their schedule as to whether fees are kept or refunded.

EXAMPLE

GUNDOG WORKING TEST SCHEDULE:

LOGO

NAME OF TRIAL SOCIETY and ID Number

SCHEDULE OF GUNDOG WORKING TEST

(Held under Kennel Club Limited Rules and Regulations J(G))

GWT VENUE:

(Where the time and place of meeting are not added a statement on how this will be communicated to competitors)

DATE OF GWT:

OPEN: Judge

Open to all dogs of a specified breed or breeds, although preference may be given to dogs which have gained a place or certificate of merit at a field trial, been placed first, second or third in an open GWT, or won a Novice GWT.

NOVICE: Judge

Confined to dogs which have not gained a place or certificate of merit at a field trial, been placed first, second or third in an Open GWT or first in a Novice GWT held in accordance with Kennel Club Rules and Field Trial Regulations.

PUPPY: Judge

PUPPY. Confined to dogs of specific breed or breeds less than eighteen months of age on the date of the test

We reserve the right to appoint additional judges if necessary

COVID SAFETY OFFICER: (list officer)

FEES: (state the amount for entry and other fees)

PRIZES: (list details of prizes)

ENTRIES CLOSE: (date)

ENTRIES TO BE MADE TO: (state to whom)

This will usually be the Trial Secretary and a telephone contact number should be provided if possible, together with a full postal address including the postcode.

ADDITIONAL INFORMATION MAY BE ADDED TO THE SCHEDULE SUCH AS DETAILS OF SPONSORSHIP, CLUB LOGOS, DIRECTIONS TO THE VENUE ETC. AND THIS MAY BE INCLUDED ON ANY APPROPRIATE PAGE.

What are the preparations for the GWT?

GWT – CHECKLIST

Item	Detail	Action	Completed
Before GWT			
Date:			
Venue:			
Host:			
Ground Fee:			
Invite Judges:			
Open A/B Panel (J(G) 4.h.)			
Graduate (unclassified)			
Novice			
Novice dog/handler (unclassified)			
Puppy – 6-18 months			
Special Beginners (unclassified)			
Chief Steward:			
Chief Steward Script:			
Stewards for each class			
Dummy throwers			
Schedule:			
Entry Fees:			
Entries Close:			
Draw Date:			
Entry Form:			
Check Entries: Mem/non-mem			
Vet: (J 4. d. (vi) and f.)			
Create Running Card (J 4. d.)			
Nearest A&E:			
Maps/Directions:			
Items on the Day			
Judges' Books			
Stewards Notebook			
Pens/Pencils			
Distribute running numbers:			
Distribute Running Cards:			
Visitor's signing in book (Ins)			
1lb Green Dummies			
Display Public Liability Insurance: (KC Reg J 4 a. (2))			
Display Risk Assessment:			
Incident Book: (J 4. h.)			
Radios:			
First Aid Kits:			
Committee Badges:			
Sponsors items:			
Trophies:			
Award Cards:			
Judges Gifts:			
Host Gifts:			

Refreshments:			
Black Sacks:			

THINGS TO DO AFTER THE GWT

Item	Detail	Action	Completed
Award Cards/Signed			
Present Awards/Trophies			
Judges Speeches			
Thank Judges/Hosts/ present gifts			
Thank Competitors			
Thank Committee / Stewards / Dummy Throwers/ helpers			
Winners to sign for Trophies			
Close			
Post-GWT			
Pay Ground Fee			
Post results Website			
Post results club Newsletter			

POINTING TESTS

Run under HPR clubs agreed guidelines drawn up in 1982

A Pointing Test is **NOT** a Kennel Club licensed event.

The concept was imported from the continent and adapted for use in the UK and was intended to grade dogs to a **standard** of work, in hunting and pointing. There are no winners or recognised awards.

