

## CHAPTER 9 JUDGE'S GUIDELINES

### Responsibility to Host Club, Exhibitors and Spectators

Judges are expected to be friendly and courteous to all exhibitors. Judges should refrain from making personal comments to exhibitors and keep all remarks professional and positive. Judges are never to leave the ring while a team is running a course.

The judge's primary concerns should be that all exhibitors understand the course and can perform all of the exercises safely. Judges may modify courses on the day of a trial, due to adverse ring conditions in order to insure the safety of dogs and exhibitors. Judges are expected to listen carefully to suggestions and comments made by exhibitors. The judge may decide not to act upon a comment, but is expected to consider all comments thoughtfully.

After the trial has been completed and all score sheets have been turned in, the judge may discuss an exhibitor's performance with the handler, if the handler requests. The judge may also do this during a break.

*The judge should be aware that spectators form their opinion of the sport of rally through seeing the actions of the judge and the working teams. Judges should always maintain a professional and positive appearance.*

The host club has paid for the services of the judge. Judges have a responsibility to the host club to act in a professional manner.

As a judge, you are expected to meet these criteria:

- Knowledge: You must demonstrate solid knowledge of APDT Rally. If a questionable situation arises during the judging of a performance, you should make note of this and check the regulations before turning in the score sheet. Judges are encouraged to compete with their own dogs and are expected to maintain active status by fulfilling requirements set forth in Judge's Education.
- Impartiality: It is critical that exhibitors have complete faith in the impartiality and competence of judges. Judges have full discretion within the framework of APDT Rally Regulations. Judges must exercise this authority impartially. A judge cannot discard, modify or require anything not specified in the regulations.
- Procedure: Judges must possess and demonstrate sound judging procedure and ring control.

## **Ring Condition**

It is the judge's responsibility to arrive at the show site early enough to inspect the ring and the equipment.

If it is an indoor trial, there must be matting on any potentially slippery surface such as concrete, wood, tile, etc. Deficient conditions must be brought to the immediate attention of the Trial Secretary. If the host club cannot provide matting, the judge may modify the course to insure the safety of the teams. The host club must immediately remove any debris on the floor.

If it is an outdoor trial, the judge should take special care to inspect the ring surface. There may be holes and/or other hazards, which would require modifying the layout of the course for safety reasons. The grass should be cut short. Debris including, but not limited to, animal waste, rocks, sticks; etc must immediately be removed by the host club.

In extreme cases, the judge should file a report with APDT Rally regarding the condition of the ring.

It is the judge's responsibility to insure that the host club keeps all spectators and other exhibitors a reasonable distance from the ring at all times..

## **Ethics**

Judges must be unfailingly ethical and strive to avoid situations that might raise ethical questions.

- Judges must never solicit or promote judging assignments.
- Judges may never accept consideration for past or future placements.
- Judges may not promote seminars for which they are being paid (unless they are donating their time as a fundraiser for the host organization) or sell equipment/merchandise at trials at which they are judging.
- Judges who attend a trial as an exhibitor and/or spectator must never "double judge" the team's performance. Judges attending as exhibitors are not permitted to adjust the trial course during the walk-through, unless requested to do so by the officiating judge. Judges attending as exhibitors and/or spectators may not interfere with any ring personnel, may not discuss the officiating judge's scoring with anyone and may not interfere with the officiating judge's duties.
- Judges who attend a trial as an exhibitor and/or spectator must never attempt to interfere with the performance of a team while in the ring. "Double handling" is strictly prohibited and will result in disciplinary action by the Judge's Conduct Committee.
- Judges may enter and show their own dogs in a trial course which they are not judging, provided it does not interfere with their judging duties. Judges must never interrupt their judging assignment to run their dog in another course.

A person who is related to you or resides with you may not act as your APDT Rally Representative at a trial at which you are officiating as a judge.

The person acting as APDT Rally Representative at a trial at which you are officiating as a judge may show under you provided they are not a relative or residing with you.

Students may show under you, provided you did not personally train their dogs.

Family members and/or household members may not show under you.

Individuals with whom you co-own dogs may not show under you.

APDT recognizes that the judge cannot control who enters a trial. However, everything possible must be done to ensure the integrity of a trial.

### **Accepting Assignments**

The judge must require that all host clubs follow up verbal invitations to judge with the APDT Judge's Confirmation Letter. The judge must then sign and return the Letter to the host club in a timely manner.

APDT has suggested compensation guidelines of \$100.00 per trial course to be judged, plus travel and expenses. These are guidelines only and judges may modify these suggestions at their discretion. Agreed upon fees and expenses must be clearly stated in the confirmation letter.

If for any reason a judge cannot fulfill an assignment because of illness or other serious occurrence, the judge must immediately notify the trial secretary or trial chair by telephone, overnight letter, telegram, or fax. If a judge is delayed en route to a trial, every effort to contact the trial secretary and/or trial chair should be made.

Judges are responsible for promptly notifying the APDT Rally Coordinator of any change in address or contact information.

### **Proper Dress**

It is important for a judge to maintain a proper and professional appearance. All judges shall wear casual business attire (weather permitting).

When judging outdoors in hot weather, judges should dress to be professional and comfortable.

When judging outdoors in inclement weather, judges should dress to protect themselves from the elements.

