Obtaining Approval for Field Trials on IDNR lands

It is best to follow these steps well in advance of your event. The timeframes addressed below are the minimum amount of time needed for the process.

**Step 1: Applying for a Special Event Permit**
Contact the preferred property manager and schedule a time to discuss your event at least 30 days prior to your desired date and apply for a Special Event Permit (State Form #15228 attached below). Bring all information pertaining to the event with you. In addition to the $25.00 application fee, any additional fees will be determined at this time (gate fees, impact fees, etc.). You will get a copy of the completed application for a Special Event Permit for your reference at the end of the meeting, but it will not be processed for approval until you obtain your Field Trial Permit from the Division of Fish & Wildlife (DFW) and return a copy to the property. A blank copy of the Application for Field Trial/Hunt Permit will be provided to you along with your copy of the completed application for a Special Event Permit. The Application for Field Trial/Hunt Permit is also available on the DNR’s website at: http://www.in.gov/dnr/fishwild/2371.htm

**Step 2: Applying for a Field Trial/Hunt Permit**
Complete and submit the Application for Field Trial/Hunt Permit (along with $10.00 application fee) at least 21 days prior to your desired event date to:

Commercial License Clerk
Division of Fish & Wildlife
402 W. Washington St., Rm W273
Indianapolis, IN 46204-2781
(317)232-4102

*Please note that the field trial/hunt event for which you are requesting a permit must be approved by a sanctioning authority such as UKC, AKC, NRHA, etc. prior to submitting the application form to the Division of Fish and Wildlife.*

**Step 3: Submit Certificate of Insurance**
Per DNR special event policy, at least 15 days before the activities are commenced, the Permittee shall file with the DNR a certificate of insurance from an Indiana insurance company or a company authorized to do business in Indiana. The DNR may accept an insurance binder. The certificate of insurance or insurance binder shall evidence that the Permittee has obtained an irrevocable general liability insurance policy providing for a limit of not less than $700,000 for all damages arising out of injury to or destruction of property in any one occurrence, for a limit of not less than $1,000,000 for injury to or death of one (1) person in any one (1) occurrence and not less than $2,000,000 for injury or death of all persons in that occurrence, with the DNR listed as additional insured. The DNR may require additional amounts of coverage based upon the event. Such one-time, temporary event insurance is available through many local insurance providers.

**Step 4: Approval/Confirmation**
Once you receive your Field Trial/Hunt permit from DFW, mail/e-mail/deliver a copy to the property manager (along with any fees you may have not yet paid) and they will submit your Special Event Permit Application to Indianapolis for signature and approval. You will receive a copy of the signed and approved Special Event Permit. Your Field Trial/Hunt permit is not valid for use until you receive an approved copy of the Special Event Permit.
Step 5: Documentation

Upon request, the individual named on the permits must provide a copy of both signed permits to DNR staff during your event.

For additional information regarding field trials on state parks & reservoirs contact:
Chief of Natural Resources, 317 232-4128

For additional information regarding field trials on fish & wildlife areas contact:
Commercial License Clerk, 317 232-4102

For additional information regarding field trials on state forests contact:
Assistant State Forester, 317 232-4128

***NOTE: J. Edward Roush Lake is now a fish & wildlife area***

OPERATING POLICY FOR NON-HORSE BACK FIELD TRIALS/HUNT TEST ON DEPARTMENT OF NATURAL RESOURCES PROPERTIES

Field trials/hunt tests may be conducted on the following DNR Properties:

Reservoirs: Brookville, Cagles Mill, Mississinewa, Monroe, Patoka, J. Edward Roush and Salamonie Lakes

Fish & Wildlife Areas: Bird dog field trials may be conducted at Pigeon River, Winamac, and Glendale fish and wildlife areas. Retriever trials may be held on all fish and wildlife areas.

Forestry: Greene-Sullivan and Ferdinand state forests

I. Purpose:

The purpose of this policy is to establish the operating procedure for the conduct of any dog “field trial or hunt test” on land managed by the Department of Natural Resources, Divisions of State Parks and Reservoirs, Fish and Wildlife and State Forests. This policy is intended to provide opportunities for all types of sporting dog field trials/hunt tests to be held on the above listed properties.

II. Definitions:

The definitions set forth in this paragraph apply throughout this policy:

“Department” means the department of natural resources.

“Division” means the divisions of state parks, reservoirs, fish and wildlife and state forests.

