

**FORMING A HUNT**  
**CONSIDERATIONS AND**  
**STRUCTURE**

**2003**

0

**FORMING A HUNT**  
**CONSIDERATIONS AND**  
**STRUCTURE**

**MASTERS OF FOXHOUNDS ASSOCIATION**  
**OF AMERICA**  
**PO BOX 363**  
**MILLWOOD, VIRGINIA 22646**  
**(540) 955-5680**

**©Copyright 2003**

## TABLE OF CONTENTS

Committee.....	4
History.....	5
Types of Hunts.....	6
I. Private Hunt.....	6
II. Subscription Hunt.....	6
III. Membership Hunt.....	7
By-Laws.....	8
I. Membership.....	9
II. Voting.....	10
III. Landowners.....	11
IV. Directors.....	11
V. Board of Directors/Hunt Committee.....	13
VI. Hunt Staff.....	21
Insurance.....	26
Summary.....	28
Attachment 1 (Sample Huntsman's Employment Contract).....	29
Figure 1 (Masters Wheel).....	36

## COMMITTEE

### CHAIRMAN

Walter Pady, MFH  
Toronto and North York Hunt

Lt. Col. Dennis J. Foster, ex-MFH  
William G. Fendley, III, MFH  
Mrs. William G. Fendley, III, MFH  
Norman Fine  
Mrs. John Sprunt Hill, II, MFH  
Mrs. H. Turney McKnight, MFH  
Jerry L. Miller, MFH  
Jane Pady, MFH  
Randy Waterman, ex-MFH

### **HISTORY:**

How a Hunt is structured is essential to its future. Each Hunt is unique and must take the time to decide the best way it should be structured. Developing a clear set of by-laws that

compliments the goals of the Hunt lessens the chances of problems later. Problems that can occur years down the road can be stressful and expensive. There are basically three types of hunts: membership, subscription and private. The key to success is to develop a good set of by-laws in both Subscription and Membership Hunts. Today, private Hunts are very rare, and are the only Hunts that do not need well-written by-laws.

No matter what type of hunt you decide to form, the most important consideration is the Master. Once a Master has been determined (by committee, election or appointment), that Master should have complete hunting authority (within financial and by-law restrictions) for their given term of office. Masters run hunting, Board of Directors elect or appoint Masters. Boards/Committees should not get involved in the day-to-day decisions that are required for successful hunting. Masters are responsible for the operations associated with the Hunt. This includes: hiring and supervising professional staff, hound breeding, fixture cards, landowner relations and everything else associated with hunting (see figure 1). If a Master does not please the membership or Hunt Committee, he/she need not be re-elected. There should be provisions in the by-laws of all Hunts to relieve any Master for cause. The most successful, well-managed Hunts have strong long term Masterships.

#### **TYPES OF HUNTS:**

- I. Private Hunt:** This is the simplest and most efficient form of a Hunt. A Master, or Masters, owns and runs a private Hunt. They are self-

appointed and responsible for all financial requirements. There are no by-laws. Membership is by invitation of the Masters only. There are no members per se because there is no voting. Donations are accepted from the subscribers and/or there are subscriptions. Subscribers have no say, no rights and are the guests of the Master. In a private Hunt (also some Subscription Hunts) joint Masters may be appointed or dismissed by the Master who owns the Hunt, hounds and kennels.

**II. Subscription Hunt:** There are various forms of subscription packs. Subscription packs are similar to private Hunts. The Masters can be elected or appointed by committee or they can be self-perpetuated by the Masters themselves with no approval necessary. The foxhunters in a subscription pack are called subscribers. These subscribers have no input in the decision making process of the Hunt. In a subscription pack the subscribers are charged a fee. This fee allows them to hunt. Masters make all decisions and are liable for all financial requirements. Most subscription packs incorporate for tax purposes. The structure of the by-laws is essential for the smooth operation of a subscription pack unless it is a private subscription pack and the Master owns the hounds and kennels.

