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CHAMPIONSHIP JUDGING

PROGRAM GUIDELINES

Adopted February 1983
Revised August 2017

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ACFA CHAMPIONSHIP JUDGING PROGRAM GUIDELINES

All references apply to the American Cat Fanciers Association, Inc. (hereafter, ACFA, unless otherwise noted).

SECTION 1: Definitions

A. Trainee Status Levels

1. Mechanics Trainee: Trainee approved to perform mechanics training under a Mechanics Training Judge, Allbreed Judge, Allbreed Training Judge or Allbreed Teaching Judge.
2. Apprentice Trainee: Trainee approved to perform breed training under a Breed Training Judge, Allbreed Training Judge or Allbreed Teaching Judge.
3. Trainee: Trainee approved to perform longhair-shorthair training under an Allbreed Training Judge or Allbreed Teaching Judge.

B. Judge Status Levels

1. Specialty Judge: Licensed to judge LH-SH Specialty rings at ACFA licensed shows, or to judge Household Pets in the Allbreed mode at Stand-alone Household Pet shows.
2. Allbreed Judge: Licensed to judge either Allbreed or Specialty rings at ACFA licensed championship shows or at Stand-alone Household Pet shows.
3. Judge Emeritus: Judge who has retired from active judging status, on whom the ACFA Board of Directors (hereafter Board) has conferred honorary title, in recognition of service to the Association. A Judge Emeritus may continue to instruct Judging Schools or Breed Seminars.
4. Judges on Leave of Absence (LOA) may maintain their current license level for one year by paying the current Judge's License Fee. If the Judge does not return to active status within a year, he/she will be required to apply through the Judges' Executive Council (hereafter JEC) for reinstatement at a convened session of the Board.

C. Judge Training Levels

1. Mechanics Training Judge: Judge licensed to conduct Mechanics Training in the ring. (All Allbreed Judges, unless under specific disciplinary action removing teaching privileges, are eligible to conduct mechanics training.)
2. Breed Specialty Training Judge: Judge licensed to conduct "hands on" instruction of specific breeds or "like types".
3. Allbreed Training Judge: Judge licensed to instruct either Mechanics or "hands on" training on all breeds.
4. Allbreed Teaching Judge: Judge licensed to instruct trainees/apprentices in all aspects of Mechanics, "hands-on" training in all breeds, and to conduct Judging Schools and Breed Seminars.
5. Reports & Attendance Sheets
 - a. Judges who officiate over in-ring training shall be required to send their reports to the designated Training Coordinator within one week following the close of the show.
 - b. Teaching Judges who conduct Judging Schools or Breed Seminars shall be required to send a complete list of attendees to the JEC Chair and another to the ACFA office within one week after the close of the school or seminar.
6. No ACFA licensed Judge may hold a Judging License in another cat registry, federation, registry, etc., with the exception of Reciprocity or Guest Judging Licenses with those organizations for which the Board has given approval.

SECTION 2: Requirements for Judge Advancement**A. Specialty Judge**

1. After a Trainee successfully completes all training requirements s/he will be presented to the Board in convened session for approval of advancement to Specialty Judge. If the Board approves the advancement a Longhair/Shorthair Specialty examination will be administered to the Trainee by the Judges' Executive Council. A license will be granted immediately upon the successful passing of this exam and contracts may be accepted at that time.
2. All applications for advancement must be submitted to the chairperson of the JEC not later than sixty (60) days prior to a regularly scheduled convened session of the Board.

B. Mechanics Training Judge

1. Must be an ACFA licensed Specialty Judge for two (2) years at the time of application.
2. Must have an excellent working knowledge of mechanics as demonstrated in ACFA office records from shows officiated.
3. All Allbreed Judges, unless under specific disciplinary action to the contrary, shall be eligible to conduct Mechanics training.
4. All applications for advancement must be submitted to the chairperson of the JEC not later than forty-five (45) days prior to a regularly scheduled convened session of the Board.

C. Allbreed Judge

1. For advancement to Allbreed Judge, the applicant must have been licensed as an ACFA Specialty Judge and have successfully completed a minimum of thirty (30) judging assignments. An assignment, for this purpose, is defined as a set of specialties (Longhair/Shorthair).
2. He/she must pass an Allbreed examination administered by the Judges' Executive Council after approval by the Board in convened session. Promotions granted by the Board become effective immediately upon the successful passing of the test and contracts at that level may be accepted at that time.
3. All applications for advancement must be submitted to the chairperson of the JEC not later than forty-five (45) days prior to a regularly scheduled convened session of the Board.

D. Breed Specialty Training Judge

1. Must be an ACFA licensed Allbreed Judge or ACFA Licensed Specialty Judge.
2. Within two (2) years of application being received, applicant must have been actively breeding or showing the specific breed for which he/she is applying.
3. Applicant must have bred and shown 3 Grand Champions of the Breed for which he/she is applying.
4. All applications for advancement must be submitted to the chairperson of the JEC not later than forty-five (45) days prior to a regularly scheduled convened session of the Board.

E. Allbreed Training Judge

1. Must have been licensed as an Allbreed Judge for a minimum of two (2) years.
2. Must have satisfactorily completed a minimum of 60 judging assignments. An assignment, for this purpose, is defined as one Allbreed assignment or one set of Specialties. It is the responsibility of the applicant to furnish a list of a minimum of 60 judging assignments, complete with name of club, city and region, and of each assignment.
3. Must, in the opinion of the Board, be capable of imparting information on Standards, Show Rules and judging procedures in a clear, concise and objective manner.

4. All applications for advancement must be submitted to the chairperson of the JEC not later than forty-five (45) days prior to a regularly scheduled convened session of the Board.

F. Allbreed Teaching Judge

Allbreed Teaching Judge advancement will be made by recommendation of the JEC or members of the Board of Directors. Teaching Judges must have extensive, but not necessarily recent, breeding experience. The JEC or Board members may submit names of Allbreed Training Judges they consider deserving of promotion sixty [60] days prior to the Semi-Annual or Annual Meetings. Submission of names will be made to the Chair of the JEC.