These tests are run under guidelines formulated by clubs and accepted for use many years ago and are primarily for junior dogs, but adult dogs are not excluded and can be entered to make up numbers. The suggestion is that no more than 16 dogs run, if the ground allows, or if the ground allows it's possible to run two groups. Dogs may be graded if they reach a standard for Hunting and Pointing work. On the continent a shot is fired but the generally practice in the UK is, no shot is fired. But there is nothing to forbid this happening if permission is granted, by the club and ground owners.

Schedules should be produced and advertised.

Traditionally Spring is the favoured time when birds are pairing, but this has been expanded to late summer and Autumn for Grouse.

Pointing tests are held on Grouse, Partridge and Pheasant, but only Juniors may be graded on Pheasant.

Grounds should be inspected to ensure there is enough ground for all dogs to be tested. The requirement is for open fields of winter wheat or similar, grass, stubble or moorland allowing enough ground for the possibility 10 minutes runs and further possibilities of dogs not graded in the first round due to a blank run (no birds) to have a second run if merited.

Judges: Appointments can be offered to A or B Panel and clubs may use one Non-Panel Judge to help them gain experience.

Entries can be made on adapted official KC forms adjusted for Pointing Tests purposes or by providing a cut off strip on the schedule, but they should have the dog's registered name, sex, date of birth, whether junior/adult, sire and dam and be signed by the owner to cover the requirements of your club's insurance.

The draw criteria can be whatever your club decides but must be preference to members' juniors' dogs in the first instance, then remaining places filled by members' adult dogs. Some breed clubs may state a breed specific preference in the first instance.

The draw should show the order of dogs to run together with their names, age, breed and handler. After the draw is made it should be sent out to entrants with directions allowing sufficient time for them to make arrangements for travel, accommodation, etc

Grounds:

Best Practice:

- Contact the host/keeper and visit the grounds
- Check it is suitable to run 12 to 16 dogs plus the possibility of second runs.
- Obtain a few dates
- Agree fees, if any
- Note name of host and shoot, address and meeting venue

Pointing Test Guidelines

The emphasis of these tests is to be on the natural working ability of the dog on open ground assessing ground treatment, hunting and pointing with an element of steadiness. Pointing Tests are an evaluation of potential in a pointing dog. Dogs to be run and graded as individuals not in competition with other dogs.

Categories

The Tests are judged in two categories:

JUNIOR – For dogs over 6 months of age and under two years of age on the 1st January of the year of the pointing test, to be judged on partridge, pheasant and grouse, ground game to be judged for steadiness only.

ADULT – For dogs over two years of age on 1st of January of the year of the pointing test to be judged on partridge only, and grouse with all other game to be judged for steadiness only.

Basic Requirements

Each dog shall be run singly into wind, to quarter a beat of at least 100 metres on open ground. Each dog shall be run for a minimum of 10 minutes before being considered for a grading. Each dog will be allowed 1 minute to settle unless out of control.

Dogs are required to hunt, point, hold game and flush on command.

Judging emphasis to be on the natural ability of the dog in the following order of priority: Ground Treatment: Game Finding: Pointing: Steadiness.

Each dog graded to be given a verbal critique by the Judges and an Assessment Certificate at the end of the day.

Assessments

The ideal pattern is when the dog is searching for game and is completely in tune with the handler. The dog should hunt with drive, purpose and with good pace, ranging wide always turning into the wind and covering its ground with style. All game birds on its beat should be pointed and all other game honoured.

Credits

Good ground treatment/regular pattern – Turning into the wind – Natural ability to hunt without intervention – Game finding - *Good pace - *Correct head carriage (*when considering these aspects, the judges must take into account the individual style of the different breeds.) – Steadiness to flush – Quiet handling.

Faults

Stickiness on point – Persistent False pointing – Persistent pointing of 'larks' – Persistently casting back on the wind – Unsteadiness – Catching healthy game.

Elimination Faults

Out of Control – Failure to Hunt or Point – Not covering sufficient ground – Chasing Game – Deliberately Flushing Game without pointing – Missing game birds on the beat – Whining or barking.