**III. Membership Hunt:** This is by far the most popular type of Hunt, whereby, the assets of the Hunt (kennels, hounds, horses, and other assets) are owned by the membership and the Hunt is operated

in a democratic fashion. The membership elects a Board who appoint Masters and Officers. Masters are responsible for the hunting activities and the Board or Hunt Committee (herein referred to as the Board) are responsible for all other activities. This form of Hunt also has more problems and difficulties than other types of Hunts. As a result of responsibilities being shared by a wide range of members, the opportunity for misunderstandings and personality conflicts can result in serious Hunt difficulties if the Hunt By-laws are not well thought through and presented in a clear and concise manner.

In some cases a Master can own the hounds and/or kennels. In such cases the position of the Hunt must be clearly defined if the Master is not reappointed or resigns from the Hunt. A Board appoints masters for a specific renewable term of generally 3 to 5 years. While not recommended, some Hunts appoint Masters by a vote of the membership, which may result in the mastership being a popularity contest. Experience shows when this happens Masters are forced to spend more time campaigning than running the Hunt.

There can be different categories of membership within membership Hunts. These categories are sometimes tied to the degree of financial commitment. There are usually voting and non-voting memberships.



## **BY-LAWS:**

The MFHA By-Laws Committee has attempted, through a review of a great many existing Hunt by-laws, and by input from experienced Masters, Hunt Presidents and Board Members, to develop a recommended guide for the preparation of a new Hunt's by-laws. As well, it is hoped that many existing Hunts will find the guidelines useful in the upgrading of their current by-laws. It should also be emphasized that the guidelines are only suggestions, and while most have weathered the test of time, each Hunt will want to interpret them to suit their unique circumstances.

By-laws are the rules that govern the Hunt and are the backbone of the organization. Conflicts can be avoided by the careful development of the Hunt by-laws. The Board and Masters must review by-laws periodically. To avoid misunderstanding and confusion it is important that the President fully comprehend the Board position as a supportive council to the Masters and conveys this message to the Board periodically.

The object of the by-laws is to clearly insure that problems are minimized and hunting is maximized. As such, the document must be clear and precise. The by-laws must be written to insure the very best hunting possible. To accomplish this, the hunting function must come under the direction and authority of the Masters who are most qualified to insure hunting success. The by-laws and traditions associated with the Hunt must assure that the Masters can operate the hunting function with minimum interference and maximum support. The

recommendation for the construction of by-laws emphasizes this requirement and is the central theme. A strong Mastership supported by its Board is essential to success.

- I. **Membership:** As a general guide it is suggested that the membership structure be kept as simple as possible, recognizing the need to adapt to the size, location and style of the individual Hunt. Most memberships can be classified as hunting or non-hunting memberships. Non-hunting memberships are referred to as supporters or social members. Hunting members can be divided into categories that suit individual situations. The most common are individual, family, junior and voting and non-voting memberships.

By-laws should incorporate an **Acceptance Criteria** for hunting membership applications. By-laws should deal with criteria for membership such as: who can act as proposers and voting criteria for the Board (some Hunts require a unanimous vote for membership acceptance). If a proposed new member is unknown, many Hunts offer a 1 year trial membership, nonrenewable and without voting privileges, to allow the candidate to hunt and the Board to determine acceptability.

- II. **Voting:** The most important decision for a Hunt is to decide which members can vote and what they can vote for. It cannot be overemphasized that voting members should be restricted to active hunting members over 21 years of age. Many Hunts

permit only active hunting members who have been awarded their colors or hunt buttons (there are Hunts that only award buttons) to vote. This section of the by-laws should specifically identify which decisions of the Hunt will require membership vote. The election of Directors at the Hunts annual meeting is the main voting function of the membership. However, Hunts may require a membership vote for changes in by-laws, sale of Hunt assets, merger with other Hunts, or changes of territory. Again, to emphasize, the by-laws should clearly identify when a membership vote is required. The fewer issues that the membership is required to vote on, the higher the likelihood of long range success.