SECTION 3: Application into the ACFA Judging Program

Following are the pre-requisites for applying to the ACFA Judging Program:

A. Breeder Applicant

1. Must have been a Member of ACFA in good standing for a minimum of three (3) years at least one (1) of which is the calendar year prior to application, and be 21 years of age or older.
2. Applicants may be accepted in this program by recommendation of the Judges Executive Committee and the approval of the Board pending the completion of all the following pre-requisites before beginning the training program.
3. Must have an ACFA Registered cattery.
4. Must be an ACFA Licensed Ring Clerk and have successfully completed a minimum of ten (10) clerking assignments.
5. Must have exhibited in ACFA championship classes or purebred kitten classes at least twelve (12) times within thirty-six (36) months prior to application. (A show, for this purpose, will be a weekend, whether it was a one-day show or back-to-back shows.)
6. Must have been breeding and exhibiting purebred entries for a minimum of five (5) years at time of application, and must also have bred three (3) litters.
7. Must have owned and personally exhibited a minimum of five (5) different cats to ACFA Grand Champion or equivalent, three (3) of which must have been his/her own breeding. Equivalent: Each of two (2) Grands may be replaced by a grand champion from an ACFA Recognized association or federation or by ACFA Kitten Awards in the Top 20 Inter-American. To be counted as a Grand in this category, the Cat, Kitten or Alter must have been in the possession of and registered to the applicant.
8. Must be a member in good standing of an ACFA Club and have some experience as a Club Officer or Show Official.
9. Applicant must have attended a minimum of six (6) hours of approved ACFA Judging School or Seminars within the past twelve (12) months prior to making application, this includes the required coursework.
10. Must be sponsored by an ACFA Allbreed Teaching Judge (members of the JEC excluded) and by an ACFA Club. It shall be the responsibility of the sponsoring Allbreed Teaching Judge to ascertain that all requirements have been met. Following acceptance of the applicant, the sponsoring judge shall make himself/herself available to the applicant for advice and counsel during the applicants training program. All information shall be submitted on the appropriate form, along with a current photo of the applicant and the appropriate fee, to the Central Office, at least sixty (60) days prior to a regularly convened session of the Board. It will be the responsibility of the applicant and not the Central Office or the JEC Chair to supply required documentation or required proof of eligibility.
11. The Board will handle, in a closed session, trainees who have been dropped from the ACFA Judging Program and who request re-entrance into the Judging Program.

B. Non-Breeder Applicant

1. Must have been a member of ACFA in good standing for the minimum of three (3) years at least one (1) of which is the calendar year prior to application, and be 21 years of age or older.
2. Applicants may be considered for this program by recommendation of the Judges Executive Committee and the approval of the Board pending the completion of all the following pre-requisites.
3. Must have an ACFA registered cattery.
4. Must be an ACFA Licensed Ring Clerk and have successfully completed a minimum of ten (10) clerking assignments.
5. Must have exhibited in ACFA championship classes or purebred kitten classes at least twelve (12) times within thirty-six (36) months prior to application. (A show, for this purpose, will be a weekend, whether it was a one-day show or back-to-back shows.)
6. Must have been exhibiting purebred entries for a minimum of five (5) years at time of application.
7. Must have owned and personally exhibited a minimum of five (5) cats to ACFA Grand Champion or Alter Grand Champion. These 5 Grands must represent breeds with at least two different body types and hair lengths. One breed can be used to fulfill the requirement for both the different hair length and body type; or two different breeds can be used - one for hair length and one for body type. One of the five (5) must have attained either the title of Quad Grand Champion or placed in the top Twenty (20) Inter-American Awards. A kitten that placed in the top 20 Inter-American Awards may substitute for the Quad Grand Champion or Top 20 Cat or Alter.
8. Must be a member in good standing of an ACFA Club and have experience as a Club Officer or Show Official.
9. Applicant must have attended a minimum of six (6) hours of approved ACFA Judging School or Seminars within the past twelve (12) months prior to making application, this includes the required coursework.
10. Must be sponsored by an ACFA Allbreed Teaching Judge (members of the JEC excluded) and by an ACFA Club It shall be the responsibility of the sponsoring Allbreed Teaching Judge to ascertain that all requirements have been met. Following acceptance of the applicant, the sponsoring judge shall make himself/herself available to the applicant for advice and counsel during the applicants training program.
11. All information shall be submitted on the appropriate form, along with a current photo of the applicant and the appropriate fee, to the Central Office, at least sixty (60) days prior to a regularly convened session of the Board. It will be the responsibility of the applicant, and not of Central Office or the JEC Chair, to supply any required proof of eligibility.
12. The Board will handle, in a closed session, trainees who have been dropped from the ACFA Judging Program and who request re-entrance into the Judging Program.

C. Applicant With Previous (non-ACFA) Judging Experience

A person who has been a judge in another North American cat association recognized by ACFA, or that has been recognized by ACFA and is no longer active, may apply to become an ACFA Judge.

1. Must be a member of ACFA in good standing and be 21 years of age or older.
2. Must have an ACFA registered cattery.
3. Applicant must have attended a minimum of six (6) hours of approved ACFA Judging School or Seminars within the past twelve (12) months prior to making application, this includes the required coursework.
4. Must become an ACFA Licensed Ring Clerk and have successfully completed a minimum of ten (10) clerking assignments. Will serve as a Master Clerk for no less than two (2) shows within twelve (12) months of making application to the program. Only for the purpose of entering the judging program an applicant may qualify as a Licensed Master Clerk by successfully passing the entrance exam to the judging program.
5. Must be a member in good standing of an ACFA Club.

