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## **AKC Board of Directors - Judging Approval Process**

**Effective: September 1, 2015**

This newly stated judging approval process (the Policy) replaces any and all prior policies, practices and requirements that are inconsistent with any of its terms and conditions. This Policy relies on the prospective judge fulfilling mandatory as well as optional requirements chosen by the prospective judge to request Permit status. It is intended to simplify and quantify the process while giving significant objective guidance to all who desire to be approved to judge at AKC conformation events. It is recognized that education in each breed is an ongoing process but differs for the newly approved judge or the long time experienced judge.

The progression process is designed to consider the experience of the judge and to provide flexibility in which optional requirements (Qualifying Components) may be chosen to achieve Permit and ultimately group status. It is intended to assure an even playing field with clear guidelines for those aspiring to judge.

### **THE REQUIREMENT MATRIX**

Attached is a Judge Education Component Requirements Chart that shows the requirements both for the first time applicant and additional breed applicants. The Chart is divided into 4 sections:

1. The first section is required of all applicants to obtain their first breed.
2. The second section has the mandatory requirements for judges depending upon the number of groups they currently judge for both regular and low entry breeds. (For purposes of this Policy a Low Entry Breed (LEB) is defined to be one in which fewer than 3,500 entries of that breed were made at AKC Licensed and Member Dog Shows throughout the United States during the preceding calendar year. The Judging Operations Department (hereafter: the Department) shall publish a list of LEB annually).
3. The third section contains the specific breed Qualifying Component education experiences from which the applicant can choose in order to qualify for Permit status. Each Qualifying Component is assigned a Component Educational Unit (CEU) weighted point allotment shown in the Chart.
4. The fourth section defines the maximum number of breeds for which an applicant may hold Permit status at any given time, based upon the number of groups the judge is approved to judge. Application to judge an additional breed may be made when the number of Permit breeds an applicant is then approved to judge is equal to or less than this maximum, so that the number of Permit breeds may equal but not exceed this maximum.

The columns in the Judge Education Component Requirements Chart determine the number of CEU's an applicant must present, per breed, based upon the applicant's group approval status. The more groups the applicant is approved to judge, the fewer CEU's per breed the application must present.

# JUDGE EDUCATION COMPONENT REQUIREMENTS FOR EACH BREED APPLICATION

## SECTION 1

### REQUIRED OF ALL INITIAL BREED APPLICANTS

Meet either the 12-5-4 or New Breed Alternate Method as specified in the Judging Approval Process  
 Complete 6 stewarding assignments within 3 years of application  
 Complete 6 judging assignments at AKC sanctioned non-point events  
 Meet AKC occupational eligibility requirements  
 Pass Anatomy and Procedural open book test  
 Attend AKC Basic Judging Institute

## SECTION 2

### REQUIRED OF ALL INITIAL AND ADDITIONAL BREED APPLICANTS

	COMPLETE GROUPS CURRENTLY APPROVED <sup>1</sup>		
	Less than 1	Less than 4	4 or more
Breed Standard Test for Each Breed on the application	X	X	X
Breed Interview with Executive Field Representative for each breed on the application	X	X	X
Pass use of Wicket and/or Scale as applicable	X	X	X
MINIMUM COMPONENT EDUCATIONAL UNITS REQUIRED FOR REGULAR BREEDS	10	8	6
MINIMUM COMPONENT EDUCATIONAL UNITS REQUIRED FOR LOW ENTRY BREEDS	5	3	3

