

INSTRUCTIONS to Regional Directors

Regional Directors are the only members authorized to hold WD/X/Q Stakes under the auspices of the American Chesapeake Club, and they are responsible for the organizational details and the running of the tests.

Advance approval for holding a WD/X/Q Stake must be obtained from the WD Program Chair. The request must include: Date, Location, Judges, Acting Field Trial Chair and names of RDs involved. Before applying, area Regional Directors should coordinate their plans in order to avoid a conflict in dates. All RDs will receive WD/X/Q Application forms, guidelines and a financial report form with the date of approval.

Flyers announcing a WD/X/Q Stake may be duplicated from an original on ACC letterhead. The front of the WD/X/Q Application and a brief description of the tests should be included on the flyer. All area ACC members and non-member Chesapeake owners should be invited. Checks should be made payable to "American Chesapeake Club". It is strongly recommended that a closing date be set far enough in advance of the test to allow for efficient planning and purchasing of supplies. Application forms should be filled out in advance in order to save time on the day of the Stakes. See sample flyer in the RD Handbook.

Non-members should be encouraged to join the ACC. Membership Applications and Code of Ethics forms are available from the Membership Chairperson. The membership application with correct fees should be submitted directly to the ACC Membership Chairperson.

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. A full refund except for a \$10 administrative fee should be given (without requiring a Vet note). RDs may retain \$20 of the entry fee for dogs which are unable to run in the Stake entered due to injury (note from the owner required but not from a Vet).

All applications, Pass or Fail, the Financial Report and a copy of the flyer must be submitted to the WD Chair within two weeks after a WD/X/Q Stake. Information on the Application forms must be legible and complete. Expenses for the Stake are deducted from the entry fee income and the balance is forwarded to the WD Chair.

It is a major responsibility to hold a WD/X/Q Stake and all RDs involved should review the rules to assure complete understanding of the requirements. All conditions, as set forth by the ACC Board of Directors, must be met in order that certificates will be issued