

# The NAVHDA Post Test Information Packet



This packet addresses the procedures for distributing, collecting and filing the required paperwork generated by a NAVHDA test. You will find the information to be quite complete and useful.

**NAVHDA International Office, P.O. Box 520, Arlington Heights, Illinois 60006-0520.**

**Telephone 847/253-6488, Fax 847/255-5987, Web site [www.navhda.org](http://www.navhda.org),**

**Email [navoffice@navhda.org](mailto:navoffice@navhda.org).**

## Test Secretary Materials Enclosed

One Post Test Information Packet is required for each judging team, each day of testing.

- **Judge Score Cards**

*Count your cards immediately! If you need additional cards, please let the Central Office know ASAP.* The number of cards represents a “guess” of how many you will need. They will be mailed 30 to 45 days prior to your test.

- **Test Information Form**

- **Packet for the Senior Judge**

- **Two Self-addressed Envelopes per Test**

## Test Secretary Instructions

*Registration Number: All dogs entered in NAVHDA tests must be NAVHDA registered. Single registration forms are available under Forms Express on the website ([www.navhda.org](http://www.navhda.org)). Dogs without a three-generation pedigree from a recognized breed club should contact the Central Office regarding an abbreviated event registration number. Call 847/253-6488 for personal attention.* The registration number must be legible on the official entry form and no additional documentation is required. If the dog is hip tested, a copy of the document should be attached in order to have it recorded. The NAVHDA membership number must be included or the words “non-member” inserted.

## Before the Test

*For each dog entered in test:*

- 1) Check the Official Test Entry Form to see that the owner information is complete and legible. Print legibly any difficult to read information and obtain any missing information. The member number should be filled-in or the words “non-member” inserted, which in most chapters signals a higher, non-member entry fee to be collected. Effective with the 2005 Invitational, the primary owner must be a NAVHDA member in order to qualify for entry. Also, for all entries, DNA information must be **on file** or applied for **with NAVHDA** by the closing date of the entry period. If you are planning to enter an Invitational Test, be forewarned that it can take six to eight weeks to get your DNA results back. If your DNA sample is submitted through NAVHDA, we will consider this submission as completion of the requirement.
- 2) To expedite registration and avoid last minute problems, ask the participants who do not have a registration number to obtain one from the Central office ahead of

time. No dog is to be entered in the test without a NAVHDA registration number. If the dog is hip tested, a copy of the document must be attached in order to have it recorded by the NAVHDA Data Entry Service.

- 3) Any Official Test Entry Form submitted without the proper documentation or incomplete documentation will not be entered into the NAVHDA database and the chapter will receive a \$20.00 incomplete fee per incident.
- 4) Print the dog information on the Judge cards (one for each Judge and one for each Apprentice). Please use the official name of each dog. Call names are not to be used on the cards. The cards should only have one day’s date on them. Use only the date of the actual test.

## At the Test

- 1) Give the Judges their cards, running order, and a zip-lock bag to be used in inclement weather.
- 2) At the end of the test, give the Senior Judge a list of workers names so he or she may publicly thank these individuals.
- 3) The Senior Judge Envelope should contain the Official Test Entry Forms from the participants for that day with all required items **stapled** to the corresponding form. Arrange these documents in order by dogs run in each test.
- 4) Complete the Test Information Form.

## After the Test

*Remember that a test is defined as one group of judges per day.*

- 1) Give the Senior Judge Envelope with dog information enclosed to the Senior Judge along with the second self-addressed envelope.
- 2) Give the Senior Judge Packet to the Senior Judge.

## From the Data Entry Service

- 1) Each owner will be sent a certified Test Record Sheet.
- 2) Owners of dogs that prize will be sent a Plaque Order Form.
- 3) The test secretary must notify the International office or Director of Judge Development when an apprentice does not give advance notice that he/she will not show up to apprentice as agreed.
- 4) The Chapter Treasurer will be sent a complete print-out of test results for chapter records.
- 5) The Chapter Treasurer will receive a Test Processing Invoice. The chapter is billed based on the number of dogs run in each test. Any incomplete or missing documentation fees will be listed on the bill at \$20.00 per incident. It pays to do it right the first time.

# NAVHDA Test Information Form



Please complete one form for each Judge Team for each testing day.

Place this form in the Senior Judge Envelope with the Official Test Entry forms and any related documents stapled to the forms.