<sup>1</sup>- Complete Groups on Regular Status

## SECTION 3

CEU VALUE	MAXIMUM CEU'S	COMPONENT EDUCATIONAL UNIT (CEU) DESCRIPTION			
2	2	Attend National Specialty			
1	1	Parent Club Judges Education Program at National Specialty			
1	2	Ring Side Mentoring at National Specialty, per mentor up to 2			
1	1	Steward at one day of conformation classes at a national specialty			
3	3	Attend Approved Breed Specific or Breed Comparative Seminar and workshop (2 CEU if no workshop)			
1	2	Attend additional Breed Specific or Comparative Seminar and workshop with different Breed Mentor up to 2 additional Seminars			
2	5	Mentor, Breed Tutor/Kennel Visit (1 additional CEU for additional Breed Tutor/ Kennel visit, maximum 5 CEU)			
2	2	Low Entry Breed telephonic tutorial			
1	3	Low Entry Breed show attendance			
3	3	Attend Major Entry Show and Participate in Ringside Observation with Breed Mentor			
1	2	(1 CEU for additional Breed Mentor Observation at major entry show up to 2 additional CEU)			
3	3	Sweepstakes or Futurity judging at a Specialty or Parent Club Supported event for the Breed			
1	1	Additional Sweeps or Futurity Additional Judging at a Specialty of Parent Club Supported event for the Breed			
3	6	Apprentice Training (1 additional Apprentice Training CEU with Different Judge Mentor (Up to 3 additional CEU)			
2	2	Attend performance event with breed present			
1	1	Attend a second performance event with breed present			
2	3	Judge the breed a total of 3 times at specified events			
1	3	Judge 3 NOHS groups (1 additional CEU for each 3 NOHS Groups judged) (up to 2 additional CEU's)			
1	1	Breed and raise a litter on the judge's premises of any AKC registerable breed within the year preceding the application			
*	*	Other educational experiences discussed with Judging Operations Department and agreed as significant			
3	5	Non-AKC (foreign or domestic) significant judging experience Number of CEU based on significance of entry.			

\* The number of CEU's will be determined by consultation with the judge and the Department based on the significance of the experience, maximum 6 CEU

## SECTION 4

MAXIMUM NUMBER OF BREEDS PER APPLICATION After First Approval (% Breeds in Group)	50%	80%	100%
(% of the number of breeds in the largest group at time of additional breed application)			

## **FIRST TIME APPLICATION TO JUDGE NEW JUDGES**

### **12-5-4 Method**

Individuals applying as New Judges must meet the following minimum criteria:

- Have 12 or more years' experience exhibiting in conformation in at least one breed applied for.
- Must be a member of a household where five or more litters in each breed applied for have been bred and whelped.
- Qualifying litters must have been whelped and raised on applicant's premises.
- Qualifying litters must have produced four or more champions.
- Criteria compliance may be with AKC events and registered dogs or with events and registrations of a foreign kennel club whose registry is recognized by the AKC. If foreign, it shall be the applicant's responsibility to adequately document the criteria compliance.

### **New Breed Alternate Method**

If an applicant does not meet the litter and/or champion criteria in the initial breed(s), he/she may apply under the New Breed Alternate Method. Applicants must have 15 or more years' experience in conformation in at least one breed applied for and must be able to document having accomplished any combination of four of the following components in each initial breed:

- Bred at least two champions in the breed requested.
- Bred and raised four litters in the breed requested on his or her premises.

- Breeder of Merit earned in the breed requested.
- Owned or maintained for the duration four dogs in the breed requested that earned championships or grand championships while residing at applicant's home.
- Personally exhibited four unique dogs in the breed requested to their championship, earning all 15 points and both majors, or grand championship, earning all 25 points, three majors and defeating a special on three occasions. (This requirement is the same for owners and professional handlers).
- Personally exhibited two dogs in the breed requested as specials for a minimum of two years or approximately 60 shows. (This requirement is the same for owners and professional handlers).
- Owned at least one dog in the breed requested that sired four champions. (Dog must have resided at applicant's home while used at stud)
- Document 25 years of experience exhibiting dogs in Conformation events.
- Criteria compliance may be with AKC events and registered dogs or with events and registrations of a foreign kennel club whose registry is recognized by the AKC. If foreign, it shall be the applicant's responsibility to adequately document the criteria compliance.

Individuals with extensive experience and abilities beyond those points listed above will be given due consideration.

All New Judge applicants must:

1. Pay a \$25 per breed application fee.
2. Pass the Breed Standard Test described in this Policy.
3. Pass Anatomy and Procedure test.
4. Be interviewed satisfactorily by an AKC Executive Field Representative as described in this Policy.
5. Pass a wicket or scales test administered by an Executive Field Representative if a breed applied for is a measurable breed.
6. Attend an authorized AKC Basic Judging Institute prior to requesting regular status but not earlier than two years prior to submission of initial application.