Shorts may be worn but must be clean and in good condition. Cut-off shorts, blue jeans material, bicycle or running type shorts are not permitted. The length of the shorts should be just above the knees.

Men's shirts must have collars.

Judges may not wear any clothing that advertises a club, organization, school or dog breed

Women may wear sleeveless shirts and dresses.

### **Stewards**

Judges shall review with their stewards their respective duties and the manner in which they are to be performed.

Any request from an exhibitor for special consideration must be directed to the judge.

### **Judging the Performance**

Being in the right position to observe a team's performance is critical. There is no perfect position, but this does not mean that some positions are not better than others. The judge is expected to discreetly move around the course when necessary to judge a team's performance. For example, fronts cannot be judged from the side. Judges must not quickly move toward a dog, as it is moving, stand closely behind a dog or follow a heeling team too closely. The judge must always be in a position to see both the dog and handler at the same time.

### **Philosophy of Scoring**

It is the judge's responsibility to qualify all teams that should qualify and to non-qualify all teams who did not meet the standards of a qualifying performance.

### **Misbehavior**

The judge must excuse any dog from the ring that demonstrates uncontrollable misbehavior such as leaving the handler and refusing to return after a reasonable amount of time and effort, leaving the ring, constant jumping up on the handler and/or knocking down the handler.

The safety of the judge as well as the handler in the ring is of paramount importance. If a dog attempts to bite or attack the judge or handler, the dog must be immediately removed. If during the Stand for Exam exercise, the judge believes the dog may bite, the judge must stop immediately and advise the handler the dog will receive a non-qualifying score. The judge may remove the dog from the ring. Judges should remove from the ring any dogs that exhibit threatening behavior towards the judge, stewards, handler, other humans and other dogs.

It is the APDT Rally Representative's responsibility to monitor the behavior of dogs waiting to enter the ring as well as on the show grounds.

Any and all cases of aggression by dogs towards other dogs and/or humans must be noted in a Trial Incident Report. This report is to be sent by the host club to APDT with all other trial paperwork.

## **Judge's Evaluation Form**

The judge shall provide the host club with the APDT Judge's Evaluation Form. This must be completed by the Trial Secretary at the conclusion of the judge's assignment and sent to APDT with all other trial paperwork. Evaluation forms will be kept on file in the judge's folder.

## **Complaints**

Host clubs and/or exhibitors may submit concerns about a judge's execution of duties either by notations on the Judge's Evaluation Form or individual submissions the day of the trials. Any individual submission day of trial will be included with the trial paperwork sent to APDT by the host club. Individual submissions can be made after the trial and will be sent to APDT, together with a processing fee of \$20.00. If a determination is made in favor of the exhibitor, the processing fee will be returned.

All complaints will be reviewed by the Judge's Conduct Committee and acted on accordingly.

## **Judge's Conduct Committee**

The Judge's Conduct Committee consists of three members, none of whom are judges and/or representatives. In the event of a complaint by a host club or individual exhibitor, the committee will review the complaint and the response from the named judge or representative and act accordingly.

The committee will have the discretion to make appropriate recommendations within guidelines established for them. These may range from a warning letter to the judge or representative, recommendation for additional education and/or mentoring, to the suspension of the judge's privileges for a period of time, depending on the circumstances of the complaint and history.

## **Apprentice Judging and Provisional Status**

Judges who satisfactorily complete the Judge's Level 1 Written Test and Course Design test are required to apprentice judge two APDT Rally Trials with an approved judge. Once this requirement has been fulfilled, you will receive approval as a Provisional Judge. Once you have satisfactorily judged at least six APDT Rally Trials as a Provisional Judge you will receive final approval.

Apprentice judges may not receive compensation in any manner from host clubs for their services. The purpose of apprentice judging is to allow the judge to obtain practical experience under the guidance of an approved judge.

## **Judge / Representative Continuing Education and Maintaining Active Status**

Judges and Representatives must be current in their knowledge of APDT Rally. Approved judges must complete at least two of the following requirements on a yearly basis in order to maintain APDT approval:

1. Satisfactorily judge an APDT sanctioned rally trial at each level they are approved for.
2. Exhibit at an APDT sanctioned rally trial
3. Actively participate on an APDT Rally Committee
4. Conduct a seminar on APDT Rally
5. Conduct training classes in APDT Rally.
6. Attend an APDT Rally seminar or training class.

Representatives must satisfactorily officiate at an APDT sanctioned rally trial each year.

In addition,

Once every three years, all judges and reps will be required to attend an APDT Rally Trial Officials' Sanctioned Seminar. These seminars may be hosted by any club, organization or individual and are subject to APDT Rally approval. The presenter must be an approved APDT Rally Senior Representative.

APDT Rally will offer this seminar at the annual APDT Conference.

In cases of extreme hardship that might prevent a trial official from fulfilling this requirement, trial officials will be required to take and successfully pass a written Continuing Education test in lieu of attending a Sanctioned Seminar. This must be arranged through the APDT Rally Coordinator.

Judges who do not complete the requirements as outlined above will be removed from the APDT Directory of Approved Judges and must re-apply as a new judge. It is the responsibility of the judge to submit written verification to the APDT Rally Coordinator of items #4 through #6.