



TEST

COORDINATORS

HANDBOOK

2007

A Test Coordinators Objective

The objectives of a VCDKK Test Coordinator are to provide fields, water, and game that give every dog an opportunity to exhibit its abilities and receive scores that reflect their skills. In order to provide a positive testing environment the Test Coordinator must insure that the test judges are comfortable and able to perform their tasks appropriately. Additionally, the Test Coordinator must insure the safety of all participants including dogs, spectators and judges. The coordinator must plan all aspects of the test with safety in mind. Finally, the test must be planned to afford ample and equal opportunities in all tasks for all entered dogs. Each dog must have similar opportunities in all tasks. Fairness must be taken into account when evaluating prospective testing fields and water.

General Test Preparations

1. Obtain permission from the Director of Testing to hold the test.
2. Inform the Director of Testing of test dates, have alternate dates in mind, and anticipated the number of entries.
3. Obtain area or areas for test.

Considerations for the test approval process; as a Test Coordinator consider the following:

- Snow, ice, low water levels?
- Will the fields be under cultivation?
- Hunting season conflicts, with grounds or judges?
- Permits?
- Excessive heat?
- Drought?
- Obtaining judges, without excessive expense?

As a general rule a Test Coordinator should apply before 1 March to host a spring test (Derby, VJP), and before 1 August for the autumn tests (Solms, HZP, VGP). All tests must be scheduled in such a way that there is sufficient time for publication by the VCDKK, unless mitigating circumstances prevent a lengthy announcement period. All tests will be announced on the VCDKK Website as soon as the Director of Testing approves the test. The entry dead line and the date for full entry fee refunds is 30 days prior to the test. At the Test Coordinators discretion entries may be accepted after the entry dead line.

Direct Preparations after Approval

- Date is secured
- Permits are secured
- Expenses

- Judges are secured

Expenses

A Test Coordinators decision to coordinate a test carries with it the short-term financial burden of the Test Coordinator covering all expenses associated with the test until the time the Test Coordinator submits a completed “Test Coordinators Report” with corresponding receipts and expenses to the VCDKK Treasurer following the test. If the Test Coordinator can not provide the necessary pre-test funds he should consult with the VCDKK Treasurer prior to committing to a test to determine an appropriate method to handle test expenses. The Test Coordinator must forward a copy of the “Test Coordinators Report” to the VCDKK Treasurer and Director of Testing in order to be reimbursed. Reimbursement checks will be mailed to you after verification of receipts.

Guidelines for Receipts and Expenses Handling

- Forward “Test Coordinator’s Report”, receipts (income), and expenses documents (the Wednesday following the test) to the Treasurer.
Judges - Take good care of these folks or they won’t be back!
- If required, be prepared to pay the judges their travel expenses in advance or before they depart the test. Usually they are content to simply complete and sign the “Individual Judge Expense Report” and have their expense checks mailed to them by the Treasurer. How the judges will receive reimbursement should be arranged when judges are scheduled.
- Accommodations and meals should be prearranged and paid for by the Test Coordinator (TC). Hotel room accommodations are based on double occupancy, i.e. judges are expected to share rooms. If a judge brings his/her significant other, the club will only pay for half the room rate. Per diem meal allowances are \$5/\$10/\$15 (B/L/D) for those meals you did not buy directly, including their travel to and from home.
- Mileage reimbursement is based on round trip miles at \$0.20 per mile. Parking and tolls are to be accepted without receipt. If judges share a ride with another judge or participant, the reimbursement should be split and reported proportionally.

Other Expense items: Prices may vary-receipts required or written explanation

Quail/Partridge	2.5/dog	\$4.50ea.	Tests-Derby/Solms/VGP
Pheasant	1.5/dog	\$8.00ea	Tests-Solms/VGP
Ducks	2.0/dog	\$8.00ea.	Tests- Solms/VGP
Rabbits*	1/dog	\$8.00ea	Tests-Solms/VGP
Foxes*	1/dog	\$20.00ea	Tests-VGP/Btr
Poppers	3/dog	\$00.40ea(box)	Tests-All- (12/dog for VGP)
Mileage reimbursement for game pick up		\$00.20/mile	Max 100 miles
Trial Grounds Permit			Max \$50/w/e
Bird tags			\$00.50
Photocopying (no supplies) and postage			Max \$1.50/dog
Food and Beverages-Donations encouraged to break even			Max \$25.00/day

Unused living game should be auctioned to Gallery for as little as half price

*It is recommended that handlers be required to bring their own fur drag game

Judges

Contact and secure three JGHV Judges for the test as soon as possible after the test is schedule is determined. “The Senior Judge (Obmann) should be a member of the VCDKK” and must be approved by the Director of Testing. One of the test Judges must be a DKV approved Formwertrichter. It is the responsibility of the Formwertrichter to check the teeth and eyes of all tested dogs. The Test Director (Pruefungsleiter) must be a JGHV Judge.