### **Permit and Regular Status**

The designation of a judge as approved on Permit status is intended to advise exhibitors that the judge has been recently approved for the breed. The Premium List for all shows shall indicate with the use of an asterisk for each Permit breed that the Judge is on Permit status for that particular breed as of the time of AKC's last approval of the judging panel. A judge has completed Permit status for a breed after completing 3 assignments. The judge shall notify the Department upon completion of Permit status for each breed and shall be designated as being approved with Regular Status thereafter. An "assignment" is an approval by the AKC to judge a breed at a conformation show offering championship points. The number of breeds for which a judge may be approved upon Permit status is limited in accordance with the Matrix, Part 4.

## **Application to Judge Additional Breeds**

The Judge Education Component Requirements Chart provides for an advancement protocol that is experienced based. Judges approved for multiple groups will be expected to submit applications with fewer CEUs per breed than those with approval for fewer groups. An application for an additional breed may be submitted upon completion of the CEU requirements for that breed, subject to the limit set forth in Section 4 of the Matrix.

### **Specific Breed Education Requirements**

In addition to the mandatory requirements outlined in sections 1 and 2 of the Judge Education Component Requirements Chart, each prospective judge must complete optional requirements. The number of CEU's for each breed necessary to be completed to obtain Permit status varies depending upon the experience level of the judge. A judge completing the first group must, when applying for additional breeds, complete more CEUs per breed than a judge already approved for a multiple groups. Applicants must keep records to document the fulfillment of the CEU requirements for each breed.

After a judge has been granted regular status on all of the breeds approved on the initial application, an application to judge an additional breed may be presented to the Department when the applicant has completed the number of CEU requirements for said breed as set forth in the Matrix, or as otherwise permitted in this Policy. The application shall be accompanied by the appropriate supporting documentation to demonstrate compliance with the CEU requirements for the applicant and the breed. Part 4 of the Matrix establishes a maximum number of breeds that an applicant may have

on Permit status at any one time. Applications for breeds in excess of that maximum will not be accepted.

An applicant for an additional breed shall:

1. Pay a \$25 per breed application fee.
2. Pass the Breed Standard Test described in this Policy.
3. Be interviewed satisfactorily by an AKC Executive Field Representative as described in this Policy.
4. Pass a wicket or scales test administered by an Executive Field Representative if the breed applied for is a measurable breed, except that an applicant who has passed a similar test in the past 5 years without having received a negative procedural observation report on the device during that time need not again be tested.
5. Complete at least all of the CEU's required for the breed for the applicant's level, or as required by this Policy.

It is the intent of this policy to remove barriers from becoming approved for more breeds and groups. In order to provide the mentoring and guidance when a judge who is not regularly approved for all of the breeds in a group submits an application for additional breeds the following process is followed:

The Department assembles and reviews the judge's Judge Breed Commentary (JBC) reports (described later in this Policy), all procedural reports, the interview report and any other materials it may have available to it. It is anticipated that if the applicant has completed the required CEU's, passed the relevant tests and breed interview, and had educational based JBC discussions which followed the intent of this policy virtually all applicants will be approved for the breeds for which they have applied.

If, however, upon such review the Department is of the opinion that the judge should continue his or her education in the breeds for which they are currently approved, rather than being approved for some or all of the additional breeds, the following shall occur: The Department shall advise the judge of the additional breeds which are approved, its opinion that further education is needed in specific breeds and that the application for those breeds is not approved, and the exact reasons for the opinion providing all documentation upon which that opinion is based. The judge may agree to withdraw the pending application for the unapproved breeds. The applicant will receive a credit for any fee payment made for breeds withdrawn. It shall be the Applicant's responsibility to document any credit that he or she might be entitled to upon presentation of a later application. The applicant may apply again for any breeds after such withdrawal at such time as the judge chooses. If the applications for the breeds in question are not withdrawn, the denial of the application for that breed shall be subject to the automatic review described later in this Policy.

