

# AMERICAN CHESAPEAKE CLUB

## Working Dog Certification Program

The primary objective in the establishment of this program is to encourage the development and use of those natural working and retrieving abilities for which the Chesapeake Bay Retriever was originally bred. Additionally, it is hoped that the program will provide another available means to help determine future breeding stock. This description should be read and followed in conjunction with the "Guidelines to the Judges & Handlers" and the "Suggestions for Line Procedures". Dogs must be at least six months of age and American Kennel Club (AKC), Canadian Kennel Club (CKC) registered or holding a foreign registry acceptable in the country holding the stake. An AKC ILP or PAL number is an acceptable registration to be able to compete in this program.

*Effective 12-1-16: From this point forward the ACC Working Dog Certification Program will only be available in North America. Certificates will only be issued to those dogs that have completed and passed an ACC WD, WDX, WDXQ stake. Only ACC members will be eligible to run ACC tests.*

### INSTRUCTIONS FOR HOLDING A WDXQ

The WD Chairman is the only person authorized to hold and oversee the WD/X/Q Stakes under the auspices of the American Chesapeake Club. This person will be an ACC member in good standing. An "agent" for the ACC will be listed on the stake flyer and sign off on the financial statement. This Agent can be a current RD for the ACC or any current Board Member and does not have to be present at the event.

**Approval to Hold Stakes:** Send the event application to the WD Program Director by mail or email. Advise tentative plans as soon as you have a date and are thinking about holding a stake. Share this info with neighboring RD's. Avoid conflicts with dates of ACC Specialties, AKC licensed Field Trials, Hunting Tests, and Shows. If an area has only a few Chesapeake people, it may be possible to combine efforts with another retriever breed club's events. The advantage is sharing grounds, help, or judges and reducing expenses. But, all ACC WD/X/Q rules and Judge's qualifications must be met. These are different than other retriever WD programs. Chesapeakes cannot get credit from running a WC at a different breed club's tests. The WDXQ titles are only available through the ACC tests and guidelines. All Chairmen will receive a complete WD/X/Q packet, by email, containing all guidelines, rules, description of tests, examples of forms, and a financial report form.

**Grounds:** Develop a list of suitable properties. If private grounds are not available, check into public areas and game preserves. Ask trainers, handlers and other clubs. Determine if use of birds and guns is permitted. Get a permit if needed. Ask if a hunting license and possibly orange colors are required.

**Personnel, Workers & Judges:** Refer to WD/X/Q Certification Program for qualifications for judges. Send judges the Rules and Guidelines in advance. Emphasize that Stakes are passed/fail, non-competitive, and that most entrants and dogs are amateurs. Lunch and gifts are provided to judges. Excellent sources of help are Chesapeake owners, professional handlers and trainers, area retriever people in obedience, tracking, Field Trials, Hunt Tests and gundog clubs. Chesapeake people active in or retired from competition are often pleased to help or shoot and can be a valuable resource. Ask the hunters you sell your puppies to if they would like to participate or help shoot.

**Flyers:** A flyer announcing a WD/X/Q Stake should be on ACC letterhead/logo and can be duplicated from the example in the packet. The example shows all the info that should be on the flyer or similar. All area ACC members and non-member Chesapeake owners should be invited. Non-members should be encouraged to join the ACC as only ACC members can participate in the tests. Membership Applications with Code of Ethics forms are available from the Membership Chairperson via email and online. The membership application with correct fees should be submitted directly to the ACC Membership Chairperson. Checks are made payable to "American Chesapeake Club". It is recommended that a closing date be set far enough in advance of the test to allow for efficient planning and purchasing of birds/supplies. Contestant entry forms should be filled out in

advance and received by the Entry Closing Date, pre-entry only. No Entries accepted after Closing Date and none on the day of.

**Supplies and Equipment:** Birds, live shells and popper shells, white jackets for bird-boys and gunners (no camouflage is to be worn in the field), decoys, shovels, bird crates, shotguns, blank guns if necessary, fluorescent tape for blinds, holding blinds (sometimes vehicles can be used), bags for dead birds, judge's chairs, shade/rain umbrellas if needed. Also bring clipboards with the running order and extra paper for marshals and the registrar, judges' lunch and a gift if applicable and ribbons, if given. Dead birds – have a few available for pre-test practice. Have WD/X/Q Rules and Guidelines available at grounds for entrants, judges and marshals. Have a copy of the AKC Field Trial handbook for the judges, and provide a notebook, pens, and pencils for each judge.

**Ducks/Game Birds:** At least one live flyer duck or Game Bird is required for each dog in a WD/WDX/WDQ. The WD requires 2 shot flyers. Allow extras for test dogs and fly-aways. Use only Birds in GOOD CONDITION and floatable. Frozen birds may be used if thawed completely. The First WD Stake test will require a few fresh dead game birds to get started. The flyer that is shot in for the second mark provides the rest of the dead birds to continue the test. Ducks may be used for all birds in an area where game birds are not available or not allowed. If shooting of game birds/ducks is not allowed in the state or area of the test only then can the test use all dead birds. This would be discussed prior with the Program Chairman. If it was unsafe for some reason to shoot a live flyer only then can a dead bird be used instead.