VCDKK Order of Events

- At least 2 weeks prior to the test a test program must be submitted to the Director of Testing. **No paperwork will be sent to the Test Coordinator before the Director of Testing receives the test program.** The earlier the Director of Testing receives the program the earlier the Test Coordinator will receive the test paperwork.
- Secure high quality, consistently sized game (The Test coordinator may need to do this the previous autumn for a spring test)
- Secure steel shells for waterwork and Poppers for fieldwork
- Secure the right kind of gun (break open action ONLY)

The Test Program

In order to meet DKV/JGHV requirements the following information is required in the test program.

- Date, time, place.
- Judges and titles.
- For each entry: Breed, registration number, sex, full name of dog, date of birth, handlers full name, dogs parents and registration numbers.
- For the Solms Test if game other than ducks will be used for the feathered game drags that must be stated in the program.
- It is not permissible for a judge to judge:
 1. His own dog;
 2. A dog that has been trained or bred by him;
 3. A dog from his immediate family;
 4. Offspring of the first generation of his breeding dogs.

The Test Flyer

The Test Flyer is supplemental information in addition to the required Test Program and may be combined with the Test Program at the discretion of the Test Coordinator. Information on the Flyer should include:

- Airports
- Maps/Travel directions
- Accommodations
- Restaurants
- Meals- if there will be a no host dinner after the days events this should be on the flyer

- Medical phone numbers for hospitals and Veterinarians
- Solms and VGP drag game- if you are going to supply the game or if the handler must bring his own.
- Meeting time
- Meeting place
- Special information, examples: no littering, stay on designated roads, parking areas, blaze orange, etc.
- Birds to be used in pointing evaluation
- Ahnentafel and Rabies Certificate reminder
- Dogs in heat reminder

Test Forms

The Test Coordinator will likely start receiving inquiries and entry forms shortly after the test announcement appears in the Newsletter and on the VCDKK website.

A completed entry form will consist of:

1. A check made out to the VCDKK in the proper amount for the test entered (check Website or Newsletter for current fees);
2. Two COPIES of the correctly completed entry form;
3. One COPY of the dog's ahnentafel.

Keep the envelope showing the postmarked date of the entry, and write the date that you received it. It is essential that you can prove the order the entries are received.

The owner of the entered dog must be a member of a DKV-affiliated club.

During the test entry submission period you may find that you have received more entries than you are prepared to handle. In that event The Test Coordinator shall contact the Director of Testing immediately. Jointly you will determine the best method to handle the additional entries. Possible remedies include, but are not limited to, adding an additional judging team, a stand-by list in the event of dropouts or to rejection of the excess entries entirely.

At least two weeks prior to the test, the Test Coordinator must prepare and provide the Director of Testing the names of test officials, handlers and any spectators who have expressed an interest in observing the test. In addition the Test Coordinator should provide the Director of Testing a copy of the TEST PROGRAM and the TEST FLYER.

Upon receipt of the Test Program, Test Scoring Forms and associated materials will be mailed to the Test Coordinator via priority mail. The Test Coordinator must complete every section of the forms that can be filled out in advance of the test. At a minimum there will be a score sheet and urkunde for each dog. The total numbers of forms and awards will be found on the "Testing Supplies Allocation" sheet. All paperwork SHALL be type written.

Testing Forms

A copy of the "Testing Supply Allocation Form" is provided below. The Test coordinator will receive the Form after his program has been submitted to the Director of Testing.

TESTING SUPPLIES ALLOCATION

Date of Testing: _____ :
 Location of Testing: _____ Senior Judge: _____
 # Dogs: _____ Judge: _____
 Coordinator: _____ Judge: _____

Test Coordinators:

Thank you for accepting the challenge of organizing this test for our club. This is largely an thankless job but if not for you there would be no testing. Thank you again, and your paperwork will be processed as soon as possible.