### **Final Approval**

The process includes giving the Fancy an opportunity to be aware of and comment on the judge's application. Once all of the above has been completed the applicant's name and the breed(s) for which an application is pending will be published once in the next available publication of the on-line Gazette. Any such response shall be provided the judge. Upon the review of any responses received the applicant will be advised of any questions or concerns that arise and provided the opportunity to respond.

Once the requisite posting in the on-line Gazette and comments received the judge will be considered for Permit status. Only if the comments bring to the attention of the Department significant cause to withhold approval shall the judge not be approved once they reach the publication stage. If in the opinion of the Department approval should be withheld as a result of the publication process the Department shall notify the applicant of such opinion, the reasons for the opinion and provide all of the documentation the Department is relying upon for such opinion. The denial of the application shall be subject to the automatic review described later in this Policy.

### **Component Educational Units (CEU)**

There are many opportunities for an applicant to obtain education in a breed. The most common are included in the Judge Education Component Requirements Chart. (The Matrix) The passage of time does not eradicate an educational experience. The date of completion of a Qualifying Component is immaterial. A Breed Mentor is a person approved by the parent club or the Department as such or who has judged the National Specialty of the breed. Exhibitors with 12 years' experience or a judge of the breed for at least 12 years are presumed to be Breed Mentors.

### **Qualifying Components:**

1. *Attend Parent Club National Specialty.*  
Attending a National is one of the best ways to learn a breed and develop confidence in one's understanding of that breed. Total of 6 CEU possible. Attend parent club national specialty – 2 CEU. Attend parent club judges' education program held with national specialty – 1 CEU. Ringside observation with a Breed Mentor: 1 CEU (Maximum 2 CEU with different mentors). Ring Steward for a day in the regular conformation class judging at a parent club national specialty – 1 CEU.
2. *Attend Approved Seminar/Workshop.*
  - a. Seminar and workshop (if applicable) must meet AKC criteria for credit.
  - b. Seminar/workshop host is responsible for ensuring all requirements are met to ensure attendees receive proper credit.
  - c. Guidelines are available on the AKC website or by contacting the Judging Operations Department.
  - d. Total of 5 CEU possible:
    - i. Attend seminar with hands-on workshop – 3 CEU or
    - ii. Attend seminar without hands-on workshop - 2 CEU
    - iii. Additional seminar & workshop with different presenter – 2 CEU or seminar only with different presenter – 1 CEU (Maximum 2 additional CEUs)
    - iv. Comparison seminars – will be accepted for those breeds approved by the department. Must meet AKC criteria for credit. CEU value will be the same as above for each breed presented.
3. *Mentors, tutors and kennel visits.* Credit received for documented educational experience with parent club mentor or individual meeting AKC's criteria (12 years as approved judge or 12 years exhibiting breed). (With respect to Low Entry Breeds the Department may accept Mentors and Tutors other than those qualified as above.)
  - a. Total of 5 CEU possible.
    - i. Mentor – 2 CEU – ongoing, long-term relationship
    - ii. Kennel visit/tutoring session – 2 CEU - one-time experience with in-depth discussion of breed, its salient characteristics, and examined and discussed examples of the breed.
    - iii. Additional mentor, tutor or kennel visit – 1 CEU each
4. *Attend Major Entry show.* The applicant judge must participate in Ringside Observation with a Breed Mentor at an AKC show where a major in one sex has been entered. A Breed Mentor may exhibit at the show but should be available for discussion during the major entry – 3 CEU. (1 additional CEU for each additional attendance and mentoring, maximum of 5 CEU). The additional mentoring and attendance may be at the same cluster or weekend circuit.
5. Sweepstakes or Futurity judging at a Specialty or Parent Club Supported event for the Breed – 3 CEU. (Only 1 additional CEU for additional judging).
6. *Apprentice Training* – 3 CEU. (1 additional CEU for each additional Apprentice Training completed, maximum 6 CEU). (Additional Apprentice Training sessions may be at the same weekend, cluster or circuit but must be under different Mentor Judges.) The additional breed applicant may accompany the Mentor Judge during the judging of a breed as a Judge Trainee. There must be a major entry entered. The session must be scheduled prior to the opening of the show, and the consent of the Show Chairman and Mentor Judge must be obtained. Prior to the first Apprentice Training session of each breed the

