



MASTER NATIONAL RETRIEVER CLUB HOST CLUB RESPONSIBILITIES

Host Club Responsibilities

1. Grounds:
 - Recommend and help secure property for event sufficient to accommodate the equivalent of two week end hunting tests that accommodate 200-300 dogs equally divided into two simultaneous tests with good, all weather road access that doesn't interfere with tests in progress. Ideally, a total of four series could be set up whereby none of them would interfere with any of the others if dogs were running all four at the same time.
2. Procure Pre National Training Property and prepare "Training Booklet"
 - A minimum of eight (8) different areas that do not conflict w/each other that provides adequate land and water for training would be ideal
 - Booklet is for use by folks 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 w/GPS coordinates to specific training grounds} and contact info for local services, local club and MN reps.
3. Find and Select Head Quarters Motel
 - Suitable for Board lodging {block specified number of rooms for Board} and meeting room for Board meetings, and 'dog friendly' plus rooms for participants
 - This is usually done by the HT Chair (with input from the club) and the President and Region Vice President and the Region Director.
 - Needs to also have a storage room and ability to house a storage unit in the parking lot – it is also the Host Clubs responsibility to find/rent a storage unit approximately 1 month prior to the event for raffle and sponsor items to be stored in.
4. Meeting rooms for scheduled meetings and locations for other events
 - This can be at the Head Quarters Hotel or at another location(s) or both
 - Meetings include the annual meeting on Saturday, the Friday night welcome/auction, the Workers party and "Frankie's" party
 - The HT Chair and the President Region Vice President and the Corporate Sponsor Liaison do 99% of this.
5. Arrange Judges' quarters
 - Generally separate from the HQ motel



- Again, usually done by the HT Chair
 - Need to have breakfast available before 6:00 a.m.
6. Get “Welcome Baskets” for judges room for day of arrival
 7. Determine theme and acquire decorations for the opening ceremony, handler’s party, and closing ceremony and provide labor to decorate.
 8. Design workers (state) pin for the event and have approved by the President.
 9. Arrange for adequate space on test grounds for bird reefer & care of birds
 - The HT Bird Steward will work with the MN to find a reefer and the MN pays
 - Engrave flight pen for birds
 - Help find a local bird guy and work with the MN to get them under contract – MN Pays
 - Care and feeding of birds during set up and the test week unless provided by bird person
 10. Help locate and arrange adequate space near grounds for camper hook-ups
 11. Find catering services for MN functions
 - Including Friday night dinner and workers party
 - Lunches for judges and workers each day of the event and set up and lunches for purchase for participants
 12. Know and advise MN regarding local legal requirements for shooting live birds (both for the test and pre-national training , i.e., licenses for gunners)
 13. Know and advise local legal requirements for waivers and liability protection for MN, landowners, participants, etc.
 14. Help provide ground transportation for Board members, judges, etc. to/from nearest airport if needed
 15. Get car(s) donated for Judges
 16. Ensure 1 ATV is available for MNRC use at each stake.
 17. Help organize local arrangements committees (with concurrence President and CM)
 - HT Chair
 - Other key folks as determined are needed during the event, the MN and the local club have dividing up the responsibilities typically as follows:

“A” Stake Marshal	MNRC
Line and Check in Marshal	Host Club
Sound Truck	MNRC
Grounds and Equipment	Host Club
Throwers	Host Club
Bird Stewards	Host Club
Hospitality	Host Club
Guns	MNRC
Traffic	Host Club
Safety	MNRC



"B" Stake Marshal	MNRC
Line & Check in Marshal	Host Club
Sound Truck	Host Club
Grounds and Equipment	MNRC
Throwers	Host Club
Bird Stewards	MNRC
Hospitality	Host Club
Guns	Host Club
Traffic	MNRC
Safety	
"C" Stake Marshal	MNRC
Line & Check in Marshal	Host Club
Sound Truck	Host Club
Grounds and Equipment	Host Club
Throwers	MNRC
Bird Stewards	Host Club
Hospitality	Host Club
Guns	MNRC
Traffic	Host Club
Safety	MNRC

Please note availability of workers will vary from year to year. What the clubs folks in these position do is work with the event participants to get folks scheduled to work where needed – to fill in if we do not have paid workers – so really to 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 needed live guns. They work with the volunteers and get folks where they need to be. Also, the Host Club folks often split this responsibility so person 1 takes M and T and then coordinates with person 2 who takes the lead a couple more days, etc.

18. Work with MN and Club Corporate Sponsor Liaison regarding raffle (60-40 split – 40% to Host Club). We highly encourage the Host Club to get very involved with procuring items for the raffle and this can be a huge money maker for both clubs.
19. Arrange for set up workers and test up dogs (we will set up generally starting Monday afternoon or Tuesday am and this continues through at the latest Friday noon; we need live gunners and enough workers to supplement the MN folks to run triples, etc.
20. Help find 2 quality test dogs for each stake that will do this throughout the event
21. Helping figure out what, when and where the opening ceremony should be
22. Helping find a source of paid workers.



23. Arrange for portable toilet facilities.
24. Have boat available.
25. Obtain board information, such as Chamber of Commerce, for bags and “Training Booklet”
26. Arrange for message board at host table.
27. Arrange for trash dumpster