In this packet you will find the quantities of supplies allocated for the test. The quantity of supplies are indicated in pencil in each block that applies to each test category..

Derby/VJP	Solms/AZP/ HZP	VGP	Btr	Schweiss 20/40
Instructions for paperwork	Instructions for paperwork	Instructions for paperwork	Instructions for paperwork	Instructions for paperwork
Derby/VJP Judges Richterbuch	Solms/AZP/HZP Judges Richterbuch	VGP Judges Richterbuch		
Prüfungs-Bescheinigung (Derby) Formblatt 3 (VJP)	Prüfungs-Bescheinigung (Solms/AZP) Formblatt 5 (HZP)	Formblatt 7		Die Schweissarbeit Verbandsschweissprüfung Karte
Award Certificates Derby/VJP	Award Certificates Solms/AZP/HZP	Award Certificates VGP		
Meldeblatt (Derby) Formblatt 2(VJP)	Meldeblatt(Solms/AZP) Formblatt 2 (HZP)	Formblatt 2 Formblatt 8	Meldung Btr	Formblatt 2
Translation Meldeblatt (Derby) Formblatt 2 (VJP)	Translation Meldeblatt (Solms/AZP) Formblatt 2 (HZP)	Translation Formblatt 2 Formblatt 8	Translation Meldung Btr	Translation Formblatt 2
Income/Expenses	Income/Expenses	Income/Expenses	Income/Expenses	Income/Expenses Unless combined w/other test
VCDKK Test Summary	VCDKK Test Summary	VCDKK Test Summary	VCDKK Test Summary	VCDKK Test Summary
Master Copy Liability Waiver	Master Copy Liability Waiver	Master Copy Liability Waiver	Master Copy Liability Waiver	Master Copy Liability Waiver
Test Coordinator Checklist	Test Coordinator Checklist	Test Coordinator Checklist	Test Coordinator Checklist	Test Coordinator Checklist
SASE for return of test documents	SASE for return of test documents	SASE for return of test documents	SASE for return of test documents	SASE for return of test documents

The sooner the Test Coordinator gets the Test Program to the Director of Testing, the sooner he will receive the paperwork to complete. By the morning of the test all paperwork shall be completed and (except for the Test Coordinators Expense Summery) shall be handed over to the Profungsleiter of the test.

Vereiniger CanAm Deutsch Kurzhaar Klub
JGHV # 2234

INSTRUCTIONS FOR PERFORMANCE TESTING PAPERWORK
FORM INFORMATION

- The upper part, containing the test and dog information of each Prüfungs-Bescheinigung should be typewritten. The test coordinator should complete these forms in advance of the test date.
- Use the international date format for ALL dates (dd.mm.yy), and cross 7's (sevens) and Z's if form is not typewritten.
- Errors should be corrected with a single line through the error, or by using correction tape or fluid for each page of the form.
- Please remember that these forms go on to Germany and are a reflection of our testing procedures.

It is our goal to present all information in a neat, legible, accurate and manner.
Documents should be complete and have a professional appearance.

TEST COORDINATOR ----- Before test day:

- Completes top part of Prüfungs-Bescheinigung.
- Assembles all paperwork, awards and essential materials.
 - Urkundes;
 - Liability waivers for spectators and participants;
 - Packet for Prüfungsleiter, including Prüfungs- Bescheinigung, copies of Ahnentafals;
 - Nennung zur-Prüfung;
 - Meldeblatt and/or Meldung;
 - Test reimbursement forms;
 - Pens, correction fluid or tape, etc.

TEST COORDINATOR -----On test day:

- Asks each and every participant and spectator who arrives to sign a liability waiver.
- Following the test asks each handler if they wish to purchase an award for the test.
- Takes photos of the test (dogs and handlers) for the club website and newsletter.

TEST COORDINATOR-----within three (3) days after test day:

- Forwards to the VCDKK Treasurer
 - ORIGINAL "Test/Event Coordinator Income/Expense Report";
 - Each ORIGINAL "Individual Judge Expense Report";
 - ORIGINAL "Test Coordinator Income/Expense Detail".
- Forwards to the Director of Testing
 - COPY of the "Test/Event Coordinator Income/Expense Report";

- COPY of each “Individual Judge Expense Report”;
- COPY of the “Test Coordinator Income/Expense Detail”.