Trainee must complete and pass the breed standard open book test referenced in this Policy and pay the required application fee. No further test for approval of that breed shall be required thereafter, unless the breed standard is amended after the passing of the test. In that case a current test will be required at the time of application but no further fee shall be required. It shall be the Applicant's responsibility to document any credit that he or she might be entitled to upon presentation of a later application. The Mentor Judge may discretely comment to the Trainee Judge about his or her thought process as the classes are judged. The Mentor and Trainee Judge shall discuss the entry together, alone and in confidence, after judging and the Mentor must certify that the Trainee was prepared and conversant in the breed's characteristics. Judges who are requested to act as a Mentor Judge should only agree to act as such for breeds in which they have been approved to judge the breed for at least 12 years or an approved judge with 12 or more years' breeding and/or exhibiting experience in that breed. Visiting Judges may act as a Mentor Judge when appropriate.

7. *Attend a Performance Even* – 2 CEU when applying for a performance event breed and where the breed is present at the performance event. 1 additional CEU for attending a second performance event, with the breed present, which may be on the same weekend or in the same cluster.
8. *Judge the breed* a total of 3 times cumulatively; in the Group at an AKC show, in Best in Show, in the

Miscellaneous Class, as a substitute judge at an AKC point show, at an AKC sanctioned Match, at a Department designated Special Attraction, NOHS, or 4-6 month class– 2 CEU. One additional CEU for each additional 3 times to a maximum of 3 total CEUs. (The Department shall publish a list of the types of Special Attractions that shall be accepted under this section of this Policy.)

9. Judge an NOHS group at three events – 1 CEU in each breed applied for. 1 additional CEU in each breed applied for, for each additional 3 NOHS Groups. Max 3 CEU. NOHS group judging shall be eligible for use in calculating CEU's in only one application cycle. Once credit is used for having judged a group that judging is no longer eligible for future applications.
10. *Non-AKC Events.* A judging assignment of an entry of the applied for breed, which would qualify as a 3 point major for All Other Breeds in any AKC zone in the continental United States, at an event other than an AKC event (domestic or foreign) – 3 CEU's. For significantly larger entries the CEU value would be consistent with the size and breadth of the judging assignment. All verification documentation and information, translated to English as necessary, must be submitted to the Department with the application.
11. *Breeding and Exhibiting Experience.* An applicant who has bred or personally exhibited to their championships four or more dogs of the breed applied for shall be granted – 3 CEU. An applicant, who has bred or personally run to the highest AKC Field Trial title available to non-professionals

in the breed, four or more dogs of the breed, shall be granted 3 CEU. An AKC Field Trial is any AKC Event governed by the Rules of the American Kennel Club as adopted by the Delegates.

12. With respect to a Low Entry Breed only, an at length phone tutoring session with a breed expert will be accepted if the Department determines that insufficient educational opportunities are available – 2 CEU.
13. With respect to a Low Entry Breed only, attending a show where the breed is exhibited, examining the dogs present and discussing the breed with the exhibitor(s) – 1 CEU. 1 additional CEU for each additional attendance. (Entries of 3 or less dogs cannot be repeated by additional attendance where the same dogs are entered.) Maximum 3 CEU
14. Breeding a litter keeps judges involved in the heart and soul of the sport. 1 CEU in each breed applied for when a judge applying for additional breeds has bred and raised a litter on his or her premises within the year immediately preceding the application.

Other educational experiences that an applicant believes should be considered a Qualifying Component and earn CEUs should be detailed in writing and discussed with the Judging Operations staff.

### **Breed Examinations**

Successful completion of an open book breed examination shall be required of each applicant for each breed for which Permit status is requested or for which group approval is requested without breed approval. An

application fee of \$25 per breed shall be required of each application. In the event that Permit status for a breed is not granted, any fee paid shall be a credit for any future breed application.

