



## Incident Reporting Process

During the conduct of a Field Test if an Incident occurs the Field Test Committee (FTC) needs to do a thorough investigation. The results of that investigation shall be included with the Field Test Report.

A formal complaint, protest or report of a violation of the “Book of Regulations for Testing of Hunting Retrievers” when filed must be in writing. The complaint must list the portion of the rule book being violated, include the facts as they occurred (time, date, category, location) and a list all witnesses.

A complaint needs to be investigated as soon as practical. Resolving any conflict is best when accomplished as soon as possible. The Field Test Committee should assemble when the complaint is filed. A statement of fact should be gathered from all witnesses. Interviews with the person(s) filing the complaint, all witnesses, any accused and the judges, if applicable, should be gathered. The FTC should render a decision as soon as possible. The FTC needs to notify the person filing the complaint as soon as practical.

The results of the Investigation, the statements and the FTC’s ruling needs to be included in the Field Test Report. The Regional Director should be notified of the occurrence and of the results prior to submittal.