PRÜFUNGSLEITER --- After completion of the days testing:

- Is responsible for accurate, complete, legible paperwork: Correct paperwork is as follows:
 - Each dog/handlers Prüfungs-Bescheinigung for the days testing;
 - Judges number should be included with signature on the form;
 - Meldung or Meldeblatt, fully completed in GERMAN;
 - Award Certificates;
 - Each judges “Individual Judge Expense Report”;
 - The VCDKK Test Summary;
 - Formblatt 8 (VGP);
 - Any paperwork pertaining to unusual circumstances (Vbr, HN, AH, etc.).

PRUEFUNGSLEITER--- Within three (3) days of test day:

- Using the provided PRIORITY envelope returns to the Director of Testing the following:
 - Individual Prüfungs- Bescheinigung for all dogs tested;
 - Handlers ORIGINAL Nennung zur Prüfung along with ONE COPY of the Nennung zur Prüfung, and ONE COPY of the dogs COMPLETE Ahnentafel;
 - You must include paperwork for all dogs entered, even if they did not test;
 - DK Blätter test report forms, completed in German. (If provided);
 - Any paperwork pertaining to unusual circumstances (Vbr, HN, AH, etc.);
 - All unused paperwork that was provided by the Director of Testing.

Grounds and Game for a Successful Test

Birds

In North American testing situations seldom do we have the luxury of acclimated native birds for dogs to point on test day. Because of that we must set up an artificial scenarios for the evaluation of pointing. The area set aside for “bird planting” should have enough cover to conceal the birds and allow them to hide. Ideally the Test Coordinator should plan on 2.5 birds per dog.

Generally the birds we have available for “planting” are Quail, Chukar and Pheasants. Quail may be difficult to obtain for the Derby due to the time of year so they must be reserved in the fall of the year. Also note that Quail usually do not fly when they are wet. When planting Quail they must not be placed in cover that is too thick where they will burrow in and leave little scent. Also they must not be placed too close to fencerows where they will hide and call others to them.

To plant quail properly they should be tossed into the cover using unscented rubber gloves. When tossed the birds should be tossed in such a manner to disorient them but not injure them.

Chukar are planted in a different method. Hold the bird with both hands and quickly make a circular motion in front of you. The circular motion should be brisk and continued in approximately a 12 inch circle for 45 seconds. Then tuck the head of the bird under a wing and

gently pull the birds legs straight and plant it under light cover. Again, chukar do not leave much scent so before you “plant” the bird brush the cover and ground with the bird, to release a little scent.

Pheasants are planted much the same way as chukar but must be stunned strongly, using the circular method as used for chukar, and a “rocking” motion for 90 seconds to 2 minutes. Again pull the birds legs out to expel air in their lungs. Roosters are harder than hens to stun. Pheasants also must be placed in cover but heavy cover may be used.

All birds can benefit from quartered fresh citrus, such as oranges in their holding boxes during test weekend.

Make sure that when the birds are planted the planter wears rubber gloves and rubber boots. Also it is important to back track on the same path the planter used to plant the bird to dispel as little scent as possible.

Fields

For a successful test fields must contain both light and heavy cover. The game populations must be such that every dog gets at least two opportunities to encounter game; but the more the better. Two to three hundred acres of mixed (light and heavy cover or light cover and dense forest) cover shall suffice for each judging group.

Field conditions for the Solms/ VGP, as above.

For Solms/VGP dogs it is imperative that fresh search area must be used. More experienced Solms/VGP dogs have been trained to track and therefore may track on scent left from a previous dog or situation.

Forest for VGP dogs

Blood track

- On lead portion is 400 meters long;
- Each track must be separated by at least 120 meters at EVERY point;
- An additional 200metres is needed for the totverbeller or totverweiser;
- It must be kept in mind that easy access should be available for the placing of the carcass at the end of the track; therefore when planning the best way to use the forest for the VGP blood track, there should be a path or farm lane in which a vehicle may travel to place the carcass.

Additional forest work

- Independent Search (Stoeborn)
 - Each dog needs their own area in which to search for no more than 10 minutes.
- Dense Cover Search (Buscherien)
 - The forest may be young stands of forest (polewood), in clear-cut forest or brushy areas. Each dog must also have his own area to search unless the nature of the terrain provides insurmountable obstacles.
- Hare and Fox drag
 - Each drag is at least 300 meters.

- The distance between the individual drags must be at least 80 meters apart at every point.

