

Judges Qualifications – Clinics, Qualifications, Testing, Disciplinary Procedure

P & P #004.02 – Judges

Revised: March 2009 /April 2009

This policy describes the method by which an individual may become an AAC judge; the requirements for maintaining the Judge's permit; and the outcomes of a disciplinary process against a judge.

Judges from other agility associations shall be fully subject to this policy without exception.

General Requirements

All those applying to become judges must be at least 18 years of age and a personal member in good standing of AAC.

All applicants shall take an AAC Judges Clinic and pass all sections of the AAC Judge's Exam.

The prospective Masters judge must take the AAC Master Judge's Clinic and pass the AAC Master Judge's exam.

Starters/Advanced Clinic Prerequisites

A prospective AAC starters/advanced level judge's clinic candidate must be a personal member of AAC for a minimum of 1 calendar year from the date of application to participate in the clinic and meet at least three out of the four following prerequisites.

- involvement in the sport of agility as a competitor for a minimum of two years
- title(s) on a dog(s) at any level (AAC, USDAA, NADAC, CKC or AKC)
- judging experience in an other similar or related sport(s) (horse show jumping, obedience matches, agility matches, etc.)
- in-depth knowledge of the sport of agility and its goals by being an instructor, assistant instructor or dog trainer

The candidate must also

- achieve a minimum grade of 75% on the open book pre-exam
- submit 4 sample courses on CRCO software consisting of two Starters Standard and two Advance Standard courses

Masters Clinic Prerequisites

The candidate for Masters judge shall

- hold a valid Advanced judging permit, not under suspension or disciplinary action
- have judged six standard courses, two gamblers and two snookers courses at the advanced level without any substantiated major complaint from the host club.

And shall meet two of the following three prerequisites

- have titled a dog at the Advanced level or have titled two dogs at any level (AAC, USDAA, NADAC, CKC or AKC)
- taught or be teaching, or be an assistant instructor at the advanced or competitive agility level.
- own and presently run a dog at the masters level in AAC, USDAA or NADAC or at the excellent level in CKC and AKC

The candidate must also

- achieve a passing grade on the open book pre-exam of 80%
- Submit 2 sample courses on CRCD software, one Masters Standard and one Masters:

Applicants who do not meet all the course prerequisites may request permission from the BOD to take the AAC masters level judge's clinic, but must meet **all** requirements before they can be granted a masters judging permit.

Acceptance into the clinic under these circumstances shall depend on the level of qualification of the other candidates (i.e., fully qualified applicants at all levels have higher priority).

Judge's Clinic & Examination

General

The AAC judge's clinic is divided into two phases:

- a) the seminar
- b) the examination.

Any individual may attend the seminar (space permitting) by paying the appropriate fee but only those meeting the criteria defined in "Prerequisites" section, and paying the examination fee may take the examination.

The seminar and examination fees shall be those set by the host club.

Current AAC judges may monitor a judge's clinic (space permitting) by paying the appropriate fee as set by the host club.

Starters/Advanced Examination

The starters/advanced examination is comprised of four separate sections:

- Written section
- Oral section
- Course Design section
- Practical Exam section

A candidate must achieve 85% or more in each section, plus an overall average of all sections of 90% to pass. If the candidate fails one section, they shall be required to redo the appropriate section.

If a candidate does not pass either the written, oral or course design section, the candidate may retake that section within six months (and not before three months have elapsed). A fee of \$50.00 per section shall be charged to retake any part of the exam. The re-examination shall be proctored by a masters judge or by a member of the BOD. If a candidate does not pass two or more sections of the exam, the candidate will be required to attend another judge's clinic.

If a candidate achieves passing grades in each individual section but fails to achieve an overall average of 90%, the applicant may be granted permission to judge at the Starters level.

The written section and the oral section shall directly follow the end of the seminar, on the last day of the clinic.

The Course Design section of the exam will require the submission of courses for a full trial, within 30 days of the completion of the clinic.

The Practical Exam for candidates will take place during a candidate's first official judging assignment and will be proctored by an Examining Judge.

In certain cases at the end of the Judge's Clinic, the facilitator may indicate that a candidate is not ready to proceed to the practical exam. The candidate will be informed of this directly and be given recommendations as to which areas they should focus on to gain more practical experience at fun matches, prior to attempting the Practical Exam.