Assessment of EXCELLENT

The dog must work to the ideal pattern and exhibit all credits.

Assessment of VERY GOOD

The dog must be close to the ideal pattern without any persistent faults.

Assessment of GOOD

The work must be of a good standard showing natural aptitude but without high quality.

Judging Notes:

Dog to quarter with its nose on the wind with correct head carriage, enabling it to make contact with game scent.

Quartering and turning on each flank into wind.

Spending little or no time on ground or residual scent, giving only an indication of its presence. Positive indication of game, ideally holding until handler is in close contact and working forward with determination to final point. With correct head carriage the dog should directly flush, not losing contact and not foot scenting the game.

Positive flush of game with dog steady. Game not to be chased in flight but exuberance quickly brought under control may be allowed for junior dogs.

A grading can be considered if birds flush off the dog's point on their own accord when the handler is not in close contact.

Dogs which complete the card in their first run and are graded will not be required to run again. Only dogs of sufficient standard, which have not obtained a grading in their first run, are to be considered for a second run. Judges should not be tempted to run a dog a second time to try and upgrade it if they have been able to give it a grading on its first run.

OTHER INFORMATION

Does the club need insurance cover? YES

Club main committees must ensure that they have adequate cover for all the club's activities including the use of guns and dogs.

Risk Assessment

It is the responsibility of clubs to undertake their own risk assessment at all events they hold to cover all likely eventualities, with respect to the health and safety of all those who attend, and to fire prevention issues. It would be up to Club and their insurance cover to determine their exact wording.

A generic risk assessment may include:

a) Possible hazards:

1. Personal injury resulting from the intended or accidental discharge of a shotgun, driven or falling game, noise or blast.
2. Slips and falls on ground that may be wet, uneven, sloping or marshy.
3. Hazards associated with the crossing of water courses, hedges and fences, other natural and man-made obstacles, whether shooting, beating, picking up, competing or members of public present.
4. Injury resulting from direct contact with barbed wire, thorn hedges, low branches or other naturally occurring or constructed features of the landscape and from livestock that may be alarmed or disturbed.
5. Hazards associated with the use of vehicles on private land or public highways.
6. Hazards associated with being in the vicinity of machinery on private land or public highway.

To include crop spraying activities and chemicals that may be associated with this operation.

At risk are:

- Persons using shotguns (referred to as guns) and their companions
- Persons employed. volunteers, competitors that collect and retrieve shot game with dogs
- Those volunteers, officials and judges who are present to run the field trial
- Drivers of vehicles, onlookers and members of the public

b) Code of Practice to be observed by all persons taking part or watching an authorised field trial:

1. The chief steward will brief all present before moving off. A copy of this risk assessment will be displayed within the registration area.
2. Vehicles provided to transport guns, competitors and officials must be suitable for the purpose and the terrain that is to be encountered. Adequate seating must be provided. Dogs will not be allowed in the driving compartment of the vehicles. The driver of each vehicle must be acquainted with the route and terrain over which they are to travel and be aware of the other vehicles in the party.
3. All persons involved should wear suitable non-restrictive clothing, adequate to provide protection from the elements and stout water-resistant footwear.
4. All guns must be competent at handling shotguns in a safe manner and must be in possession of a valid shotgun certificate, and have public liability insurance.

5. Shotguns and ammunition must not be left unattended under any circumstance. Guns must keep their weapons in a covered slip until arrival at their allocated position.
6. A shot should only be taken when it is safe to do so. Guns must be aware at all times of the proximity of those closest to them: other guns, the red flag, picker-up, officials, judges, competitors and members of the public; the location of public footpaths, bridleways, highways and livestock in the vicinity.
7. In the event of an emergency, the trial will be suspended immediately and all weapons must be unloaded and placed back in the covered slip. Should this occurrence be caused by the involvement of persons that are opposed to the activity, the organiser in consultation with the chief steward and judges must arrange to vacate the ground without the need for confrontation.
8. All members of the party must respect the property on which they are invited guests, be aware of the local terrain and any likely hazards and conduct themselves in a friendly and environmental way.
9. Members of the public and competitors that are not in line must stay behind the red flag at all times and obey the instruction of officials or members of the estate staff.
10. Everybody involved must keep away from agricultural machinery, although it will not normally be working in the areas where the field trial is taking place

If this code of practice is observed, the risk to human health and safety during this authorised activity are deemed to be low.

