**NAVHDA**

**POCONO MOUNTAIN CHAPTER**

**Policy Manual**

Policy 1 Upon becoming a member of the chapter, that member shall receive a copy of the By- Laws and Policy Manual.

Policy 2 For all field work, during training or testing events, all persons (including judges) must wear at least 250 square inches (head, back and chest) of fluorescent orange in accordance with the rules and regulations of the Pennsylvania Game Commission. (An exception being test volunteers working the winger for the Remain by Blind sequence.)

Policy 3 All participants must pay a $10.00 clinic fee per training member when attending a monthly Pocono Mountain Chapter training clinic.

Policy 4 All Pocono Mountain Chapter members must be a member of the national organization of NAVHDA due to insurance coverage.

Policy 5 Unless in the training field or water, ALL dogs must be leashed or in kennels.

Policy 6 Duck searches shall be limited to 20 minutes per dog, per turn for each handler. A dog and handler may do more than one duck search but shall go to the back of the line after each dog’s search.

Policy 7 **Eligible gunners** must meet the following criteria:

* A gunner shall be a voting member in good standing with the Pocono Mountain Chapter.
* A gunner shall demonstrate safe handling and shooting technique to at least one member of the executive council prior to selection and shall be approved by consensus of the council members.
* A gunner shall annually attend and participate in a safety discussion conducted by the executive council or other approved representative and be familiar with NAVHDA rules and practices for safe shooting.
* A gunner shall use a BREAK OPEN SHOTGUN ONLY.
* Test gunners will be selected by the executive council from the pool of approved gunners based upon a demonstrated ability to be safe and accurate.

Policy 8 The **Test Coordinator** will handle test entries on the following basis:

Prior to the NAVHDA International notice of upcoming test, Pocono Mountain chapter members will be offered test slots. Test entries will be taken on a first come first serve basis by the Test Coordinator. Test entry applications must be completed in entirety and accompanied by the appropriate funds in order to be accepted by the Test Coordinator (NO EXCEPTIONS). All checks will be deposited upon receipt by the Treasurer. For all JUNIOR HANDLERS entered in Pocono Mountain-sponsored tests, the Pocono Mountain chapter shall pay the remaining 25% of the test entry fee (currently NAVHDA International pays 75% of the test fee.)

If a handler requests to cancel a test entry, such request will be handled as follows:

* If you cancel more than 120 days (4 months) from the test date, we issue a full refund, regardless of whether there is somebody on the waiting list or not.
* If you are between 120 days and 30 days, we only issue a refund if we can fill the spot from the waiting list, and only once we receive payment from the person on the waiting list.
* Within 30 days of the test date, no refunds shall be given, unless it is due to a dog injury/illness and a Veterinarian’s letter is received and we can fill the spot from the waiting list.
* Within 2 weeks of the date of the test, there will be no refunds under any circumstances.

The Test Secretary will limit the number of test entries per handler per test day to one half of the available test slots based on the test entry formula from NAVHDA (i.e. and all natural ability test will have a maximum of ten (10) slots. Thus, the maximum number of test slots per handler per test day would be five (5) slots). Test entries are dog specific (ex. A handler cannot pull one dog entry and insert another. The slot will go to the next available dog on the waiting list.)

Policy 9 **Expenditures:** Expenditures for necessities and capital investments are separated into two categories for the purpose of efficiency.

1. Discretionary expenditures not to exceed $150.00 can be approved by a majority of the Executive Council. The only exceptions will be for the purchase of birds for scheduled training sessions and for required deposits for grounds and lodging related to sanctioned tests or other chapter events. The authority for these decisions remains solely within the power and control of the Executive Council.
2. All other expenditures, classified as capital expenditures, are to be approved by a majority vote of the Executive Council and presented to the voting membership at the general meeting in June or the Annual meeting, for approval by a majority vote of the voting membership in attendance.

October 2016