

## Qualifications for AWDF IGP Apprentice Judges

Approved 2/26/2024

### **1. The candidate must meet the following qualifications:**

- a. The candidate must have trained at least two (2) different dogs:
  - i. Trained and titled two (2) different dogs from BH to SchH3/IPO3/IGP3 (with passing scores).
  - ii. Must have competed at the national level and passed with one of the dogs.
  - iii. Must put at least an FH1 on a dog, with passing scores.
- b. The candidate must have been actively involved with promoting humane training and the AWDF.
- c. The minimum age of a licensed AWDF judge is twenty-one (21) years.
- d. Must be an AWDF club member in good standing for at least one (1) year.

### **2. Application to Apprentice Program**

- a. The applicant will be recommended to the AWDF Executive Board (EB) by their local breed or sport club, or by any licensed judge recognized by the AWDF. A written resume of the applicant's qualifications must accompany this recommendation, with copies of their scorebooks for proof of titles with handler.
- b. The applicant will submit a criminal background check, completed at the apprentice judges' expense. This can be obtained at the Department of Public Safety or equivalent.
- c. The AWDF EB will be responsible for confirming the forthrightness of the applicant's resume and will acquaint themselves with the applicant to ensure the applicant will represent the AWDF to the highest standard. Only persons who demonstrate high standards of personal conduct, good sportsmanship, and a mastery of the basics of sport dog training along with the willingness to work well with people and to intelligently promote the dog sport should be considered.
- d. The applicant's name will be posted on the AWDF website for forty-five (45) days. Any challenges or objections regarding the applicant should be sent to the AWDF EB within this period for review.
- e. The AWDF EB will review any comments from members about the candidate AFTER verifying the accuracy of the comments within seven (7) days after the comment period ends. (Note: Any comments that cannot be verified as well as anonymous comments, will be disregarded.)
- f. Any comments received about the applicant will be sent to the applicant without the name of the sender.

g. After approval by the EB by a majority vote, the applicant will take and pass a written test showing basic knowledge of the following subjects:

- i. Anatomy, morphology, and movement of dogs
- ii. Dog behavior
- iii. Principles and techniques of judging
- iv. Any US laws regarding IGP dogs
- v. FCI rules on judging and FCI rules on IGP competition

Once this test is passed, the candidate will be placed on the AWDF apprentice judge list and begin the AWDF Apprentice Judges program.

### **3. The Apprenticeship Procedure**

a. There will be a required initial walk-through (if applicable) followed by a minimum of six (6) apprenticeship trials. The last apprenticeship will be under an AWDF club's DOJ or his/her designee. The AWDF EB point person may require the apprentice to complete more apprenticeships at his/her discretion.

b. To begin the apprenticeship, the apprentice judge will send a request for permission to apprentice to the mentoring judge, the trial secretary of the trial of the club, and the AWDF EB. Additional permissions may be required if the mentoring judge holds anything other than an AWDF license; it is the responsibility of the apprentice to seek these permissions from other organizations according to their policies. All of this must be done on an email form no less than thirty (30) calendar days prior to the trial.

c. Upon completion of the trial, the apprentice's report must be sent to the mentoring judge no later than fourteen (14) calendar days after completion of the trial. The mentoring judge will be requested to make comments and corrections to the apprentice's report within fourteen (14) calendar days of receiving the report. One copy will be sent to the apprentice judge with a copy going to the AWDF EB.

d. After the completion of each apprenticeship (i.e. all copies graded and electronically sent back) there will be a waiting period of one week, (7) calendar days, before the next assignment. This will give the apprentice judge time to study the results and the mentoring judge's remarks from the preceding event.

e. All copies of the summary evaluations by the previous mentoring judges must be sent to and received by the next mentoring judge at least seven (7) calendar days prior to the next apprenticeship. This will give the mentoring judge time to evaluate the apprentice's prior progress.

f. During the apprenticeship, a minimum of forty-eight (48) dogs must be evaluated. The minimum breakdown will be as follows:

- i. Ten (10) BH
- ii. Three (3) FH equivalent (FH1, FH2 or IGP-FH)
- iii. Ten (10) IGP 1

iv. Five (5) IGP 2

v. Twenty (20) IGP 3

g. Once the apprentice judge has completed the required number of dogs judged, the apprentice will have to pass a written exam.

h. After completion of all requirements, the AWDF EB will make a recommendation for licensing. The AWDF EB must confirm all new AWDF judges with a simple majority vote.

i. The initial license will be for a probationary period of three (3) years or fifteen (15) trials, whichever comes first. The probationary license allows the probationary judge to preside at any AWDF club level event in the United States.

j. Permission must be granted from the AWDF EB for the probationary judge to judge an event above club level. Only after significant experience has been obtained as determined by the AWDF EB and has been demonstrated by the probationary judge, can permission be granted.

k. At the end of the probationary period of three (3) years or fifteen (15) trials, whichever comes first, the probationary judge's work will be reviewed by the AWDF EB, who will make a recommendation regarding the granting of a permanent judges' license. A simple majority vote by the AWDF EB will advance the judge to permanent status.

l. All apprentice and probationary judges will be held to the same conduct requirements as judges. (Note: See item 7, the Judge's Conduct, below.)

#### **4. Removal of Apprentice (from this forward, use the point person rather than the EB)**

a. An apprentice who does not apprentice at least two (2) times in one (1) year or does not finish the program in three (3) years will be removed from the apprentice judge program.

b. An apprentice who fails two (2) apprenticeships will be removed from the program. Apprentices who have been removed must take six (6) months off from the program and must reapply to the AWDF EB to begin a new apprenticeship.

c. Any apprentice who exhibits behavior that is not in the best interest of AWDF or the judges' program may be removed from the program. Removal for this reason will require approval by the AWDF EB with a majority vote.

d. The AWDF EB may remove an apprentice from the program if the apprentice fails to show a marked improvement in procedure and quality of trial reports as they progress through the program.