6. Must be sponsored by an ACFA Allbreed Teaching Judge (members of the JEC excluded) and by an ACFA Club. Following acceptance of the applicant, the sponsoring judge must make himself/herself available for advice and counsel during the applicants training program.
7. All information shall be submitted on the appropriate form, along with a current photo of the applicant and the appropriate fee, to the Central Office, at least sixty (60) days prior to regularly convened session of the Board. It will be the responsibility of the applicant and not the Central Office or the JEC Chair to supply documentation of former judging status and experience or any further proof of eligibility.
8. The amount and type of training the applicant must complete will be recommended by the JEC and approved by the Board.
9. All applicants under this subsection will, after completing training and passing the ACFA Specialty Exam, be licensed as Specialty Judges, regardless of their status in their previous organization.
10. In order to be eligible for promotion from Specialty Judge to Allbreed Judge, he/she must successfully complete fifteen (15) longhair/shorthair specialty shows and pass the Allbreed examination as well as fulfill any requirements previously mentioned.

D. Applicant from a country with no ACFA shows

A person who has experience in breeding and exhibiting and who lives in a country where there are no ACFA shows may apply to become an ACFA Judge.

1. For applicants in a country where there are no ACFA shows or ACFA Judges
 - a. Must be a member of ACFA in good standing and be 21 years of age or older.
 - b. Applicants will be submitted by the JEC, after consultation with the ID Committee.
 - c. A letter of support from the ID Committee is recommended.
 - d. Training requirements will be prescribed by the Board and the JEC, in consultation with the International Division Committee, based on the individual's experience and circumstances.
 - e. Judges under this section will be licensed as Specialty Judge but will be allowed to judge Allbreed shows outside of North American with Board permission.
 - f. Must be sponsored by an ACFA Allbreed Teaching Judge with international judging experience, preferably in that country.
2. For applicants in a country where there are no ACFA shows but there is at least one ACFA judge in residence.
 - a. Must be a member of ACFA in good standing and be 21 years of age or older.
 - b. Applicants will be submitted by the JEC, after consultation with the ID Committee.
 - c. A letter of support from the ID Committee is recommended.
 - d. Training requirements will be prescribed by the Board and the JEC, in consultation with the International Division Committee, based on the individual's experience and circumstances.
 - e. Judges under this section will be licensed as Specialty Judge but will be allowed to judge Allbreed shows outside of North American with Board permission.
 - f. Must be sponsored by an ACFA Judge in the country of residence and an Allbreed Teaching Judge with International Division experience.

E. Applicants from a country where there are one or more ACFA shows but where any ACFA Judges in residence were accepted under section D above.

- a. Must be a member of ACFA in good standing and be 21 years of age or older.
- b. Applicants will be submitted by the JEC, after consultation with the ID Committee.
- c. A letter of support from the ID Committee is recommended.

- d. Training requirements will be prescribed by the Board, and the JEC, in consultation with the International Division Committee, based on the individual's experience and circumstances and on the number of ACFA shows in the country.
- e. Judges under this section will be licensed as Specialty Judge but will be allowed to judge Allbreed shows outside of North American with Board permission.
- f. Must be sponsored by an ACFA Teaching Judge in the country of residence.

SECTION 4: Training

A. Training Coordinator

The training of all applicants to the Judging Program shall be under the direction of the Training Coordinator. One of the members of the JEC (or another suitable individual appointed by the JEC chair if no JEC member is able to accept or discharge this responsibility) shall serve in this capacity. He/she will have the following responsibilities.

1. Maintain the records of training status of all trainees and schedule all training assignments. This scheduling includes all correspondence with clubs Training/Teaching Judges and Individual Trainees.
2. Make remedial recommendations to the Trainees and assist them as they progress through the program.
3. Submit a complete written report on the Trainees to the Board at the August and February meetings.
4. Be responsible for the smooth running of the program.
5. Use the assistance of the other JEC members when problems occur between meetings.
6. Be in attendance at least one of the regularly scheduled meetings each year.
7. All training assignments must be made in writing (e-mail messages are now acceptable, since they may be printed); with copies to the apprentice, the judge officiating over that assignment and the club holding the show at which training will take place. Fax and e-mail, with hard copies for the record, are acceptable.
8. Keep the JEC Chair informed regarding the progress of trainees.

B. Mechanics Trainee

1. Trainees cannot train under their sponsor and can only train with the same Training/Teaching Judge once in each segment of their Mechanics and breed training.
2. Upon successful completion of the above, the applicant shall be designated as a Mechanics Trainee. He/She shall notify the Training Coordinator, (hereinafter TC) which shows he/she will be able to attend. The TC shall assign ten (10), five (5) longhair and five (5) shorthair, mechanics training assignments, under appropriately licensed Judges. Four assignments can be completed at a back-to-back show weekend, or two at a one-day show. Each LH/SH assignment will be graded separately. If, after the first 8 (eight) assignments, the Trainee had no Mechanical errors (NO MISTAKES), the Trainee shall advance to Apprentice Trainee. No mechanics test will be required. However, the Trainee will be required to complete at least 2 more assignments. Any mechanics trainee who has entries in the show must have them handled by another person.
3. **Trainees must keep in strictest confidence any discussion of individual entries they have with Judges during training assignments. Likewise, they must keep in strictest confidence the content of any examinations administered to them. A proven breach of this confidentiality will result in a six (6) month suspension from the program.**
4. The Club, having been notified of the presence of the Trainee, will be required to provide a Judge's Book for Trainee's use, complete with Finals Sheets; however, the Trainee should always carry extra Finals Sheets, because clubs may forget to provide enough. To complete the assignment, the Trainee must sit in the Judge's ring and mark his/her Judge's Book. The Trainee will compose his/her own Final award pages. Breed pages and finals pages must be correctly completed. At the completion of the Show, the Mechanics Trainee must present all paperwork, plus the evaluation sheet to the Training Judge and provide an envelope with appropriate postage addressed to the TC.

