BOYKIN SPANIEL SOCIETY HUNT TEST PREMIUM FILL-IN INSTRUCTIONS

Both the Retriever and Upland premiums are very similar. The Retriever premium is the example used here.

Filling in the blanks for your BSS Hunt Test premium (dog entry form) in the template we provide should be fairly straight forward. The locations of the blanks themselves may not immediately apparent, but they are located more or less where the yellow highlighted text appears on the following 3 pages. A "mouse hover" should reveal their location for you.

First Page:

1. Insert your full club name in the space near the BSS logo. (The similar space for the club name, to the right of this first one, should automatically fill when you've finished here.)

2. "Day and Date of Test": we provided two blanks for two test days, if you're only having one, just fill the upper one and leave the second one empty. And just like with the club name entry, the spaces in the right hand column of the first page will automatically fill themselves in once you've finished the left hand column entries.

3. Hunt Test Location: this is just one blank. After you've entered the name of the site (if appropriate), tap your keyboard's Enter key just like you'd do for any new line/new paragraph, and you should be able to fill in the second line. There's only room allocated for two lines: if that's not enough space, you'll have to be creative. (Perhaps describe the test location(s) when you advertise the test opportunity.)

4. Hunt Secretary space: this is also just one blank, and use the Enter key to start a new line. Or continue typing, the format of this blank should be such that the next line creates itself when there's no longer any horizontal space remaining. It's entirely up to your club as to whether you'll accept completed forms via email: if that's an option, there should be enough space to include your secretary's email address.

5. "Make checks payable to": unfortunately, there's only space for 30 characters. You may have to be creative here. (Maybe your club is willing and able to accept online payments, such as with Paypal. If so, communicate that option when you advertise the tests.)

6. Dog limit: enter whatever number your hunt test committee has established.

7. Advance Entry spaces: enter the date in dd/mm/yy format. Late fees are entirely your club's choice; if you won't charge any more for late entries or on-site entries, insert 0 or leave the space blank.

8. Insert the entry fee amounts in the left hand column where shown, depending on what your hunt test committee establishes.

9. Judge Name spaces: we created the ability to have up to three different pairings of judges each day. If you're only offering one test (one day) for this event, leave the fill-in fields of the Test 2 column blank (or type in something like "No Test 2" in the field if you wish.) If any judge is an apprentice (see the Test Rules and Guidelines for Apprentice qualifications), add an asterisk after their name here.

Second page:

10. Bird types: we provided space(s) for telling your people what species of birds you'll be using for their tests, where options exist for the club.

11. Timing of your test and test stakes: be sure to fill in both spaces for your check-in times on the day(s) of your test(s). As far as each stake's beginning time, we hope that we've provided you with some advanced flexability here. If your club finds that the times you publish here need to be changed for any reason on Test Day, just simply communicate those changes when the people check in at the site: that's why we strongly suggest having a cutoff time for check in. In order to avoid long days in the field, your hunt test might have decided that the day will stand the best chance of ending at a reasonable hour if the stakes are split, for example one judge team takes charge of Novice and another team has Intermediate followed by Open.

12. Meals: there should be enough room to give people a good idea as to your plans, if any.

13. Hunt test committee member names, game steward, and Emergency Care Veterinary: should be self-explanatory.

Third page:

14. Directions to the site: One big blank space is provided. Depending on the version of your pdf viewer and manipulator, it might be possible to insert a small map in this space as well as text.

15. Accommodations: Plenty of space is available to tell everyone what lodging opportunities are fairly close to the test site(s). Word of advice: someone on the Hunt Test Committee ought to check with each place that will be listed and get a forecast regarding room availability. Tell people if you've reserved a block of rooms at any motel. And be sure to tell people, here, to phone ahead and secure reservations in advance.

