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1.0 MISSION STATEMENT OF THE MASTER AMATEUR RETRIEVER CLUB

The purpose of the Master Amateur Retriever Club (MARC) is to promote and protect the breeding, field training, hunting traditions and best interests of all retriever breeds; those breeds qualified to enter American Kennel Club (AKC) Hunt Tests for Retrievers; to promote the interests of amateur owners and trainers. We respect the history, traditions, and integrity of the sport of purebred hunting retrievers.

MARC will conduct an annual Master Amateur Invitational hunt test promoting the use of retrievers as hunting companions by simulating the conditions met in a true hunting situation.

OFFICIAL MARC DOCUMENT

1.1 HISTORY OF THE ORGANIZATION ~

A LOOK BACK and FORWARD How we got started and where are we going

As far back in 2012 discussions were held by the Master National Retriever Club about an amateur division for the national event. That idea was included in concepts developed at a strategic initiative conference in early 2014. Following that conference the Board of the MNRC circulated a poll to the membership asking for feedback on the several initiatives, one of which called for an amateur division.

The results of that poll did not show strong support favoring one concept over the others but the amateur concept was one of the concepts receiving support. In the spring of 2015 MNRC Vice President Jace Tramontin, with the approval of the Club President, formed an exploratory committee to discuss the idea of an amateur division of the MNRC. On the committee were former MNRC President Dave Kress, MNRC Secretary Elaine Goodner, MNRC Directors Keith Winch and Bob Swift; Frank Prendergast and Bob Montler.

The committee began to reach a consensus in favor of an all amateur event and came to the conclusion that the best way to achieve that would be to form a new national club. Organizing documents were reviewed and preliminary discussions were held with the AKC Performance Events Department prior to and during the 2015 Master National.

Those discussions were fruitful, and the committee was tasked with appointing a Board of Directors for what would become the Master Amateur Retriever Club (MARC). The committee completed its mission and disbanded in December 2015 and a new national retriever club was a reality. The first ever Board of Directors were Bob Swift, Dave Kress, Frank Prendergast, John Blackbird, Bob Montler, Paul McGinnis, Dave Christianson, Ed Sullivan, Laura Judd and Steve Elliot.

In January 2016, MARC existed in name only. The club did not have a charter, final approval from AKC, any members, a communication portal to the retriever community, a process for identifying or recording qualifications for the proposed Invitational nor a bank account. The National Retriever Club (NRC) and the National Amateur Retriever Club (NARC), owners of Retriever News and Entry Express indicated their support of the Master Amateur RC (MARC) by having RN build our MARC website, a store to purchase memberships and a communications tool via Constant Contact, and access to the Entry Express database for hunt test participants. This support greatly aided the “kickstart” of the Master Amateur effort.

More important we had final approval from AKC in February 2016 for the club and the annual Master Amateur Invitational. The MARC Board of Directors had initiated a biweekly conference call regime and began planning for the Inaugural Invitational, reviewing the original Constitution and By-Laws and developing a Mission Statement to guide the Board and its activities and establishing a base for the future.

In response to the community MARC instituted an individual membership program. What we heard from the community was a desire for greater engagement and communication on an individual level. The Charter Membership program was initiated at a per member cost of \$500. While aggressive the Board desired a test of just how strong the commitment was for our program. A target of 100 members was expected.

As of the end of the year that target was exceeded by 75%.

The response to the Charter membership is both gratifying and challenging. It has provided MARC with a solid financial footing. More important the response has demonstrated a depth of support for our mission which is supporting and promoting amateur involvement in the AKC Retriever Hunt Test program. The challenge is now to move that program forward and deliver on the mission.

The Inaugural Invitational was held in Cairo, GA beginning on Saturday, April 22, 2017. The 150 dogs entered, their amateur handlers and the HT Committee under the direction of Test Chair John Blackbird established a new set of traditions for this annual event that served the Club well into the 2nd Invitational in Sedalia, MO.

Our friends at Entry Express and Retriever News have been invaluable with advice and support in all communications efforts and in tracking our amateur handlers. Our corporate sponsors, especially our Charter sponsors Purina and Avery, have been especially generous in their support of our amateur handlers. We have been warmly welcomed by the folks in across the Retriever Community, professional and amateur, field trail and hunt test enthusiasts.

The Board of Directors recognizes the broad support and individual effort that has allowed the Master Amateur Retriever Club to advance our mission. We appreciate that support and effort and look forward to expanding that base of support and working with all of our friends and members to advance our mission. We recognize that we owe our success to date to the support of AKC Performance Events, Entry Express, Retriever News, and each and every individual; Charter, Lifetime, Annual, and Associate Member that believes in this program!

1.2 ORGANIZATIONAL STRUCTURE

MARC is governed in accordance with the adopted By-Laws by a Board of Directors elected by the membership. The intent is to operate the Club like a business, for the benefit of the members. The Board sets policy and operates the business of the Club and the members voice their opinion by electing the Board members. The election rotation and positions are detailed in the By-laws.

The Board of Directors shall consist of the President, Secretary, Treasurer, four Regional Vice Presidents and four Regional Directors, and the immediate Past President as ex officio. The length of terms of each position is detailed in the By-Laws. [attach election schedule graphic]

The Board may appoint additional ex officio members who participate in board discussions but do not vote. Current ex officio positions include Communications Director and Corporate Liaison. The President may appoint other individuals on an ad hoc basis to assist in the club's mission.

The Club is made up of members as individuals and Clubs, each holding the same voting rights (one vote each, except Associate Memberships which are non-voting members and may not vote in any election or other club business.) Annual elections may be held in conjunction with the Annual Meeting or by email in advance of the meeting. The Board may request a vote from the membership on other matters.

1.2.1 OFFICE OF PRESIDENT

The club by-laws stipulate powers and responsibilities of the President. Beyond those specifics the office serves as Chair of the Board of Directors and Chief Executive Officer. As Chair and CEO the president serves not at the pleasure of the Board but is elected to serve the membership at large. The president or the designated officer chairs all board meetings and must strive to make sure all voices are heard while keeping the Board “on track” and focused on the mission of the club.

The president may, and should, appoint committees to assist them and the board to carry out their collective mission. Some committees, such as the Hunt Test Committee, the Nominations Committee and the Long Range Planning Committee are stipulated in the by-laws. The president may appoint ad-hoc or standing committees as necessary. Examples of the former are the safety committee and the MAH committee. The John Blackbird (JOB Award) Committee is a standing committee. Per the By-laws the president chairs the Long Range Planning Committee the members of which are subject to approval by the Board. The president may appoint, subject to Board approval, others to serve as “ex officio” (non-voting) members of the Board. The president may also solicit support and advice from others as deemed necessary.

As president the officer represents the Club in its dealings with the public and partners. They are the public face of the Club and must maintain an open dialog with the officers and representatives of the AKC and serve as the primary representative of the Club’s interests. The president also should maintain relationships with other associations and clubs (MNRC, NRC, NARC and regional clubs.)

1.2.2 THE SECRETARY

The Secretary is the recorder for the organization. The Secretary shall be responsible for all record keeping and historical data keeping. The Secretary will take the official notes at all meetings of the Board of Directors and meetings of the members. If the Secretary is unable to attend any meeting, either in person or telephonically, the Secretary shall direct another Board member to take official notes for historical and reference purposes.

The Secretary is the recordkeeper of the organization. He/She shall ensure and assist the Treasurer with filing all necessary State and Federal documents to keep the organization a viable entity.

The Secretary will maintain an accurate list of all members, individuals, and clubs, updating owner/handler databases as needed. He/She shall make sure all Master passes of AKC Licensed Hunt Tests are tracked and recorded. He/She shall send out the official invitations to those qualified to enter the event. He/She will compile the lists of handlers and dogs entered and assist in the development of the Official Event Catalog. He/She will maintain a list of qualifiers after each event and ensure the qualifier lists are maintained for historical purposes.

The Secretary shall send out all formal notices and notify the members and member clubs of the annual business meeting and the agendized items on the meeting agenda.

The Secretary will be responsible for the overseeing the counting of ballots, permanently collecting and safekeeping the results and ensuring each club has either a representative at the meetings or an opportunity to vote via email ahead of the meetings. He/She report the results to all members and member clubs.

1.2.3 THE TREASURER

The Treasurer of MARC has complete responsibility for all monies due or belonging to this club and shall send all notices determining dues and assessments. He/She shall record income as membership monies come into the Club, make deposits as necessary, and balance all accounts. The Treasurer shall have the authority to sign checks for the withdrawal of funds from these accounts to pay recurring bills, as the Board of Directors may designate. The Treasurer of MARC will always be the Treasurer for the annual Invitational.

The Treasurer will report to the Board of Directors at every meeting the status of the accounts and give an overview of expenditures and income since the last meeting. The Treasurer's books shall be available for inspection by any member of the Board of Directors, or any member of this club upon request.

The Treasurer shall prepare an annual report of all monies received and expended during the year, to be completed by April 30th (30 days after years end), and shall present the same to the President, and the Board of Directors. This same report shall be presented to all members at the Annual meeting.

The Treasurer shall facilitate an independent review of all accounts in odd years beginning in 2019.

The Treasurer manages and supervises all internet monies that are received via the website, and any other store in place.

The Treasurer files taxes in a timely manner (due by August 15th each year).

The Treasurer shall perform other duties as may be directed by the Board. The Treasurer shall be bonded as is required in the By-Laws of this club. The Treasurer will prepare a preliminary budget proposal for the upcoming event for the Chief Chair's use in planning (See Section 4.2 of this manual for a more detailed description).

The Treasurer's job during the annual event include taking care of the financial commitments of the MARC. The Treasurer may provide a beginning balance of funds to the chairman and/or Head I for local expenditures with the understanding of all funds spent must be accounted for.

The Treasurer will also assist in the accounting for monies during any social event that entails financial expenditures.

The Treasurer should be consulted with on all contracts/subcontracts for services before and during the annual event.

1.2.4 VICE PRESIDENT

The MARC has four (4) Vice Presidents; one representing each region. While there may be differences unique to each region, each Vice President has the same role in the MARC as listed in this section:

- Maintain the highest ethical standards to set an example for others in the sport
- Promote good sportsmanship in all aspects of their involvement of the sport
- Promote the Master Amateur program among their peers in the sport
- Lead by example
- Provide a conduit between the members and the Directors with issues and questions
- Participate in monthly meetings to keep abreast of the issues nationwide
- When possible, attend all Invitationals possible to help support the program and our "Team".
- Help develop Policies and Procedures to further the Organization for the future
- Review those Policies and Procedures on an Annual basis to keep them current and relevant
- Review the website periodically to ensure accuracy, with regards to information disseminated to our members.
- Solicit members input and ideas and explore their feasibility to improve the Organization
- Refrain from any conduct/statements that will be detrimental to our Organization and our Board
- Act as a mentor to any replacement to ensure a smooth transition of officers.
- Any and all other related duties that might come up

In addition, on a rotating basis, it is the Vice President's responsibility to host an Invitational in their Region. This includes all preparations up to a year in advance including but not limited to:

- Locating and securing property large enough to host our event
- Locating and securing Host hotel
- Ensuring event Secretary applies to AKC for event approval
- Coordinating all aspects of hosting the Invitational, securing contracts for grounds, birds, hotels, RV parks, local notifications including Law Enforcement, Fire and Fish and Game, sponsors, ATV's and UTV's, meeting rooms, entertainment, safety, staffing, caterers, etc.

1.2.5 DIRECTOR

The MARC has four (4) Directors; one representing each region. In addition to the duties listed under the Vice Presidents, the Directors will also:

- Attend all possible Board meetings
- Understand and adhere to By-Laws and Policies and Procedures
- Assist Regional Vice President in any matters needed
- Be an active participant in the Annual Invitational and local Hunt test events (running dogs, working events, judging, etc.)
- Uphold the mission statement
- Actively promote MARC membership both individuals and clubs
- Gather, vet, and recommend members for open Board positions for elections or re-elections.
- The Directors shall constitute the Nomination Committee for the elections of Officers and Directors
- The Directors, together with the Vice President of the hosting region shall constitute the Judges Selection Committee for the judges for the annual Invitational pursuant to Section 8 of the Policies and Procedures.
- The Directors will serve as the primary liaison between the Club and its members
- Continually develop ideas to improve communications among Regions, and Canada.
- Assisting the Vice President in the planning of the Invitational in their Region.

1.2.6 COMMUNICATIONS DIRECTOR

- Disseminate communications as directed/requested by Board Members and Committee chairs.
- In cooperation with the Secretary, track upcoming dates of meetings, completion dates, and MAI planning milestones and provide timely notification to Board members or Task Managers to keep MARC business on track.
- Support the Nominating Committee by sending email notifications to members regarding submitting nominations and the ballots.
- Design website communication for posting by website manager. The website manager will format the material and return to the Communications Director for approval. Following approval, the material will be posted on the website or distributed to the appropriate group, for example, the MARC BOD, MARC members, or the entire retriever community.
- The Communications Director shall also be part of the dialogue to assist in posting information on the MARC website, Facebook page and other forms of electronic communication and social media.

1.3 SHORT AND LONG-TERM PLANNING

It is the responsibility of the Board of Directors to discuss and develop strategies for the short and long-term success of this organization. The By-Laws call for the establishment of a Long Range Planning Committee.

Board members are encouraged to maintain communication with the membership and bring issues to the Board for discussion and action.

A standing ad hoc committee shall be appointed by the President for the purpose of annually reviewing the Policies and Procedures. This committee will be composed of 2 or 3 voting board members. The committee will accumulate suggestions from the board throughout the year, updating the P and P annually so that they reflect the best practices for the MARC.

This review and edit will take place prior to the end of September with the recommended changes distributed to the BOD for review during September. Changes agreed upon shall be approved by vote at the October BOD meeting. After approval, they are to be published on the website and an editable copy retained by the committee and the MARC Secretary.

OFFICIAL MARC DOCUMENT

1.4 LOGOS AND IDENTIFICATION

For any public organization its “mark” and logo are critical elements in establishing a unique identity. This is especially true for a new organization.

It is important that MARC remain consistent in the use of the logo and identifying marks. And it’s just as important that we use consistent terminology – words – as we establish our “brand” in the retriever community.

The club’s name is the Master Amateur Retriever Club. In shorthand it’s proper to use “MARC.” (Not “the” MARC.)

Our annual event is the Master Amateur Invitational. Or the “MAI” or “Invitational.”

The font for the logo and marks is Albertus Medium. The font can be easily downloaded into any word processing system.

The logos have been adopted by the Board of Directors and are the identifying marks of the club. As noted above consistent and proper use of the marks and the name is an important element in promoting the club and establishing the club’s identity. The logos were designed by John Gerbino on a pro bono basis. The logo may not be used, reproduced in any manner by any person or organization without the express permission of the Board of Directors or President.

For a complete list of logos and their applications, refer to Appendix 1.4.

2.0 MEMBERSHIP

MARC is unique in that our membership is primarily comprised of individuals. Unlike most national AKC clubs, we are a club of individuals and not a club of clubs. Both members and clubs have voting privileges for annual elections or other business that the Board may bring before the membership.

There are two levels of membership: Regular (voting) and Associate (non-voting).

Memberships may be Annual, Lifetime, or Charter. The Charter membership is a lifetime membership and was closed after the first year of the Club.

OFFICIAL MARC DOCUMENT

2.1 REQUIREMENTS FOR MEMBERSHIP

Requirements for Individual and Family membership:

- In good standing with AKC and MARC.
- Must be an Amateur(s) as defined by AKC rules.
- Must be active in AKC Hunt Tests.
- Must be current with annual dues or be a Charter or Lifetime member.

Requirements for Associate membership:

- In good standing with AKC and MARC.
- Must be current with annual dues before prescribed deadline or become a Lifetime Associate member.
- Associate members do not have voting privileges and are not eligible to enter the annual invitational.

Requirements for Club membership:

- In good standing with AKC and MARC.
- Must be current with annual dues or become an Associate or Lifetime member.

An individual does not have to be a member of a member club to be a member of MARC.

2.2 TYPES OF MEMBERSHIP

Charter Member:

- Offered as a lifetime membership and only available for a limited time. (Expired 12/31/2016).
- Members receive a pin, patch and decal identifying them as Charter Members.
- Allows member to vote at annual MARC business meetings (including electronic versions).
- Includes eligibility to be invited to the annual event.
- Family Membership (two votes per family) or individual one vote.
- Available as a Club Membership (one vote).

Charter Associate Member:

- Offered as a Charter membership and only available for a limited time. (Expired 12/31/2016).
- Members receive a pin, patch and decal identifying them as Charter Members.
- Available as a family or individual, Club or Corporate Membership in a non-voting capacity.

Lifetime Member:

- Offered as a lifetime membership.
- Members receive a pin.
- Allows member to vote at annual MARC business meetings (including electronic versions).
- Includes eligibility to be invited to the annual event.
- Individual (one vote) or Family Membership (two votes per family).
- Available as a Club Membership (one vote).

Annual Member:

- Offered on an annual basis at an affordable level.
- Includes eligibility to be invited to the annual event.
- Allows member to vote at MARC annual elections (including electronic versions).
- Individual Membership (one vote) or family (two votes).