BASC Code of Good Shooting Practice

The KC Field Trials committee has agreed that the below wording is to be added to the licence application form for all field trials:

This statement is to confirm that all trial grounds used by any club/society conform to the guidelines provided in the [BASC Code of Good Shooting Practice](#).

The revised policy will apply to all trials being held in the 2018/19 season onwards. For any queries, please contact the field trial department on 020 7518 1059.

KENNEL CLUB COMMITTEES

Field Trials Liaison Council

The Field Trials Liaison Council is an annual forum for the proposal and discussion of items generated directly from field trial societies, clubs and individuals. It is an opportunity for the field trials fraternity to submit requests, changes, problems and discussion items to each other and The Kennel Club.

What is the Field Trials Liaison Council?

The Field Trials Liaison Council is made up of representatives nominated by all field trial clubs with open status, elected for a three-year term to act as a channel of communication between field trial clubs, competitors and

The Kennel Club. The council is an annual forum for the proposal and discussion of items generated directly from the grassroots within the sport.

Early in the year, notification of the forthcoming meeting and a request for submission of items will be issued. Clubs are encouraged to discuss any proposals with their membership and notify their representative and The Kennel Club of their item. Individuals can also put items forward through a representative. Once produced, the agenda is circulated to the representatives who are required to discuss all items with their clubs and gather feedback. The agenda is also available online.

At the council meeting, items must be seconded and are spoken to by the appropriate representative. Once they have been discussed, a vote is taken by the representatives as to whether outcomes should be recommended for approval or not. Following production of the minutes, the approved recommendations are submitted to the **Field Trials committee**. The responses from the committee are fed back to all representatives via the results of recommendations document.

Note: no recommendation from the Field Trials Liaison Council becomes policy until it has been agreed by the Field Trials Committee and then the Board.

KCFTLC representatives: Are approached and nominated by a gundog club who hold open status and have an active interest in field trials and approved by the kennel Club. The most recent KCFTLC meetings agendas, minutes and results are available on the KC website, in pdf form. If you wish to obtain a copy of older agendas, annexes and minutes, [please email your request to The Kennel Club](#).

Field Trials committee: Two member from each gundog group are elected every three years. Nominations are taken from the KCFTLC reps. They meet regularly to discuss items taken forward from the KCFTLC and all other matters concerning the J regs.

The Kennel Club Board – final approval for changes.

General Data Protection Regulations – GDPR No personal information held should be shared, unless permission has been granted.

Some further useful information can be found online:

<https://www.thekennelclub.org.uk/events-and-activities/field-trials-and-working-gundogs/already-competing-in-field-trials/>

Annex A

Specimen of a Field Trial Card [**KC Regulation J 4. d**]: Front cover

Club Name

Kennel Club ID number xxxx

Club Logo

Open to all HPR breeds.

To be held under Kennel Club J Rules and Regulations

Stake:

Venue:

Kind Permission of:

Date:

Judge: A Panel no. xxxx

Judge: A, B or NP no. xxxx

Chief Steward:

Trophy:

Guns

FT. Committee for the day made up of club members:

Veterinary:

**Neither the xxxx Club nor the host accept responsibility for injury, loss or damage to person or property
however occasioned**

Sponsor's logo

Order of Draw

Registered Name of Dog Breed d or b d of birth Registered Number Owner/Handler

**1
2
3
4
5**

6
7
8
9
10
11
12

Res 1

Res 2

Res 3

Res 4

Res 5

Res 6

Res 7

Res 8

SGWC

SGWC

Results

First

Second

Third

Fourth

COM

COM

Guns

Award