Test Secretary \_\_\_\_\_ Home Phone (\_\_\_\_\_) \_\_\_\_\_

E-mail \_\_\_\_\_ Work Phone (\_\_\_\_\_) \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

## Test Detail

Test Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Chapter \_\_\_\_\_

NA Dogs \_\_\_\_\_ UPT Dogs \_\_\_\_\_ UT Dogs \_\_\_\_\_

*Be sure the above numbers reflect the final number of dogs running in each test level.*

**Important:** All Judges Should Sign Below.

### Member #

\_\_\_\_\_ Senior Judge (Please Print) \_\_\_\_\_

(Signature) \_\_\_\_\_

\_\_\_\_\_ Judge (Please Print) \_\_\_\_\_

(Signature) \_\_\_\_\_

\_\_\_\_\_ Judge (Please Print) \_\_\_\_\_

(Signature) \_\_\_\_\_

\_\_\_\_\_ Apprentice Judge (Please Print) \_\_\_\_\_

\_\_\_\_\_ Apprentice Judge (Please Print) \_\_\_\_\_

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# The NAVHDA Senior Judge Packet

This packet addresses the procedures for distributing, collecting and filing the required paperwork generated by a NAVHDA test. You will find the information to be quite complete and useful. NAVHDA International Office, P.O. Box 520, Arlington Heights, Illinois 60006-0520. Telephone 847/253-6488, Fax 847/255-5987, Web Site [www.navhda.org](http://www.navhda.org).



## Test Secretary Instructions

*Give this packet to the Senior Judge at the end of test day.*

## Senior Judge Material Enclosed

- 1) Senior Judge Checklist (1)
- 2) Judges Test Report Form (1)
- 3) Apprentice Judge Report Forms (3)

# Senior Judge Checklists

## Score Cards

- \_\_\_ 1) Scores and comments are to be legible.
- \_\_\_ 2) Check the front of your **Senior Judge Card**:
  - \_\_\_ a) **Gun Shy Test**  
*Any comments other than "Not Gun Shy" are to be clearly explained on the back of the card.*
  - \_\_\_ b) **Temperament**  
*Any comments other than "Normal" are to be clearly explained in the comment section on the front of the card.*
  - \_\_\_ c) **Conformation**  
*Any comments other than "Normal" are to be very clearly explained in the comment section on the front of the card. **Notation required.***
  - \_\_\_ d) **Additional Special Comments**  
*that you wish to appear in the record must be brief and very clearly explained in the comment section on the front of the card.*
- \_\_\_ 3) When you get home, make sure all the mathematical calculations are correct.
- \_\_\_ 4) Mail this envelope **promptly** to the Central Office.

## Test Information

- \_\_\_ 1) All Judges are to sign the **Test Information Form** for each day's testing. If one judge fails to sign, print his/her name clearly and mail the form to the central office. Do not hold the test information for a signature on this page.
- \_\_\_ 2) At the end of the day, discuss each Apprentice and come to a consensus on the form. After this has been done, talk with the Apprentice as to how he or she was scored and what needs to be improved. The Apprentice should be evaluated each day. There should be one form for each day of apprenticeship. These reports are vital to the appointment process. The reports should be given to the Senior Judge and placed in the Senior Judge Envelope along with all the Apprentice Cards.
- \_\_\_ 3) Complete one **Judge's Test Report** among all three Judges. If time does not permit general agreement among the Judges, the Senior Judge should complete the test report. This report should also be in the Senior Judge Envelope.
- \_\_\_ 4) You should receive two envelopes from the Test Secretary. The Senior Judge is to mail the envelope containing **Senior Judge Score Cards, Apprentice Judges' Score Cards, Apprentice Reports, and the Test Report**.
- \_\_\_ 5) The second envelope should contain **only the Score Cards from the other two Judges. NOTE: Two different envelopes are used to separate vital test information into two different sets in case an envelope is lost in transit.**
- \_\_\_ 6) Be sure to **remind each Apprentice Judge to submit a report to the Director of Judge Development within 2-3 weeks after the test.**