Club Membership:

- Allows the club to display our logo and advertise their membership status.
- Allows the club delegate person to vote.
- Does NOT allow the club to sell merchandise with our logo unless specifically authorized.

Associate Member:

- Designed for the individuals that are otherwise not eligible for full voting membership but have a sincere interest in MARC and a desire to support the Club. Not constrained by occupation (available to Professional Trainers).
- Offered on an annual basis.
- Non-voting membership.

2.3 FEE STRUCTURE AND ENROLLMENT PERIOD

Membership Type	Charter Individual Or Club/ Associate	Lifetime Individual Or Club/ Associate	Annual	Club	Associate
Renewal	Lifetime	Lifetime	Annual	Annual	Annual
Vote	Yes/no	Yes/no	Yes	Yes (1)	No
Family Included	Yes (<i>not for clubs</i>)	Yes (<i>not for clubs</i>)	Yes*	No	No
Enables Invite	Yes	Yes	Yes	No	No
Fees	\$500	\$650	\$50	\$50	\$50
Deadline for Renewal Date	N/A	N/A	1-Mar	1-Mar	1-Mar

Additional:

- Dues MUST be paid to accrue qualifications for the qualifying year.
- Qualifications are NOT retroactive. *
- Only those qualifications after payment of dues are received are eligible.
- Dues paid after the March 1 deadline are NOT prorated.
- Associate Membership is offered without restriction (Professional or Amateur).
- Lifetime memberships available after the Charter membership ended (12/31/2016).

The membership dues renewal period is January 1st through the last day of February, For the qualifying year starting March 1st of the year the dues are paid for, but renewal reminders will be sent out in December of the preceding year.

Dues: Dues are set annually by the Board of Directors. If no action is taken prior to 90 days before the beginning of the next year's qualifying period the dues will remain the same for that year. Dues are not prorated.

The membership year follows the qualifying period, i.e. annual dues are due by March 1 for the year the passes are to be counted.

2.4 ELIGIBILITY TO QUALIFY FOR THE MASTER AMATEUR INVITATIONAL

The annual Master Amateur Invitational is open to all amateur members who meet the qualifying standards for that year.

The qualifying year for the Master Amateur Invitational is March 1st through the last day of February of the consecutive year. In the case of a test that begins in one qualifying year and finishes in the next (begins in February and finishes in March) a pass from that test counts for the year of the first day of the test.

In order to qualify for the Master Amateur Invitational a dog must have both an AKC Master Hunter title and have passed at least four (4) AKC Master Hunt by the qualifying deadline. The four test pass requirement is INCLUSIVE of tests used to achieve a Master Hunter title provided those tests were run during the same qualifying year. A test will only count towards qualification for the MARC Invitational if the dog was handled by a MARC member for that test.

A dog that passes the prior year's Invitational shall receive two (2) pass credits for the subsequent Invitational.

A dog that passes the Master National Hunt test during the qualifying year and was handled by a MARC member at the Master National test shall receive two (2) pass credits for the MARC Invitational, provided that the dog was handled by a MARC member at all tests used to qualify for the Master National Retriever Club test.

Any dog that has achieved the Master Amateur Hunter title (by passing three (3) MARC Invitational tests) is automatically qualified for and will be invited to the MARC Invitational. Additional qualification is not necessary.

Amateur handled dogs domiciled and running tests in Alaska or Canada require only three (3) qualifications. The same handler rules apply.

The pass credits for the MARC Invitational and the Master National Retriever Club may be combined to re-qualify for the upcoming year.

Amateur status is defined by the AKC in the current Regulations for Hunting Retrievers, and in the following Section 2.5 of this policy manual.

There is no limit to the number of dogs an amateur member may enter and run if the dogs are wholly owned by the handler and/or his immediate family. No handler may run more than three dogs that are not wholly owned by the handler or a member of his immediate family. The Hunt Test Committee will review and decide on any question of eligibility at the Invitational. The decision of the HT Committee shall be final.

2.5 DEFINITION OF AN AMATEUR

For the purpose of qualifying and handling a dog in the Master Amateur Invitational Hunting Test:

A person shall be considered an Amateur who during the period of one year preceding the event in question has not received compensation in any form for the training of a dog for hunting, hunting tests or field trials and/or the handling of a dog in the same, and/ or the regular systematic personal instructions of other individuals regarding the above pursuits.

Compensation is defined as money, goods or services to a person or any member of their household. No member of the household of a person who does not qualify as an Amateur under this definition can qualify as an amateur.

Any person participating in an occasional organized seminar or workshop to improve the training and handling of field trial, hunting test or hunting dogs will be exempt from the above provision as will a person who receives payment for providing educational materials (such as books, videos, etc.) to the public on the training and handling of field trial, hunting test or hunting dogs.

The dog must be handled by an amateur during all series in a given test in order to qualify as being handled by an amateur.

Should a question arise at the Master Amateur Invitational test regarding a person's amateur status, the Hunt Test Committee shall decide. That decision shall be final.

Nothing in this section shall conflict with any definition in the most current AKC Regulations and Guidelines for Hunting Retrievers. If such a conflict arises, the definition issued by the AKC rulebook shall be followed.

3.0 COMMUNICATIONS

This section will be dedicated to communications. The Master Amateur Retriever Club is unique in our membership structure. We will do our best to inform our members, stake holders, and hunt test community of relevant information in the most efficient and timely way.

OFFICIAL MARC DOCUMENT

3.1 WEBSITE AND DATABASE MANAGEMENT

The Master Amateur Retriever Club will maintain a website.

The website will be used for disseminating information about the Organization, including the posting of our Mission Statement; By-Laws; and these Procedures and Policies. The website will also include, but is not limited to, the following:

- Regional Breakdown of geographical areas
- Definitions
- Current list of all members
- Qualifying and tracking passes
- Most current list of members dog(s) passes
- Membership information including on-line sign up and payment methods
- Event information for upcoming annual event
- Board contact information, as well as email contact (delete period)
- Historical information

A communication system such as “Constant Contact” will be utilized to officially communicate with the entire membership. Formal notices may be sent using email or the US Post Office. Additional systems may be utilized; however, the “Constant Contact” system will be the official communication system.

From time to time the MARC may participate in or post information on social media platforms. Posts on social media in the MARC name used to promote any commercial or individual enterprise must be specifically endorsed by the MARC Board of Directors.

3.2 CORRESPONDENCE (BOTH INTERNAL AND EXTERNAL)

It is entirely acceptable, and expected, for the President, Regional Vice Presidents, and Directors to correspond with members about MARC.

The President, assisted by one or more Board members, will respond to electronically remitted questions about MARC. Questions from the public, or MARC members, about any matter regarding MARC, may also be forwarded to the Regional Director where the inquiry is being sent from for a prompt reply. It shall be the responsibility of the Director from that region to respond timely and if necessary, assist the requestor in researching the issue until it has been resolved in a satisfactory manner.

MARC policy or procedure should be referenced if the correspondence relates to policy or procedure issues. MARC policy or procedure should be supported by the Board. General notices and information will also be disseminated by the Communications Director who shall be an ex-officio member of the Board of Directors. The Communications Director will also be responsible for informative texts before, during and after the annual Invitational.

All formal notices shall be transmitted by the Secretary.

OFFICIAL MARC DOCUMENT

3.3 RETRIEVER NEWS/ENTRY EXPRESS SYSTEMS AND TRACKING

Master Amateur Retriever Club has a five-year agreement with Retriever News and Entry Express renewable every five years with the next renewal date being March 1, 2026.

Retriever News and Entry Express are independently operated recordkeeping companies owned by the National Retriever Club (NRC) and the National Amateur Retriever Club (NARC). Entry Express services the sporting dog community by providing an electronic online system to enter field trials and hunt tests. Retriever News supplies communicative support to the MARC effort and is the sole entity that tracks amateur passes for those amateurs who are working to qualify for the annual Invitational.

Entry Express and Retriever News agree to update their software and hardware programs, as needed, to accommodate any increased tracking workload of Master passes by amateur members of MARC. Marshal sheets provided by Retriever News in the hunt test packets have also been redesigned for easy identification of professionals and amateurs by marshals at AKC licensed Hunt Tests.

MARC and Entry Express have agreed that the cost to amateur handlers per entry to accommodate the tracking of information would be held at a minimum fixed cost of \$4.50.

Should a Club choose not to utilize Entry Express for their entries and catalogs for their hunt tests, Entry Express will still record and track their Master passes for recordkeeping purposes for a fee. Clubs should contact Entry Express for the most current requirements and fee.

4.0 FINANCES

This section will be dedicated to monies. How this organization was started and how the startup funds were acquired, as well as ongoing funding. Budget development requirements for each Invitational; long term investment planning; reimbursement guidelines; general bills and expenses of the organizations, and accountability to the members of this organization.

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4.1 INITIAL STARTUP FUNDS

The Master Amateur Retriever Club was created in 2016. Membership programs were created to provide the organization the necessary funding to establish itself.

Initial startup monies were received from Charter memberships. Ongoing funding will continue in the manner of Lifetime and Annual memberships effective January 1, 2017.

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4.2 ORGANIZATIONAL OPERATING BUDGET

It is recognized that the Master Amateur Retriever Club has everyday operating expenditures. It is also recognized that annual individual and club memberships are the intended drivers of funds for the operating expenses. Thus, the more members the greater latitude to what the Board of Directors can achieve.

The Treasurer shall prepare two months in advance of the fiscal year upcoming an anticipated operating budget. This anticipated budget will be reviewed at the February monthly meeting, adjusted as necessary and approved at the March monthly Board of Directors meeting. It is preferred that no checks shall be written beginning April 1 (new fiscal year) without a Board of Directors approved budget.

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4.3 BUDGET FOR THE ANNUAL INVITATIONAL

The Treasurer shall be responsible for developing the initial budget for each event.

The initial budget shall be passed off to the Hunt Test Chair for fine tuning of anticipated costs. The projected budget shall be based on anticipated costs for each item based on previous similar events costs; the number of participants; judges expenses; bird costs; and ribbon and trophy costs, etc. The Hunt Test Chair shall submit the anticipated budget to the Board of Directors for review and approval. The budget each year shall drive the entry fee, based on the above listed projections. The Hunt Test Chair shall present the budget to the Board of Directors and recommend the entry fee. The Board of Directors shall then set the entry fee for the upcoming year based on expenses and projections.

The entry fee will be established not less than 30 days prior to the opening of the event entries. Entry fees will be adjusted by the Board of Directors as necessary to ensure the Master Amateur Invitational is self-supporting.

Revenues come from memberships, Corporate Sponsors, donations, entry fees, and concessions. Income shall be itemized for analysis.

The Treasurer shall keep the Board apprised as to the financial status of the accounts in the months and weeks leading up to the event; during and after the event when all the bills have been paid.

The Treasurer will record the expenses and present them to the Board of Directors the final cost of each event no later than 60 days after the event has been completed.

4.4 EXPENSE REIMBURSEMENT POLICY

It shall be the policy of this Board that expense reimbursement will be kept to a minimum. This policy shall apply to those Board Members and ex-officio members (i.e. test secretary, Corporate Sponsor Liaison, communications director) whom the Board requires to be at the invitational.

Two scenarios exist for which expenses may and may not be claimed at the MAI.

1. Expenses may not be claimed when a board member has entered a dog(s) in the event. Travel to, at, and from the event is the responsibility of the member.
2. If you are required to be at the Invitational as a Board Member/hunt test committee member or support member but have not entered a dog. Travel expenses and lodging will be allowed. You are required to remain at the test the entire week unless excused by the Board President.

Reimbursement for qualifying expenses is limited to the following.

- lowest available coach class airfare purchased at least 21 days prior to travel, or actual out-of-pocket fuel receipts when traveling by personal vehicle and lodging when in route to, at, and from the event (not to exceed the cost of what one round trip coach class airfare would cost).
- lodging reimbursement will be the actual expense not to exceed the US government lodging per diem for the event area.
- no reimbursement is allowed for meals though the BOD may, at its discretion host or otherwise provide meals for members before and during the event.
- alcoholic beverages are not reimbursable.
- any auto rental will require approval by the President prior to the event.

Reimbursement for meetings held at times other than the Invitational meeting will be provided as follows:

- lowest available coach class airfare purchased at least 21 days prior to the event, or actual out-of-pocket fuel receipts when traveling by personal vehicle and lodging when in route to, at, and from the event; (not to exceed the cost of what one round trip coach class airfare would cost)
- lodging reimbursement will be the actual expense not to exceed the US government lodging per diem for the event area.
- no reimbursement is allowed for meals although the BOD may host or otherwise provide meals.
- alcoholic beverages are not reimbursable.
- any auto rental will require approval by the President prior to the event.

Request for reimbursement shall be made on the approved claim form and submitted to the Club Treasurer within 30 days after the conclusion of the MAI or other meetings. The Club Treasurer has the

authority to approve reimbursement forms and provide the reimbursements so long as all the requirements listed herein are met.

The expense reimbursement form is located under Appendix 4.4.

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4.5 BI-ANNUAL REVIEW

It shall be the policy of this club in Accordance with the By-Laws to have a periodic independent review of financial records. The Treasurer and President shall direct such a review in odd numbered years beginning in 2019.

The Treasurer shall report to the Board at every meeting on the condition of the finances. The treasurer shall prepare a report to the Board of all monies received and expenses incurred during each calendar year, to be completed by March 31st, and shall present the same to the President. That same report will be presented to the Board at the next Board meeting following March 31st, and to the membership no later than the succeeding annual meeting.

The Treasurer shall be bonded in accordance with the By-Laws of this club.

The Treasurer and President shall review all financial records.

- Confirm the IRS 990 was completed for the appropriate year end date.
- Confirm the Alabama renewal application was filed (No renewal needed for Alabama)
- Confirm the insurance premiums are paid and insurance is in place
- Confirm bank reconciliations were completed
- Review a sample of the expenses for proper documentation

The Board shall review, discuss, and resolve any discrepancies.

The Treasurer shall send to the current Board Members an electronic version of the most recent bank statement at least quarterly in advance of a monthly Board meeting.

All checks in the amount in excess of \$2500 require two signatures.

The MARC books shall be open to any member upon request in writing. Upon request, the Treasurer shall accommodate such request with notification to the President.

The MARC year commences April 1st each year and concludes on March 31st of the following year. The tax statement is due August 15th of each year*

*Refer to appendix 4.5 for details

4.6 INSURANCE FOR DIRECTORS, THE INVITATIONAL INCLUDING TRAINING PROPERTIES

The MARC Treasurer shall be responsible for keeping current the various types of insurance this organization needs to protect itself in the event of an accident or injury, or an act or omission that causes consequences for a participant, a Board member, or a property owner, or an animal.

While participants understand they are participating at their own risk, this organization will protect itself against any type of litigation that might arise.

Types of insurance MARC will carry include general liability insurance for the event; additional insured for the property owners of any training properties that are to be used before, during or after the actual Invitational, and Directors Insurance for any current Board members and Officers, including ex officio members such as the Communications Director, the Corporate Sponsor Liaison, and the actual Hunt Test Secretary.

It shall be the responsibility of whomever is contacting property owners for the training catalog to obtain the accurate information for the Treasurer to obtain the certificate of insurance. The Treasurer ensures that the property owner is identified for the correct spelling and description of the properties' ownership for the language on the additional insured certificate. The Treasurer shall ensure all properties used are properly insured and a copy of the insurance certificate is provided to the property owner.

5.0 SPONSORS AND SUPPORT

The Master Amateur Retriever Club (MARC) is a national club dedicated to encouraging and promoting amateur participation in the training, hunting, and competing of Retrievers. MARC received its license from the American Kennel Club in February 2016. MARC held its inaugural Master Amateur Invitational in Cairo, GA beginning April 23, 2017.

Communication to its membership base and the broader retriever community is through a periodic email newsletter sent to individuals. MARC also maintains a website and Facebook forum as well as an informational email link that is monitored daily. In addition to direct correspondence to its membership base and all hunt test club events, MARC has the option for advertising space in all Entry Express hunt test catalogs.

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5.1 CORPORATE SPONSORS

To further its mission and enhance our communication capabilities, MARC is seeking partnerships from select companies that offer quality products and services aligned to the retriever community. Offering three levels of sponsorship, MARC will tailor participation to best accommodate each partner's brand position and product offering. Sponsor programs will be designed to ensure messages are properly communicated to MARC's community.

Following are sponsorship offerings:

CHARTER SPONSOR

Charter sponsorships will be category exclusive. Each will receive "top billing" recognition at the Invitational, on MARC's website, and in all newsletters and communications from MARC to its community. At the invitational, charter sponsors and their representatives will be formally recognized during the President's remarks at the Invitational opening reception, charter member event, and workers' party. Charter sponsor representatives also will be invited to make brief remarks at the opening reception.

Charter sponsors will have the opportunity to host special events at the Invitational in order to further promote company brand and product lines. Suggested events include seminars, presentations, or product clinics.

All event communications will include logo and message placement, including signage, catalogs, handlers' bags/caps, and other communications. Product information and samples can be included in handlers' bags. Other brand and specific product exposures can be accommodated as desired.