5. Any top five or top ten mechanical error will cause the assignment to receive a failing mark.
6. A Mechanics Trainee who fails 3 of the assignments will be dropped from the program, and may reapply after one year. During this time, he/she will be expected to be actively involved with clerking in order to sharpen mechanical skills.
7. A Mechanics Trainee must complete the mechanics portion of the training within two (2) years after acceptance into the program. Otherwise, the Board can drop this Mechanics Trainee from the program. Time extensions will be considered in special circumstances.
8. Upon successful completion of the Mechanics Training Phase, the Trainee will take an In-Ring Mechanics Proficiency Examination (see Section 5.2.B.).
9. Upon successful completion of the In-Ring Mechanics Proficiency Exam the Mechanics Trainee will be advanced to Apprentice Trainee.

C. Apprentice Trainee - Breed Training

Upon advancement, an Apprentice Trainee will be required to complete successfully hands-on training in at least twenty-four (24) Breeds and Household Pets. The requirement to train on Household Pets will be waived for apprentices who hold a current Household Pet Judge's License. A single Breed Training assignment may include groups of similar type of Breeds, such as:

1. Abyssinian, Singapura, and Somali
2. American Shorthair, American Wirehair, and Burmilla LH/SH
3. Balinese, Havana Brown, Oriental Longhair, Oriental Shorthair, Peterbald, and Siamese
4. Birman, Ragamuffin, and Ragdoll
5. Australian Mist, Bombay, Burmese, European Burmese, and Tonkinese
6. Chartreux, Korat, Nebelung, Russian Blue, and Russian Shorthair
7. Cornish Rex, Devon Rex, La Perm LH/SH, and Sphynx
8. Bengal, Egyptian Mau, and Ocicat
9. Exotic Shorthair, Longhair Exotic, Himalayan, and Persian
10. American Bobtail LH/SH, Cymric Japanese Bobtail LH/SH, Kurilian Bobtail LH/SH, Pixiebob LH/SH, and Manx
11. Maine Coon, Norwegian Forest Cat, and Siberian
12. American Curl LH/SH, Scottish Fold LH/SH
13. Snowshoe, Turkish Angora, and Turkish Van
14. British LH/SH, Selkirk Rex LH/SH

For apprentices required completing Household Pet training, the apprentice will successfully complete two Household Pet assignments (Specialty one day and Allbreed one day) before training on recognized Championship breeds. Upon successful completion of training on Household Pets, the TC will forward the apprentice's name to Central Office for issuance of a Household Pet Judge's License.

If Breeds assigned for Breed Specialty Training are not entered in the show, the Training Judge may substitute other Breeds. An Apprentice Trainee may handle more but will get credit for only six (6) breeds on any one-day assignment. Upon completion of the assignment, the Apprentice Trainee will give all paperwork, including the evaluation form, to the Training Judge, with an envelope bearing the appropriate postage addressed to the TC. If the Apprentice Trainee fails three (3) Breed Training Assignments, the Apprentice Trainee will be dropped from the Training Program and may re apply after one (1) year.

D. Longhair-Shorthair Training

1. Upon successful completion of Breed Training, the Apprentice Trainee advances to the next stage of training where he/she must complete successfully a minimum of five (5) Longhair and five (5) Shorthair training assignments. These must be completed under at least four (4) different Training/Teaching Judges in at least three regions. The Apprentice Trainee will only be assigned one LH or one SH assignment per day. If the LH/SH Apprentice Trainee fails three (3) LH/SH training assignments, the LH/SH Apprentice Trainee will be dropped from the Training Program and may re apply after one (1) year.

2. After successful completion of the assignments listed above, the LH/SH Apprentice Trainee shall perform one more training assignment for the purpose of handling, rhythm and hanging ribbons. Paperwork will not be graded.
3. During the training sessions the LH/SH Apprentice Trainee must handle all Breed and Color classes available in the Cat, Kitten and Alter classes, time and size of entry considered. Upon completion of an assignment, the LH/SH Apprentice Trainee must present the Judge with all paperwork, including the evaluation form and a self-stamped envelope addressed to the TC.
4. The LH/SH Apprentice Trainee must complete this phase of the training program within two (2) years from the date of advancement from Mechanics Trainee. If it is not completed within two years, he/she will be dropped from the Training Program. The Board may grant an extension where extenuating circumstances prevail.
5. When the LH/SH Apprentice has successfully completed the training assignments, his/her file will be presented to the Board at a convened session for consideration of advancement to Longhair/Shorthair Specialty Judge. After Board approval of the advancement s/he will be administered a written examination based on the Standards of Perfection, Mechanics and Show Rules and Bylaws. After the successful completion of the examination the Apprentice will be licensed immediately as a Specialty Judge. S/he MAY NOT accept Judging assignments or sign contracts prior to the licensing date.
6. If the LH/SH Apprentice Trainee fails the examination, he/she will be required to complete successfully four (4) more training assignments prior to taking another examination. If he/she fails it a second time, he/she will be dropped from the program and may reapply after one (1) year.

SECTION 5: Testing

1. General Provisions:

- A. All Judges must keep in strictest confidence the content of the examinations administered to them. A proven breach of this confidentiality shall result in a period of six (6) months probation.
- B. Thirty (30) days are allotted for taking and returning examinations. Unless otherwise noted, all examinations shall be returned to the JEC Chair for grading.
- C. All examinations are open book.
- D. For all tests, with the exception of the Refresher, a 90% is a passing grade. A passing grade on the Refresher will be 80%.
- E. A delay in returning the examination (verifiable by postmark) shall cause the mark to be registered as a failure, unless extenuating circumstances exist. The JEC Chair shall be apprised of the extenuating circumstances prior to the expiration of the 30 days allotted for taking and returning the examination.
- F. If a candidate fails an examination, s/he may request one retake after six (6) months. If the retake is not successfully completed, the candidate will be asked to wait six (6) months (unless otherwise noted), submit a new application to the Board through the JEC Chair, which shall be presented at the next convened session of the Board.