**III. Landowners:** It is important to recognize that landowners are critical to the success of all Hunts. They need to be kept well informed and feel a special kinship to the Hunt. It may be appropriate to appoint a large landowner to the Board, but they should be subject to the same conditions as other Board members. A well-respected landowner that does not hunt may be a great asset to the Board, however, it is always preferable to appoint a landowner who does hunt. Hunts might consider allocating a specific Board position to a landowner with responsibility to represent all landowners at Board level.

**IV. Directors:** The determination for the appointment of Directors should emphasize that they must be active hunting members, preferably those who have

been awarded their colors and or hunt buttons. The ability to work within a team environment is critical. Directors must be prepared to devote sufficient time to insure their effectiveness. It is imperative that Directors must support the principals of good hunting and the objectives of their Hunt. Board members who find themselves in conflict with these concepts and/or act in a manner detrimental to the Board or their Hunt, such as closing their land to the hunt, allowing unsanctioned packs to hunt on their land, or consistently taking their conflict outside the Board, should resign from the Board. The Hunt's by-laws should address this issue for Board members of the Hunt who will not support issues that are in the best interest of hunting and/or the Hunt. It also can be useful to consider dropping a Board member if a certain number of meetings are missed. While active hunting members are always the priority Board members, there may be one or two positions that should be filled by non-hunters with special talents such as finances, legal, fund raising, landowner or organizational skills. However, keep in mind the most common cause for serious disagreement occurs when non-foxhunters are involved in a decision making process for which they fundamentally have little or no knowledge which often renders them vulnerable to manipulation by others. It is critical that when one serves on any board they understand their Corporation's product. The product must be good, safe foxhunting, with a

well-prepared staff and pack, crossing a properly managed country. A non-foxhunter cannot grasp the complexities of the sport. Hunt Boards must be composed of hunters if hunting is the priority of the club as it should be. When this is not the case the quality of hunting and the club will decline.

V. **Board of Directors/Hunt Committee:** The following is a guide to assist Hunts in the make-up of their Boards. It outlines responsibilities and committee relationships with members and Masters. These recommendations have proven to be functional and to lessen the possibilities of problems within a Hunt.

a. **Size:** The number of Board members depends on the size of the Hunt and the Boards scope of responsibilities. Anything more than 11 to 13 members is usually counter-productive. The management of a large Board becomes a responsibility in itself. Higher numbers afford the likelihood of more friction and less productive consensus. Selecting an odd number lessens the possibilities of voting deadlocks.

b. **New Board members are important to a Hunt's survival.** Terms of three years are considered best. Too short a term requires constant politicking and distracts from accomplishments and goals. Too long a term encourages stagnation. It is suggested that Board members never serve more than two

consecutive terms. After two terms, a Board member should step down for at least one to three years before becoming eligible for reelection. Terms should be staggered to assure continuity on the Board. Active Masters should always be Board members.

- c. **Voting:** All members of the Board, including Masters, should be entitled to vote. Many Hunts appoint honorary Directors, honorary Masters or other honorary positions. The By-laws should be specific regarding the rights of these honorary positions and, in particular, their right to attend Board meetings and to vote. Normally, they may attend by invitation but are not allowed to vote. It is recommended that Hunts develop a short list of critical Board decisions that will require a two-thirds majority to carry. This might include appointment and replacement of Masters and the expulsion of unsuitable members. Masters should not be eligible to vote where they are concerned but should vote relative to other Masters.
- d. **Board Responsibilities:** The following is a partial list of typical Board responsibilities: 1. Approval or replacement of Masters. 2. Approval of annual budgets generally developed by the Finance Committee, which should always include a Master. All budget items relating to hunting should be the

responsibility of the Masters to monitor and control. 3. Appointment of committee chairs such as finance, competition (point to points, horse shows, hunter trials, etc), clubhouse, communications and public relations. 4. Members of the above committees may be appointed by the Board or the committee chairman, but it should be clear to them the extent of their responsibility and authority. 5. Membership categories, annual fees and assessments (if necessary). 6. Fund raising. 7. New membership approvals and the expulsion of unsuitable members such as a member who allows an unsanctioned pack to hunt on their land or closes their land to member hunts without justification. 8. Appointment of Auditors. 9. Appointment of Officers