During the event, Charter sponsor representatives will be escorted to the flight areas to review branding placements and meet with handlers and observe competing dogs.

Post-event, Charter sponsors will be asked for event feedback and provided with a report outlining event metrics.

Support level: \$10,000 and above in cash and/or in-kind support with a preferred five-year commitment.

PARTNER SPONSOR

Partner sponsors will be recognized at the Invitational, on MARC's website and in all newsletters and communications from MARC to its community. They will be recognized at the Invitational opening reception, charter member event and workers' party. Partner sponsor logos will appear in all event catalogs and communications. Company representatives will be invited to all

Invitational events. Product information and samples can be included in handlers' bags. There is no limit to the number of Partner Sponsors

Support level: \$5,000 and above in cash and/or in-kind support.

SPONSOR

Sponsors will be recognized at the Invitational and on MARC's website. Representatives will be invited to all events. Partner sponsors will be listed in all event catalogues. Product information and samples can be included in handlers' bags. There is no limit to the number of sponsors.

Support level: \$1,500 and above in cash and/or in-kind support.

DONOR

Our Donors may be recognized at the Invitational and may be recognized in the event catalog.

Associate Donor: \$750 and above in cash and/or in-kind support.

Participant Donor: \$250 and above in cash

Friend Donor: \$100

5.2 CORPORATE SPONSOR LIAISON - POSITION DESCRIPTION

OBJECTIVES:

Develop, manage, and execute major sponsorship programs, providing lasting business value to MARC's primary sponsors and leading to long-term collaborative and mutually beneficial partnerships. While there will be a heavy emphasis on the Invitational event, the sponsorship program should be viewed from the lens of year-long opportunities for sponsor recognition and visibility.

Make it beneficial and easy for sponsors to conduct business with MARC by ensuring consistency, a singular point of contact, providing value-added recommendations meeting sponsor objectives, and maintaining clear, direct communications.

KEY RESPONSIBILITIES:

The Corporate Sponsor Liaison is the conduit between the MARC and our Sponsor and Donor partners.

Design and execute mutually agreed upon sponsorship programs with Corporate sponsors and donors.

The CSL will work in conjunction with the 1st Vice President (Chief Marshal and Hunt Test Committee Chair) with regards to regional and event specific opportunities.

Provide Sponsor representatives attending the Invitational a complimentary handler bag with our hat and event pin. Ensure Sponsors are invited and receive proper recognition and introduction at all social activities.

The CSL along with the Chief Marshal and the Board of Directors will recognize and entertain our Sponsors that attend the event to an evening dinner.

Ensure all Sponsor canopies and signs are displayed and rotated accordingly at all stakes and banners displayed accordingly at our Opening Ceremony and Member appreciation activities.

Serve as primary liaison and singular point of contact between ~~primary~~ sponsors and MARC. Provide regular progress and issues reporting to MARC board of directors and sponsors.

Solicit and fulfill contracts that outline category exclusivity, activities, and responsibilities as required. All "cash and in kind" contributions to the MARC are made with the understanding

that the MARC will decide where the support will be used. Sponsors may be able to designate their cash and in kind contributions for a specific function or operation of the MARC.

Work with key sponsor contacts to create message platform, communications vehicles, and activities consistent with companies' overall brand objectives and strategies. Leverage existing sponsor materials wherever possible. Manage production deadlines as required.

Ensure high visibility and appropriate recognition of sponsors before, during, and after MARC's Invitational event.

Provide on-site sponsor support during MARC events, including recruitment and management of sponsor ambassadors and others to support activities.

Create sponsorship speaking points for MARC leadership for use during introductions at major event gatherings, such as the opening reception, charter member event and workers' party.

Create special recognition and commemoration for continuing sponsor participation.

Complete post event report for sponsors, covering key accomplishments and opportunities for improvement.

Following the event, create a "sponsors corner" on the MARC website that includes brand information about the sponsor and photographs of sponsor participation at the Invitational. Use other social media such as Facebook to highlight participation.

DEVELOP CRITICAL SUCCESS CRITERIAS AND METRICS.

Several criteria will need to be taken into consideration when selecting vendors to purchase from such as price, quality of products, existing relationships with MARC and the retriever community, value added nature of the products and loyalty and/or history with MARC while making business decisions.

An evaluation committee comprised of the CSL, and 3rd and 4th Vice Presidents will conduct an annual review of all sponsors, donor, and vendor relationships. Recommendations from the committee will be shared with the Board of Directors for approval.

5.3 MERCHANDISE and VENDORS

The Master Amateur Retriever Club will offer, (by selling itself or working through a host club), a limited number of articles for sale either before, during or after the Annual event. The purpose of offering merchandise for sale is to enhance the participant's event by offering affordable, quality imprinted apparel, and unique items. Currently MARC creates a merchandise budget and works with Brenda Neil, Lucky Lab Pin in selecting merchandise for sale.

VENDORS

All sales conducted at the event will be through the MARC itself or through an annual agreement with an individual club that might be hosting the Invitational.

Unless changed at a later date, there will be no other outside vendors will be allowed.

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5.4 HOST EVENT GUIDELINES

There may or may not be a regional club offering to host our Invitational. If there is a “host” club, some of the responsibilities are detailed in Appendix 5.4 and could be on the website.

If there is a host club, they are authorized to sell various products for their club as the host of the event, but they cannot utilize the official MARC logo, without obtaining specific permission from the MARC Board of Directors. They may also elect to perform the job of food concessionaire on the grounds if they so choose. Host clubs have an opportunity to sell their own merchandise during the event. The limitation on host club merchandise is that there shall be no MARC logo on any item sold unless prior permission is obtained. They can state that they held the National event, for example their merchandise could state:

The XYZ Retriever Club (their own logo), Host of the XXXX Master Amateur Invitational.

A memorandum of understanding between any possible host club and the Master Amateur Board of Directors will be drawn up well in advance and signed by all involved parties so that everyone will have a basic understanding of what each other’s expectations are.

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6.0 THE INVITATIONAL EVENT

The Annual Invitational is an AKC licensed Hunt Test of National caliber that will be held in late Spring (April 15-June 30) depending on the area of the country its being held in. The event will attempt to rotate from East to West over a four (4) year period.

The tests will make every attempt to be the equivalent of two weekend tests in the requirements put forth for the dogs to run. The event, however, will not be time driven and judges will be given as much leeway as possible to setup challenging tests.

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6.1 ROLES AND RESPONSIBILITIES

This Chapter will identify the key positions and responsibilities of those persons charged with the successful execution of the event. These definitions are in no way complete, but rather a starting point and will be reviewed and updated periodically.

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6.1.1 CHIEF CHAIR

The First Vice President of the Region where the event is being held is the Chief Chair of the MARC for the annual Invitational, working with the marshals and the Board of Directors to carry out a successful event. He/She is the key interface and assures that communication lines are open and active with all committees. The Chief Chair works closely with the club Treasurer to develop and adhere to a budget for the event.

The Chair should help the Committee Chairs and the Stakes Marshals in assigning qualified people to the right committees for the event. The Chief Chair should make certain the grounds are secure and ready for the event and all permits required are in place. The Chief Chair is responsible for developing emergency contact cards for all key staff to use during the event. A close relationship will be needed between the local city and county governments and most wildlife organizations. This is the sole responsibility of the Chief Chair. Some pre-event work for social activities may require assistance from other Board persons in locating facilities and obtaining proper licenses. The Chief Chair will arrange for the bitch checks as scheduled while the event is underway.

Once the event is underway the day-to-day responsibility of running the tests shifts to the Stake Marshals and the Committee Chairs. The Chief Chair will work on those areas outside of the daily running of the dogs. The Chief Chair is instrumental in maintaining the spirit of the event with the host club, committees, judges, and the Board.

In conjunction with the Stake Marshals, the Chief Chair will monitor the "To do" list for timely completion of tasks and assign as needed any extra personnel available to ensure those tasks are completed.

The Chief Chair will be responsible for the initial approval of all requests for reimbursements in relation to the event and forward those reimbursement requests on to the club Treasurer.

Any reference in this policy manual to the Hunt Test Chair shall be the same as the Chief Chair. They are one in the same person for the entire event.

6.1.2 CO-CHAIR

The Co-Chair is responsible for the success of every detail of the event. This person is the team leader and is responsible for assuring everything goes smoothly on the grounds from beginning to end. Strong leadership ensures the event will be conducted in an efficient manner. The reason we setup the “rotating” Chief Chair and Co-Chair is to insure that the upcoming Chair has some on the job training in organizing and managing the invitational. The Co-Chair should be engaged or apprised of all facets of planning for the Invitational.

The Co-Chair’s job is to surround him/herself with very knowledgeable and qualified assistants who completely understand their duties and the chain of command. A strong and competent team structure will assist the Co-Chair in the performance of his/her duty. The Co-Chair appoints all committee and stake chairs.

The Co-Chair is expected to be present during set-up to view all the test setups and ensure each setup meets event goals. The Co-Chair along with those members of the Board, who are present, should advise the judges if a problem exists with any test set-up meeting MARC goals of safety, time, and standards.

The Co-Chair or Stake Marshal is expected to be on the grounds every morning prior to the beginning of a series to approve the setting up of a test per the judge’s instructions. The Co-Chair should utilize his Stake Marshals to ensure this happens at all test sites, as he/she cannot physically be at all tests himself/herself. Stake s carry out the tests but the Co-Chair will visit and watch each test during the event.

All shift changes fall under the direction of the Co-Chair and/or the Stake Marshals.

The Co-Chair or Stake Marshal is the liaison the judges, committees, the Board and the handlers.

The Co-Chair or Stake Marshal shall post all callbacks.
The Co-Chair gives instructions to the handlers at the Annual Meeting.
The Co-Chair is in charge of all equipment.

Responsibilities before the Test:

Along with the Board, the Co-Chair will be required to review each parcel for safety before the test is designed.

Responsibilities during the Test

Coordinate and meet with all Stake Marshals to give any final instructions and to ensure they have no problems and address concerns. During the tests the Co-Chair should:

Ensure Equipment Chair is fully apprised of locations and sequences of all tests running including finish anticipation times to ensure the next test is adequately ready to proceed.

Supervise Volunteers at each stake, who will consist of Gun Captain, Traffic, Safety, Bird Throwers, Bird Stewards, Hospitality, Equipment and Grounds.

Distribute copies of each set of tests to their respective Stakes Chairs only.

Emphasize effective communications between Stake Marshals and Committee Chairs.

Review each shift change schedule.

Distribute any recognition mementos for workers to Stake Marshals so they will have them to give to their workers.

Coordinate phone distribution list to ensure ability to communicate with each other and other stakes.

Be flexible. Substitute for Stakes Marshals when needed. Keep Chief Chair apprised of any situation before the Chairperson learns about it.

Work with Judges to ensure the goals of the organization are met; and any potential misconduct issues are addressed.

In the event of any potential misconduct issues, the Chief Chair shall be advised and will determine if a Hunt Test Committee meeting needs to be held. The President should be advised of any issue requiring a meeting of the hunt test committee.

Responsibilities after the Test

The Co-Chair, who will be the Chair in the following year, will be responsible for inventorying the equipment MARC owns after the event, and ensuring its safe transport and storage for the following year. See Appendix 6.4 for detailed list.

6.1.3 STAKES CHAIR(S)

One Stake Chair will be assigned to each separate stake at each separate location.

The Stake Chair(s) will be the eyes and ears of the Chief Chair. The Stake Chairs are in control of all line activities except those of the judges. Each Stake Chair will create an organizational chart and fill positions accordingly for hospitality crew, equipment, etc.

During Setup – Each Stake Chair is responsible for diagramming tests accurately, and documents which grounds they are on, and with which set of judges. The appropriate group of tests will be labeled Stake “A”, Stake “B”, Stake “C”, and Stake “D”.

The Stake Chair will list needed requirements/equipment (marks, blinds, honors, etc.) on each diagram, and ensure each Equipment person gets a copy of the needed equipment.

The Stake Chair will time at least 2 dogs on each test and use averages for the run time of that each test (bringing a stopwatch is suggested). Time for spaces between dogs, handler positioning dog at line, re-birds, shift changes, etc. should be added to determine total time needed to run tests. Getting a full six series with all requirements of two weekend tests completed is the event goal. All participants should work to attain this as an absolute minimum!

All problems and questions at each stake/section should be directed to the Stake Chair. It is their responsibility to resolve all questions and problems; if unable, the Chief Chair will intervene. Failing success by the Event Chair, a meeting of the Hunt Test Committee will be convened.

He/She will have the prime responsibility for the judges’ needs and requests. All Committee Chairs at each stake/section report to and take direction from the Stake Chair. They will have the authority to remove and or replace workers not performing properly. In addition, the Stake Chairs should:

- Distribute any recognition mementos for workers.
- Make sure judges have chairs.
- Ensure that each Committee Chair has the proper number of workers available and in place.
- Complete as much as possible (re-bird, snacks, lunches, worker replacements, equipment replacement, etc.) during shift changes to minimize having to stop test.
- Relay all messages to and from judges.
- Give direction to the workers in the field.
- Time the first three dogs in each new test series and advise President and Chief Chair of projected finishing times.
- Coordinates placement of equipment in field with Equipment Chair.
- Coordinates next test set up with Grounds and Equipment.
- Works with Host Club regarding 4 x 4 ATV use.
- Makes sure the Marshal’s box is on the line and equipped properly.
- Assign and distribute radios.
- Ensure text/phone lists are distributed to key personnel.
- Ensure scheduled bitch checks are completed.

In addition, it is the Stake Chairs job to arrange for line and check-in marshals.

6.1.4 THE HUNT TEST SECRETARY (HTS)

Upon determination of the date of the annual event, the HTS will call AKC to confirm the date. Subsequently, the HTS will use AKC Online Event Management to process the event data, including entry fees, opening and closing dates and judge approval and assignments in a timely manner. The HTS will pay the event fee as set by the AKC, online. The HTS will post event details on Entry Express (EE) and coordinate the premium content with the Chief Chair.

The HTS will monitor entries on EE during the entry period and develop and distribute appropriate communication with the handlers regarding travel arrangements, listing of secondary handlers, etc. The HTS will respond promptly and courteously to all handlers' inquiries.

The HTS orders and coordinate delivery of the judges' books (which the judges keep), waterproof judge sheets, rule books, rotation notices, etc.

As soon as entries close, the HTS will tweak the draw, assigning key personnel where needed to assure a smooth running event. Timely posting of the final running order is a high priority. Post-closing scratches and refunds will be coordinated with the Treasurer and transcribed to the Marshal sheets. The HTS should be prepared to coordinate delivery of Marshal sheets, catalogs, and event income from EE.

The Hunt Test Secretary will prepare the judges binders for the event and ensure the Marshals sheets are distributed to each stake prior to each event.

Electronic communication with the members handling dogs at the Invitational event may be by email, text messaging or other electronic means. These communications with participants in the event are the responsibility of the Hunt Test Secretary. At a minimum, communications will include meeting or safety notifications and callback data. The Hunt Test Secretary may call upon the MARC Secretary to assist in determining the best contact numbers or addresses for participants.

During the event the HTS supports Retriever News in posting callbacks, the judges, notifies the judges and marshals of scratches, and any other team requirements. Should the Hunt Test Committee be called to order, the HTS will act as secretary for that body.

Upon completion of the event the judges will sign the marked catalogs with the HTS. Marked catalogs are sent to Master National, Retriever News and AKC, along with event fees.

6.1.5 EVENT TREASURER

The Treasurer will prepare a preliminary budget proposal for the upcoming event for the Chief Chair's use in planning (See Section 4.2 of this manual for a more detailed description).

The Treasurer's duties during the annual event include taking care of the financial commitments of the MARC. The Treasurer may provide a beginning balance of funds to the Hunt Test Chair and/or Co-Chair (who acts as the head marshal) for local expenditures with the understanding of all funds spent must be accounted for.

The Treasurer will also assist in the accounting for monies during any social event that entails financial expenditures.

The Treasurer should be consulted with on all contracts/subcontracts for services before and during the annual event.

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6.2 HOSPITALITY

The Hospitality Chairperson

Hospitality is one of the most important roles in ensuring a successful event. The Hospitality Chair is responsible for a myriad of details, often times being called upon to support the effort of the organization by ensuring things run smoothly and judges' needs are properly taken care of while they are on the line judging.

The Hospitality Chair will direct the efforts of and be supported by volunteers at each stake who will answer directly to the Hospitality Chair. The Hospitality Chair will answer and communicate directly with the Stake Chair(s).

The hospitality crew is responsible for the following:

During setup week:

- Ensuring the judges, at the various locations all have an ice chest with cold water, and someone is assigned each day to pick up lunches or snacks. Collect and refill nightly.

Prior to event:

- Assist and coordinate with purchasing and decorating the event hall where the opening ceremonies are to be held, as well as the workers party and closing ceremonies.