The examination answer sheet and fee shall be submitted with each application for each breed or Group. Link to breed exams:  
<http://www.akc.org/judges/guides/>

Two or more missed questions or missing one DQ question is considered failing an exam. The judge will be advised to retake the breed exam. If the exam is not passed on the second attempt it will result in the denial of the breed application for six months. Judges may apply for approval of affected breed(s) after six months and a realistic effort to educate themselves.

### **The Executive Field Representative**

The Executive Field Representatives represent AKC interests at conformation shows. AKC interests include, but are not limited to, judge approval, show committee assistance, and presentations that promote goodwill. Ultimately, exhibitors at conformation events are considered their priority. Their role is to serve as the liaison between the fancy and the AKC.

Executive Field Representatives are the first resource for judges to approach with questions regarding AKC rules, policies, procedure or potential conflicts at AKC events. Discussion of breed judging with an Executive Field Representative on breeds with which the Executive Field Representative is a Breed Mentor is encouraged. Executive Field

Representatives will act as mentors and trainers for judges in order to help prepare judges for additional breed judging expertise and shall work with breed specialty clubs to assure education and training of judges in the fine points of a breed. The Executive Field Representative is there to coach, mentor and support all judges but in particular first group judges and to assure they enter the judging profession with the skills needed to further the sport of purebred dogs.

There are three key roles the Executive Field Representative plays in the Judging Approval Process:

1. New and Additional Breed Interview
2. Judge's Breed Commentary (JBC) Report
3. Procedural Observation

### **1) Executive Field Representative Breed Interview**

An Executive Field Representative will interview each applicant applying for any breed. The purpose of the interview is to assist and ensure that the judge has a clear understanding of the breed they are applying to judge and to discuss any potential issues or questions that the judge may have.

All interviews must be scheduled by an appointment booked through the Judging Department. Every effort will be made to conduct the interview at a show local to where the applicant resides or at one at which the applicant will otherwise be available. Alternatively applicants are welcome to have their interview conducted in the North Carolina office by prior appointment.

The interview will consist of a breed specific discussion for each breed applied. First time judging applicants will also discuss proper procedure, rules, conflicts of interest, the gray areas of the sport, demeanor, special attractions and expectation of judges. Individuals applying for measurable breeds (height and/or weight as a disqualification or condition of class) will be required to pass the applicable wicket and/or scales exam. Additional breed applicants tested on the same apparatus in the five years preceding the submission of the application will be exempt from this requirement excluding those who have received a negative observation report on measuring procedure or failed the applicable wicket and/or scales test during the five year period.

Interviews for first time applicants should be approximately 30 minutes in length. Additional breed applicants should expect interviews to be approximately 5 - 10 minutes per breed. The applicant is permitted to use pictures and may consult the breed standard during the interview.

Upon request the applicant may schedule the initial interview with a different Executive Field Representative.

### **2) Judge's Breed Commentary**

A Judge's Breed Commentary (JBC) is a joint effort of a judge and an Executive Field Representative. The JBC provides a dialogue opportunity for the newer judge and the Executive Field Representative. It is a mentoring opportunity for new and beginning judges and is intended to assist them in evolving their skills as a judge both in adjudicating their entry as well as their procedural skills.

The ultimate purpose of the JBC is to guide and document a conversation between the judge and the Executive Field Representative at the conclusion of a breed judging assignment. The intent is for an Executive Field Representative to observe the judging of a breed and to facilitate a discussion along a prescribed format where the judge describes and documents the choices made during the judging as well as discusses any procedural or other issues that may have occurred. It is not the Executive Field Representative's role to express opinions about the placements made. Rather, the Executive Field Representative should help the judge describe the dogs judged, the factors which contributed to the particular awards and placements made, the estimated quality of the entry and the overall impressions of the entry all in breed specific language.