- e. **Hunt Officers:** The Officers should consist of a Chairman or President, Treasurer, Secretary and as required a Vice President. The term of office should be a minimum of 3 years and may be extended, as appropriate, but not beyond the 6-year term of a Director.
- f. **Masters:** Masters are responsible to the Board and are subject to reappointment by the Board. In the case of Hunts operated by joint Masters, it is clear that a good mastership must operate as a team, each supportive of the other. The chemistry of the team is vital to the success of

the Hunt. Consequently, it is important to the existing team of Masters that they can respect and work with new appointments.

The appointment of Masters is one of the most important hunt functions and the method under which this is accomplished is critical to the successful operation of the Hunt. Very careful consideration must be given to the development of a Master appointment policy and it must be accurately reflected in the by-laws.

Most Hunts function with one of three approaches to Mastership:

1. A single Master
2. Joint Masters (2 or more)
3. A Slate of Masters (2 or more)

To insure the compatibility and efficiency of the Mastership it is strongly recommended that the current joint Masters have a significant input to the Board relative to the appointment of a new joint Master. Many Hunts follow a procedure whereby the current joint Masters recommend to the Board a member whom they feel is suitable to become joint Master. The Board should have the right to reject such recommendations and request an alternative suggestion until a mutually satisfactory candidate is agreed upon. Master



appointments or replacements should require a two-thirds majority of the Board.

Hunts that appoint joint Masters as a slate would follow the same procedure for the appointment of Masters resigning from the slate. The only difference would be the term of appointment, as the new Master serves only the remaining term of the slate then may stand for reappointment with the slate for the normal term.

The by-laws should clearly state the conditions under which the Board may dismiss a Master before the completion of the term. It is through the appointment and dismissal of Masters that a Board retains its power. However, it is the Masters that run the hunting activities and are responsible for all the day-to-day hunting decisions.

Masters should be appointed for a renewable 3 to 5 years without limitations on the number of times a Master can be re-elected. Hunts that have yearly elections for Masters impede the Master's abilities to accomplish the goals of good hunting. Learning the hounds, developing an effective breeding program, learning the country and knowing the landowners, all take considerable time. If a Master has to politic for his position each year,

it distracts from his/her ability to accomplish these requirements.

The number of Masters will vary depending upon the size and scope of the Hunt's activities. (Usually, anything more than 3 Masters is counter productive.) Do not appoint non- hunting Masters, Masters that only contribute financially, or Masters who are only prepared to serve for 1 or 2 years. Each Master should have a written list of individual responsibilities and this should be clearly communicated to the members and hunt staff. It is also imperative that the hunt staff and breeding programs be the responsibility of only one Master. Staff should not be confused with orders from more than one Master. The Master in charge of staff and breeding however should accept input from other joint Masters.

Others areas of responsibility that may be divided between Masters are hound registration and lists, Masters of Foxhounds Association annual questionnaire and dues, development and supervision of the hunting budget, payment of hunting bills, paneling, fixture cards, landowner relations (usually divided between all Masters), appointment of field masters, field secretaries, social activities such as Hunt breakfasts and tail gates, puppy

shows, and puppy walkers, and pony club or junior liaison coordination.

Masters are responsible for all aspects of hunt staff employment. This includes hiring and firing, as well as employment contracts, which should cover salaries, additional benefits, bonuses, medical coverage, work and vacation schedules.