During the event:

- Provides the judges and with food for breakfast (if any), lunch and afternoon snacks if needed.
- Provides any paid workers with lunches and afternoon snacks if needed.
- Provides coolers filled with ice, water and sodas and distributed in the morning to the field for the judges and workers, removing / restocking at end of the day.
- Provide judges with coffee in the morning, if requested.
- Coordinate with a volunteer to collect, transport, and return judges laundry at least once during the week, as judges on the line have no time to do so.
- Be cognizant of any special dietary restrictions/needs of any judges and ensure their needs are met through the help of the volunteer at that stake.
- Coordinate volunteers to set up and help with the closing ceremonies.

6.3 ANNUAL MEETING

BY-LAW REQUIREMENTS

Article VIII of the club by-laws stipulates the requirements for an annual meeting of the club.

Section 1 stipulates that the meeting is to be held the “day before” the Invitational at a place and time designated by the President.

Section 3 stipulates that no quorum is required for the meeting and places the responsibility for verification of credentials of attendees with the club Secretary.

Section 4 stipulates that all members receive the notice of meeting along with the agenda at least 40 days prior to the meeting. No new business may be added to the agenda unless the same has been submitted 55 days in advance of the meeting and distributed to the members with the meeting notice and agenda.

Article VII, Section 4, stipulates that elections for officers and directors are to be held at the annual meeting, or alternatively, by electronic ballot with results announced at the meeting.

Article IX, Section 3, stipulates that the Hunt Test Committee for the Invitational is to be announced at the meeting.

OTHER CONSIDERATIONS

The agenda may be adjusted as necessary but has followed the outline below:

1. Call to order by the President or presiding officer.
2. Presentation of colors and/or National Anthem.
3. Opening remarks by the President or presiding officer. This generally entails a “state of the club” commentary. If there are any additions or corrections to the agenda those should be announced. (Note the restriction on consideration of new business.) Introduction of guests (especially AKC representatives.) Special announcements.
4. Guest speakers if any.
5. Secretary’s report:
 - a. Minutes of prior meeting(s).
 - b. Verification (if required) of credentials.
 - c. Membership report.
 - d. Questions from the membership
6. Treasurer’s report.
 - e. Operating profit/loss.
 - f. Current balance.
 - g. Extraordinary items.
 - h. Questions from the membership.
7. Committee Reports:
 - i. Introduction of Hunt Test Committee.
 - j. Election results by the Nominating Chair or designated officer.
 - k. Announcement of location and dates for upcoming Invitational, by the upcoming Hunt Test Chair or designated officer.

- l. Long Range Planning Committee, by the President or designated officer.
- m. Ad Hoc or special committees as applicable.
- n. JOB (John O. Blackbird) award. By the JOB Chair or designated officer.
- 8. Old Business.
- 9. New Business.
- 10. Other business or remarks.
- 11. Adjourn

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6.4 EQUIPMENT

Philosophy and Goal:

Because the MARC only sponsors one hunt test per year a policy and practice has been developed to minimize the amount of equipment owned that is required to be transported and stored year to year. The duties of managing this policy are carried out by the board member that produces the MARC Invitational Program and Training Guide.

This section differs from others in the Policies and Procedures in that it is a living document that reflects the most recent practices to accomplish the goals. It is recognized that with the passage of time, this section may require more frequent amendments so that the current member of the board charged with responsibility for equipment may know the sources currently used.

For details see APPENDIX 6.4

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6.5 MARC EVENT HEALTH AND SAFETY PLAN

MISSION STATEMENT

The Master Amateur Retriever Club is dedicated to health and safety (Health and Safety) of the dogs, the handlers, and everyone participating in or observing a MARC event.

Endeavoring to minimize hazards to all participants including humans and animals an Event Health and Safety Plan (EHSP) has been developed. The EHSP will help to identify hazards and provide guidance on controls to mitigate or minimize the chances of a health and safety incident occurring and provide the guidelines for responding to an incident that does occur.

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6.5.2 HEALTH AND SAFETY COMMITTEE

The MARC President spearheads health and safety for the club and the event. A Health and Safety (heretofore reference to as Safety) Committee will be established for each MARC event. The Committee will follow the guidelines as spelled out in this EHSP. The Committee will consist of the following people:

- Chief Chair
- Event Safety Chair
- Stake Chairs (one for each stake)
- Stake Safety Chairs (one for each stake) to be appointed by the Flight Stake Chairs
- Captain of the Guns (one for each stake)
- Grounds and Equipment Chair (one for each stake)

In addition, volunteers will assist each Stake Safety Chair. This committee shall be in place prior to (i.e., during set up) and during the event. In addition, the Safety Committee will review Health and Safety performance after each series to determine if modifications need to be made to this EHSP prior to the next event.

Responsibilities of each committee member and the MARC are discussed below.

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6.5.3. RESPONSIBILITIES

The Safety Committee is comprised of the individuals listed above. A general description of the key positions is discussed in Section 6.5.3.1 and specific responsibilities for all Safety Committee members are provided in Section 6.5.3.2.

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6.5.3.1 GENERAL RESPONSIBILITIES FOR KEY STAFF

SAFETY IS EVERYONE'S RESPONSIBILITY

HUNT TEST CHAIRMAN

The Hunt Test Chairman is responsible for obtaining and compiling all necessary information for the pre-event checklist and for assisting the Event Safety Chair in filling out the Event Checklist and Hazard Worksheet. The emergency information shall be forwarded to the Secretary for printing in the handler's packet and/or catalog and should be provided in the training catalogs. The Hunt Test Chair shall steward safety during setup and the running of the event and will cooperate with the Event Safety Chair for the duration of the event.

EVENT SAFETY CHAIR

The Event Safety Chair is responsible for ensuring the safety of the annual event and for coordinating operations with the individual Stake Safety Chairs. The Event Safety Chair and Stake Safety Chair shall be available to attend the entire event, including set up.

The Event Safety Chair shall oversee all functions of Safety. He/She shall ensure that all documents, checklists, and forms are completed prior to and during the event and review Health and Safety performance after the event. The Stake Safety Chair shall work closely with Event Safety Chair and the Hunt Test Committee so that any hazardous or unsafe situations may be rectified within the parameters of Hunt Test Regulations and Guidelines. The Stake and Event Safety Chairs should be present during set-up, series change, and the running of at least 10 dogs after the running of the test dogs in each series. The Stake and Event Safety Chairs should coordinate solution of any safety concerns that arise during the event with the Event Chair. The Event Safety Officer has the specific authority to shut down activities if they deem a situation to be hazardous.

In addition, the Stake Safety Chair and Stake Chair should:

- Thoroughly walk and check all grounds of all series and alternate series. They shall check for any hazards or conditions that may cause serious injuries to dogs or handlers.
- Observe and ensure that proper gun use safety is being utilized. This shall include:
 - Adequate hearing protection for all gunners and throwers.
 - Adequate safe shooting angles for the gunners.
 - Adequate safe down range clearances for all live shots.
 - Safe handling of firearms, including live guns, and popper guns.
- Observe and ensure the proper use and installation of any mechanical bird throwing devices.
- Obtain weather forecasts and monitor weather conditions to prevent any environmental medical problems such as hypothermia, heat related problems, etc. The Committee shall also monitor any lightning activity in the area for the safety of gunners and throwers.
- In areas of extreme fire danger, the Committee shall ensure that safe smoking practices and vehicle parking are followed in accordance with local Fire Department regulations.
- Work with the Traffic Committee to ensure safe traffic patterns and parking are established and instituted.

- Work with Traffic Committee to ensure there is ample space for emergency vehicles to access test sites. Options include parking on one side of any road, or no parking on roads if roadway is too narrow.
- Investigate and document (including photos) any and all injuries, accidents, or incidents involving either the dogs or humans. The Committee must complete the incident report form in full and submit the form to the MARC Secretary upon completion.
- Have available on site, a cell phone that may be used for emergency calls.
- We will not cancel an emergency call. Let the patient refuse treatment if they feel it is appropriate, but we as a committee and board will not cancel a 911 call.

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6.5.3.2 SPECIFIC RESPONSIBILITIES	Responsibility and Tasks
MARC President	<ul style="list-style-type: none"> • Overall responsible for Health and Safety during the annual event and during the year. • Ensure a Safety Committee is appointed each year prior to the event and is in place throughout the duration of the event. • Ensure that this EHSP is prepared and is available to all Board Members, the Host Club, and the judges. • Ensure that any necessary training for Board Members is conducted prior to the annual event (e.g., first aid, AED). • Ensure that the event is conducted in a safe and healthful manner and has authority to stop activities when necessary to protect dogs, handlers, workers and/or the public. • Ensure the Safety Committee is doing its duty. • Participate in any incident review (including near-misses). • Ensure Health and Safety is reviewed during the post event discussions. • We will not cancel an emergency call. Let the patient refuse treatment if they feel it is appropriate, but we as a committee and board will not cancel a 911 call.

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<p>Event Safety Chair</p>	<ul style="list-style-type: none"> • Communicate with Safety Committee each year prior to the event and ensures it is in place throughout the duration of the event. • Work with Event Chairman to prepare this EHSP and submits it to the President and Board of Directors. • Ensure that Health and Safety information is provided to the Secretary for inclusion in printed materials. • Ensure the Safety Committee is briefed on the ESP and its requirements and carries out their responsibilities. • Brief all Safety “volunteers” on this EHSP at the Committee Meetings • Should be present for set up and during the event. • Ensure the EHSP is carried out during set up and the event and Health and Safety remains a first! • Thoroughly walk and check all ground of all series and alternate series and check for any hazards or conditions that may cause serious injuries to dogs or handlers. • Ensure that the event is conducted in a safe and healthful manner and has authority to stop activities when necessary to protect dogs, handlers, workers and/or the public. • Ensure that the Equipment Chairs have provided the properly maintained safety equipment and that it is available at each Stake and/or the equipment trailer or event headquarters (See Figure 3.1). • Ensure that the Captain of the Guns has provided safety equipment to the Live Guns and Poppers and safe practices are in place. • Working with the Hunt Test Chairman, ensure the checklist and worksheets are done (See Section 4.0). • Obtain weather forecasts and monitor weather conditions to prevent any environmentally related medical problems such as cold-or heat related problems, etc. and to monitor for issues related to inclement weather (e.g., lightning, tornadoes, severe storms) and react appropriately. • Reports all injuries and near-misses to the President, the Safety Committee, and the Board of Directors. • Conducts any incident (including near-misses) investigations and submits them to the MARC Secretary upon completion (Figure 3.2). • Ensure Emergency vehicles will have ample room to maneuver to each test site. • We will not cancel an emergency call. Let the patient refuse treatment if they feel it is appropriate, but we as a committee and board will not cancel a 911 call.
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Event Chairman (Host Club if applicable)

- Prepare checklist working with Event Safety Chair (see Section 4.0) prior to the Event and deliver Health and Safety information to the Secretary for printing in the handler's packets, training catalog, and/or the catalog.
- Work with the Event Safety Chair to finalize the EHSP.
- Contact local emergency medical responders or facilities to them of our event or obtain on site Emergency Medical Technicians (EMTs) for the Event if approved by the Board.
- Fill out and send EMT Notification Form (Figure 3.3).
- Fill out Emergency Contact Information and make sure it is distributed to each Stake Safety Chair and each Stake, and the Board (Figure 3.4).
- Present for set up and during the event.
- Thoroughly walk and check all ground of all series and alternate series and check for any hazards or conditions that may cause injuries to dogs or handlers.
- Help finalize hazard worksheet during set up and ensure Health and Safety is built into each series from conception (Section 4.0).
- Help ensure all activities are conducted in a safe and healthful manner and stop any that are unsafe.
- Coordinate with the Traffic Committee to ensure safe traffic patterns and parking are established and instituted.
- Ensure Emergency vehicles will have ample room to maneuver to each test site.
- We will not cancel an emergency call. Let the patient refuse treatment if they feel it is appropriate, but we as a committee and board will not cancel a 911 call.
- In areas of extreme fire danger, ensure that safe smoking practices and vehicle parking are in accordance with local Fire Department regulations.
- Report all unsafe working conditions to the Event Safety Chair, Event Chair and/or President.
- Report all injuries and near misses, no matter how trivial, to the Event Safety Chair, Event Chair and/or President.
- Assists in injury and near-miss investigations and follow-up (See Figure 3.2).

<p>Stake Safety Chairs</p>	<ul style="list-style-type: none"> • Responsible for overall Health and Safety at each flight. • Review the EHSP and understand its intent and requirements. • Schedule Health and Safety volunteers to ensure that there is at least one person stewarding safety at each flight at all times. • Ensure all volunteers understand their responsibilities and take them seriously. • Ensure the appropriate Health and Safety equipment is at each flight and is maintained (See List on Figure 3.1). • Steward Health and Safety by always working in a safe and healthful manner and keeping safety first. • Thoroughly walk and check all grounds of all series during the event if a change in condition is apparent or if any hazards or conditions are identified and mitigated to or during the running of that series that may cause serious injuries to dogs or handlers. • Monitor weather and environmental health situations (heat/cold) to ensure no adverse impact is occurring. Stop activities as necessary. • Ensure Emergency vehicles will have ample room to maneuver to each test site. • We will not cancel an emergency call. Let the patient refuse treatment if they feel it is appropriate, but we as a committee and board will not cancel a 911 call. • STOP any questionable or unsafe activities or actions. • Report all questionable or unsafe working conditions to the Event Safety Chair, Event Chair and/or President. • Report all injuries and near misses, no matter how trivial, to the Event Safety Chair, Event Chair and/or President. • Assist in injury and near-miss investigations and follow-up.
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<p>Equipment Chair</p>	<ul style="list-style-type: none"> • Review the EHSP and understand its intent and requirements • Ensure the appropriate Health and Safety equipment is available at provided to each Flight Stake Safety Chair (see Figure 3.1). • Maintain and inventory appropriate Health and Safety equipment during and after the event; purchase any supplies prior to and during the event that are necessary (See Figure 3.1). • Ensure the all any mechanical bird throwing devices (e.g., wingers, electronic remote thrower) are in good working order. Take any malfunctioning equipment out of service and tag it as such until it can be repaired. • Ensure the proper installation and safe use of any mechanical bird throwing devices. • Steward Health and Safety by always working in a safe manner and keeping safety first. • STOP any questionable and unsafe activities or actions. • Report all questionable or unsafe working conditions to the Event Safety Chair, Event Chair and/or President. • Report all injuries and near misses, no matter how trivial, to the Event Safety Chair, Event Chair and/or President. • Assist in injury and near-miss investigations and follow-up.
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<p>Captain of the Guns</p>	<ul style="list-style-type: none"> • Review the EHSP and understand its intent and requirements. • Ensure hearing and eye protection is provided and worn for all gunners, poppers, and throwers. • Ensure all poppers are in good working order; take any malfunctioning equipment out of service and tag it as such until it is repaired. • Suggest live guns use “break action” type shotguns. • Ensure all guns and poppers have the required licenses and the gunners, poppers, and throwers are properly trained and qualified. • Ensure safe shooting angles are established and practiced for gunners. • Ensure adequate safe down range clearances for all live shots. • Ensure safe handling of firearms, including live guns and popper guns. • Steward Health and Safety by always working in a safe manner and keeping health and safety first. • STOP any questionable or unsafe activities or actions. • Report all questionable or unsafe working conditions to the Event Safety Chair, Event Chair and/or President. • Report all injuries and near misses, no matter how trivial, to the Event Safety Chair, Event Chair and/or President. • Assist in injury and near-miss investigations and follow-up
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In addition, the Committee shall obtain weather forecasts and monitor weather conditions to prevent or plan for cold or heat related concerns, lightning, tornadoes, etc.

Ensure Emergency vehicles will have ample room to maneuver to each test site.

As stated above, the Safety Committee shall investigate and document (including photos) any and all injuries, accidents, or near identified near misses involving either the dogs or humans. The Committee must complete the incident report form in full and submit the form to the MNRC Secretary upon completion of the investigation.

6.5.4 MARC HEALTH AND SAFETY CHECKLISTS AND FORMS

Although not inclusive, checklists have been provided ensure major safety issues have been addressed. The Stake Safety Chair shall endeavor to complete the following checklists and Forms with the assistance of the Hunt Test Chair as he/she can most easily obtain the local information. All pertinent information regarding veterinarian hospital locations, hospitals or emergency treatment facilities, maps, phone numbers, etc. shall be forwarded to the MARC Secretary for publication in the training catalog and handler's packets and/or catalog for the event.

Utilization of theses checklists will ensure that all facets of the Health and Safety program are covered thus providing safe operation of the Hunt Test.

Copies of these checklist are available in the Appendix 6.5.4

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MARC/MAI Safety Bullet Points

SAFETY IS EVERYONE'S RESPONSIBILITY!