2. Types of Examinations:

- A. In-ring Mechanics Proficiency Examination: This examination is administered to Mechanics Trainees who successfully complete the Mechanics Training portion of the Judges Training Program. The examination is taken in a show ring under the proctorship of a Mechanics, Training or Teaching Judge. The examination must be completed during show hours and may not be removed from the ring. Upon completion, the proctor Judge shall seal it in an envelope and forward to the Training Coordinator for grading within 72 hours. Failure of this examination will result in the candidate being dropped from the Judges Training Program. The candidate may reapply to the program after one (1) year.
- B. Longhair/Shorthair Specialty Examination. This examination is administered after Board approval to Trainees who successfully complete the Judges Training Program.

- C. Allbreed Examination: This examination is administered after Board approval to Specialty Judges who complete a minimum of thirty (30) longhair/shorthair specialty assignments and file a request for advancement with the JEC Chair.
- D. Bi-Annual Refresher Examination. This examination is administered to all licensed Judges in odd-numbered years at least ninety (90) days prior to the annual Judges review to be conducted at the semi-annual Board Meeting in even-numbered years. This examination will test Standards of Perfection and Show Rules as they pertain to the Judge in regard to ACFA Shows and related responsibilities. Particular emphasis is placed on changes that occurred since the last refresher examination. If a Judge fails to return the examination, s/he will not be eligible for relicensing for the coming year.

SECTION 6: Maintenance of Judge Status

To be relicensed annually, a Specialty or Allbreed Judge must:

1. Be a member of ACFA in good standing.
2. Have officiated and/or exhibited in a minimum of three (3) weekends during any calendar year. Exhibiting is personally showing a cat of one's ownership in championship or purebred Kitten classes at an ACFA Show. The Board may waive the required minimum for judges in isolated areas or who may have personal or family reasons for lack of compliance.
3. Complete, by teaching or attendance, the Continuing Education requirements described in Section 11 and BL Article XII, sec 4.
4. Complete a Bi-Annual Refresher Exam, which will be multiple choice, open book format (see Section 5.2.E.).
5. Complete the registration and information form sent out by Central Office and pays the required fee. That form must be returned by April 30. (It is sent out in March, in order that it can be processed before the beginning of the new Show season.)

SECTION 7: Judges Transferring to ACFA

A. Application Procedures:

Judges who have been trained and are currently licensed and actively engaged in the judging of championship shows in other associations may apply to the ACFA Judging Program and subsequently be licensed in ACFA in the following manner:

1. Submit the ACFA Judging Program Application Form provided by the JEC Chair not later than sixty (60) days prior to a convened session of Board. The form must be completely filled in and accompanied by a current photo and application fee.
2. The JEC will review the application and present its recommendation to the Board at the meeting. If the application is accepted he/she shall begin the prescribed training. (If it is rejected, he/she may reapply in one (1) year.)

B. Prescribed Training Program:

1. Perform the duties of Ring Clerk in two ACFA shows. The purpose of this training is to acquaint the applicant with current paperwork and to review ring procedures.
2. Attend an ACFA Judging School or approved Breed Seminar.
3. Successfully complete a written examination supplied by the JEC. (The examination will cover Standards, Mechanics and Rules of the Association pertaining to Judges.). If the applicant fails, he/she may take another examination in six (6) months.
4. Successfully perform training with ACFA Training and Teaching Judges, completing one LH and one SH assignment under different Judges. Any failing assignment must be repeated with a different Judge.

C. Licensing:

Upon successful completion of those training assignments, he/she will be licensed as set forth below.

1. Judges trained and licensed in ACFA who subsequently terminate their ACFA license to Judge or help form another Registry or took an approved leave of absence for more than one year, will be relicensed in ACFA at a level and under such terms as are determined by the Board on recommendation of the JEC.
2. Additionally any Judge who was an Allbreed Training Judge prior to resigning, and who desires to attain his/her former level must complete the following Refresher Training Program:
 - a. Officiate at three (3) additional ACFA shows as an Allbreed Judge, without any additional responsibilities such as supervising trainees, to become re-adjusted to the ACFA Judging Ring and its management.
 - b. Upon successful completion of these assignments, the Judge will be relicensed as an Allbreed Training Judge and may perform the duties thereof.

SECTION 8: ACFA Judges Officiating For Other Associations**A. Guest/Reciprocity Judging**

1. ACFA licensed Judges in good standing (not under disciplinary action) may accept assignments to officiate with other associations with whom ACFA has guest/ reciprocity agreements, subject to the terms of agreement with the Registry concerned.
2. ACFA licensed Judges may obtain information on the terms and conditions surrounding the guest/reciprocity agreement from the JEC Chair or from the ACFA Central Office.
3. If the other Association grants guest/reciprocity status, the ACFA Judge must notify the JEC chair and Central Office.

B. International Guest Judging

ACFA Allbreed Judges in good standing may accept assignments to officiate for International Division Partners, or for other international associations that are not ACFA Partners, providing the following guidelines are followed.

1. The Judge must have held an Allbreed license for a minimum of one year.
2. The Association extending the invitation has a working relationship with ACFA.
3. The ACFA Judge must notify the JEC chair of the assignment, including the name of the club, the association extending the invitation, the country, and the location and date of the show.
4. The ACFA Judge will not sign any contract or give any written commitment to the International Association extending the invitation until all information described in C above has been provided to the JEC Chair and International Division Chair.
5. ACFA Judges represent the Association, whether officiating on the North American continent or in other countries. Judges will not perform duties for which they are not licensed in ACFA (i.e. Teaching/Training). Further, Judges may neither request nor accept remuneration not

permitted by the ACFA Rules if the Judge were officiating at an ACFA show. Anyone violating this rule will be subject to disciplinary action.

SECTION 9: Judges From Other Associations Judging in ACFA**A. International Division Guest Judges**

1. Judges who are affiliated with ACFA partner clubs in the International Division, or with registries with which ACFA has working relationships (for example, CCCA and ACF in

Australia, NZCF in New Zealand and GCCF in Great Britain) may apply to officiate at ACFA shows on the North American continent and elsewhere. Applications will be available from the International Division chair, and will be received and reviewed by the I. D. Committee, who will make recommendations to the Board. The Board shall issue licenses following a positive vote.