One last thing: We have important instructions for Hunt Test entrants to use as they complete their portion of the Premium. It's included here as the final page, but you should download it directly from the Society's website and distribute it with your club's premium.

https://boykinspaniel.org/userfiles/files/bss_hunt_test_premium_instructions.pdf

Insert Name of Hosting Club Here

Boykin Spaniel Society

Licensed Retriever Hunt Tests

Day and Date of Test 1
Day and Date of Test 2

Dog's pedigree name: _____ Nickname: _____

Date of Birth: _____ Sex: ☐ Male ☐ Female BSR #: _____

Sire: _____ Dam: _____

OWNER: _____ PHONE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

OWNER E-MAIL ADDRESS:_____

HANDLER NAME: _____ PHONE: _____

HANDLER E-MAIL ADDRESS: _____
(Provide handler's mailing address if no email address)

Owner and handler must be BSS members. Dogs must be Boykin Spaniel Society registered. Provide the BSR registry number in the space above.

Please enter in the following (check where applicable):

☐ Open: $how much?   ☐ Intermediate $how much?   ☐ Novice: $how much?
☐ Test #1   ☐ Test #2   ☐ Test #1 and Test #2

Note: Entry fees are per dog, per test. Dogs may be entered in only one stake per day.

All entries are accepted on the condition that the society, the hosting club, its officials and membership and landowners are released from all liability for loss, damage or injury sustained by any dog or man in connection with or during the running of the trial. I agree NOT to hold the BSS or the hosting club responsible for loss of property, damage or injury incurred during this event. Neither the BSS nor its hosting club is responsible for loss, accident or theft, and further assume no responsibility for any damage or injury sustained by the handlers, or to any of their dogs or property and further assume no responsibility for injury to children. By signing below the handler acknowledges that participation in the event is their decision alone. Furthermore all handlers will be able to observe the testing before running and may opt out if they feel the testing is unsafe in any way.

Signature of Handler _____

Signature of Owner _____

Location:
Name of Test Site Location
Street Address, City or Town, State

Open to all BSS registered dogs and their handlers

This Hunt is held under the Rules, Policies and Guidelines of
The Boykin Spaniel Society

SEND ENTRIES & CHECK TO HUNT SECRETARY:

Secretary Name
Secretary Mailing Address line 1
Secretary Mailing Address line 2
Secretary telephone number

Make checks payable to _____

THERE IS A ___ DOG LIMIT PER TEST.
Advance Entries will close on *Insert closing date*
Entry fees received after that date are $___ per dog per test

JUDGES AND HUNTS TO BE JUDGED

Stake	Test 1	Test 2
Novice	Judge Name 1 Judge Name 2	Judge Name 7 Judge Name 8
Intermediate	Judge Name 3 Judge Name 4	Judge Name 9 Judge Name 10
Open	Judge Name 5 Judge Name 6	Judge Name 11 Judge Name 12

* Denotes Apprentice Judge (mark name with * if appropriate)

Updated February 2020

Handlers must wear hunting clothes, camouflaged is preferred.
Light colored clothing is prohibited.

No alcohol shall be consumed by anyone on the hunt test grounds until after the final dog of the day has finished its final run.

Check in on each day is from *Insert Time1* to *Insert Time2*
Novice stake will start at   *Insert Time or "Following _____"*
Intermediate stake will start at   *Insert Time or "Following _____"*
Open stake will start at   *Insert Time or "Following _____"*
*** All stakes begin with a Handlers meeting followed by a test demonstration

Awards to BSS Registered Dogs

(and dogs registered with BSS within 30 days of this event)

5 BSS Achievement Points for Novice

10 BSS Achievement Points for Intermediate

20 BSS Achievement Points for Open

Rosette ribbons in all Categories

MEALS ON SITE

Use this space to tell entrants about meals, etc.
whether or not your Club will be making provisions for such on any day
*****And don't forget to mention any raffles, etc that you may have*****

LOCAL HUNT TEST COMMITTEE

Insert Committee Member names

Test Chairman   Other Committee Members

Test Secretary

GAME STEWARD: *Insert Name here, clubs must have a Steward*

EMERGENCY CARE VETERINARIAN:
Name   *Insert Vet or Hospital Name*
Location   *Street Address City, State*
Distance from Test Site   *Miles and which direction*

Application for Membership

THE BOYKIN SPANIEL SOCIETY
P. 0. Box 2047,
CAMDEN, SC 29020

Date_____

Name _____

Address_____
(Street Address or PO Box)

City _____

State _____ Zip Code _____

Phone_____

 Complete application and mail with the appropriate membership fee to the above address.

