

# North Point Alberta NAVHDA Chapter

## Test Guidelines

Thank you for your interest in testing your dog with the North Point Alberta NAVHDA Chapter. We look forward to seeing you and your dog at the 2025 NPA test.

To help us successfully navigate the 2025 NAVHDA test our club will be following this test guideline. The test guideline is intended to help members, non-members and administration volunteers navigate and successfully deliver the 2025 NAVHDA test.

The NPA test guidelines will be posted with the NAVHDA test registration form on the NPA website test page. The Test Secretary will send a copy of the Test Guidelines out with confirmation as a successful registration to all the test registrants. Test registrants will accept and follow these guidelines once test entry fee payment has been received.

### Test Registration Process

- All owner/handlers running the dog in the test should have a NAVHDA International membership number prior to submitting test applications
- All dogs should be registered with NAVHDA International prior to test application
- Download and complete the NAVHDA Test Entry Form: [Official Test Entry Form](#) (from [navhda.org](http://navhda.org))
- Each dog testing must have an entry registration complete, in full and **emailed separately** in a pdf format to the [northpointtestsecretary@gmail.com](mailto:northpointtestsecretary@gmail.com) no earlier than 8:00 am MST on **March 19** (for members) or **April 2** (non-members) - **early emails or emails with multiple test entry registrations will not be accepted.**
- Incomplete NAVHDA test application forms will not be processed until complete. The Test Secretary must receive the fully completed test application 65 days prior to the test or the test application will be removed and a refund will be provided.
- Emailed test applications are accepted on a first come, first serve basis. The Test Secretary will file the time stamped test application emails as part of the NPA Chapter test documentation.
- Once the Test Secretary receives your test entry form and if you are within the sequence of applicants to receive a test spot, you will be sent a confirmation email including these Guidelines.
- The email from the Test Secretary will include a password to unlock Test Registration in the WebStore. The Test Registration must be received within 48 hours of receiving the confirmation of successful registration email to secure your test spot.

- Test registrants that do not pay within 48 hours of receiving their invoice will lose their test place and be placed at the bottom of the waitlist.
- The Test Secretary & Coordinator will conduct a random test day running order selection 10 days prior to the test. The Test Coordinator will email the test day running order to the handlers 5 days prior to the test
- Handlers moved up from the waitlist will be contacted by the Test Secretary and will have 48 hours to confirm their test spot and pay their test entry fees to the Test Secretary
- A test handler/dog moving from the wait list to the test roster will be placed in the test running order where the vacancy came available
- If the test secretary cannot confirm within 48 hours the next person in line on the waitlist will be contacted and so on until the test spot is filled
- In the event of extraordinary circumstances not contemplated by these guidelines a decision regarding a refund of test fees will be made by a vote of the NPA Board Executive Officers

### **Test Volunteer Requirements**

- Dog owners or handlers will be required to volunteer 1 day to the test. The day of volunteering cannot be the day the owner or handler runs a dog. Dog owner handlers can have a named person substitute in to cover the day the owner handler volunteers for.
- The Test Coordinator will send a test day logistics and volunteer request email to all NPA members and test handlers 4 weeks prior to the test.

### **Entry Fees:**

<b>Test</b>	<b>North Point Alberta Chapter Members</b>	<b>Non-members</b>
<b>Natural Ability</b>	\$280	\$355
<b>Utility Preparatory Test</b>	\$300	\$375
<b>Utility Test</b>	\$300	\$375

## **Cancellation Policy**

Cancellations or withdrawals 65 days prior to the test may receive a full refund minus a \$50 processing fee. Cancellations within 65 days of the test may be refunded minus a \$50 processing fee if there is a dog on the waitlist that will assume your test spot.

Withdrawals due to dog illness or injury may be eligible for a full refund pending licensed veterinarian documentation and will be reviewed and approved by the board on a case by case basis.

## **Member Conduct during Training Days**

- Safe handling of firearms must be practiced at all times.
- Dogs must not endanger, interfere with or cause distraction to other dogs or handlers.
- Dogs should be tethered, leashed, kenneled when not running in the test
- Dog handlers are responsible to pick up and properly dispose of solid dog waste in
- All participants and spectators in fields where live ammunition will be used must wear at least one visible item of clothing in high Vis/fluorescent orange.
- All rules and regulations established by the owner of the training grounds must be observed at all times.
- All dead game must be removed from the grounds.
- All trash and debris, including spent shotgun shells, should be collected, and removed from the grounds.
- Handlers are expected to arrive on time, participate in test activities in a constructive manner, volunteer when available, and assist in training volunteers or other handlers as requested.
- Anyone not following test guidelines or jeopardizing the privilege of using the grounds will be asked to leave.

**Aims, Programs, & Test Rules:** We encourage you to familiarize yourself with the [Aims, Programs & Test Rules](#) publication on [navhda.org](http://navhda.org) prior to testing. This publication explains the test phases and what the judges will be looking for when marking dogs. This is a valuable guide to help prepare you and your dog for test day!

We look forward to seeing you at our test!  
NPA Board