2. An International Division Guest Judge licensed by an association/federation based outside of North America but who resides in North America may not hold a judging license with any other North American based association/federation with which ACFA does not hold an official reciprocal agreement.

B. Reciprocity Judges

1. The requirement for Reciprocity Judges from other associations will be the same as those outlined for ACFA Judges unless otherwise provided for in the reciprocity agreement.
2. Not more than one (1) of the Judges at any ACFA licensed show may be from other associations.

SECTION 10: Judging Contracts

- A. The standardized Judging Contract will be used when contracting a Judge to officiate at any ACFA licensed show.
- B. A club **MUST** send the Judge a written contract (3 copies) along with a SAS envelope, postmarked within fifteen (15) days after a verbal contract has been agreed upon between the Judge and the Club.
- C. A Judge **MUST** sign and return the contract (2) copies to the Club within thirty (30) days.
- D. Each Judge is entitled to separate transportation to and from ACFA contracted shows. A Club has neither the right nor the authority to require a Judge to share transportation to/from a show as a stipulation to accepting a contract Judges who choose to share transportation will be not be paid duplicate transportation expenses.
- E. Clubs cannot require a Judge to use the services of a specific travel agent or agency.
- F. Clubs cannot require a Judge to travel on a specific airline or at a specific time of day.
- G. Clubs cannot restrict a Judge's dealings with another Club.

SECTION 11: Continuing Education Requirements

1. Allbreed Teaching Judges will be paid \$7 dollars per student attending the School/Seminar or a minimum of \$50 dollars whichever is greater. The Judge will also be paid all applicable incidental expenses to include travel, lodging and food.
2. All licensed ACFA Judges (Guest, Reciprocity and International excluded) are required to fulfill 6 hours of Continuing Education Requirements (CER) in each two-year period beginning **January 1, 2015**.
3. Three (3) of the CER hours must be earned in a 3 hour School, Breed Seminar or Training Seminar, under the direction of a licensed Allbreed Teaching Judge. The Teaching Judge will also receive the 3 CER hours. All CER credit is to be filed and verified by ACFA Central Office.
4. The other three (3) CER hours can be accumulated with any of the following:
 1. Attend or teach another 3 hour School or Seminar for 3 CER hours.
 2. Master Clerk one (1) two day or two-session show for 1 CER hour.
 3. Clerk one (1) single day or session show for 1 CER hour.

4. Moderate a 1-hour Training Seminar on your primary breed for 1 CER hour. (Must have a minimum of 5 attendees. The 5 attendees must be judges or trainees.) Moderators of the one (1) hour breed training seminars are required to send a list of attendees to ACFA Central Office, with 7 days, for credit.

5. Attend a 1-hour Training Seminar moderated by a licensed ACFA Judge, on his/her primary breed, for 1 CER hour. (Must have a minimum of 5 attendees. The 5 attendees must be judges or trainees.)

6. Show manage one show for 1 CER hour.

Requirements can only be used for credit one (1) time each in the two (2) year period.

Any questions, contact the JEC Chair

SECTION 12: RING FEES

1. Fees are applicable to regular, guest or reciprocity Judges regardless of the type or duration of Show Judge, and are determined by the Allbreed or Specialty status of the Judge at the time of signing the Judging Contract.
2. Officiating Judges shall be paid at the rate as established by the Board of Directors. The fee shall be per catalogued entry or the equivalent of the fee times 100 whichever is greater.

SECTION 13: Annual Review and Relicensing

The Board will review the files of all Licensed Judges and Trainee Judges annually at the February meeting. Materials for the review will cover the year from January 1 through December 31 of the previous year. The purpose of the review is to determine the Judges' performance and approval for relicensing for the forthcoming show season. The review shall also serve to make determinations in regard to advancement, demotion or discipline of a Judge, should the records indicate that such action is justified or necessary.

All Show Reports to be considered by the Board MUST be submitted to the JEC Chair in writing.

A. Administrative Procedures:

Files are to be presented to the Board in the following manner:

1. The JEC Chair will provide the Judges' files for presentation to the Board, containing all pertinent information during the past review period.
2. Files will be categorized in three classes for presentation, Allbreed Judges, Specialty Judges and Guest/Reciprocity Judges.
3. Each file will be assigned a number instead of the Judge's name for presentation to the Board. Numbers will be assigned by Central Office and sent to the JEC Chair, along with the number of shows at which each Judge has officiated.
4. Judges' file summations scheduled for review will be sent to the Board fourteen (14) days prior to the announced date of the February review.
5. Individual files may be reviewed at the August Board meeting if a Judge has been under disciplinary action or is applying for advancement.

The Board during the review will consider no verbal charges or complaints. The only charges or complaints will be those, which were submitted in writing to the JEC Chair and sent to the Judge concerned for response.

B. Content of Judges' files:

Judges files maintained by the JEC Chair should contain the following:

1. Synopsis of past performance.
2. Current letters of commendation, recommendation or complaints.

3. Club reports or synopsis of reports received during current review period.
4. Record of the number of shows officiated by the Judge during the review period.
5. Notation of special licenses held by the Judge (i.e. Mechanics, Breed Specialty, etc.)
6. Record of Judging Schools/Seminars attended or taught.
7. Date of licensing at present level.
8. Request for advancement, submitted on proper forms.
9. Recommendations and/or comments by the JEC.

The JEC shall prepare and disseminate a condensed summation of all pertinent information in the Judge's files for review by the individual Judges and the Board.