The title of “**Senior Master**” is a term that is often misunderstood. The MFHA recognizes the senior Master as the longest serving Master. It simply denotes length of service, **not** necessarily authority. Most joint Masters work well on the basis that they are equal, but each has specific responsibilities and duties. The MFHA requires a clear delineation of which Master is responsible for MFHA requirements, including hound registrations, hunt dues, the annual questionnaire and one Master primarily responsible for the kennels and staff.

There comes a time when a Master should step down. This is a very personal and difficult decision. Factors such as ability to ride, health, financial considerations, availability of a suitable replacement and other considerations all must be considered. Masters have a responsibility to recognize when the time is

appropriate to step down assisting in developing a suitable replacement well in advance. It should be noted however, that the most successful Hunts have long-term masterships. \*\*

- g. Colors & Buttons:** Masters awards Hunt colors and buttons. Each hunt has different criteria, however, it is purely the prerogative of the Masters. General guidelines are colors or buttons (some Hunts only award buttons) should be awarded to individuals who: hunt regularly, participate in hunt activities, support the hunt goals, have hunted for a specific period of time (sometimes waved when new members have their colors/buttons from another recognized Hunt) and, most importantly, ride well enough and understand foxhunting protocol to the extent that if they ride with another Hunt they will positively represent their hunt.

- VI. Hunt Staff:** A professional is anyone who is paid to do their job. While amateur staff can be very good and cost effective, they seldom provide the consistent quality of service Hunt professionals provide. Professionals include: huntsman, whippers-in, kennel-man, stableman and work crew labor.

When hiring hunt staff it is imperative there be a clear understanding of duties, responsibilities,

holidays, bonuses, benefits and performance evaluations. Hunt staff should work for only one boss. Whippers-in and kennel-men are under the direction of the huntsman. Amateur whippers-in also answer to the huntsman and their appointment should be done on an annual basis by the Master responsible for the hunt staff after consultation with the huntsman who should be included in the decision making process. An amateur whipper-in's performance directly impacts the huntsman's ability to provide good sport. Amateur whippers-in appointed for any reason other than their ability to help the huntsman provide good sport have no business being whippers-in. This should never be an honorary position. The Huntsman takes directions from one Master. Other professionals (work crews, stable help, grooms) should also have clear chains of command. Duties should be agreed upon in writing (see attachment 1).

When considering hiring professionals, Hunts should be aware of the cost of the complete package associated with employment of a professional hunt staff. For example, a typical huntsman receives: a salary plus, adequate housing, paid utilities, hunt livery, tack, suitable horses, a vehicle and trailer to move hounds and horses, kennel help, at least one full day off a week, two weeks vacation, medical coverage for himself and his family, workman's compensation and hopefully a pension. Other than

the pension there is not much leeway if you are to attract quality personnel. Medical coverage is a necessity.

- a. Salary:** The MFHA can provide you with a range of salaries comparable to your situation. Salary often depends on the amount of extra benefits provided. Better housing and use of the Hunts facilities (barns, pastures, vehicles) often allow for less salary. If staff wishes to train, sell, shoe or board horses and it is agreeable to the Hunt, it is of the utmost importance to clearly define, in the staff contract, details beforehand and, in particular, the costs that will or will not be absorbed by the Hunt (use of, or limits of use of Hunt property, stables, pastures, vehicles, gas, equipment, horses, etc.). Allowing staff to do defined and limited work outside the Hunt may be a good idea if the cash your Hunt can afford to pay is minimal, as long as it does not affect his commitment to his/her job performance with the Hunt. Quality of life and good hunting are the keys to keeping a good huntsman. One should not micro manage a huntsman. He is evaluated on performance. The number of hours he works is not as important as the health, happiness and condition of the hounds and the cleanliness, orderliness and maintenance of the kennels and

hunt country for which he is responsible. He should be on time, with a clean fit horse, properly attired and ready to provide good sport. The pack should be exercised regularly, well trained and biddable. These are minimum requirements and the best gage of a good huntsman.