**Responsibility:** It is a major responsibility to hold a WD/X/Q Stake and all Chairman/ACC members involved should review the rules to assure complete understanding of the requirements. All conditions, as set forth by the ACC Board of Directors and the WDXQ Program Chairman, must be met in order that certificates will be issued. This includes proper setup of the tests required for each certificate, and proper credentials for the judges.

#### **Conditions Governing the Working Dog Stakes**

1. A Working Dog Stake may be run at any event that is held under the auspices of the ACC.
2. A Working Dog Stake may be held as an adjunct to any AKC or CKC Licensed Field Trial or Hunt Test.
3. Entry in a WD Stake is the privilege of any owner of a Chesapeake Bay Retriever that belongs to the ACC. A fee of \$55 will be charged for entry in all of the Working Dog Stakes to Members of the ACC. Non-Members may run with restrictions (listed on the WD/X/Q pages) and the fee is \$65.
4. Refunds: Bitches in season are not allowed to run or to be on the grounds. A note should be provided from the owner before the test starts, preferably more than 24 hours in advance. A full refund except for a \$15 administrative fee should be given (without requiring a Vet note). Chairman may retain \$25 of the entry fee for dogs which are unable to run due to injury (note from the owner required, not necessarily from a Vet). Scratches must be done prior to the day of the event for the refund to apply.

#### **Chairman Responsibilities:**

1. The WDXQ Stake Chairman is responsible for the organizational details, developing an event budget, accounting of monies, and must be present on the grounds for the tests. The WDXQ Stake Chairman should contact the ACC Treasurer to receive approved start-up funds and receive instructions on the handling of WDXQ monies. The WDXQ Chairman is responsible for asking for start-up funds, budgeting for all expenditures, collecting entry fees, paying all bills associated with the WD event, holding a fund-raiser if necessary, keeping all original receipts/invoices for all expenditures, completing all required forms and at the end of the event, turning those forms and expenditure receipts into the appropriate person (ACC Treasurer or WD Program Director). If ducks must be paid for at the time of ordering, the WDXQ chairman can ask the ACC Treasurer to pay for this bill.

The WDXQ chairman does not have to request insurance coverage for the event. All approved ACC events are covered under the club's liability insurance. If the landowner of the physical location of the event requests a Certificate of Insurance, the WDXQ stake chairman should email the ACC Treasurer and request one at least one month before the test.

2. Oversee the running of the tests and make sure that the tests are setup correctly. Ensure that the judges follow the "Guidelines to the Judges and the description of the tests" as outlined. A list of the judges and their experience/qualifications must be sent to the WD Program Director in advance for approval.
3. Have a designated Secretary who will take all entry forms and fees, checking for accuracy and legibility. Upon completion of the tests, the secretary (or Event chairman) will make sure the entry forms are signed by all judges, take care of paperwork, refunds, and reports. Reports will be sent to the WD Program Director and the ACC Treasurer. (see below for complete details needed for reports)
4. Changes in Event Status: If a chairman feels a need to change/cancel a WDXQ activity for any reason that may arise after the event has been setup and announced, this must first be discussed with the WD Program Director. A collective decision will be made of how to proceed with the best interest in mind of members entered and the workers. This is not a decision to be made solely by the chairman putting on the event.
5. Record keeping: Maintain permanently a record of the event to be kept in a folder at your home. This includes a copy of all entry forms marked with Pass or Fail, copies of the application to hold the event, the flyer, the catalog, write-ups of the event and all financial records/receipts. (Only photos and results will be sent to the WDXQ Program Director as listed below in "Results").

#### **How to finalize and mail the Financial Report and Results:**

**Financial Report:** Complete the financial form and make a copy of all receipts from expenses. The WDXQ Stake Chairman should make a copy of all checks received. If the WDXQ Chairman is an RD with a bank account, that bank account can be used to run the WDXQ. If the WDXQ Chairman does not have an approved ACC bank account, all checks/monies received must be mailed to the ACC Treasurer with the Financial Report and expense receipts. The original Financial Report form and the original expense receipts (taped to an 8X11 sheet of paper) are to be mailed to the ACC Treasurer within two weeks of the WDXQ event. If the WDXQ chair is an RD with an ACC bank account, the profit can be deposited in their RD account. A copy of the Financial Report should be mailed to the WDXQ Program Director within two weeks of the WDXQ event.

**Results:** The following items are emailed to the WDXQ Program Director who will publish them in the ACC Bulletin and will order the Certificates to be mailed to the stake qualifiers. Allow up to 4 weeks after report submission for certificate processing.

1. Write a short paragraph about the event.
2. Have someone designated to take Group photos of the qualifiers for each stake
3. Copy of the flyer for the event
4. Copy of the catalog showing running order and all names, addresses, titles of dogs, etc
5. Typed Results in MS Word for publishing in the Bulletin (example of info needed is in WDXQ packet)
6. Typed Results in MS Word for Printing the Certificates (example of info needed is in WDXQ packet)

#### **WDXQ Program Director:**

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#### **ACC Treasurer:**

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