C. Rights of the Judge:

1. Each Judge will be forwarded a copy of his/her file as provided for the Board not later than thirty (30) days prior to the announced review.
2. In regard to the information to the Judge shall have the following options:
 - a. Accept the report as submitted.
 - b. Forward any additional information needed to correct errors in the report.
 - c. Submit any mitigating or rebuttal evidence in his/her defense or in support of request for advancement, which he/she desires to be considered by the Board. Such information MUST be provided to the JEC Chair not later than fifteen (15) days prior to the advertised review.
 - d. In addition to submitting written documentation to the Board, the Judge has the right to appear in person when his/her file is reviewed, or to appoint a representative to appear in his/her place and present any other pertinent information.

SECTION 14: Judges' Review – Administrative Procedure

A. Procedures

The following procedures will be employed for the conduct of the Annual Judges Review and other discussions held in conjunction with balloting pertaining to Judges during convened sessions of the Board.

1. Matters presented to the Board in regard to the relicensing of Judges will be discussed in open session. Review of individual Judges performance may be closed at the request of the Judge. The JEC may request to close an individual review, subject to the Board's approval. Under no circumstances during open sessions may observers comment or address the Board.
2. When the Board is discussing matters pertaining to the Judges the following individuals may be present in an advisory capacity to respond to questions by the Board in regard to administrative procedures relating to Judges or the Judging Program.
 - a. JEC Chair and members.
 - b. ACFA Central Office Staff
3. When discussing the files, the Board will consider only those facts and documents contained in the files they received and pass judgment on the merits or lack thereof of the Judge as evidenced by the file contents.
4. When a Judge elects to appear before the Board he/she may present any matters he/she considers pertinent prior to any motion or any action being taken.
5. When a Judge has appeared before the Board in closed session, the secretary will read a summary of material presented to the Board prior to the open session. Although the Board will know the identity of the Judge being discussed, the summary will NOT identify the Judge to the observers present. The only breach of anonymity will be if the Judge being discussed requests to address the Board in open session.
7. Following the discussion of Judges' files, voting to relicense will be by show of hands.

B. Closed Session

During the portion of the review dealing with advancement, promotion and discipline, the JEC Chair and/or members may request that the meeting be closed. This will afford the input of the Council on all areas dealing with the review in a fair and equitable manner to all parties involved.

C. Letters of Concern

The Board may issue a letter of concern in those circumstances where evidence of a minor violation of a procedure or requirement occurred.

D. Discipline

In keeping with Bylaws Article XII, Sections 6 and 7, the Board of Directors provides the following.

1. General Provisions

- a) A licensed judge may be disciplined only for violation of ACFA Rules or guidelines, board directives, or a reasonable expectation of ACFA which should have been known to the judge. This shall not be construed so as to prohibit the JEC from questioning a judge and/or offering reasonable direction at the time of the occurrence of any incident, the result of which might later be dealt with in a disciplinary manner.
- b) Disciplinary action appropriate to the circumstances may take one or more of the following forms: loss of license, suspension, and probation. While disciplinary action shall normally be progressive, whereby the severity of the violation, past violations of a similar nature, and past disciplinary action for those violations are all taken into consideration, a given form of discipline need not necessarily be preceded by a less serious form of discipline.
- c) Upon presentation of serious charges from any member or Show Committee, in writing and accompanied by substantial evidence, the Board of Directors may temporarily suspend the license of any Judge until such time as the matter may be fully resolved at a meeting of the Board of Directors. The Judge shall be advised that he/she is entitled to appear and /or be represented and defended, orally or in writing, against any charges.
- d) Prior to imposing any form of discipline, a fair and objective investigation will be conducted by the JEC.
- e) The judge shall be informed of the basis upon which discipline is being considered, the witnesses, and the results of any preliminary investigation.
- f) The judge shall be given an opportunity to explain, within thirty (30) days of notice, his/her perception of the matter and name other witnesses or provided additional information. These shall be investigated prior to taking disciplinary action.
- g) If, during an investigation, the judge is questioned regarding an incident, and s/he does not respond at that time, thirty (30) days of notice shall be given for a response. In the absence of a timely response, the ACFA Board of Directors shall proceed based on the information know at the time.
- h) The judge shall be provided written notification at the conclusion of the investigation when the decision is recommended to take no disciplinary action.
- i) Only the ACFA Board of Directors may issue discipline to judges.
- j) All correspondence related to an investigation or discipline must be sent to the judge by certified and regular mail.

2. Probation

- a) The judge shall receive written notification of probation including the date(s) and the basis for this action. A copy of the notice shall be placed in the judge's official file.
- b) A judge placed on probation shall not have such status published; however, said action shall be noted in the judge's official file.
- c) A judge may, within 20 calendar days after receipt of a notice of probation, file a response which shall be appended to the notice of probation.

3. Suspension

- a) If a given suspension was preceded by a probationary period for a similar issue, the judge must have been given reasonable time to correct the issue prior to the suspension.
- b) A judge may be suspended without a previous probationary period if serious circumstances exist that could possibly lead to loss of license.
- c) The judge shall receive written notification of the suspension including the date(s) and the basis for this action. A copy of the notice shall be placed in the judge's official file.
- d) A judge may, within 20 calendar days after receipt of a notice of suspension, file a response which shall be appended to the notice of suspension.

4. Loss of License

- a) In cases relating to incompetency, or continued failure to satisfactorily meet performance standards as a judge, the following shall also apply:
- b) The judge shall be notified in writing of deficiencies which, if not corrected, could lead to loss of license. The notice shall include specific recommendations for improvement, a tentative timeframe for improvement and a statement that failure to correct the deficiencies may lead to loss of license.
- c) Further explanation of the identified deficiencies and suggested corrections shall be provided to the judge in a conference or conferences, the first of which shall be held within three weeks of the written notice.
- d) Reasonable assistance shall be offered and provided in order to assist the judge in correcting deficiencies.
- e) A reasonable period of time not less than four (4) months from the written statement required above shall be provided for correction of deficiencies. This time period shall be specified in writing and may be extended.
- f) At the end of the time period provided, a formal evaluation of the judge's performance shall be made.
- g) Notice of the loss of license shall be in writing, including the specific reasons for the recommended action and the effective date. A copy shall be placed in the judge's official file.
- h) Prior to filing formal charges, the judge shall be informed that s/he is not required to make a written or oral statement if s/he chooses not to do so.
- i) Upon completion of the investigation, if a basis for action appears to exist, the JEC Chair shall notify the judge to explain what the misconduct or other basis for action is, who the witnesses are and other sources of information upon which the action would be based, and what recommendation(s) the ACFA Board of Directors is considering.