- b. Horses:** If you want good hunting, you must provide the professional staff with suitable mounts. Anything that distracts from hounds, or is difficult to ride, detracts from hunting and may even be dangerous. You don't save money on horses if a huntsman is injured. Many hunts prefer the hunt staff find his/her own suitable horses. They are given a yearly allowance and he/she is then responsible for finding suitable mounts. The Hunt should pay for board, shoeing and vet bills for horses the professional staff hunt. The difficulty of the country and the number of days hunted determine the number and quality of horses required.
- c. Housing** is a major consideration for married staff, particularly if children are involved. While apartments over the barn or kennels might be adequate for single whippers-in, they are usually not suitable for married couples. Housing close to the kennels for Hunt staff is greatly preferred. While housing or a housing allowance is part of the remuneration package,

as well as the cost of utilities and repairs, the telephone bill can be a source of aggravation unless responsibility is well defined. Many Hunts pay basic monthly charges while allocating personal long distance costs to the staff. The Hunt vehicle for personal use is generally allowed, however, gas and damage costs incurred during personal use need to be clearly defined.

- d. **Clothing and tack** should be paid for by the Hunt or by an annual allowance. If you want a professional to look appropriate, funds must be allocated in the budget. It should be clear in writing if any tack or clothing is the property of the employee so there is no confusion if he/she leaves. Proof of purchase receipts help to clarify any conflicts.
- e. **General Considerations:** Masters are encouraged to discuss expectations and standards for both in the field and non-hunting activities with their staff. Regular performance evaluations are helpful to both parties. Participation in social functions and interaction with Hunt members should be clear to both professionals and members.
- f. **Huntsman's Relationships with other Hunts and Huntsmen:** Masters must clearly define a huntsman's authority. Huntsmen need interaction with fellow huntsmen. Professional huntsmen must coordinate and obtain approval



of the appropriate Master for joint meets, visitors, drafting of hounds, putting hounds down and breeding of hounds inside or out of the kennel. Hounds drafted to the Hunt are the property of the Hunt unless it was stated in writing the hounds were given to the huntsman or one or more of the Masters. The ownership of get from hounds given to the huntsman or Master (s) and cared for in the Hunts kennel should be clearly agreed upon in writing by the parties.

## **INSURANCE**

- a.** Every Hunt must have liability insurance for all Hunt activities to protect the future of foxhunting, landowners should also be covered by insurance.
- b.** Property coverage should be considered for anything the Hunt owns. Examples: fire/tornado/flood coverage on kennels stables and equipment.
- c.** Supplemental computer coverage or inland marine coverage on individual valuable items like trophies or paintings should be considered.
- d.** Workers Compensation in the US is needed if you have a professional working for the Hunt. This provides 100% medical coverage without a deductible. It also provides some weekly

income coverage and some life insurance. This is invaluable if the professional is hurt on the job.

- e. **Disability Income** coverage is available to cover lost income for a period of weeks to 2-5 years. It is sometimes available for longer periods. This provides weekly income if the employee becomes injured or ill off the job. This coverage has a waiting period of 2 to 8 days (or longer) and it identifies how long the Hunt will continue paying an employee if they are injured or sick. After the Hunt discontinues its payments, Disability Income fills in.
- f. **Life Insurance**, especially term life, is very affordable. For a valued employee who passes away while in the Hunts employment, this is crucial coverage for both the family and the Hunt.

Both Disability Income and Life Insurance provide a financial cut off point for the Hunt Club and a method of funding the family of the employee who is injured, ill or has passed on, without draining the income of the club or money the club needs to secure a new employee. These funds clarify the end of the employment relationship with the family.

- g. **More and more clubs are looking at Directors and Officers coverage.** This

coverage is activated when a member sues the Board of Directors for making a bad decision that adversely affects the club. (An example: The Board makes bad investments resulting in raised subscriptions that require the membership to pay much more might cause a member to sue the Board.

