

## **Attachment B**

### **Dogs ACT Conformation Judges Training Scheme.**

#### **Structure.**

##### **1. Conformation Judges Training Scheme - Panel**

The Conformation Judges Training Scheme Panel (CJTS Panel) should comprise of:

- Chairperson who is an All Breeds Judge.
- Assistant to the Chairperson who is an All Breeds Judge (if not a multi-group judge of significant judging experience and organisational skills).
- Two (2) Conformation Judges of at least Group Standard (to be spread across all Groups), with relevant judging expertise, educational and assessment skills, to be nominated by the Chairperson.
- Any member required by any of the above to perform the responsibilities of an assistant.

##### **Duties:**

- The Administration of the ACT Conformation Judges Training Scheme, an autonomous panel reporting directly to the Dogs ACT Council.
- To liaise with the Chairperson of other state Conformation Judges Training Schemes.
- Will represent the ACT at ANKC CJTS conferences, and will be the primary contact for ACT Trainee judges to other state CJTS bodies.
- Overall supervision of all training for Trainee Judges.
- Education and Examinations will incorporate the principles of Competency Based Training and accreditation of Assessors. Ensure that Assessors and Group Convenors are suitably qualified as per regulations.
- Train Assessors for practical examinations, field night assessing and mentoring roles.
- Where necessary will organise and co-ordinate interstate Assessors for practical exams.
- Prepare and co-ordinate a timetable for theory and practical examinations.
- Prepare training modules for Group Convenors including lectures and field days plus all other aspects of education, to point of examination.
- Allocation of training modules - Ensure that breed lectures, standards and extensions and any other material that is to be disseminated to Trainee Judges, is current and accurate and liaise with breed clubs to provide lectures and field days.
- Co-ordinate critiques and critique marking.
- Ensure agreement between Group Co-ordinators for room and grounds use.
- Ensure that entry requirements for trainee judges are in place and are met by applicants.
- Co-ordinate practical examination times and dates once candidate has achieved required competencies and inform Trainee Judges of the requirements relating to all Examinations.
- Respond to enquiries and grievances relating to the CJTS.
- Notify ACT Administration of Trainee Judges' theory and practical examinations results.

##### **2. Co-ordinator of CJTS Theory and Practical exams.**

##### **Duties:**

- Prepare theory examination papers in accordance with ANKC requirements.
- Co-ordinate supervision for theory examinations
- Establish a marking panel for theory examinations.
- In conjunction with Group Convenors conduct practical examinations.
- Ensure that all Assessors are accredited.
- Oversee the Practical Examinations.
- Co-ordinate critiques and critique marking.

### **3. Co-ordinator of Members Education.**

#### **Duties:**

- Ensure that entry requirements for trainee judges in Member Education are in place and are met by applicants.
- Prepare lectures and examinations specifically for the Members Education course.
- Return marked assessments to the Dogs ACT Council for ratification.
- Co-ordinate critiques and critique marking.

### **4. Office of the ACT Administrator.**

#### **Duties:**

- Allocate numbers to Trainee Judges.
- Deal with any paperwork involved in the Practical Examination.
- Check all relevant paperwork relating to the result achieved by the Candidates.
- Check that the Assessors have correctly completed all Assessment Forms.
- Collate results and report the same to the Dogs ACT Council.
- Notify Trainee Judges of their results, once approved by the Dogs ACT Council.

### **5. Assessors.**

#### **Duties:**

- Objectively and fairly assess each candidate to determine their knowledge of the Breed/breeds that they are being examined on.
- To complete the assessment form with specific comments, reasons and justification for passing or failing each candidate.
- Assessors are to refrain from passing any comment to any candidates, or to any other persons, in relation to the results of any examination, until such time as Dogs ACT has advised the candidates of their results.

### **6. Group Convenors.**

- All groups should have a Group Convenor allocated before the CJTS Committee accepts trainee judges for those groups.
- Group Convenors are encouraged to appoint an assistant (**Assistant Group Convenor**) with whom they can share the training load.

#### **Qualifications for appointment as a Group Co-ordinator:**

- Must be an ANKC approved Group Judge for a minimum of 5 years in the Group for which he/she is co-ordinating.
- Must not be a Candidate in any other Group in the Judges Training Scheme for which he/she is co-ordinating.
- Must not have any family involvement in the Group for which he/she is coordinating.

#### **Duties:**

- To bring the Trainee Judges in the Group together.
- Encourage all trainee judges to share knowledge both written and practical.
- To assist and direct training wherever possible.
- To arrange and organise Field Days.

- Approach Breed specialist clubs in writing of anticipated lecture and field night dates for their Breed. If the Breed Club does not wish to participate, other arrangement may be made but they must be given the opportunity to present a lecture. This does not preclude any other individual, requested by the Group Convenor from presenting a lecture in conjunction with or separate to a Breed Club representative.
- Approach Breed specialist in writing to arrange and organise Breed lectures, arrange/organise Field Days or dogs for assessment/critiques.
- Ensure that each Breed lecture covers major aspects of the breed e.g. type, history and purpose. Encourage exhibits be present for instruction by the lecturer and examination by the Trainee Judges. Encourage simple theory tests to reinforce the standards.
- If a Breed Club has a standard issue of Breed information this should be distributed to the Trainee Judges along with any other lecture material provided.
- Information for Breed specific critiquing must be included in the judges training course. Outline the critique writing requirements to Trainee Judges and reinforce at every lecture.
- Discuss/introduce Correct Ring Craft (how to handle specific breeds, judging to a pattern and appropriate dress standards for judges, must be included in the judges training course).
- Discuss with Trainee Judges the procedure for lodging of complaints relevant to the CJTS and refer complaints to the CJTS Committee when necessary to obtain a resolution.
- Encourage new Trainee Judges to gain experience as Stewards/Assembly Stewards at shows.
- Encourage clubs to use Trainee Judges as Stewards or reintroduce Assembly Stewards where they are not appointed.
- Each Trainee Judge, regardless of which Group they are studying, should be offered equal training opportunities.
- Attend any meeting in relation to the CJT scheme especially when the agenda for Trainee Judges will be decided
- Advise Trainee Judges on relevant show dates, encourage attendance for assessment and critique training/participation.
- Prepare sample questionnaires on the hallmarks of the Breed and comparison between the Breeds at the Field Day thus reinforcing the theory the Candidate's will require for the practical examiners.
- Prepare guidelines for the assessment of exhibits (assess the whole dog rather than placing emphasis on individual flaws - fault judging).
- Co-ordinate critiques and critique marking.

## **8. Important.**

CJTS Chairpersons, Co-ordinators, Group Convenors or, Assistants for that Conformation Judges Training Scheme, undertake not to Exhibit a dog owned or co-owned by them under a Trainee in that scheme who is officiating at a show, within the ACT or NSW, for the purpose of attaining ANKC elevation.

CJTS Chairpersons, Co-ordinators, Group Convenors or, Assistants or other persons involved in that Conformation Judges Training Scheme, undertake not to release any information related to Trainee Judges before that information is approved by the Dogs ACT Council and which is the responsibility of the Administrator to disseminate to Trainee Judges or the Dogs ACT Council.

Trainee Judges can be involved in the organisation and training process of the CJTS except in the process of preparing and marking of exams or the assessment of other Trainee Judges.