



**THE KENNEL CLUB**  
*Making a difference for dogs*

**Canine Activities**

## SECRETARIES CHECKLIST FOR A FIELD TRIAL

PRE-TRIAL	
<b>J(A)1.c.</b>	<p><b>ARRANGEMENTS FOR THE GROUND</b>            Visit the ground with host and keeper (additional considerations: parking, toilets, transport, lunch breaks, number of guns, amount of game required, picker up [J8.a(3)(b)], proximity of busy roads. Clubs may also need to supply beaters, game carriers, stops depending on the type of shoot etc.)</p>
<b>J1.d and e, J5a.(1)</b>	<p><b>APPLY FOR LICENCE</b>            Contact the Kennel Club Field Trials Department to check on other Trials that may be on the same day. Complete application and on receipt of licence from the Kennel Club check details are correct.</p>
<b>J6.a, J6.b, J(A)3.b.</b>	<p><b>APPOINT JUDGES</b>            As required by your Committee. Send a letter of confirmation, confirm expenses needed and ensure that they have a current edition of the Field Trial Regulations.</p>
	<p><b>ACCOMMODATION FOR JUDGES</b>            Arrange method of payment for this and any other expenses with your Treasurer.</p>
<b>J8.</b>	<p><b>TROPHIES</b>            Obtain these from previous winners in good time and check for need of repair.</p>
<b>J8.c.</b>	<p><b>PRIZE MONEY</b>            Arrange with Treasurer.</p>
<b>J5.b.(1). (iii)</b>	<p><b>DIRECTIONS SIGNS</b>            Preferably set these out the night before – keepers or one of your members living nearby will hopefully offer to do this!</p>

**PRE-WORKING DAY**

<b>J5.d/J5.c(2)(vi)</b>	<b>VETERINARY SUPPORT</b>
<b>J5.b, J7.</b>	<b>SCHEDULE AND OFFICIAL KENNEL CLUB ENTRY FORM</b> Send this to Members and a copy to the Kennel Club.
<b>J7.e, J9.a(2)</b>	<b>DRAW</b> Ensure openness.
<b>J7</b>	<b>ENTRIES</b>
<b>J5.c</b>	<b>PRINT RUNNING CARD</b>
<b>J9.a(1)</b>	<b>APPOINT CHIEF STEWARD</b> Appoint additional help i.e. game carriers, judges' stewards, game markers, number board carriers, lunch providers etc.
<b>J6</b>	<b>LIST OF FIELD TRIAL JUDGES</b> Have one of these available in case of non arrival of a judge.

**ON THE DAY**

<b>J1.</b>	<b>LICENCE WITH GAME CERTIFICATE</b>
<b>J5.a(2)</b>	<b>COPY OF PUBLIC LIABILITY INSURANCE POLICY</b>
<b>J5.c.</b>	<b>RUNNING CARDS</b> Have sufficient cards printed to give to host, guns, keepers etc. if possible.
<b>J7.</b>	<b>BLANK ENTRY FORMS</b> For change of dog or late entries if your Club allows these.
<b>J8.</b>	<b>AWARD CERTIFICATES</b>
<b>J(F)2.</b>	<b>SHOW GUNDOG WORKING CERTIFICATES</b>
<b>J(A)2.</b>	<b>WATER AND DRIVE CERTIFICATES</b>
<b>J9.a(2)</b>	<b>FIELD TRIAL REGULATIONS</b>

**ON THE DAY****TROPHIES**

Book for trophy winners to sign, cleaning equipment for trophies returned on the day.

**JUDGES BOOKS OR KENNEL CLUB OFFICIAL BINDERS**

Waterproof editions are most useful.

**J9.a(3)****NUMBERS, ARMBANDS****PENS/PENCILS****PAPER FOR GAME MARKERS****RED FLAG****RADIOS****FIRST AID KIT****DETAILED MAP OF THE AREA****JUDGES' ROSETTES/BADGES****CLUB OFFICER LABELS**

These are useful for the new members/spectators and conversely for the "old" members if there are new Club members.

**INCIDENT BOOK****NON-MEMBERS SIGNING IN BOOK (IF APPLICABLE TO YOUR INSURANCE POLICY)****MARKERS**

If it is a driven Trial, competitors' travelling companions will often do this but you cannot always guarantee they will be available. These are essential for a successful driven Trial.

**GAME BAGS**

ON THE DAY	
	<b>TABLE FOR PRESENTATIONS (DEPENDING ON LOCATION)</b>
	<b>GIFTS FOR HOST AND KEEPER</b>

BEFORE THE COMMENCEMENT OF THE TRIAL	
<b>J(A)1</b>	<p><b>ANNOUNCEMENTS</b></p> <p>Distribute all items as required. Announcements as per the Regulations, which may include:</p> <ul style="list-style-type: none"> <li>• Keeper or host may wish to speak</li> <li>• Pointers on safety</li> <li>• Transport arrangements</li> <li>• Introductions of Judges/Guns/Host to all</li> <li>• Lunch arrangements</li> <li>• Brief Guns/Keepers/Judges of any special awards for dogs</li> <li>• Make sure everyone knows when the Trial is deemed to have begun to avoid disputes over reserves and the late arrival of competitors</li> <li>• Changes to the running card – withdrawn/substituted dogs.</li> </ul> <p>These announcements are often made by a variety of people depending on who is present on the day from the Committee of the Club. However, it is the Chief Steward who is in charge of the running of the Trial after the Trial has actually commenced. (J8.a(2))</p>

**AFTER THE DOG WORK ON THE DAY**

<b>J5.c(2)</b>	<b>ENSURE THE JUDGES SIGN THE FOLLOWING DOCUMENTS: PRIZE AND GAME CERTIFICATES SHOW GUNDOG WORKING CERTIFICATES WATER AND DRIVE CERTIFICATES</b>
<b>J(A)3.f.</b>	<b>JUDGES AND GUNS TO DECIDE ON GUNS' CHOICE AND ANY OTHER SPECIAL AWARDS</b>
	<b>COLLECT ARMBANDS ETC</b>
<b>J(A)3.c.</b>	<b>SPEECHES (AS REQUIRED)</b>
	<b>PRESENTATION/GIFTS</b>
	<b>ENSURE PRIZE WINNERS SIGN THE TROPHY RECEIPT BOOK</b>
	<b>COLLECT SIGNS</b>
<b>J5.c(2) (vii)</b>	Running card with awards clearly marked should be sent to the Kennel Club within 14 days of the Trial, including any changes made on the day.
<b>J10.</b>	<b>OPEN STAKE - RESULTS TO BE SENT CHAMPIONSHIP / CHAMPION STAKE ORGANISER</b>
<b>J7.k.</b>	<b>RETAIN ALL ENTRY FORMS FOR 12 MONTHS</b>
	<b>RETAIN CARDS/SCHEDULES FOR CLUB ARCHIVES</b>

**AS SOON AS POSSIBLE AFTER THE WORKING DAY**

<b>J11, 12 &amp; 13</b>	<b>REPORT ANY INCIDENT TO THE KENNEL CLUB</b>
	<b>THANK YOU LETTERS</b>

**Canine Activities**

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[www.thekennelclub.org.uk](http://www.thekennelclub.org.uk)

All information is correct at time of printing