The Masters of Foxhounds Association, as a service to member Hunts, has secured a liability insurance program for its members for which there is no add on charge by the MFHA. We continually reevaluate the policy and work at getting the best coverage and rates available. The MFHA liability policy is excellent but for other coverage, you need the advice of an insurance professional. You must educate them on what you have and how you operate your club to secure the right insurance coverage.

**SUMMARY:** A successful Hunt will have a Hunt committee in full support of their Masters and Masters will communicate and respect the responsibilities of the Hunt committee. The same applies to the Master/Huntsman/Hunt staff relationship, where a strong team approach with respect for each other and the goal to provide the best sport possible in a safe, positive environment is paramount.

## ATTACHEMENT 1

### MFHA EMPLOYMENT CONTRACT GUIDE

This guide is provided to assist Member Hunts in preparing a useful contract for professional hunt staff. This contract is for huntsmen but it can be adjusted for other staff. It is just a guide and is written to stimulate thought. Each Hunt is somewhat unique in its requirements and should assure their contract covers their own special concerns. A well-written contract protects the Hunt and the Hunt professional.

This Agreement made and entered into this \_\_\_\_\_ day of (month & year), by and between (name of employee) and the (name of Hunt). (Huntsman's name) will report to (name of Master who is the sole supervisor of the Hunt employee), and in the event of any dispute between the Hunt and the huntsman, the huntsman will deal directly with this Master as the spokesman for the Hunt.

**WITNESSETH:**

**WHEREAS,** *(name of Hunt), (name of state)* corporation engaging in the sport of fox hunting and related fox hunting activities for pleasure, and the parties to this agreement desire a written agreement as to the amount of the Huntsman/kennelsman's compensation and duties and to agree to certain other related matters;

**NOW THEREFORE,** *(name of employee)* and *(name of Hunt)*, hereby agree as follows:

1. The period of this contract shall be from May 1<sup>st</sup>, 20XX, through April 30, 20XX.
2. *(Name of employee)* shall serve as huntsman/kennelsman for the *(name of Hunt)* beginning May 1, 20XX for a period of *(number of years)*. Duties shall include the following:
  - a. Hunting, training and caring for the Hunt's hounds and staff horses unless otherwise provided for. *(some hunts take care of the huntsman's horses for him. It allows the huntsman more time with hounds)*.
  - b. Maintaining hounds and kennels in a professional manner consistent with the guidelines and standards set forth by the Master and the Masters of Foxhounds Association.
  - c. Keeping the area around the kennel neat, tidy and in good repair.
  - d. Walking hounds out regularly when not hunting.

- e. Being knowledgeable of the MFHA's "*Code of Hunting Practices*," and complying with all its recommendations when hunting. The Hunt is responsible for providing the huntsman with a current copy of the Code.
- f. Keeping the Hunt's equipment and vehicles, assigned to the huntsman, maintained and serviced on a regular basis.
- g. Learn the "hunt country" and hounds so that he is not dependent on other staff to provide good sport.
- h. Showing up on hunting days on time, properly attired, with a fit horse and hounds, prepared to give the best sport possible.
- i. Obtaining permission from the Master for all breeding, culling, and drafting of hounds. Never give hounds to anyone without permission from the Master or without checking to assure the person receiving the hounds is approved by the Masters of Foxhounds Association. If a Hunt requests hounds and they hunt in a member Hunt' country, be certain the Hunt requesting hounds is a farmer pack and not an unsanctioned pack.
- j. Preparing the country with jumps and trails with help (*be specific in regards to his/her country responsibilities*) from the Hunt.
- k. Being courteous to all members of the Hunt and refraining from using improper language in front of the field.