# NAVHDA Judge's Test Report

Include this sheet with the Sr. Judge Packet

Host Chapter \_\_\_\_\_

Date(s) of Test (Month/Day/Year) \_\_\_\_\_ Today's Date \_\_\_\_\_

Sr. Judge \_\_\_\_\_ Signature \_\_\_\_\_

Judge \_\_\_\_\_ Signature \_\_\_\_\_

Judge \_\_\_\_\_ Signature \_\_\_\_\_

**Evaluate the Test as follows:**  
(One report is required for each testing day)

Category	E	G	F	P	U
Safety					
Quality of Birds					
Quail					
Pheasant					
Duck					
Chukar					
Dispatched Bird UPT Search					
Dispatched Duck UPT Drag					
Dispatched Bird UT Drag					
Chapter Organization/Support					
Field Search Site					
NA Water Site					
NA Tracking Site					
UPT/UT Water Search Site					
UPT/UT Water Retrieve Site					
UPT/UT Drag Site					
Gunners					
Other (Explain)					

E=Excellent G=Good F=Fair P=Poor U=Unacceptable

**Explain in detail any "Poor" or "Unacceptable" ratings on the back of this page.**

Were other Judges aware of your Poor or Unacceptable rating(s)? Yes \_\_\_ No \_\_\_ Unsure \_\_\_

Was the Host Chapter notified of any Poor or Unacceptable rating(s)? Yes \_\_\_ No \_\_\_ Unsure \_\_\_

If the Chapter was notified, to whom was the information given? \_\_\_\_\_

Did the Purina hats and dog food arrive on time? Yes \_\_\_ No \_\_\_

Did the Chapter use or acknowledge the Tri-Tronics discount certificates? Yes \_\_\_ No \_\_\_

**Indicate the time each day's test began** (Judges opening remarks), **the time each day's test concluded** (completion of reading test scores), the number of Apprentice Judges, and the number of dogs tested.

Date	Start Time	Finish Time	Number of Apprentices	Number of Dogs Tested		
_____	_____	_____	_____	NA _____	UPT _____	UT _____
_____	_____	_____	_____	NA _____	UPT _____	UT _____

**Mail To:** NAVHDA • PO Box 520 • Arlington Hts, IL 60006  
Phone 847/253-6488 • Fax 847/255-5987 • Email navoffice@navhda.org

# NAVHDA Apprentice Judge Evaluation

Include this sheet  
with the  
Sr. Judge Packet

Host Chapter \_\_\_\_\_

Date(s) of Test (Month/Day/Year) \_\_\_\_\_ Today's Date \_\_\_\_\_

Apprentice Judge's Name \_\_\_\_\_ Membership # \_\_\_\_\_

Sr. Judge \_\_\_\_\_ Signature \_\_\_\_\_

Judge \_\_\_\_\_ Signature \_\_\_\_\_

Judge \_\_\_\_\_ Signature \_\_\_\_\_

**Evaluate Apprentice Judge as follows** (circle one number for each line):

*One report is required for each day of tests.*

	Ready to Approve			On the Way				Beginner		
Understanding of NAVHDA rules	10	9	8	7	6	5	4	3	2	1
Ability to apply NAVHDA rules	10	9	8	7	6	5	4	3	2	1
Ability to "read" a dog	10	9	8	7	6	5	4	3	2	1
Cooperation within judging team	10	9	8	7	6	5	4	3	2	1
Communication skills	10	9	8	7	6	5	4	3	2	1
Handling of handlers	10	9	8	7	6	5	4	3	2	1
Self-confidence	10	9	8	7	6	5	4	3	2	1
Stamina	10	9	8	7	6	5	4	3	2	1
Demeanor	10	9	8	7	6	5	4	3	2	1
Dress	10	9	8	7	6	5	4	3	2	1
Prospect as a NAVHDA Judge	10	9	8	7	6	5	4	3	2	1
Use of Score Cards	10	9	8	7	6	5	4	3	2	1

Ready to Approve                      On the Way                      Beginner

**Please explain in detail any "Ready to Approve" or "Beginner" ratings on the back of this form.**

**Rate This Apprentice** (circle one):    10    9    8    7    6    5    4    3    2    1  
                                                          Ready to Approve                      On the Way                      Beginner

If ready to approve, please justify on the back of this form.

How would you rate the degree of difficulty in evaluating these dogs?    Easy \_\_\_\_    Average \_\_\_\_    Difficult \_\_\_\_

How many dogs were tested in each of the following tests?    NA \_\_\_\_    UPT \_\_\_\_    UT \_\_\_\_

This test report has been discussed with the apprentice. The apprentice is aware of his/her responsibility to write a report about the test and submit the report to the NAVHDA office in a timely manner.

Apprentice Signature \_\_\_\_\_

Please put any comments on the back of this form.

**Mail To:** NAVHDA • PO Box 520 • Arlington Hts, IL 60006  
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