**25**

## TRACKING TEST SECRETARY

Handle all of the entries, fees and paperwork associated with the tracking test in accordance with AKC Tracking Regulations. **The Tracking Test Secretary may not enter the test.**

**Qualifications**
- Must be a BMDCA member in good standing
- Conscientious individual who is sufficiently organized to meet all deadlines
- Experience in planning or exhibiting at a Tracking Test or Match (Previous experience as Test Chair or Test Secretary is highly recommended but not required).
- Familiarity with the AKC's Tracking Regulations
- Ability to apply the following basic management skills: setting priorities, making decisions, being resourceful and solving problems quickly and efficiently, dealing effectively with people, meeting deadlines, and compiling records.

**Time Commitment**

This position should be assigned at least one year in advance, with a busy period occurring from about six months before entries close until the last tracking exhibitor is gone. There is also period after the Specialty when test records must be compiled and sent to AKC.

**Time Line**

*Upon Accepting the Assignment*
- Familiarize self with the Tracking chapter of the BMDCA Specialty Manual, noting all relevant deadlines and BMDCA Policies.
- Review AKC Tracking Regulations, noting all relevant deadlines and rules regarding acceptance of entries, rules of draw, preparing catalog, filing of test paperwork and reports.
- Perform any Committee duties as assigned.

*Two Months Prior to the Specialty*
- Accept entries and fees in accordance with the Tracking Regulations.
- **Entries should be forwarded to the Specialty Treasurer within 10 days of receipt on the Cash/Check Submittal Form.** (See Chapter 6 Attachment A-3.)

*Upon Close of Entries* **(3 ½ weeks before Specialty)**
- Conduct draws. Prepare Judging Program and mail to entrants and judges.
- Arrange for any necessary refunds. Reasons for refunding entries should be clearly defined in the premium list.
- Compile entry information and prepare catalog pages and submit them to the Show Chair by the prescribed deadline (if Tracking entries will be included in the main show catalog)
- Prepare a sufficient number of separate catalogs (2-3 times the number of entries) to be passed out to participants and spectators on the day of the event.
- Obtain Judges Books and test paperwork and bring to event.

*Day of Event*
- Check in exhibitors and notify the judges of absentees. Conduct draw for running order per AKC Tracking Regulations.
- Manage all paperwork the day of the test.
- Maintain copy of the Emergency Plan at the event.

*Immediately following the Test*

Complete AKC's Report of Dog Show, other event records as required by AKC rules, and submit to AKC Events Department, with all event and recording fees, to be received **no later than seven days following the test.** (See Attachment A-4 in this Chapter)