“Field Trial” means an organized activity using a bird dog, retriever, versatile dog or rabbit dog for which an entry fee is charged, where persons compete for a cash award, trophy, citation, prize or “points” by sanctioning national or regional hunting dog association. Dogs normally compete against other dogs entered in the same trial.
"Shoot to retrieve trial" means a field trial held under field conditions where a dog normally points game, may be required to be steady to "wing and shot" and retrieves downed game at the command of the handler.

"Hunt Tests" means a field trial where the dog competes and is judged against a set of standards as opposed to other dogs.

III. Permit Application:

A. An application (State form #27022; Application for a Field Trial/Hunt Permit) for a permit to conduct a field trial must be submitted by the sponsor to the Division of Fish & Wildlife at least 21 days before the scheduled event.

B. The applicant must meet with the property manager or his designee at time of application to address any special needs or requirements. Applications will generally be approved unless conditions or events warrant denial.

C. The application must contain the written approval of the property manager when conducted on a property owned, leased or controlled by the Department of Natural Resources. In addition to the field trial permit, the organization must request a Special Event Permit from the Division of State Parks & Reservoirs, Division of Fish and Wildlife or Division of Forestry, as appropriate. Any special needs and plans for the event need to be addressed in the Special Event Permit.

Division of Fish & Wildlife:

At those designated Fish and Wildlife areas, bird dog field trials and hunt tests may be held only between February 1 and April 15, and retriever trials and hunts tests may be conducted only between February 1 and April 15 and August 15 and September 30. No trial may use more than 100 acres, or exceed two days in length. No fish and wildlife area may host trials on more than 10 days annually. Field trials and hunts test must not conflict with primary uses.

Division of State Parks & Reservoirs:

At those designated reservoir properties, field trials and hunt tests may be held throughout the property between February 1 and April 15 and August 15 and September 30.

The property manager at Brookville Lake may authorize trials or hunt tests outside of the above established dates if care is taken to minimize negative impacts on wildlife.

Division of Forestry:

The property managers at Greene-Sullivan and Ferdinand state forests may authorize trials or hunt tests on any date if care is taken to minimize negative impacts on wildlife.

D. A game animal shall not be released to enhance the success of the field trial unless authorized by the field trial permit. An import permit issued under IC 14-2-
11-7 must accompany any game bird imported into the state. For a shoot to retrieve field trial, bagged game must be retrieved and disposed of off the property by the permit holder. Only captive reared Mallard ducks, bobwhite quail, ring-necked pheasants, or chukar may be released. All birds released must be banded with a standard metal or plastic leg band. Every effort must be made by the field trial/hunt test participants to remove all released birds during the conduct of the event.

F. After review and approval by the property manage, a field trial permit will be issued by the Division of Fish & Wildlife. The activities under the permit must conform to all state and federal laws. The Special Event Permit will be issued by the respective division outlining specific conditions for the event.

IV. Event Conditions & Responsibilities:

A. A permit holder must not set up a gate or charge admission on the property for participation in a field trial. Neither shall a permit holder receive a portion of the gate receipt. Any arrangements for food, drinks, or other related services must be made with the division’s central office before the field trial. Concession fees will be paid to the division when a concession is granted. The only concessions which may be granted are for the following:
   (1) food and drink service
   (2) any other purpose approved by the division

B. The permit holder is responsible for each of the following:

   (1) to obtain necessary permits and to pay all fees and charges
   (2) to police the immediate vicinity of the trial headquarters or staging area, ponds and trial fields used
   (3) to provide officials needed to supervise the conduct of contestants and spectator and to run the trials
   (4) to provide the property manager with a list of officials, the number of entries and the braces or series to be run. An authorized representative of the permit holder must meet with the property manager before the field trial is held.

C. The department is responsible for each of the following:
   (1) the determination of trial dates, areas, issuance of permits and number of trials in any one area
   (2) the selection of any additional supervisory personnel determined by the department to be needed

D. The participants in a field trial must display fair play and sportsmanship at all times. A permit may be revoked, if in the opinion of the department, the trial/test
participants violate the permit, violate a state or federal law, or commits unsportsmanlike conduct. In addition, the division may decline to issue another permit to a permit holder who violated this paragraph of the policy.

E. The director may, pursuant to IC 4-21.5-4, restrict or cancel a permit issued under this policy.