- Cooperation between all parties is crucial to the safety and well being of all of our competitors (human and canine), workers, judges, volunteers, and guests. If there is a safety concern or issue, everyone must work to rectify the situation.
- In the event of an individual collapsing, an immediate 911 call is required and Emergency Medical Services must be summoned. **We will not cancel an emergency call. Let the patient refuse treatment if they feel it is appropriate, but we as a committee and board will not cancel a 911 call.**
 - Identify access points to the properties and have ATV/UTV waiting to escort Emergency Services to the location.
 - Keep roads open and wide enough for ambulances to pass.
 - Confirm “drive time” from nearest EMT station to the event grounds.
- Plan for communication for incident response and safety alerts.
- Prior to any activities of set-up week or competitive week, be certain first aid kits and AEDs are readily available at all times.
 - First Aid kits are adequately stocked with appropriate supplies.
 - Each working group should have equipment available at all times.
 - Keep first aid kits and AEDs near “the line.”
- Prior to set-up week, make laminated durable copies of completed “Emergency Contact List’ and “Safety Bullet Points” and distribute to all members of Safety Committee, Flight s and Hunt Test Committee.
- During set-up week, and prior to the running of each series in each flight:
 - Identify and alleviate environmental hazards to dogs such as rocks, stumps, holes, washouts, thorny brush, anthills, snakes, or non-natural obstacles such as fencing, brush piles, garbage dumps, etc.
 - Identify and alleviate environmental hazards for people such as slippery footing, difficult terrain, exposure to plants such as poison ivy, anthills, etc.
 - Thoroughly walk the grounds of each series and identify and alleviate hazards.
 - Consider location of live gunning stations and where the spent shot will be going.
 - Be certain all equipment is in working order before being placed in the field. If equipment is identified being or becomes unsafe or malfunctioning at any time, tag it and remove from service.
 - Ensure workers have access to ear plugs, safety glasses, water and/or Gatorade and recommend they use them. Require paid workers to use eye and ear protection.
- Weather related concerns
 - If lightning is reported and/or observed within 7 miles, shut down of the flight and will remain shut down until lightning is beyond 7 miles for 30 minutes.
 - Provide pools and cool water for dogs near the point of origin of each series if condition warrant.
 - Be cognizant of nearest weather shelters and advise gallery of the location if the conditions merit.
 - In the event of tornado activity in the area, seek appropriate shelter immediately.
 - Monitor weather conditions via weather radio, or any of a multitude of weather applications on mobile device, National Weather Service alerts, etc.

6.5.5 COVID-19 POLICY

1. MARC COVID Safety Policy

All Federal, State, County, and Local government agency recommendations regarding COVID health and safety are to be complied with. The websites for current rules are to be checked by the event safety officer. The websites for each event are at the end of this document.

In addition, the event will be conducted in compliance with AKC COVID recommendations. NOTE: the AKC recommendations suggest an enforcement policy be in place to comply with government regulations.

If COVID-19 is a health problem in the USA at the time of either Invitational this committee recommends that areas where masks will be required because of the impossibility of social distancing (>6 ft apart) be marked with brightly colored tape. Example: the 's sign in sheet area. The perimeter should also be marked with a sign with the standard COVID cautions.

There should be a COVID worker appointed during each event to assist with policy compliance. Each flight will required its own COVID. Any safety or compliance concerns should first be brought to the attention of the stake or flight safety officer.

All social events should be planned to comply with distancing requirements. As a guide, MGM Grand ballroom in Las Vegas says that their 1500 capacity auditorium is adequate for only 400 persons with distancing. If the pandemic still requires distancing, social events should be cancelled or held outdoors with each participant bringing their own seating to maintain safe distances. Serving could be done safely with adequate planning.

Each day when checking in with the Marshal, the handler should verbally confirm that the handler has had no COVID symptoms nor fever. A sign listing the symptoms should be posted at the Marshal station.

If there is a limit on the number of participants at an outdoor event, the presence of participants should be staged. The time of arrival and departure is dependent upon the running time of the current test. Attached is a spreadsheet that may be used to assist in this planning. This spreadsheet can be posted online, and a link sent in the daily text communication to handlers. The concept is to permit half the maximum number allowed at a group outdoor event to arrive early, half to remain for a time after running. This will provide adequate time to watch dogs run. For example, if we were to assume each team had a handler and observer and if the limit were to be 50 persons with a 5 minute test, each team could arrive an hour early and watch 12 dogs before and after running. In this example there would be 12 teams waiting each before and after running.

Spreadsheet details: There is a box at the top of the sheet with the number of minutes the setup dogs required to complete the test. There is also a box with a "fudge factor" for rebirding,

etc. The default has been set to add 1 minute per dog but this may be changed. If you click in the next 2 columns at the appropriate time there is a drop-down menu for the number of minutes for an event and the event title. You can enter lunch breaks, shift changes, etc. when preparing the daily spread sheet. Handlers will need to know their relative running position each day.

We can do this!

2. Policy for replacing judges or handlers in case of illness during event.

The probability of a judge becoming ill is essentially statistically the same as it was without COVID. The same is true for a handler. In the case of a judge becoming ill, this is no different for any cause if we comply with official recommendations. A judge will be replaced by the hunt test committee. In the case of a handler, this happened in the past and another amateur handler completed the handling of the ill person's dogs in the event.

- 3. A safety kit should be provided for each worker:** Contents to include gloves, sanitizer, masks, rag for wiping Health and Safety.

Since all handlers are also workers this could be placed in the handler bag given to each registrant. There should also be extra supplies available at the station.

- 4.** A commercial surface cleaner should be used to clean handler guns between participants.

**Website Addresses for Organizations with Jurisdiction for COVID-19 Policy
MAI, June 9-16, 2024 Carnation, WA**

US Federal Government <https://www.coronavirus.gov/>

Non-Governmental

AKC

<https://www.akc.org/press-center/covid-19-updates-from-the-american-kennel-club/>

Carnation Washington

State: Covered by Updated September 8, 2023

DOH 420-350 COVID-19 Guidance for Non-Healthcare Businesses and Organizations

County: King County

<https://doh.wa.gov/sites/default/files/legacy/Documents/1600/coronavirus/420-350-NonHealthCareBusiness.pdf>

6.6 AWARDS

At the conclusion of the annual Invitational, all dogs who have successfully completed all series shall be considered as qualified. All qualifiers will be awarded the following awards at a closing ceremony:

- A crystal plate engraved with the MARC logo, as well as a brass plaque indicating the year and location of the event.
- An orange rosette ribbon
- A goose band with the MARC logo inscribed
- A “qualified” decal

In addition, and dog who has successfully passed TWO events will also be awarded the Club title of “MAR”, indicating Master Amateur Retriever. The handler shall also be awarded a pin.

Any dog having passed THREE invitationals shall also be awarded by AKC the title of “MAH”, indicating Master Amateur Hunter. This title shall be a suffix that will be affixed to the dog’s name thereafter. After a dog passes 3 or more event the dog shall permanently be included in any Master Amateur Hall of Fame recognition.

Dogs subsequently passing more than 3 events shall receive a pin each year with a number affixed indicating the number of successful passes.

For information on where the awards are procured from, please see Appendix 6.6

6.7 MAR AND MAH TITLES

At the 2019 Invitational, MARC initiated a new club title, Master Amateur Retriever (MAR). The Master Amateur Retriever title will be awarded to those dogs that have passed two Invitationals. As recognition of the title, a pin with the club logo and the title will be given to dog/handler teams that qualify. See Appendix 1.4, page 12. A list of those that achieved this milestone may be seen at the Master Amateur Hall of Fame.

During the 2019 MARC annual meeting in Butte, Montana, at the same Invitational, the Vice President for Performance Events, announced that the American Kennel Club would support a new MARC title, Master Amateur Hunter (MAH). Following that meeting, the AKC title was approved. The MAH title is awarded to those dogs that have passed three Invitationals and is retroactive, so any Invitational passes accomplished during the MARC events prior to this date count towards qualification for this title, effective November 1, 2019. A pin with the MARC logo and the title will be given to successful teams.

MARC will pay the initial MAH title application fee. Any additional title application, such as for a certificate, (or MAH4, MAH5 etc.) will be at the applicant's own expense. Dogs that have achieved the title are listed on the MARC website.

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6.8 JOHN O. BLACKBIRD MEMORIAL AWARD

PURPOSE

The purpose of the John Blackbird Memorial Award is twofold. First, it is to honor, celebrate and perpetuate the life lived, the accomplishments, the lasting influence and legacy of John Blackbird.

Secondly, it is to honor a recipient who has demonstrated through their own work and efforts, that they too have made significant contributions to the retriever hunt test program through training and handling retrievers as an amateur, working and judging local hunt tests, being a leader in local and perhaps regional or national clubs, and mentoring and supporting others in the retriever games.

The award will be presented at the MARC/MAI and it MAY reflect the work a person does to work within or for the MARC and MAI, or the effort to bring a dog to that event. But this award isn't just about one event. This memorial/award is to recognize those folks out there that are cut from similar cloth as John Blackbird. Someone who not only shows up to a National event, or the weekend hunt test, and makes an impact, but also makes an impact on the retriever world throughout the years wherever they go. A person who is dedicated to the local clubs at the grassroots level, being a "worker bee" when needed or being a chair or secretary, someone who is a mentor to others, a person who trains and handles their own dogs to the highest levels.

The work the individual does at the local level is perhaps even more important than what happens on the national stage. Nobody gets to the national without going through a whole bunch of local weekend tests. What people do in their own backyard is crucial to their future success regardless of what stage or venue it may be.

JOHN O. BLACKBIRD BIOGRAPHY

The retriever world lost a leader, a friend, mentor, and a staunch advocate with the unexpected passing of John Blackbird on September 9, 2017.

John got his first retriever, Maggie, in the early 90's. The Lake Country Retriever Club of Prior Lake, Minnesota was the home club in those days and his passion for the sport of retriever hunt tests quickly developed. It wasn't till he retired from Ford and moved to Mora, Minnesota that he became a member of Central Minnesota Retriever Club where he would assume the duties as both field trial chair and hunt test chair before passing those duties along to others whom he would mentor and support. He remained the CMRC Hunt Test Secretary for the remainder of his life. John would also become a member of the Hennepin County Amateur Retriever Club, a charter member of the Hinckley Retriever Club, and a Life Member at the Minnesota Iron Range Retriever Club. Although John was a member in five separate clubs, he ALWAYS made an effort to work and support each club in all of their events, regardless if it was a field trial or hunt test, in whatever capacity necessary, from judge to blind planter, gunner to marshal. Additionally, John was a founding member of the ownership group, the Kettle River Retriever Group, which has purchased and developed property near Hinckley, Minnesota dedicated to retriever training and testing/trialing.

John's dogs were top-notch. One of his early great dogs "Moon" competed in Lake Placid as part of the ESPN Great Outdoor Games (precursor to the SRS of today). Throughout the years John would have many great dogs to follow that were competitive in hunt tests and field trials. Numerous QAA/MH dogs

including Dancer, Sky, River, Junebug, Shyne and his most recent Blu-Moon dog, Moon (a second dog named Moon who tragically lost an eye to a snake bite at an early age). When Moon II lost his eye, John proclaimed that he would have that dog at the Master National one day. On the day John passed away, Moon earned his seventh Master Pass, having titled earlier in the summer of 2017 and qualified for the 2018 MAI.

As John's retriever skill and interest grew, so did his leadership in the sport. Around 2004 John saw the numerous Minnesota retriever clubs struggling with similar challenges. His idea was to bring together the clubs and form a coalition that would collaborate to advance the sport. 13 clubs gathered for a winter meeting. It was informal the first year or two, but those clubs began to work together to sponsor AKC judges' seminars, brainstorm ideas on how to develop our properties, share announcements of handler seminars and coordinate the calendar. In 2007 the Greater Minnesota Hunt Test Association was incorporated. The match that John had struck has grown into a strong fire burning brightly. John mentored the current officers of the GMHTA. Today the GMHTA includes 18 member clubs encompassing nearly all the retriever hunt test clubs in Minnesota as well as clubs in Iowa, Wisconsin and South Dakota that lie close to the Minnesota border. It includes AKC, HRC and NAHRA clubs. The organization annually publishes the GMHTA calendar which lists all the hunt tests in the GMHTA, puts on an annual Youth Retriever Training and Handling Seminar free to youth, sponsors the GMHTA Minnesota Retriever Championships (an event he judged twice and won once) and has a presence at the Pheasants Forever National Pheasantfest.

The Master National Retriever Club (MNRC) also became very important to John. He served in many different positions and eventually as President of the MNRC in 2012, where he presided over the largest National Hunt Test event ever held to that point. In 2016, the Master Amateur Retriever Club was formed, and John again answered the call to lead, eagerly accepting the post of Vice President of the Central region. In 2017, he served as the Chief for the Inaugural Master Amateur Invitational in Cairo, Georgia.

John was long respected as a judge of retriever hunt tests. The AKC indicates 86 judging assignments across our Nation; in addition, John judged the 2006 MNRC event. More than a few handlers recall not only his dedication to upholding the standards of the sport, but more importantly, his boundless enthusiasm, wit, and kindness. As the retriever hunt test sport expanded, John was sought out to help guide the Retriever Hunt Test Advisory Committee (RHTAC).

John was extremely dedicated to the MNRC, the MARC, and all of his local clubs in Minnesota, and his training groups both in Minnesota and in Georgia. He was encouraging and supportive of handlers and trainers, regardless if they were professional or amateur. He was dedicated to his local Pheasants Forever chapter, especially the youth activities that chapter supported. He was a mentor to many. He was an all-around retriever/hunting enthusiast.

Above all else however, John was devoted to his family, his wife Karen of 34 years, two sons and three grandsons and extended family.

John will always be honored for his devotion to our sport and his friendship to all, counsel to many, and attitude of service to our sport will be sorely missed. The shock of white hair, the wry smile, and dry sense humor will not be replaced. We can only hope there are hunt tests in heaven, and that John is still offering kind and sage advice and calling "dog to the line."

CRITERIA

The criteria to select the recipient may include:

- An Amateur
- Need not be a member of the Master Amateur Retriever Club
- Active in the Retriever Hunt Test program as handler
- Active in their local club(s) as a dedicated and reliable worker at events, serve in positions such as club officer, board member, event committee chairperson, secretary or committee member.
- Active as a Retriever Hunt Test Judge
- Through their individual efforts made numerous and long-lasting impacts for the betterment of the retriever sports/clubs/events
- Other qualities, characteristics, and personality deemed appropriate by the nominating party and/or selection committee

NOMINATION PROCESS

The Board of Directors and officers of the Master Amateur Retriever Club will announce the award via their numerous outlets (email blasts, newsletters, social media, etc).

Any person(s), regardless of MARC membership, can nominate an individual for this award. See attached nomination form.

The nomination must include the name, address, and phone number of the nominee.

The nomination shall also include the name of the nominee's home club(s).

The nomination should include a narrative of the accomplishments, leadership positions, and other evidence, which supports the work, character, and lasting impact the nominee has had on the retriever community.

The person making the nomination must include their own personal contact information so the selection committee may reach out to them for further questions or details.

January 1st will be the due date by which all nominations must be received to the MARC Board of Directors or other special committee.

Furthermore, the MARC Board of Directors may make its own nomination to the award.

After all nominations have been received the MARC Board of Directors and/or special committee will review the nominations and supporting evidence, and may also make separate inquiries vetting the nominees, to determine the recipient of the award.

Nominations not selected may be deemed appropriate for consideration in subsequent years as per the decision of the selection committee. The selection committee may revisit those nominations and request additional information and recommendations from the nominating party.

TIMELINE

January 1 – Nominations close. Nominations are to be submitted to the John Blackbird Memorial Committee Chairman as printed on the nomination form. MARC BOD and/or special committee begins deliberation.

April 15 - June 30 – Announce and make award presentation at Handlers’ Meeting/Opening Ceremonies of MAI. If recipient is not in attendance, an alternate course of action to make an official presentation of the award in some significant manner will be determined.

AWARD

A perpetual plaque will be displayed at each MAI that will list all recipients.

An individual award of a crystal plate like that which is awarded to qualifying retrievers of the MAI will be presented to the recipient. The inscription on the award shall read:

**John Blackbird
Memorial Award
Presented to**

**In recognition of your dedication, support,
and success in the retriever hunt test community
Master Amateur Retriever Club**

John O. Blackbird Memorial Award Nomination Form

The nomination form will be available on the MARC website in a format suitable to be printed and completed by the individual or group making the nomination. Additionally, the nomination form will be available in a digital format on the MARC website that can be completed online and will be electronically delivered to the Award Committee Chair.

The Nomination Form is available in Appendix 6.8 JOB Nomination Form

7.0 NOMINATING COMMITTEE/ANNUAL ELECTIONS

The day to day operations, policies and procedures, by-laws, etc. of MARC are determined by the officers and Board of Directors.

Individual membership is unique to the MARC. Each member as well as each member club through their voting can influence the direction of the club through the nomination and electoral process. All members are entitled to vote at the Annual meeting or by electronic means in advance of the annual meeting on any matter or nomination presented to be voted on.

OFFICIAL MARC DOCUMENT

7.1 NOMINATING COMMITTEE

The Directors shall constitute the Nomination Committee for the elections of Officers and Directors. The Directors will serve as the primary liaison between the Club and its members. The president may not serve on the nominating committee.

An officer on the committee will be recused from consideration of any candidates that is a candidate for their own position, if their position is up for re-election.

OFFICIAL MARC DOCUMENT

7.2 DETERMINATION OF VACANCIES

During the months of January and February (or no less than four months before the annual meeting) of each year the Nominating committee shall convene to review the positions up for election each year and determine if incumbents are eligible and willing to run for another term. Also, during this same period, the board shall determine if the Secretary and Treasurer positions are to be split between two people or combined into one position for one person.