Drags

The fields for Solms feathered game and Hare drags and VGP feathered game tracks should be as free of scent as possible. Cover should be as short as possible.

Waterwork

Ducks used for the test must be mallards. The ducks should be kept prior to the test in such a way that they can grease their feathers, have ample access to water and have been fed the day before the test. The Test Coordinator should plan for 2 ducks per dog.

The Test Coordinator should make sure that he has the sales receipt and game farm number of the supplier (where required) with him for the test weekend. Mallards are wild birds and without the proper paperwork for the ducks there could be a problem with a game warden.

The test coordinator should make sure that proper, legal shot (steel) is available for the judge's use and there are plenty of stones available for handlers to use as motivators. BB guns may also be used as motivators.

Test Water

There should be vegetation along most if not all of the bank that extends out into the water. There should be open water but also areas of reed cover where the ducks can hide. The water must be of swimming depth and ideally have little or no wind or current flow. The Test Coordinator should also consider the shape of the water. Are there many little coves or jetties that will encourage the dog to run the bank instead of entering the water?

VCDKK TEST COORDINATORS CHECKLIST

This form serves as a reminder to you of what you will need for a test.

Please look this list over to make sure that you are prepared with the proper supplies and equipment and prepared for the test. Remember that we wish to make this test the best possible for the handlers to show their dogs best performance.

General test requirements

- _____ Poppers (please allow 3 per dog) Derby/VJP/Solms/AZP/HZP/VGP
- _____ 12 gauge shotgun (break-away action only)
- _____ Permits (Land-use, Dept. Nat. Resources etc.) Derby/VJP/Solms/AZP/HZP/VGP, Btr, Schweiss
- _____ Liability Waivers
- _____ Designated gunner for test w/ license if needed.
- _____ Reminder for blaze orange for all participants if needed. (Check state regulations for hunting seasons during test time)

Game and accessories

- _____ Birds for pointing phases of test (quail, pheasants, chukar - PIGEONS MAY NOT BE USED) 2.5 per dog
- _____ Carrier for above birds. (Please don't stuff) Derby/VJP/Solms/AZP/HZP/VGP
- _____ Surveyors Ribbon Derby/VJP/Solms/AZP/HZP/VGP
- _____ Rubber Gloves Derby/VJP/Solms/AZP/HZP/VGP
- _____ Drag Pheasants- ask handler to bring their own Solms/AZP/HZP/VGP
- _____ Drag Ducks- ask handler to bring their own Solms/AZP/HZP/VGP

- _____ Drag Rabbits/ Hares- ask handler to bring their own Solms/AZP/HZP/VGP
- _____ Dead Fox, Raccoon, Coyote, or Bob Cat-ask handler to bring their own (VGP) at least 7.7lbs.
- _____ Deer Carcass (VGP)
- _____ Blood 250mL per dog
- _____ Method for laying blood (Dab or drip)
- _____ Steel Shot Solms/AZP/HZP/VGP
- _____ Bucket of Rocks for Duck work Solms/AZP/HZP/VGP
- _____ Live Ducks (2 per dog) Solms/AZP/HZP/VGP
- _____ BB gun
- _____ Signal horns or walkie-talkies
- _____ drag ropes

For the Judges

- _____ Extra pens
- _____ Calculator
- _____ Test Regulations
- _____ Richterbuch with dog information filled out
- _____ Test Report Forms (extras)
- _____ Club Stamps
- _____ Awards and Award Certificates
- _____ Water/ beverages
- _____ Snacks

Miscellaneous

- _____ Hip boots
- _____ First aid kit
- _____ Trash Bags
- _____ Staples and Staple Gun
- _____ Extra programs
- _____ Extra membership applications
- _____ Bug Spray
- _____ Dog Water
- _____ Leads and collars

Closing Comments

When a Test Coordinator volunteers to coordinate a test for fellow club members, he or she takes on a very large and potentially satisfying job (When it is all over!). It is very important that the Test Coordinator has great knowledge of the test area and its resources. Plan "B" is essential. Assume that everything that can go wrong will go wrong. Always have an alternative plan in mind, have a great time, be safe and have fun!

As the German testing system and our breed club experiences growth in North America, we must not forget that this is the system that has produced our wonderful, versatile hunting companions. With that in mind, we must strive as Test Coordinators to allow the dogs the best possible conditions in all aspects of the test.