- j) Within thirty (30) days of notice, the judge may explain his/her perception of the facts with respect to the allegations. S/he may explain or identify other sources of information, including witnesses that may provide information concerning the allegations. The JEC Chair shall then determine if further investigation is necessary or if formal written charges will be filed without further investigation. The JEC Chair shall notify the judge of his decision.
- k) Any documentation used to support the subsequent filing of formal charges shall be shared with the judge.
- l) The following procedures shall be used in filing formal charges:
 - (1) At least thirty (30) days prior to the time that formal charges against a judge will be considered by the Board, the judge shall be notified in writing of the JEC's recommendation. Notification shall include a draft of the formal charges.
 - (2) The JEC Chair shall submit the charges to the Board at the next convened session, unless there has been mutual agreement to extend the timelines.
 - (3) Upon receipt of formal written charges, the Board shall act on the JEC's recommendation.
- m) If the recommendation is either to revoke the judge's license or to fix the terms under which a judge may receive a new license, such action shall require an affirmative vote of the majority of the Board.

- 5. A judge holding an additional license, mechanics, breed, training or teaching, may be returned to allbreed or specialty status by the Board of Directors.

E. Letters

After adjournment, letters will be prepared and signed by the ACFA President (or his/her designee) advising each Judge of all actions taken by the Board in regard to his/her file and provide the Judge with reasons for any action taken in his/her relicensing and requests for promotion. A copy of the letter will be prepared for inclusion in the Judges' file.

F. Items to be Published in Bulletin

Actions taken by the Board in regard to Judges, Trainees, or Applicants will be treated in confidence. The Bulletin will publish the following information:

- 1. Names of Judges selected for promotion after completing all requisites for advancement
- 2. Names of Judges suspended or whose licenses were not renewed and authority (e.g. violation of Show Rule, Article, etc.) for the action taken.
- 3. Names of Judges demoted and the level of license to which they were demoted, and the authority for the Board's action.

SECTION 15: Judges' Executive Council (JEC)**A. Responsibilities:**

Members of the JEC shall hold all information concerning Trainees and Judges in confidence. It is the function of the Board to evaluate and disseminate any information provided to them as they see fit. A breach of confidentiality could result in the Council member being removed.

1. The Chair of the JEC shall be responsible for maintaining the Judges' files and forwarding reports to the Board and serve as spokesperson for the Council. The Chair shall also be authorized to delegate duties and responsibilities as deemed necessary. Such duties include, but are not limited to, appointing the Training Coordinator, producing the Judges' Newsletter, and writing of examinations.
2. The Chair shall receive a copy of each Club Report submitted on each Judge for inclusion in individual files. In the event of a serious complaint or allegations by a Club, the chair shall send a copy of the report to the other Council members. If considered serious by the JEC, the complaint should be sent to the Board with the JEC's comments.
3. It shall be the responsibility of the JEC to act as an arbitrating body for any written complaint or allegation against the Judge or Apprentice/Trainee by a member of the Board, Judge, Apprentice/Trainee, and Club Exhibitor. It shall be the JEC's task to investigate and determine the validity of the complaint or allegations between the parties involved. Applicable materials shall be presented to the Board for a hearing. Any accused Judge or Apprentice/Trainee may ask one or more members of the Council to represent him/her.

B. Newsletter:

The JEC member or other person delegated by the JEC Chair shall send a report or newsletter to all Judges and Apprentice/Trainees on a Quarterly basis. It shall contain the most recent changes in the Standard of Perfection, Show Rules and Bylaws affecting Judges, as well as any changes in Board directives affecting a Judges.

C. Examinations:

The JEC will be responsible for preparation and administration of examinations specific to all levels of testing and advancement. Completed exams shall be returned to the JEC Chair for grading. The Chair shall designate two ACFA Allbreed Teaching or Training Judges to grade them. Examinations shall be coded for anonymity. Graders must complete their task and return the examinations to the Chair within thirty (30) days. If there is one passing grade and one non-passing grade, the exam must be sent to a third Judge for grading. The results, including a summary of deficiencies, shall be sent to the examinee noting success or failure.

D. JEC Elections:

1. The Council is to be comprised of five (5) members elected by their constituents. Those eligible to vote include licensed Allbreed and Specialty Judges.
Any ACFA licensed Allbreed or Specialty Judge is eligible to serve on the JEC except those with a member of the same household currently serving on the Board of Directors.
In the event that a member of the same household is elected to the board of directors, the member of the household serving on the JEC must resign from the JEC.
2. Beginning January 1, 2017, and every three (3) years thereafter, statements of candidacy will be accepted by the ACFA Executive Director from January 1 through February 28. The statements for publication are limited to 200 words must refer to the candidate's qualifications, and must not refer to any other candidate.
 - a. The term of office is for three (3) years, beginning May 1, 2017, and every three (3) years thereafter
3. Publication of candidates' names, statements, and election ballot shall be mailed by the Central Office no later than March 24.
 - a. The ballot will list all of the candidates' names. Eligible voters may vote for one to five candidates to serve on the Council, and cast one vote fore the JEC Chair from

the candidates chosen. The ACFA ballot mailbox number will be provided in the ballot.

- b. Counting of ballots by Central Office will occur not later than thirty (30) days after the postmark of the mailing of the election ballot by Central Office.
4. If any vacancy should occur on the JEC, the unsuccessful candidate from the last election who received the highest number of votes will be seated to fulfill the unexpired term.