Four Year Terms	Year							
	2025	2026	2027	2028	2029	2030	2031	2032
President				Yes				Yes
Secretary			Yes				Yes	
Treasurer			Yes				Yes	
East Vice President		Yes				Yes		
Central Vice President			Yes				Yes	
West Central Vice President				Yes				Yes
West Vice President	Yes				Yes			
Two Year Terms								
East Director	Yes		Yes		Yes		Yes	
Central Director		Yes		Yes		Yes		Yes
West Central Director	Yes		Yes		Yes		Yes	
West Director		Yes		Yes		Yes		Yes

Year	2025	2026	2027	2028	2029	2030	2031	2032
Event Location – Region	1	2	3	4	1	2	3	4
Test Chair	EVP	CVP	WCVP	WVP	EVP	CVP	WCVP	WVP
Assistant Chair	CVP	WCVP	WVP	EVP	CVP	WCVP	WVP	EVP

7.3. NOMINATION INFORMATION DISSEMINATION

The committee chair shall contact the Director of Communications who shall start the process of sending out email notifications to members regarding submitting nominations and the ballots.

The communications director shall also be part of the dialogue to assist in posting information on the MARC website, Facebook page and other forms of electronic communication and social media.

Efforts shall be made to encourage all members, both individuals and clubs, to participate in the election process.

OFFICIAL MARC DOCUMENT

7.4 NOMINATION PROCESS

The nominating committee shall draft and send out an email message to the membership calling for the submission of nominations shall be sent. This email should be sent no later than March 1st to allow a full 30 days for the membership to respond. This email will include the list of current officers and whether those current officers are eligible and will be seeking re-election.

Nominations shall be received via electronic form or via email message to their regional director, VP or any other officer of the club. The membership shall have 30 days in which to submit nominations.

A second follow-up e-mail shall be sent out on or about March 15, (or about 15 days after the first email). Facebook and other social media avenues should assist in promoting the nominating period. The nominating committee shall check in periodically with the submissions to ensure there are suitable candidates being nominated for all offices and may need to seek out appropriate candidates for some positions or encourage nominations to be submitted.

The goal of the nominating committee shall be to have at least one candidate for every position open for election by the end of March.

It shall be noted in the initial request for nominations if incumbents wish to continue to serve in their current capacity.

OFFICIAL MARC DOCUMENT

7.5 VETTING OF THE CANDIDATES

At the closing of the nominating period the nominating committee shall reconvene and discuss the list of nominees. The committee chair and members of the committee shall verify the people who have been submitted by the membership are eligible or qualified to be nominated. They must be a member in good standing of MARC and shall reside in the region for which they are nominated to represent. Once the potential nominees have been vetted to this point the committee shall contact each person to inquire that they will indeed accept the nomination and accept the position on the board.

The potential slate of candidates shall be presented to the Board of Directors prior to disclosure to the general membership. The nominating committee and board shall operate on a “need to know” basis and shall not share with the general membership the potential candidates prior to the balloting process.

Candidates are not to be informed of the other nominees prior to the ballot being presented to the membership.

OFFICIAL MARC DOCUMENT

7.6 BOARD OF DIRECTORS CANDIDATE BIOGRAPHIES

Once the nominees have been vetted and are confirmed they need to be asked to submit a brief biography, resume, and acceptance speech to the committee chair. Included in this document the nominee should share with the membership their history in the retriever sports, previous leadership positions within their home club, region or other national clubs, experience as a judge and contestant, etc.

The nominee may share anything they feel is appropriate to allow the general membership to get to know the candidates and make an informed decision as to their vote. The committee chair shall combine these biographies/resumes into a document suitable to share with the membership.

OFFICIAL MARC DOCUMENT

7.7 ELECTION PROCESS

Once the candidates have been vetted, and they have submitted their biographies, the ballot needs to be prepared. The committee should work with the Club Secretary to ensure these are complete and done in a timely manner. The ballots shall include the slate of candidates and the biography of each candidate.

The ballot shall be sent via email to the membership no later than 30 days after the second email requesting nominations. All nominees who are willing to accept the position they have been nominated for SHALL be included on the ballot.

At the conclusion of the initial balloting period the Nominating Committee Chair, President, and Secretary shall tally the votes. As per the By-Laws, the winner of each election must win by a majority, as defined by Webster's Dictionary as at least 50% plus 1.

In the event no candidate receives at least 50% plus 1, a second ballot shall be prepared with the top two vote getters and thus a binary race in the case of a run-off election. The second ballot shall be prepared and emailed to the appropriate membership if needed and shall remain open for a minimum of 7 days.

The results of the elections will be announced at the annual meeting to be held just prior to the Invitational that year unless the voting process has not been completed. (refer to Policy 7.8) The new officers, if so elected, will take office effective June 1st, or 30 days after the annual meeting, whichever shall occur last.

7.8 ELECTION RESULTS

If the election process has been completed prior to the Master Amateur Invitational, the results of the election shall be announced at the annual business meeting. However, if the MAI is held in April or May and the election process has not yet been completed, the results shall be announced via email message or social media outlets.

The incoming nominees shall assume the office elected to on June 1st or 30 days after the Annual meeting, whichever shall occur last. During the interim period, the elected official shall meet with the incoming officer and discuss any pending business matters left unfinished. They will also assist in a smooth transition of office in a seamless manner. The incoming official(s) shall be invited to and attend any Board of Directors meeting(s) during the interim period.

OFFICIAL MARC DOCUMENT

8.0 JUDGES SELECTION CRITERIA

It is the intent of the Board to bring forth the most qualified slate of judges available each year. The selection of Invitational judges is accomplished by the Board of Directors after having received recommendations from the Judges Selection Committee.

The Judges Selection Committee consists of the 1st Vice-President in the Region the event will be held in and the 4 Regional Directors. The Vice-President will rotate each year with the event location. The Vice President acts as the Committee Chair and only votes in the event of a tie.

Nomination email via constant contact, the website, and other social media may be used. Notification will be sent to all Members by the Secretary in early July of the preceding year, soliciting suggestions. It shall be the responsibility of the Members to suggest those judges they believe fit the desired qualifications no later than August 1st of the year the notification is sent out.

All suggestions will be sent to the Regional Director in the geographic area the member resides in. The Regional Directors receive the recommendations from their geographic areas, and forward them to the committee. This committee receives suggestions of potential judges from our current members and clubs and sends Appendix 8.0 to confirm that each judge is willing and able to judge.

No member of the Master Amateur Board of Directors is eligible to judge until his/her current term of office or tenure is completed.

OFFICIAL MARC DOCUMENT

8.1 JUDGES SELECTION CRITERIA

The Judges Selection Committee reviews potential judges to assure they are qualified and can mentally and physically perform the duty of judging our event and otherwise meet all requirements as specified in the then current AKC Regulations for Retriever Hunt Tests. Other qualifications that should be considered are:

- 1) To have judged at least 8 (eight) Master Hunt Tests.
- 2) To be in good standing with the AKC. Prospective judges who have had any substantiated actions filed against them with AKC, within the last five years, will not be eligible to judge.
- 3) To have handled a dog at a Master National or MAI event, or previously judged a Master National or MAI event.
- 4) To have titled a dog to the Master level by himself/herself. This must include handling a dog to at least five Master passes within the last five years.
- 5) Must be currently active in the Hunt Test program in a capacity other than that of a judge.
- 6) Be a MARC member.

Other considerations:

- Extensive experience hunting with dogs in waterfowl and upland situations.
- Excellent interpersonal and communications skills.
- Proven excellent time management skills.
- A reputation for fairness and impartiality.

The Judges Committee Chair circulates the resumes and questionnaires from the potential candidates and convenes a meeting of the Judges Selection Committee to discuss the talents, strengths and weaknesses of each individual being considered. This committee then elects the judges and makes their recommendations to the full Board of Directors.

The requirements listed above will be verified by the 1st Vice President and the Regional Directors during August of the year preceding the event from information obtained on the AKC website. This means that a prospective judge must have the eight points prior to August 1st of the year they are being considered.

- The list of judges must be published in the notice of the annual meeting and posted on the website in either October/November of the year preceding the event.

The Judges Selection Committee will select as many judges as may be anticipated for the invitational. The pairing of judges will be accomplished by the Chief Chair and the 1st Vice-President and presented to the Hunt Test Committee for approval. The Hunt Test Committee presents the final panel to the Board of Directors for their approval. The names will be published in the event premium prior to the opening of entries.

If, after the close of entries, it is determined by the Hunt Test Committee that more judges have been selected than is actually needed, the committee will reduce the final selection of judges. Those judges being excused will be placed on the nominating list for the following year. If additional judges are required, they will be selected by the Hunt Test Committee subject to approval by the Board. Each pair of

judges, with advice and input from the Hunt Test committee will setup and judge their full series independently of the other judges.

In the event that a judge selected to judge the MAI has qualified a dog for that event, and if the judge so desires, then that dog's qualification shall be carried over to the following year's MAI.

After the draw, handlers must advise the Hunt Test Secretary of any possible conflict with the judge of their flight. If the Hunt Test Secretary supports the possible conflict, they will move that handler to another flight to avoid a conflict. If it is not possible to avoid a conflict the handler may be changed. If it is still not possible to avoid a conflict, the entry will be scratched, and a full refund given. If a conflict is revealed after the start of the event, the entry will be disqualified, and no refund extended. All such determinations will be made by the Hunt Test Committee whose decision is final.

OFFICIAL MARC DOCUMENT

8.2 JUDGES INSTRUCTIONS AND GUIDELINES

The Master Amateur Retriever Club (MARC) will conduct an Invitational Hunt Test each year of a quality and standard that provides a model Hunt Test for its members. This Invitational Hunt Test should be managed in a manner that promotes and allows volunteer workers, contestants and the gallery to enjoy the performances of the best Hunt Test retrievers in the country.

The Master Amateur Retriever Club Invitational is different from other hunt tests that you have judged. The Hunt Test Committee and its appointees are heavily involved in the organization and management of the test. There are two basic elements that contribute to conducting a good Invitational: planning and time management. The setup week timeframe and process are critical in proper planning. The sequence and design of the tests along with the efficiency of the mechanics will help control the timing. The committee will not set your tests - but it will approve them from the perspective of time, equality, safety, and adherence to the AKC Rules.

The authority to conduct this hunt test is afforded the Master Amateur Retriever Club under the Regulations and Guidelines for AKC Hunting Test for Retrievers, Chapter 1, Section 14. "A Club that has been granted permission by the American Kennel Club to hold a licensed or member Hunting Test shall appoint a Hunting Test Committee which will have complete responsibility for the planning and conducting of the event. This committee shall be comprised of at least five members of the club and may include the Hunting Test Secretary."

The Hunt Test Committee's charge is to actively assist in achieving this goal. To carry out this charge the Hunt Test Committee, headed by its Chairman, will conduct the Invitational in a manner that permits compliance with the AKC rules, employs the best workers, invites the best guns and uses the best grounds available in the time zone where the test is to be held. MARC views the Invitational as a group effort involving the judges, the workers and the contestants, and the MARC Board.

The Judges should design tests that will bring out the qualities that are most desirable in Retrievers. The tests shall be designed so that those qualities are shown in a straightforward, positive fashion. It is desired that the test results shall produce the best Master Amateur Invitational, Master Hunters that have completed the tests in a positive manner and that showcases these dogs as being the best in a talented field of dogs.

8.2.1 SET UP DAYS ORGANIZATION

Judges are to arrive several days in advance of the hunt test. The exact number of days allotted each year will be determined by the Board and can be adjusted annually based on all factors such as the number of entries, expected weather considerations, etc. Invitational Hunt Test procedures, guidelines and policies along with field set-ups will be the order of business during setup.

First Day

First morning the Judges will have a breakfast meeting with the Hunt Test Chair, Co-Chair, and Board of Directors. At that time the MARC policies for conducting the hunt test will be reviewed. The MARC observes the policies attached and proceeds on the basis that all participants in the hunt test whether judges, contestants or workers are sportspersons of integrity.

After reviewing the MARC policies on first morning, the Hunt Test Chair, the Co-Chair and the President of the Master Amateur Retriever Club will have frank and forthright discussions with the Judges prior to viewing the grounds on such matters as:

* Review of sample judges test book and required documentation to be produced during set up, including diagrams, timing, alternative tests, callbacks etc.

* MARC callback policy

- * Timing of tests and reserve time for unexpected delays
- * Adequate allowances for projected weather factors
- * Gallery and Retriever News reporting of the tests
- * Overall club support services for the judges
- * Diagramming of tests and field marking for tests
- * Equity in series setups ~ expectations for the Judges from the Committee
- * Test moves, schedules, tents, meals, etc.
- * Policy of not modifying tests after the test book has been approved and approval of modifying tests, if needed during the hunt test
- * Notification of the next test for the contestants

The Hunt Test Committee will monitor these specifics during setup and review them with the Judges and s prior to completion of the setup days. You should expect some members of the Hunt Test Committee to be competitors. We expect them to be both sportsman and to fulfill their duties as committee members. We also are aware of social media and the manner in which progress during set up can and are often shared outside the set up group and Hunt Test Committee. The Hunt Test Committee, the volunteers helping during setup and the Judges all, by virtue of this document, hereby agree to keep confidential in nature the actual test setups and diagrams to not undermine the credibility of the event.

After the above discussion, the Chairman and selected committee heads will take Judges on tour of the grounds, (this will include Chief Chair, Co-Chair, Grounds and Traffic Chairs if possible). Either the Hunt Test Chair or his appointee will always chauffeur the Judges as a group. During this first day, the judges will be assigned the fields and water they intend to use for the Hunt test and may be told what fields the Hunt Test Committee requires for certain series, most likely those with large galleries and parking requirements.

Logistics regarding access and parking should be viewed and considered along with the gallery locations before tests are developed. While you may have test discussions, the set up crew will not be present to throw birds or run dogs. It's common for parking to take up to ten acres at the Invitational, so make sure you consider the entire venue before you begin placing birds in the fields. Consider each venue from the perspective of the parking, gallery, sun, prevailing winds and potential rains.

The setup crew and the judges are to meet on the grounds by about 8:00 AM daily. This crew is to include Stake Marshal along with the artist, timer for tests, bird throwers sufficient to throw a triple, gunners (4-5), stewards are to have both ducks and/or pheasants. There should be 5-6 high quality setup dogs and handlers. You will also have the Traffic Chairman and Grounds Chairman along with a sufficient work crew and equipment.

Setups should continue during the time allotted for setup and should be sufficient test alternatives in the book to cover all wind directions and anticipated timing crunches.

The selection and order of tests is to be covered with the Chair and Co-Chair on the last day of setup with a complete review of timelines.

It is imperative that you, the Judges, understand that the test that you design in setups and put into the book is the one that will be in the field when you arrive at the site. There will be little, if no time, for "final adjustments" to the test during the event. This preparation includes all guns in the field, practice throws done from each station, gallery ropes in place, tents, tables, and porta-potties.

8.2.2 IMPORTANT CONSIDERATIONS:

This is not a weekend hunt test and as a result you will receive more logistical support than you are perhaps used to receiving, however, you as the judges will be remembered for the quality of the tests. **You, the judge of your test, will setup and run your own tests completely separate from the other stakes and judges.** There will not be any use of the same fields by multiple groups, unless an unexpected situation arises that would dictate so.

In setting up tests Judges should be keeping in mind two things that are of the utmost importance.

1. Invitational tests should be set up in order that the Judges can evaluate **GOOD DOG WORK AND NOT CREATE BAD DOG WORK.**
2. At all times, for all tests, Judges must keep in mind that the Invitational should be designed for viewing. This means that the gallery should have a fair chance to see the test and the dogs when running if at all possible.

It is the Judges' job to define the tests that will be recorded in a test book. It is the Chair's and Co-Chair's responsibility to see that setups are done efficiently and that the test diagrams and times in the test book are as accurate as possible and sufficient tests are in the book to conduct the hunt test. The quality of the setups is the key to a smooth running Invitational.

The Stake Marshal(s) will keep detailed notes on the grounds selected and the types of tests considered for each area. Your set up team will include an artist capable of recording detailed drawings of your tests. The Stake Marshal(s) is responsible to the team for recording timing.

You Judges should approve both test drawings and timing as they are provided.

While timing tests, time should be considered for changing workers, generally allowing 15 minutes per change. The following is usual and customary for work shifts; 3-5 hour test = 1 change; 5-7 hour test = 2 changes; all day test = 3-4 changes. Generally, within this worker shift routine you should expect approximately 18 to 25 dogs will be run in each segment.

During the hunt test the Stake Marshal will be your most important asset in making sure you are aware of timeline projections.

While timing is ever important, and weather conditions will vary during the event, the Master Amateur does not want this event to be time driven.

The Chair or Co-Chair may remind you if your tests seem to be unbalanced or departing from the types or numbers of tests that fit in the time allowed.

During the setup decide for each test, in conjunction with the Stake Marshal, positions for stewards, parking, handler, holding blinds, blind planters, retired guns, Retriever News tent and gallery.

