



HOSTING A JUDGE'S CLINIC

- Clinic Guidelines -

Keep these instructions handy before, during and after your clinic!

AAC Judges Clinics are administered similar to a seminar. As a host you are responsible for determining the date you will hold the event, securing a facilitator (and any necessary assistants), booking a suitable venue, submitting an application, determining the price you will charge for candidates to attend the clinic and coordinating the distribution of clinic workbooks etc. to candidates prior to the clinic. Any profit/loss resulting from the clinic is the responsibility of the host. Under no circumstances, will the AAC incur any losses so ensure your budgeting process considers all factors before setting prices. Fixed costs are as follows:

- \$500 lump sum clinic hosting fee payable to AAC
- \$500 fee each, payable directly to facilitator(s)
- \$300 fees each, payable to assistants (if necessary).

If at any time during the process you need advice, please do not hesitate to contact the Judges Clinic Coordinator.

Approved facilitators are; Bernadette van Klaveren (BC) Kimberly Anderson (SK) Susan Miller (ON)
Claude Dionne (QC) Carolyn Dockrill (NS).

Any facilitator may be hired to work at any clinic.

Pre Clinic

Accommodations & Travel

You are responsible for coordinating travel arrangements for your facilitators and/or assistants. Please coordinate directly with them to ensure the itineraries coincide with your clinic timetable. The facilitator/assistant may either stay in a hotel, or be billeted **at their discretion**. If you would like to offer billeting, the accommodations must be clean and private (i.e., guest room).

Advertising

Once your clinic is approved, a notice will be posted on the AAC Website, directing interested candidates to the contact person identified in the application. Please ensure your clinic application includes a proposed candidate application deadline which is a minimum of 45 days prior to the clinic date. Any other advertising is at your discretion.

Applications

Once your clinic is approved, a candidate application package will be provided to you electronically, to be distributed to any interested candidates. See "Clinic Workbooks, Course Design & Pre-tests" below for more information.

Candidates should submit their applications (complete with pre-tests, courses and any application fees or deposit you prescribe) to you. Alternately candidates can send their applications & pre-tests electronically to you and copy the Judges Clinic Coordinator. No candidate fees should be submitted to the Judges Clinic Coordinator.

Applications for observers do not need to be sent to the Judges Clinic Coordinator – it is completely up to you who and how many observers your venue can accommodate. Please keep in mind however that observers should not in any way hamper the learning environment for Candidates. If it is determined that too many observers were accepted into a clinic, it may negatively impact you being approved to host future clinics.

You must send all applications to the AAC Judge's Clinic Coordinator either electronically or via courier a minimum of 45 days prior to the clinic date. Candidates are not accepted into the clinic until their application and pre-test/courses have been reviewed and approved.

As host, you will be notified of any candidates that do not meet the minimum criteria necessary to participate in a Judges Clinic as a candidate.

Clinic Workbooks, Course Design & Pre-tests

Once your clinic is approved, you will be sent an electronic copy of the Clinic Workbook, a Judges Clinic pre-test, and instructions for courses to be designed/submitted as part of the candidate screening process. Interested parties should be sent all of these documents, either electronically or in hard copy. All candidates must be current AAC members and will therefore be in possession of an AAC rule book. No rule books will be provided as part of the application process nor will you be expected to provide them at the clinic. Candidate courses submitted with their application are required to be prepared using Course Designer software, available from Clean Run. A 30 day trial copy may be downloaded for free if the candidate does not already possess the software. This software will be absolutely necessary if the candidate is interested in becoming an AAC judge, so it will need to be purchased at some point.

Clinic Workbook for Observers

Observers should receive the clinic workbook for free only if they are current AAC judges. Non-judge Observers are required to purchase the workbook from you. We recommend a fee of \$10 for AAC members, \$20 for non-members.

Rulebooks

Each **candidate** is required to be a current AAC member so will have their own rule book. **Observers** who are not members can purchase rule books in advance of the clinic via the AAC web-site; www.aac.ca

Facilities Rental

Classroom facilities are required for day 1 and an arena is required for day 2. On day 3, a classroom is required for the written exam, and an arena for additional practical judging, and a private interview area for the oral exam. On the evening of day 1, there may be a rulebook discussion for masters' candidates only. This session may take place in a restaurant or private home as long as space is available. In either case, the area must be quiet and smoke-free. If you want to make reservations for this session, you must wait for the participants to be finalized in order to be sure of the number of people attending.

Fun Trial

You are responsible for ensuring that an adequate number of competition-ready dogs are available on day 2 and day 3. The focus on both days is on practical judging. Plan on having at least 2 dogs per candidate (more is better). Candidates will undertake practical judging under simulated trial conditions, during which they will be required to demonstrate their judging skills on several dogs. If you are planning on attending the clinic as a candidate, it is **strongly recommended** that you delegate the organization of the fun match to someone else. The more volunteers you can assemble to help move equipment, gate steward, etc., the smoother the clinic can run.

Meals

Meals for the facilitator(s) and assistant(s) are expenses to you as host. Candidates are responsible for making their own arrangements, unless you decide to include it in the cost of the clinic. Whatever option you choose, it should be communicated to all participants in advance so they come prepared.

Practical Exam

The Practical Exam for candidates will now 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 (which may be immediately after the conclusion of the clinic), the Examining Judge will become involved in reviewing 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 results; 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 an AAC Judge for the appropriate level.

Candidates will not be entitled to any Judges Fees for the Practical Exam. The club hiring the Candidate will be responsible for any out-of-pocket expenses, however the fees per run normally paid to a Judge will in all cases be paid to the Examining Judge.

During Clinic

Fees

As with any other seminar you offer, you may wish to include a registration fee or cancellation policy as part of the clinic package. As host, this is completely up to you to determine.

Waiver

The **Agility Association Canada** assumes no responsibility for any liability resulting from any actions taken during an approved clinic. As such, we strongly recommend you have all participants in the fun match sign a waiver.

Post-Clinic

Clinic Hosting Fee

By the Friday following your clinic, you must forward your clinic fee (\$530, GST included) to Heather Taylor, AAC Treasurer. Failure to do so may prevent the candidates who attended your clinic from receiving qualification as an AAC Judge.