

# Field Training Volunteer Checklist

Date: \_\_\_\_\_

<b>Name and Telephone</b>	<b>Job Title</b>	<b>Job Description</b>
	Bird Reservations	Take bird reservations (limiting reservations to 115 birds), and check with Ron Horne that enough birds will be available on the requested date.
	Bird Transport	Get bird boxes and deliver them to Ron Horn. Pick up the birds and transport them to the training site by 8 AM. Clean out the bird boxes and deliver them to the next bird transporter before the next training session.
	Supplies	Take all the training supplies up to the site (bird bags, the club's orange vests, first aid kit, ammunition for the gunners, fluorescent tape for marking birds, etc.) and give them to the next Hunt Training Coordinator at the end of the training session.
	Signs	Set up the RSVC orange Hunt Test signs directing people to the training site, and take the signs down at the end of the training session.
	Registration	Sign people in at the training site, and set up dog braces for the Junior and the Senior/Master fields.
	Money	Collect money for the birds at the field, bill anyone who reserved birds, but failed to attend the training session, and send the money to Rita Mather.

# Hunt Training Coordinator Checklist

Date: \_\_\_\_\_

Completed?	Job Title	Job Description
	Find Field Coordinators	Make sure we have a qualified Field Coordinator for each of the Junior and Senior/Master fields.
	Find gunners and bird planters	Make sure we have enough gunners and bird planters (at least 2 per field) to work the entire training session.
	Contact volunteers	Contact all volunteers one week in advance to remind them of their responsibilities
	Run the training session	Facilitate the training session by monitoring the radios at base camp, notifying people when their brace is going to be run, getting people and their dogs to the line on time, and assisting the people in the field as needed.
	Clean up camp	Make sure the training site is cleaned up at the end of the training session, remove all bags of trash, and dispose of the bird carcasses and live birds as needed.