

Hello,

First off, a big thank you from HCARC and me personally for volunteering to be a stake chair or marshal. I've prepared an outline of the basic tasks. The rest is pretty much just common sense.

### **General Notes**

1. It's the judge's test. It's our job to implement the test and maintain a nice flow and pace.
2. It's probably a good idea to review the HT/FT rules for your stake.
  1. Field Trials <https://images.akc.org/pdf/rulebooks/RFTRET.pdf>
  2. Hunt Test <https://images.akc.org/pdf/rulebooks/RHTRET.pdf>

### **Stake Chairs**

Our goal is to start all stakes on time. Usually the start time is 8:00 AM. Your goal is to work with your judges and workers to ensure the test dog is on the line at 8:00 AM. Keep in mind things don't always go perfect so leave a little extra time for the unforeseen.

### **Tasks**

- **You are responsible for closing gates!!!!**
- Meet your judges the afternoon or evening before the stake is scheduled to start. It is really helpful to know what they have in mind in advance rather than starting from scratch the morning of the test. If you have a general idea of with regard to winger location, blind location, flyer location etc... you will be more efficient setting up the various tests. If you can't make it let me know and we'll find someone that can meet with them in your place.
- Be at HQ by 6:30 AM on test day to pick up your equipment.
- Look at the weather forecast for rain and wind direction (wind is one of the factors that can affect dog work). The judges should know the predicted wind direction, but you'll look like a hero if they ask and you know!
- Pick up your worker list from the HT Chair or Secretary
- Get your workers together to setup your test - They have been notified to be at HQ by 7:00 AM and ready to go to work.
- Ask your judges where they want cars parked (this is a good question to ask on setup day)
- Ask your judges where they want the gallery (this is a good question to ask on setup day)
- Review operation of equipment with your workers

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- Make sure your workers have water, and soda in the blind
- Worker Etiquette
  - Put your phone on silent (better yet turn it off)
  - No talking on the radio while dogs are running unless spoken to by a judge or there is an emergency (running dog is hurt etc...)
  - Don't bob around in the blind (stay hidden unless asked to do otherwise by the judge)
  - When planting birds for blind retrieves they should be placed breast (white part) down.
- Work with your marshal to get workers a break and adequate time to prepare to run their dog
- Most judges would prefer you to setup the next series without participants looking over your/their shoulder. Try to keep participants a distance from the test while it is being setup. The judges will give you guidance on this.
- Rebirds slow a test down. Do your best to minimize rebirds and other interruptions.
- Treat birds with respect, we never know who is watching.
- Separate birds. Some will be unusable for the next stake, some will be okay and others will be really nice. The bird steward will be around periodically to pickup and or drop off birds.
- Keep flyers out of the sun
- Read pages 14 - 15 of the rules. I've never had this problem, but it happens or there would not be pages in rule book to deal with it.
- Master Stake Chairs - If any of your workers leave early on Saturday and they are scheduled to work Sunday, be sure to let them know if the test finishes up on Saturday!
- Please keep track of time worked (1/2 day(AM or PM shift) or full day) and turn into HT secretary. This info is used for awarding birds for the appreciation hunt.

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## **Marshals**

You are the HCARC ambassador for your stake, please do your best to keep people smiling:~)!

- Keep the holding blinds full
- Maintain the running order as best you can, but keep the holding blinds full.
- When people check in, ask if they have dogs running in other stakes. Part of the balancing act that marshals perform is working handlers that are running dogs in other stakes. This helps all stakes run smoothly.
- If people have not checked in, take a look at the catalog to see if they are at other stakes.
- Do your best to keep a good pace keeping in mind that no one likes being rushed. Please do your best to relieve handler stress not cause it!
- Use your radio or phone to work with other stake marshals as needed to get lagging dogs to your stake. This is always a challenge and needs to be done tactfully.
- When the series is over you announce the call backs
- Contact HQ with call backs after you've announced them to the handlers at your stake.
- Let HQ know when your stake is finished. Ribbons are generally presented at the main grounds in the picnic area.
- Work with your Stake Chair to get workers breaks and adequate time to run their dog.
- Work with your Stake Chair to get a lunch count to the person making lunches (usually Linda) by 9:30 AM (100:00 latest). Then work with the stake chair to get lunches distributed efficiently to the workers and judges once they arrive.
- Get some Entry catalogs from the HT secretary

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Finally, we are the face of the HCARC club. Please greet everyone with a smile even if they don't deserve it!

Above all please keep your cool, if something goes wrong or someone gives you a hard time.

Thanks for stepping up and helping!

John Buesgens

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