Once a candidate is deemed ready to attempt the practical exam, the Examining Judge will become involved in reviewing the candidate's performance throughout the entire assignment, including:

- inter-action with the host prior to the assignment,
- inter-action with course approver and quality of courses submitted,
- arriving at the trial on-time and prepared,
- ability to manage multiple tasks (course tweaking, measuring dogs, checking of equipment etc.),
- involvement in the resolution of any conflicts or disputes,
- conducting adequate judges briefings and last but certainly not least,
- actual practical judging.

The Examining Judge will in all cases be looking for the candidate to display professionalism and an understanding and ability to correctly apply AAC rules.

The candidate may seek clarifications from the Examining Judge if necessary without adversely impacting their practical exam result; however they will be expected to demonstrate the ability to function independently.

If at any point the Examining Judge determines that the candidate's performance is not meeting the minimum AAC criteria, the Examining Judge will take over judging; either for that class, the balance of the day or the rest of the assignment as they see fit and at their sole discretion.

If this is necessary, the candidate will be deemed unsuccessful in their attempt to complete the practical exam portion of the clinic.

Additional fun match judging will be required prior to the candidate re-attempting the practical exam.

If this is the case, the candidate will receive a full report from the Examining Judge regarding which areas of their performance, which require improvement, or areas of the AAC rules to review.

This report will also be provided to the clinic facilitator.

Candidates who successfully complete the practical exam will have their results communicated to their facilitator and, provided the written, oral and course design sections of the examination have also been successfully completed, will be qualified as AAC Judges for the appropriate level.

Candidates will not be entitled to any Judge's Fees for the Practical Exam; however the club will compensate the candidate for any out-of-pocket expenses.

The club hiring the Candidate will be responsible also for any out-of-pocket expenses of the Examining Judge, and the fees/run normally paid to a Judge will be paid by the host club to the Examining Judge.

Starters to Advanced upgrade process

A qualified AAC starter level judge has the option to upgrade to AAC Advanced level judge after fulfilling all the requirements listed below and through one of the process options listed below.

Requirements:

After a minimum of 1 year Starters level judging experience, involving judging assignments covering the minimum of 6 standard courses, 2 gamblers and 2 snooker at the starters level, without any substantiated major complaint from the host club(s)

Option 1

Apply to re-take the complete AAC Starters/Advanced judges exams, consisting of: written, oral, course design and practical segments, at a starters/advanced level AAC judge's clinic. The candidate will be required to successfully complete the practical, written, oral and course submission portions of the starters/advanced level exam, achieving an average passing grade of 90 % or higher, and at least 85 % in each exam segment. The fee shall be charged at 50% of the fee for full clinic participation and be payable to the host group.

Option 2

Apply to re-take the complete AAC Starters/Advanced judges exams, consisting of: written, oral, course design and practical segments, privately with the clinic facilitator. The candidate will be required to successfully complete the practical, written, oral and course submission portions of the starters/advanced level exam, achieving a average passing grade of 90 % or higher, and at least 85 % in each exam segment. The fee shall be charged at 50% of the fee for full clinic participation and will be payable to the clinic facilitator.

Option 3

Apply to attend and participate in a second full AAC judges clinic, inclusive of the seminar portion of the clinic Full clinic participation (seminar & examination) is not mandatory but is recommended. If a candidate elects to participate in the full clinic, the full clinic fee will be charged, payable to the host group. (In this option the one year judging experience and minimum amount of courses to have been judged does not apply)

Masters Examination

The Masters examination is comprised of four separate sections:

- Written section
- Oral section
- Course Design section
- Practical Exam section

The written section and the oral section shall directly follow the end of the seminar, on the last day of the clinic.

The Course Design section of the exam will require the submission of courses for a full trial, within 30 days of the completion of the clinic.

The Practical Exam for candidates will take place during a candidate's first official judging assignment and will be proctored by an Examining Judge.

A candidate must achieve 90% or more in each section, to pass. If the candidate fails one section, they shall be required to redo the appropriate section.

If a candidate does not pass either the written, oral or course design section, the candidate may retake that section within six months (and not before three months have elapsed).