#### **5. Acceptance of Judges from Other Programs**

a. Fully licensed judges from FCI-recognized judges' programs may be granted an AWDF judge's license. Qualifications are as follows:

i. Must be a resident of USA for at least 6 months.

ii. Must be a current AWDF club member in good standing.

- iii. Must have trained two (2) different dogs from BH to SchH3/IPO3/IGP3 with passing scores.
- iv. Must have taken one (1) dog to a national event with a passing score.
- v. Must have completed an FH with a passing score.
- vi. Must have a background check completed at the applicant's expense. This can be obtained at the Department of Public Safety or equivalent.
- vii. The membership is provided notice of candidacy via publication on the AWDF website for a period of forty-five (45) consecutive days. After the forty-five (45) consecutive days:
- viii. The AWDF EB should review any comments from members about the candidate AFTER verifying the accuracy of the comments within seven (7) days after the comment period ends. (Note: Any comments that cannot be verified along with anonymous comments will be disregarded.)
- ix. The AWDF EB will discuss the applicant's candidacy and evaluate ALL of the comments submitted by members within ten (10) days of receiving the comments from the AWDF EB;
- x. Within seven (7) days after the discussion on the applicant, the Executive Board will vote on accepting the judge. A simple majority vote by the EB will determine the results of the applicant's candidacy. If the results are negative, the secretary of the AWDF will send a general description of why the result was negative to the candidate.
- xi. If the outcome is unfavorable, the candidate may request within seven (7) days an opportunity to discuss the outcome with the EB and dispute any negative inferences.
- xii. If the outcome is contested by and discussed with the candidate, then the EB will revote on the candidate within seven (7) days, without further discussion. A simple majority vote by the EB will determine the results of the applicant's candidacy.
- xiii. If approved, the candidate would be a fully licensed AWDF judge contingent upon him or her signing the required paperwork. As a courtesy requirement, the judge will be required to write a report to the AWDF EB of his or her first assignment as an AWDF Judge.

## **6. Mentoring Judges**

- a. A mentoring judge is an AWDF or AWDF member club's fully licensed judge that accepts the responsibility to mentor the apprentice judges.
- b. They have been an AWDF or AWDF member club's fully licensed judges for 5 years.
- c. They have judged at least one championship.
- d. They have judged at least 50 club trials.

## **7. Judge's Conduct**

- a. A judge is a representative of the AWDF, on and off the field, and at all times.
- b. A judge has the responsibility to promote the sport in a positive manner and promote AWDF in a positive manner.
- c. A judge must always be fair and unbiased in their work.
- d. A judge should always conduct themselves in a sportsmanlike manner.
- e. A judge should abide and judge by the rules accepted by the AWDF.
- f. A judge should always be concerned for the welfare of our dogs as well as the safety and conduct of trial participants and spectators.
- g. Judges are required to keep the AWDF EB informed of correct contact information and any circumstance that could interfere with their ability to fulfill the judging requirements.
- h. A judge may not judge their individual club's trials or household members. This may be waived for championship trials.
- i. Judges may not use judging assignments as a mechanism for generating income by training or selling dogs while at a judging assignment.

## **8. Required Judges' Activities**

- a. A judge should continue to expand his/her knowledge by studying under visiting judges and attending workshops and seminars.
- b. A judge must remain actively and demonstrably involved with the training of sport dogs.
- c. Judges will be required to judge a minimum of three (3) trials within each calendar year.

## **9. Judges' Fees**

- a. A judge is entitled to all reasonable expenses relating to judging assignments, including the following:
  - i. Current government mileage rates apply for personal vehicle travel.
  - ii. Round trip airfare if applicable.
  - iii. Airport parking and incidental associated travel expenses.
  - iv. \$100.00 per day judges fee for each day judging plus one travel day.
  - v. Meals while in transit to and from the event.
- b. Judges with additional requirements should make them known to the hosting club at the time of agreeing to judge the trial.
- c. The judges should provide an invoice for payment to each club.
- d. Disputes over fees and expenses will first be arbitrated by the AWDF EB.

## **10. Removal of Judges**

- a. Judges' licenses will be removed upon:
  - i. Termination of AWDF club membership (Note: This is an automatic occurrence.)
  - ii. Voluntary request for removal.
  - iii. Judges who do not judge the required three (3) trials per year, without excused cause.
  - iv. Judges may be removed by a two-thirds (2/3) majority vote of the EB.
  - v. At any time, the AWDF EB may place any AWDF judge on inactive status until there is a meeting or decision of the EB.
  - vi. The AWDF EB may place a judge on inactive status until specified requirements are met, not to exceed six (6) months without EB involvement.
  - vii. A judge may request inactive status for personal or health reasons. If the judge remains inactive for a period of more than eighteen (18) months, he/she will be required to do a minimum of one apprenticeship or walk-through to be reinstated as a fully licensed AWDF judge.

## **11. Judges – Non-AWDF Employee Statement**

- a. Judges are on a volunteer basis when performing their judging responsibilities. For the clubs that request an AWDF judge the judge may or may not accept the request. The AWDF does not control how the judge performs their task, as long as they follow the guidelines provided by the rule book. Judges are independent contractors who do not work for the AWDF but are representatives of the AWDF.