1. I (Huntsman's name) agree to honor this contract and if I seek new employment, I will give notice to my Master prior to January 1<sup>st</sup> and will stay until the end of the hunting season or date agreed upon on this contract.
3. TERMINATION of Employment:
  - a. Termination for Cause and Payment: (Hunts name) may terminate Huntsman's employment with the Hunt at any time for "cause" as defined below, immediately upon notice to Huntsman of the circumstances leading to such termination for cause. In the event the huntsman's employment is terminated by the Hunt the Huntsman shall continue to work until the contract expires, unless both parties determine otherwise. If it is determined that the huntsman shall not continue to work until the contract expires and there is no "cause" he shall receive full payment for duties until the expiration of the contract.
  - b. DEFINITION OF "CAUSE": Cause means the proven occurrence or existence of any of the following with respect to the Huntsman: (1) any act of dishonesty, misappropriation, embezzlement, intentional fraud or similar conduct involving the Hunt. (2) the conviction or plea of nolo contendere or the equivalent in respect to a felony involving moral turpitude. (3) Any intentional damage of Hunt property.

(4) Cruelty to animals. (5) Abusive use of alcohol. (6) Use of illegal drugs. (7) Insubordination to the Masters of the Hunt. (8) Any illegal or immoral activity that would discredit the Hunt.

4. (*Name of employee*) shall be paid a yearly salary of (\$XXXXXX) and in addition hereto, he/she shall receive the following benefits:

- a. The use of the Huntsman's house (*or housing allowance*), provided by the corporation/Hunt for personal residence.
- b. Utilities for the house (*or a monthly allowance*) to be paid by the Hunt with the exception of long distance personal calls.
- c. Workman's Compensation and free medical insurance for the Huntsman. (*If medical insurance for his immediate family is paid by the Hunt it should be included here*).
- d. The Hunt will provide the Huntsman with horses to use for hunting and will pay the total cost of maintaining those horses. (*Some Hunts prefer to give a yearly horse allowance, which allows the Huntsman to use his own horses or buy horses to use for the Hunt. The Hunt still must pay for the maintenance of Hunt horses*)
- e. The Hunt will provide the Huntsman with livery for hunting: tack, coat, boots, britches, shirts, and helmet, (*or a yearly hunting livery allowance*).



- f. The Hunt will provide the Huntsman with the means to (be specific, a credit card or authorization to sign for an account at feed or hardware stores. Any purchases above \$XXX dollars must be approved by the Master) buy items necessary (feed, repairs, etc) for the proper maintenance of the hounds and horses, equipment to hunt country.
- g. The Hunt will provide the Huntsman with a vehicle and trailer to be used for hounds, horses, and hunting activities (some Hunts prefer to lease these items from the Huntsman).
- h. Include any additional benefits the Hunt will allow the Huntsman such as: the use of stables and pastures for his personal horses, selling, training or shoeing horses, part time work, use of the hunt vehicles for personal use. These are additional benefits that can be beneficial to both the Hunt and Huntsman as long as they are clearly defined and do not distract from his job performance.
- i. The Huntsman will have (#) days off a week and two weeks vacation a year (during the non hunting season). The Hunt is responsible for providing and paying personnel to care for the hounds and horses on his/her days off and vacation or the huntsman may elect to do the work himself/herself and get paid the sum of \$XX per day.

- j. *(The Hunt name)* will contribute the sum of \$XX per year to a retirement plan for the benefit of *(employee name)*. *(If life insurance is included state details here)*
- k. We *(Hunts name)* agree to honor this contract and if we choose to release *(name of Huntsman)* we will give him notice prior to January 1<sup>st</sup> that his/her contract will not be renewed at the end of hunting season. We further agree that when and if we give notice, we will allow *(name of Huntsman)* to have reasonable time off, that does not interfere with hunting, to interview for a new position.

*SIGNATURES: (SIGNED BY ALL MASTERS AND THE HUNTSMAN)*

SIGNATURE AND DATE  
\_\_\_\_\_,MFH  
*(NAME OF HUNT)*

SIGNATURE AND DATE  
\_\_\_\_\_,MFH  
*(NAME OF HUNT)*

*(SIGNATURE AND DATE OF HUNTSMAN)*  
HUNTSMAN/KENNELMAN  
NAME OF HUNT

**FIGURE 1**

# MASTERS WHEEL