A fee of \$50.00 per section shall be charged to retake any part of the exam. The re-examination shall be proctored by a masters judge or by a member of the BOD.

If a candidate does not pass two or more sections of the exam, the candidate will be required to attend another judge's clinic.

In cases where a Masters candidate has been accepted into the judging clinic prior to all judging prerequisites being completed, subsequent passing of the exam and completion of all judging prerequisites must be completed prior to the candidate being granted a Masters judging permit. Candidates are not permitted to complete prerequisite Advanced judging assignments and judge at the Masters level during one trial weekend/assignment.

In certain cases at the end of the Judge's Clinic, the facilitator may indicate that a candidate is not ready to proceed to the practical exam. The candidate will be informed of this directly and be given recommendations as to which areas they should focus on to gain more practical experience at fun matches, prior to attempting the Practical Exam.

Once a candidate is deemed ready to attempt the practical exam, the Examining Judge will become involved in reviewing the candidate's performance throughout the entire assignment, including:

- inter-action with the host prior to the assignment,
- inter-action with course approver and quality of courses submitted,
- arriving at the trial on-time and prepared,
- ability to manage multiple tasks (course tweaking, measuring dogs, checking of equipment etc.),
- involvement in the resolution of any conflicts or disputes,
- conducting adequate judges briefings and last but certainly not least,
- actual practical judging.

The Examining Judge will in all cases be looking for the candidate to display professionalism and an understanding and ability to correctly apply AAC rules.

The candidate may seek clarifications from the Examining Judge if necessary without adversely impacting their practical exam result; however they will be expected to demonstrate the ability to function independently.

If at any point the Examining Judge determines that the candidate's performance is not meeting the minimum AAC criteria, the Examining Judge will take over judging; either for that class, the balance of the day or the rest of the assignment as they see fit and at their sole discretion.

If this is necessary, the candidate will be deemed unsuccessful in their attempt to complete the practical exam portion of the clinic.

Additional fun match judging will be required prior to the candidate re-attempting the practical exam.

If this is the case, the candidate will receive a full report from the Examining Judge regarding which areas of their performance, which require improvement, or areas of the AAC rules to review. This report will also be provided to the clinic facilitator

Judge Candidate Screening

For clinics with up to 8 candidates, one facilitator (and one assistant at the option of the facilitator) will be required. More than 8 candidates will require 2 facilitators and at the option of the facilitators, an additional assistant. No clinic shall have more than 12 candidates. The number of observers will be limited only by the space available at the clinic venue(s).

In the event that there are more applicants for a judge's clinic than can be accommodated, the following criteria will apply in descending order of priority:

- a. Host(s)
- b. Masters candidates*
- c. S/A candidates who have been AAC members for 2 or more years
- d. S/A candidates who have been AAC members for less than 2 years
- e. S/A candidates residing within 100 km of the clinic location

In all of the above sub-categories, those scoring higher on the pre-exam/course design will be a given priority, until all available spots in the clinic have been filled.

*Masters candidates who have completed all of their pre-requisite judging assignments will be given priority over those who have not. In order to be considered as a Masters Candidate, a minimum of 4 of the pre-requisite 6 advanced standard courses and all advanced games must have been judged, prior to the date of the Judges Clinic. Masters candidates who do not meet these requirements will not be considered as Masters Candidates clinic until such time as they do.

Observer Screening

Observers may be accepted into the clinic prioritized (in cases of limited space) as follows:

- a. Current AAC judges or Board members
- b. Host club/organization members
- c. AAC members of 2 or more years
- d. AAC members of less than 2 years
- e. Non-members

If more equitable applications are received for either Candidates or Observers than there are places available, the deciding factor will be the date the application was received.

Maintenance of Judging Privileges

To maintain judging privileges a judge must:

- renew their AAC membership each year;
- judge at least once in a two-year period

Disciplinary Process

A judge may have their judging privileges revoked by the BOD if complaints are brought forward and, after a fair review of the charges, they are found to be substantive.

A judge shall also have their judging privileges revoked if the AAC disciplinary committee suspends them from competition. The period of judging suspension shall be twice as long as the competition suspension.

A second competition suspension shall result in a lifetime ban from judging.