Agree who will be in and around the judge's tent. Stewards should be out of sight behind the judges minimizing motion around the line. Do not accept the response "we will work that out when we get here". All details should be decided in advance.

During the setup of each test and its alternatives, the tests should be numbered, and the requirements for each test should be set forth in writing in the test book with corresponding colored flags set in the fields

An important consideration when marking tests in the field is that the grounds crew can be asked to set up a test under extreme conditions such as in the dark, or with short notice – please make certain the field flagging will be understood and easy to find. By example, a small amount of reflective tape can help in the dark.

In order to expedite set up and eliminate confusion the Judges and the Hunt Test Chair (or Co-Chair) shall keep a copy of the test book.

OFFICIAL MARC DOCUMENT

8.2.3 JUDGING CONSISTENCY

It is extremely important that the judges communicate and reach consensus on how various aspects of interpreting situations will be handled. Prior to setup, you will have an opportunity to judge dogs and discuss these aspects. Some examples are: what are allowable creeps, how dogs are sent on remotes, avoiding cover on blinds, and when dogs are released from the honor position. The EQUALITY of judging is of utmost importance in this event. It is also the expectation that the last series should be judged to the same standard as the first series.

Non-qualifying notification: At the last series, if a handler/dog team will not be receiving a qualifying score, you should notify the participant. If it is not known when they leave the line, it should be coordinated with the Stake I so that person will be notified before the awards are presented. This is greatly appreciated by handlers who are then not surprised at the awards presentations.

TEST CHECKLIST

The following has been designed by the MARC Board in an effort to afford all participants with an equal and fair testing situation. Our goal is to have multiple groups testing in multiple locations, but all groups will be working on the same requirements at basically the same time during the testing process, thus demonstrating a certain equality and fairness, if at all possible. The Hunt Test Committee may recommend the sequence of tests. We realize that during the week some groups might move along faster than other groups as circumstances change and events happen (such as weather) that we have no control over. The goal is that by the end of the week the tests will afford all finishers the equivalent of two weekend test requirements.

The MARC's BOD goal is to have one series per day, and have every dog run the first series the first day of testing. It is important that the first series, while challenging, should not be one that will "annihilate" the group at the start of the week. Judges should remember that they have a full week to evaluate these dogs. Also, having approximately 75 dogs per flight will allow you judges to be not so consumed with time constraints. While hugely important we do not want this Invitational to be time driven!

While you are the Judge of your stake, the Chair and Co-Chair of the Event are responsible for its overall success. Should said Chair give direction to you with regards to any matter other than the setup of your test, you agree to follow his instructions.

All travel arrangements will be provided for you and will be arranged within about three months of the actual travel dates. You will be contacted individually to work out the details of your travel. The travel policy is to reimburse each judge the cost of a coach round trip airfare between major airports. Should you wish to arrange other transportation the reimbursement will be limited to the amount of this airfare.

In any event, prior to incurring any expense more than \$800, please contact the Treasurer or Chair in advance for authorization.

APPENDIX 1.4 LOGOS AND IDENTIFICATIONS

The consistent and proper use of the Club's logo and identifying marks and nomenclature are important in establishing and maintaining the Club's unique "brand." The logo and accompanying art was developed by John Gerbino, Gerbino and Assoc. John provides that service for the club at no cost. The following are for illustration only. For camera ready art contact the president or John Gerbino.



This is the club logo. It is the primary visual identifier, our "mark", for the club. The font, also a critical component of our mark is Albertus Medium. The font can be downloaded from many sources.

The logo in black and white and with a color background are displayed below.





The horizontal or masthead application can be used as letterhead or where any horizontal application is appropriate. It should not be used to replace the logo. Color as shown or B/W.



The Charter pin was originally produced at a larger 1 1/2" size. The subsequent editions are the same size as the Lifetime – 1 1/4".



The Lifetime pin is – 1 1/4"



The original idea was to produce a unique annual pin using that year's color.

However, it cost more to ship the pin to members than the cost of the pin. The Board adopted the policy of using the maroon pin with no date as the annual member pin. Only new members have pins shipped to them. Pins should be available at the Invitational for those needing replacements.

Each year the club will adopt an event pin to be given to all handlers and volunteers. The annual pin will retain the same shape but will have a unique color and may have a unique insert (as in the 2018 Blackbird Memorial.)

The Hunt Test Committee may recommend additional memorabilia such as decals or patches for handlers, qualifiers or volunteer workers.



For the Inaugural Invitational the event pin was all "gold."



The 2018 Invitational was named in John Blackbird's honor. The rim color matched the annual color as shown.



The 2019 and 2020 Invitational pins.



HATS

Hats are intended to be unique with color appropriate to the year. The HT committee makes the design recommendation. The hat will change slightly each year but each year's hat will be distinctive with the date and location of the event, and carry the annual color identification.



2017



2018

SPECIFICATION

Item Description	2019 MAI Cotton Twill Cap-Burgandy
Item Number	
Fabric Specifications	Crown & bill fabric: 108*56/16*12
	Color: crown & bill top: Burgandy(T341)
Color	Color: under bill: Burgandy
Size	6.5" crown
Notes	Strap & Roller buckle style
	Pro stitch
	Pre-formed bill
	Roller buckle clasp
	ASD Headwear sew-in label
	Front panel stiffener

Embroidery Specification

FRONT PANEL (FP)



2019 INVITATIONAL



CAP LIFT SITE (CB)




7.5cm(W)

Thread color

PARIS 8429
 PARIS 8430
 PARIS 8289

CAP Right SITE (CB)



2.5"(w)X1.125"(H)

Thread color

PARIS 8430

REAL

FONT: ALBERTUS MEDIUM

BUTTE, MONTANA

Decals – Charter, Lifetime, Annual members, event decals and patches.

These event decals are scans and won't reproduce in a usable quality. 3" square.



The Charter and member decal is 5" high. The patches are 2 ¾".
Patches are iron-on so members can customize their shirts/jackets as they wish.



The annual member decal and patch are shipped to all new members. Decals and patches should be available at the Invitational for replacements.

The images below are for info only to show the annual color application.



SIGNS

THESE ARE SCANS AND WILL NOT REPRODUCE WELL. SIGNS ARE KEPT AND REUSED EACH YEAR.



BANNERS

Are designed and produced each year depending on need and sponsor support.



2018 Master Amateur Invitational
Sedalia, Missouri



MASTER AMATEUR
RETRIEVER CLUB
2019
INVITATIONAL
Butte, Montana



Thank you!
... to our generous Sponsors!

PURINA
PRO PLAN
NUTRITION THAT PERFORMS!

ASD
AKERLY SPORTING DOG

GARMIN **dogtra**

adi **WETMUTT**

GERBINO & ASSOCIATES, INC.

ZINGER

retrieverNEWS
Serving The Sport Since 1944

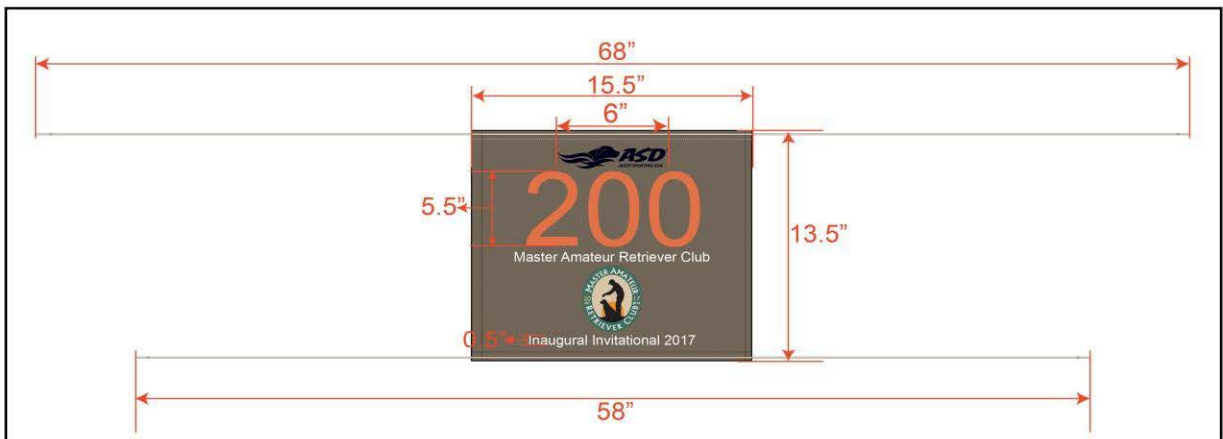
EntryExpress
Training, Equipment, and Supplies

MARC sincerely thanks you for all your contributions and support!



BIBS

DIFFERENT BACKGROUND COLOR EACH YEAR IN A KHAKI/GREEN VALUE



THE 2018 BIB USED THE HORIZONTAL "MASTHEAD" IN ORANGE RATHER THAN THE 4 COLOR APPLICATION.

CUPS

Keepsake cups are traditionally provided at the Charter reception and opening party

We want your order to be *totally* perfect and on time!

ARTWORK PROOF
Sales Order#: Q700449

PLEASE NOTE:
CIRCLES WILL APPEAR AS OVALS.
Due to the taper of the cup, circles will appear slightly oval in shape. Printed image will be affected by the texture of the cup.

RASTER ART WARNING:
Your artwork has been converted from raster to vector format using our software. **ZOOM IN AT 200%** to see the details. If you are unhappy with the result, please send a better version of your artwork (preferably a vector AI or EPS version). If you approve as is, we cannot accept returns if you are unhappy with final product.

What's Next?

1. Email changes or approval on order and/or proof to: lisa@totallypromotional.com
2. Cutoff Time: **NOON Eastern** (approval after this time will push back your ship date)
3. **EMAIL ME YOUR EVENT DATE!**
4. Once you pay and approve, the order is sent to production, and no changes can be made once your order is sent to production.

Item:
TCUP 128 (12 OZ to brim)
4 1/4" H x 3 1/4" Mouth x 2" Base

Imprint Area:
2.5"W x 3"H Per Side

Item Color:
FROSTED

Imprint Color:
KELLY

METALLIC GOLD NOT RECOMMENDED



SIDE 1

SIDE 2

****THE DOTTED LINE REPRESENTS THE IMPRINT AREA, AND WILL NOT PRINT****

This is a graphic representation of your finished product. This is not meant for exact color matching/placement. Every monitor views colors differently and phones and tablets tend to distort colors more.

UMENT

Beginning in 2019 MARC awarded MAR (Master Amateur Retriever two Invitational passes) and MAH (Master Amateur Retriever 3 or more passes.) The MAR is a club designation, MAH is an AKC title. Pins and decals are presented at the annual meeting.

OFFICIAL MARC DOCUMENT

CONTACTS CURRENTLY BEING USED:

John Gerbino: 954.303.0444

jgerbino@gerbinoandassociates.com

The pins, decals, patches and cups are produce by Halo.

HALO productions; Bill Baldwin: 615.417.7990

bill.baldwin@halo.com

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APPENDIX 4.4

Request for reimbursement shall be made on this approved claim form and submitted to the Club Treasurer or Hunt Test Chair within 30 days after the conclusion of the MAI or other meetings.

Expense Reimbursement Claim Form

Name: _____

Address: _____

Phone: _____

Event or Meeting Date(s): _____

Location: _____

Expense for Lodging: (not to exceed US Govt. Per Diem \$ _____

for the event area:

Airfare: \$ _____

Luggage Fees:

Parking: \$ _____

Actual out of pocket fuel receipts: \$ _____

Total: \$ _____

Signature: _____

Date: _____

Approved By: _____

Date: _____

APPENDIX 4.5 BI-ANNUAL REVIEW

For accounting and taxes, MARC currently uses Sparks and Company in Tuscaloosa, Alabama. Hunter Hooks is our primary contact who prepares and submits our taxes.

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Appendix 5.1 CORPORATE SPONSOR HISTORIC LEVELS

This appendix is to recognize and memorialize the past sponsors for their years of support with the MARC organization.

Past Charter Sponsors have included:

Purina	8 years
Avery	8 years
John Gerbino	
Retriever News	7 years

Past Partner Sponsors have included:

Kent Cartridge
Garmin
Zinger Sport Dog Gear (Zinger Winger)
Dogtra

Past Sponsors have included:

Steinman Retriever Products
Lucky Lab
NW Camo

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5.4 APPENDIX HOST GUIDELINES

1. Grounds:
 - a. Recommend and secure property for event sufficient to accommodate the equivalent of two-week end hunting tests that will accommodate a large amount of dogs equally divided into multiple simultaneous tests with good, all weather road access that doesn't interfere w/tests in progress. As many as necessary series should be set up whereby none of them would interfere with any of the others if dogs were running all necessary stakes at the same time.
2. Procure Pre National Training Property and assist in preparing "Training Booklet"
 - a. Ideally, a minimum of eight (8) different areas that do not conflict with each other that provides adequate land and water for training.
 - b. Working closely with one or more Board members of MARC, develop a training booklet. Costs/proceeds responsibility to be determined annually by the use agreement between the MARC Board and the Host club. Advertising in the booklet can and should be sold by all parties involved in the Invitational to help offset costs of printing and shipping.
 - c. Booklet is for use by participants looking for property to use to train the week before the event (this would include all legal requirements for shooting live birds, waivers, etc. plus maps {preferably with GPS coordinates to specific training grounds} and contact info for local services, local club and Master Amateur reps).
3. Find and Select Headquarters Motel
 - a. Suitable for Board lodging (block specified number of rooms for Board and judges) and meeting room for Board meetings, and 'dog friendly' plus rooms for participants
 - b. This is usually done by the HT Chair (with input from the club) and the President and Region Vice President and the Region Director.
 - c. Needs to also have a storage room and ability to house a storage unit in the parking lot – it is also the Host Club's responsibility to find/rent a storage unit approximately 1 month prior to the event for raffle and sponsor items to be shipped to and stored in.
4. Works with the Corporate Sponsor Liaison and President to schedule meetings and locations for other events
 - a. This can be at the Headquarters Hotel or at another location(s) or both

- b. Meetings include the annual meeting on Saturday, the Saturday night welcome, the Charter Banquet, and workers party.
5. Arrange Judges' quarters - Generally the Headquarters motel (need to have breakfast available before 6:00 AM for judges).
6. Get "Welcome Baskets" for judge's room for day of arrival
7. Determine theme and acquire decorations for the opening ceremony, handlers' party, and closing ceremony and provide labor to decorate.
8. Arrange for adequate space on test grounds for bird refrigerator and care of birds
 - a. The HT Bird Steward will work with the MA to find a refrigerated truck
 - b. Locate flight pen for birds
 - c. Help find a local bird guy and work with the MA to get them under contract
 - d. Care and feeding of birds during set up and the test week unless provided by bird person
9. Help locate and arrange adequate space near grounds for camper hook-ups
10. Find catering services for MA functions
 - a. Including Saturday night dinner and worker's appreciation dinner
 - b. Lunches for judges and workers during setup and each day of the event for the judges, and lunches for purchase for participants
11. Know and advise MA regarding local legal requirements for shooting live birds (both for the test and pre-national training, i.e., licenses for gunners)
12. Know and advise local legal requirements for waivers and liability protection for Master Amateur, landowners, participants, etc.
13. Help provide ground transportation for Board members, judges, etc. to/from nearest airport, if needed.
14. Get car(s) donated for Judges if possible at local dealer (trade for ad space?)
15. Ensure a minimum of 1 ATV/UTV is available for MARC use at each stake.
16. Help organize local leaders and committee chairs'.
 - a. Other key folks as determined are needed during the event.
17. Please note availability of workers will vary from year to year. What the club folks do in these positions is work with the event participants to get folks scheduled to work where needed – to fill in if we do not have workers – so really to help organize the volunteers. For example, the local gun person would make sure we had 3 shifts of live gunners for the A Stake for the days we need live guns. They work with the volunteers and get folks where they need to be. Also, the Host Club volunteers often split this responsibility so person 1 takes Monday and Tuesday and then coordinates with person 2 who takes the lead a couple more days, etc.

18. Arrange for set up workers, live gunners and set up dogs to supplement the MA folks to run triples, etc. during set up days.
19. Help find 2 quality test dogs for each stake that will stay and run throughout the event.
20. Helping figure out what, when, and where the opening ceremony should be.
Help find a source of local club volunteers to assist in the overall success of the event, and stepping in to help wherever needed to ensure that success
21. Arrange for portable toilet facilities.
22. Have boat available.
23. Obtain board information, such as Chamber of Commerce, for bags and "Training Booklet"
24. Arrange for message board at host table.
25. Arrange for trash dumpster.
26. Arrange for bird disposal.

In addition to these activities, the Host club may coordinate to sell merchandise, host a raffle or a BBQ, or another type of fundraiser that will benefit the local host club entirely. Such an agreement will be written up and agreed upon in a letter of agreement signed by both the MARC President and the Host Club President prior to any other arrangements being confirmed.

APPENDIX 6.4. EQUIPMENT

To date, the MARC has not owned, inventoried, or transported the Hunt Test equipment required to run the Master Amateur Invitational. The MARC has entered into Vendor Agreements, determined by the Hunt Test Committee on an annual basis for Wingers, Holding Blinds and Bird Dryers.