Regular Member $ 35.00

Sponsor Member (includes silver pin with head of Boykin Spaniel) $ 75.00

Life Member (includes an antique silver pin with gold head of Boykin Spaniel) $ 750.00

In addition to the above Membership in the Society entitles you to:
(1) Receive quarterly NEWSLETTER and any other publication by the Society.
(2) Serve as a Director and/or on committees as provided for in Bylaws.
(3) Participate in the election of members of the Board of Directors.
(4) Vote on other matters designated by the Board of Directors.
(5) Attend membership meetings and submit proposals for consideration by the Board of Directors either in writing or by requesting to appear before the Board of Directors.

Updated February 2020

Directions to Hunt Test Locations

Accommodations (Dog friendly)

Updated February 2020

Your BSS Hunt Test premium (dog entry form) has been prepared as a "fillable pdf form" if that's the direction you wish to take instead of printing the form and inserting all of the necessary information in hand written style. However, even if you're going to complete the form by hand, you should still read these instructions because we very well may speak to questions that everyone has the first few times they complete these entry forms.

The host club's Hunt Test Secretary (or perhaps someone else in the club) will have already filled in many informational fields in this form. All that remains for you to do is to give the host club the information they need to register you for the test(s) you want to enter with your dog. Filling in the blanks for you and your dog in the template should be fairly straight forward. The locations of the blanks themselves may not immediately apparent, but they are located more or less where the lines and checkboxes appear. A "mouse hover" should reveal their location for you.

Dog's pedigree name: _____ Nickname: _____

Date of Birth: _____ Sex: ☐ Male ☐ Female BSR #: _____

Sire: _____ Dam: _____

OWNER: _____ PHONE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

OWNER E-MAIL ADDRESS:_____

HANDLER NAME: _____ PHONE: _____

HANDLER E-MAIL ADDRESS:_____
(Provide handler's mailing address if no email address)

Owner and handler must be BSS members. Dogs must be Boykin Spaniel Society registered. Provide the BSR registry number in the space above.

Please enter in the following (check where applicable):

☐ Open: $70   ☐ Intermediate $65   ☐ Novice: $60

☐ Test #1   ☐ Test #2   ☐ Test #1 and Test #2

We have tried to make using this fillable form as easy as possible, once you've found your dog's Boykin Spaniel Society Certificate of Registration paper and have it handy. Using a mouse or similar pointing device, click in the space immediately following "Dog's pedigree name" and type in his/her name as it appears on the registration certificate; then, instead of repositioning the mouse over the Nickname blank, merely press the Tab key on your keyboard and the pointer (cursor) should jump right into that space. Type in the name you usually call your dog, and press Tab again, to move into the Date of Birth field. You'll have to use the mouse to check (it's actually an X) this dog's sex; then click again in the space for entering the BSR registration number. Once that field has been completed, you may resume moving the pointer (cursor) by using the Tab key. The pointer (cursor) should keep moving from left to right, and then down to the first field on the left in the next line down. At any time, you can always just use the mouse and a click to get to the field you want.

Those checkboxes toward the bottom of this area require using the mouse: hover the mouse over the box you want, and click. The template is designed to only allow you to select either Open or Intermediate or Novice, but if you make a mistake, just go ahead and click where you meant to. If the host club is offering two tests on this same premium, select whether you want to enter Test #1, Test #2, or both of them (both days).

About the Handler fields If you will be handling the dog you're entering, just save some work and say OWNER and leave the remaining fields blank. If you won't be the handler of this dog, then fill in the fields (blanks). If this person lives inside of your house with you – such as your spouse, your child, other relative, etc. – then they are not required to have their own Boykin Spaniel Society membership. Otherwise, your dog handler must be a BSS member before they can enter the field with your dog.

Be sure to sign your name in the space(s) at the bottom of this page. If someone other than you will be handling your dog, that person must also sign in the space provided for them.