The Zinger Winger Special Edition G5 – Green, has been the Winger of choice since our 2nd. Invitational in Sedalia, MO. Four (4) Wingers are required per flight.

The Hunt Test Committee chosen to use several Holding Blinds over the years. The Zinger Winger Holding Blind was used in Sedalia. Dog Star Holding Blinds were used in Butte, MT. In 2020, the Committee chose to use the Gunners Up Holding Blind with the MARC Logo silk screened on the interior pocket. Six (6) Holding Blinds are required per flight.

The Large, Butch Green Aluminum Bird Drying Rack has been our choice in Sedalia, Butte and will be used again California. Two (2) Bird Racks are required per flight.

The MARC places Purchase Orders with the Vendors of choice, Terms are Net Due 30 Days following the close of the Invitational, FOB.

The MARC has been able to recover all costs associated with the wingers, holding blinds and bird drying racks by monetizing the equipment.

The specifics of equipment acquisition may change in the future with changes in equipment design or manufacture. Efforts will endeavor to procure the best equipment for the most economical cost.

Ammunition

The MARC has submitted a donation request with Kent Cartridge for live ammunition and field trial blanks for the Sedalia and Butte Invitational. Kent Cartridge has been gracious enough to grant us the ammunition requested, and the same donation request has been submitted for the 2020 Invitational.

Safety

The MARC has owned, maintained, and transported Marshal Boxes, First Aid Kits and a Defibrillator for each flight in Sedalia and Butte and will continue to do so in 2020.

Sound System

The MARC has owned, maintained, and transported a Sound System for each flight in Sedalia and Butte and continue to do moving forward.

Signs

The MARC has owned, maintained, and transported Signage for each flight in Sedalia and Butte as well as Pre-National Training Signs and will continue to do so in 2020.

Inventory of property owned by the Master Amateur

- Two AED Automatic External defibrillators
- Two Marshal Boxes
- Two First Aid Boxes
- Four portable Sound systems
- Signage

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Appendix 6.5.4.1 Pre-Event Checklist

Appendix 6.5.4 Pre-Event Checklist	
	Y or N Provide explanation if N (all boxes must be completed)
<i>Animal Emergency Services</i>	
Have you retained an onsite Veterinarian for the duration of the event or have an on-call veterinarian to be available during the event?	
Have you obtained listings including addresses, phone numbers, and maps for the primary Veterinary facilities (i.e., most appropriate and nearest to the grounds)?	
Have you provided such information to the MARC Secretary for inclusion in the printed material and included in the training booklet?	
Have you filled out the appropriate information in the Emergency Contact Sheet (Figure 3.4) and made copies for distribution at the event?	
<i>Human Emergency Services</i>	
Have you obtained listing including addresses, phone numbers, and maps the nearest and most appropriate hospitals or Emergency Medical Facilities?	
Have you obtained information regarding the nearest local Emergency Medical Services (EMS) and notified them and the local Fire Department and Ambulance service and provided them with MARC EMS information as shown in Figure 3.3?	
Have you filled out the appropriate information in the Emergency Contact Sheet (Figure 3.4) and made copies for distribution at the event?	
We will not cancel an emergency call. Let the patient refuse treatment if they feel it is appropriate, but we as a committee and board will not cancel a 911 call.	
<i>Equipment and Others</i>	
Have you ensured that the required H and S equipment is available and has been maintained?	
Have you ensured that all equipment (Wingers, Popper Guns) has been inspected and is ready for use?	

Appendix 6.5.4.1 Pre-Event Checklist

Have you tagged malfunctioning or dysfunctional equipment as “Out of Service, Do Not Use” or similar?	
Have all Safety Committee Members been identified and briefed about the requirement of the EHSP?	
Did you fill out the Hazard Analysis Worksheet (Section 6.5)?	
Did you walk and thoroughly inspect all grounds for each series and alternate series?	
During the walk through, did you identify any hazardous conditions that could cause serious injury to dogs or handlers? Work with judges and Hunt Test Committee to ensure safe working conditions for the dogs?	
If any hazardous conditions were identified above, did you work with the judges and the Chief Marshal and the Hunt Test Committee to ensure they were mitigated and to provide safe working conditions for the dogs?	
Did you check live gun shooting angles and down range clearance?	
If any unsafe shooting hazards were identified above, did you mitigate them with the judges and the Event Chair?	
Did you check for weather conditions and document prevailing wind direction, expected temperatures and any upcoming adverse weather issues?	
Did you develop a mechanism to check weather forecast and monitor weather conditions such as heat, cold, and lightning?	
Did you review traffic and local parking plans with the Traffic Committee?	
Is downrange clearance from the guns to parking and gallery locations sufficient?	
Was information relating to any hazardous conditions relayed to the judges, Chief Marshal, and the Hunt Test Committee?	
Were the mechanical bird throwing devices inspected for safety prior to use?	
Were the mechanical bird throwing devices checked for proper installation and use?	
Was hearing and eye protection provided to the live guns, throwers, and popper guns?	
Did you ensure that the Veterinarian and EMT were on grounds, if available?	
Did you place the Veterinarian and EMS kit in close proximity to the line?	
Did you inform or notify the judges, Event Chair, and the Hunt Test Committee of any new or changed hazardous conditions?	
Were incident/near-miss forms filled out and given along with any photographs to the Secretary for filing?	
Did you review emergency procedures and ensure they are appropriate for the event?	

Appendix 6.5.4.2 Emergency Supplies and Equipment List

Emergency Supplies and Equipment (check all that apply)	Location on Project Site(s)
<input type="checkbox"/> First Aid Kit (type):	
<input type="checkbox"/> AED (or most current device)	
<input type="checkbox"/> Fire Extinguisher	
<input type="checkbox"/> Mobile Phone <input type="checkbox"/> Satellite Phone	
<input type="checkbox"/> 2-way radios	
<input type="checkbox"/> Water or Other Fluid Replenishment	
<input type="checkbox"/> Sanitary towelettes	
<input type="checkbox"/> Sunscreen (SPF 15 or higher)	
<input type="checkbox"/> Insect Repellent	
<input type="checkbox"/> Ear Protection	
<input type="checkbox"/> Eye Protection	
<input type="checkbox"/> Traffic Cones (marking hazards)	
<input type="checkbox"/> Flagging ribbon (marking hazards)	
<input type="checkbox"/> Limb loppers (mitigating hazards)	
<input type="checkbox"/> Shovel (mitigating hazards)	
<input type="checkbox"/> Other (specify):	

Appendix 6.5.4.3 MARC EMS NOTIFICATION FORM

Date:

To:

The Master Amateur Retriever Club will be holding their annual Master Amateur Invitational Hunting Test to your area. To ensure the health and safety of all of your participants, volunteer workers, and spectators, we would like to supply you with the information below. Hopefully, we will not need your services. But, in the event of an accident, the information below may assist you in a more efficient response to our needs. Thank you for your time.

Dates of Event:

Hours of operation (include set up days):

Location of event:

Address: _____

Geographic coordinates for air ambulance if available. Can be obtained by GPS or from maps.

Longitude____Latitude_____

Number of people attending event: _____

Any ground Ambulance restrictions (e.g., four wheel drive roads, mud, clearance restrictions): __

MARC Radio frequencies: _____

Chairman's name, address, phone number: _____

Sincerely, The Master Amateur Retriever Club

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Appendix 6.5.4.4 Emergency Contact List

Emergency Contact	Phone
Local Police/Sheriff	911 (if appropriate) and 123-456-7890
Local Ambulance	911 (if appropriate) and 123-456-7890
Local Fire Department	911 (if appropriate) and 123-456-7890
Local Hospital or Emergency Medical Facilities	
Local Weather Data	
Local Veterinary Hospital	
Poison Control	800-332-3073
MARC President	
Event Chair	
Local Event Chair	
Flight A Chair	
Flight B Chair	
Flight A Safety Chair	
Flight B Safety Chair	

Appendix 6.5.4.5 MARC/MAI Safety Bullet Points

SAFETY IS EVERYONE'S RESPONSIBILITY!

- Cooperation between all parties is crucial to the safety and well being of all of our competitors (human and canine), workers, judges, volunteers, and guests. If there is a safety concern or issue, everyone must work to rectify the situation.
- In the event of an individual collapsing, an immediate 911 call is required and Emergency Medical Services must be summoned. **We will not cancel an emergency call. Let the patient refuse treatment if they feel it is appropriate, but we as a committee and board will not cancel a 911 call.**
 - Identify access points to the properties and have ATV/UTV waiting to escort Emergency Services to the location.
 - Keep roads open and wide enough for ambulances to pass.
 - Confirm “drive time” from nearest EMT station to the event grounds.
- Plan for communication for incident response and safety alerts.
- Prior to any activities of set-up week or competitive week, be certain first aid kits and AEDs are readily available at all times.
 - First Aid kits are adequately stocked with appropriate supplies.
 - Each working group should have equipment available at all times.
 - Keep first aid kits and AEDs near “the line.”
- Prior to set-up week, make laminated durable copies of completed “Emergency Contact List” and “Safety Bullet Points” and distribute to all members of Safety Committee, Flight s and Hunt Test Committee.
- During set-up week, and prior to the running of each series in each flight:
 - Identify and alleviate environmental hazards to dogs such as rocks, stumps, holes, washouts, thorny brush, anthills, snakes, or non-natural obstacles such as fencing, brush piles, garbage dumps, etc.
 - Identify and alleviate environmental hazards for people such as slippery footing, difficult terrain, exposure to plants such as poison ivy, anthills, etc.
 - Thoroughly walk the grounds of each series and identify and alleviate hazards.
 - Consider location of live gunning stations and where the spent shot will be going.
 - Be certain all equipment is in working order before being placed in the field. If equipment is identified being or becomes unsafe or malfunctioning at any time, tag it and remove from service.
 - Ensure workers have access to ear plugs, safety glasses, water and/or Gatorade and recommend they use them. Require paid workers to use eye and ear protection.
- Weather related concerns
 - If lightning is reported and/or observed within 7 miles, shut down of the flight and will remain shut down until lighting is beyond 7 miles for 30 minutes.

- Provide pools and cool water for dogs near the point of origin of each series if condition warrant.
- Be cognizant of nearest weather shelters and advise gallery of the location if the conditions merit.
- In the event of tornado activity in the area, seek appropriate shelter immediately.
- Monitor weather conditions via weather radio, or any of a multitude of weather applications on mobile device, National Weather Service alerts, etc.

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Appendix 6.5.4.6 Incident Report Form

EVENT LOCATION: _____

DATE: _____

INCIDENT LOCATION: _____

TIME: _____

Type if Incident: _____

Dog Related: Yes _____ No _____

Human Related Yes _____ No _____

PERSON RELATED:

DOG RELATED:

Name: _____ Dogs Name: _____ Age: _____

Age: _____ DOB: _____ AKC Number _____ M F _____

Address _____ Owners Name _____

City _____ State _____ Zip: _____ Address: _____

Phone: _____ City: _____ State: _____ Zip: _____

Type of Incident or injury: _____ Phone: _____

Email: _____ Handler Name: _____

Address: _____

City: _____ State: _____ Zip _____

Photos taken? Yes _____ No _____

Email: _____

Type of Incident or Injury: _____

Firearm related? Yes _____ No _____ Terrain related: Yes _____ No _____

Bird Launcher Related Yes _____ No _____ Other _____

Narrative (Be specific including contributing factors, causes, suggested corrective and preventative actions)

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6.5.4.6. Incident Report Form continued:

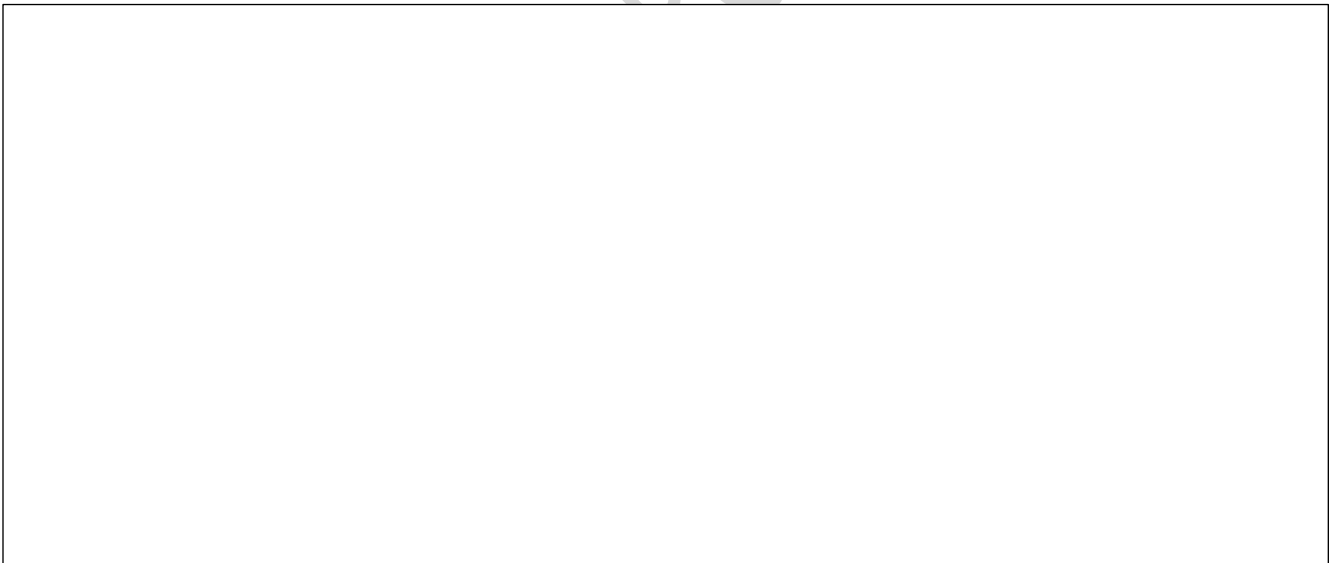
Description of Incident Location: (Topography, cover and vegetation, weather, lighting, time of day, etc.)

Witnesses Names and Statements:

Name _____ Contact number _____

Name _____ Contact number _____

Provide sketch of incident in box below:



Signatures:

Person Completing Form _____ Contact number _____

Chief Marshal _____ Contact number _____

Hunt Test Chair _____ Contact number _____

Safety Chair _____ Contact number _____

MARC President _____ Contact number _____

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APPENDIX 6.6 AWARDS

The following merchants are supplying the awards given at the event. Should the merchant change in the future, this appendix will be updated.

Crystal Plates – Brenda Neil, Lucky Labs Gifts and Awards
159 Spence Road, Ochlocknee, Ga 31773
Phone 561-373-4112
Email luckylabpins@windstream.net

Rosette Ribbons – Centaur Awards (attention Linda or Janice)
701-20381 62nd Ave., Langley, BC V3A5E6
Phone 604-533-0171
Email ribbons@centaurawards.com

Goose Bands- National Band and Tag Company
721 York St., Newport, KY 41071
Phone 859-261-2035
Email tags@nationalbands.com

Pins and decals- Halo Branded Solutions
3182 Momentum Place, Chicago, IL.60689-5331
Phone 815-625-0980
Email -
Sales rep – Bill Baldwin #3786

APPENDIX 6.8

**John Blackbird Memorial Award
Nomination Form**

Nominee _____

Nominee's address _____

Nominee's phone number _____

Nominee's Home Club(s) _____

In the space below (add additional pages if necessary) provide a narrative of the accomplishments, leadership positions, and other evidence, which supports the work, character, and lasting impact the nominee has had on the retriever community.

Nomination submitted by _____

Address _____

Phone Number _____

Email _____

Submit Nominations to:

By Mail: Ed Sullivan
JOB Memorial Award Chairman
7213 Bellefontaine Ave.
Kansas City, MO 64119
By e-mail: esullivan10@kc.rr.com

APPENDIX 6.8



MASTER AMATEUR INVITATIONAL

JUDGE QUESTIONNAIRE

NAME: _____ "CALL NAME": _____

DOB: ___ 19___ CELL PHONE: _____ HOME/WORK PHONE: _____

(CIRCLE PREFERRED CONTACT)

EMAIL: _____ WEBSITE: _____

HOME ADDRESS:

MAILING ADDRESS IF DIFFERENT:

CLUB AFFILIATION(S)/OFFICES HELD:

WHAT TYPES OF WORK HAVE YOU DONE FOR THESE

CLUBS _____

CURRENT DOGS, BREED, HIGHEST TITLES

EARNED: _____

HAVE YOU PUT A TITLE (FIVE PASSES) ON A MASTER DOG(S) IN THE LAST FIVE

YEARS? _____

DO YOU TRAIN YOUR OWN DOGS;

YES _____ NO _____

JUDGING STATUS (POINTS): HT _____ FT: _____

LAST SEMINAR _____

MN/MAI EXPERIENCE: YEAR/DOGS QUALIFIED/WORK:

35 TO 50 WORDS ABOUT YOU AND WHY YOU WANT TO JUDGE THE MASTER AMATEUR

INVITATIONAL: _____

When completed please return to your Regional Director as soon as possible!