The JBC process will be as follows:

1. A Judge not approved for all of the breeds in a group will check in with the Executive Field Representative in the morning of the judging assignment. The Executive Field Representative will advise the Judge of the breed(s) which will be observed and a JBC form for each breed to be observed will be provided to the Judge. Following judging the Judge will fill in the Commentary section of the JBC form by describing the entry as a whole and noting any strengths and weaknesses observed in the exhibits. The judge should describe the dogs awarded (or of which special note was made), the factors which contributed to the particular awards and placements made, the estimated quality of the entry and the overall impressions of the entry, all in breed specific language.
2. On a separate form the Executive Field Representative will also fill in the Commentary section of the JBC form by

describing the entry as a whole and noting any strengths and weaknesses observed in the exhibits. The Executive Field Representative should describe the dogs observed, the estimated quality of the entry and the overall impressions of the entry, all in breed specific language. Just as with the Judge, the Executive Field Representative will provide their critique of the entry using breed specific language as appropriate.

3. Once both have completed the appropriate JBC form sections, the discussion shall center on the salient/hallmark characteristics of the breed and the level of the entry that day. Notes regarding the discussion, based upon the Judge's and Executive Field Representative's observations and post-assignment discussion, will be added to the third section of the Executive Field Representative's JBC form using breed specific format as above. There will be no grade assigned to the report nor is this a "pass/fail" discussion. It is intended to help the new judge to consider the entry and have the opportunity to exchange ideas, as there is no right or wrong due to the subjective nature of judging through one's interpretation.
4. A JBC may be completed in any breed for any judge not approved to judge all of the breeds in a group. The entry of the breed for which a JBC will be completed should be sufficient to allow a meaningful comparative discussion of the merits of the dogs in competition. When such an entry exists and an Executive Field Representative is available all efforts should be made to complete a JBC. Although no minimum requirements for the completion of JBC's for a judge are imposed, the more often a newer judge has an opportunity to engage in a JBC with an Executive Field Representative, the more value the JBC will

have as an educational tool. The classes in which the dogs in competition are entered are immaterial.

5. The JBC completion shall be at the discretion of the Executive Field Representative, but a judge may request an Executive Field Representative to conduct a JBC completion. A judge may make notes during the breed judging and it should be recognized by all that a bit more time for judging the breed is appropriate.
6. The Executive Field Representative and Judge will sign and date the reports. The Executive Field Representative will scan the reports and provide the Judge a copy. The Executive Field Representative will file the completed JBC with the Department.
7. If a Judge believes an Executive Field Representative has gone beyond the intent of this policy during the Judge's Breed Commentary, that belief may be reported to the Executive Secretary of the American Kennel Club. Any such report must contain the specific instance(s) where a policy violation is alleged to have occurred and how it had an adverse impact on the JBC for the Judge. Upon receipt of such a complaint the Executive Secretary shall compile a response to the complaint from AKC staff and submit the complaint, the response and all other relevant facts to the Board Appeals Committee for review and disposition. The Board Appeals Committee may take any action it deems appropriate with respect to the JBC at issue.

### **3) Executive Field Representative Procedural Observations**

Adherence of a judge to basic requirements in the ring is essential. AKC Executive Field Representatives will observe a judge in accordance with this Policy to educate as



necessary and assure that the judge is adhering to such requirements.

A Procedural Observation Report filed by the Executive Field Representative and provided to the judge shall document the observation. Judges approved for less than a complete group can expect to be observed while all judges will be subject to periodic procedural observation. The current Policies with respect to *Fitness to Judge* and *Judges Unable to Perform* are approved and continued.

Procedural observations shall focus on the basic criteria below:

- 1) Professional and courteous conduct to all participants
- 2) Compliance with the Rules Applying to Dog Shows
- 3) Proper, efficient and safe ring procedure
- 4) Timeliness of Judging
- 5) The physical and mental ability to adequately perform the duties of Judge

Judges found to be deficient in such Procedural Observation Reports shall be given the opportunity to be mentored and trained in correcting such deficiencies. In the event that the Department believes that such deficiencies continue it may advise the judge of such belief and that the judge will be required to attend an AKC approved training session (AKC Basic Institute or similar course) within six months following the notice. Should the Department make such determination, the Executive Field Representative reports detailing such deficiencies and the recommendations of the Department for curing such identified problems shall be forwarded to the judge. Such a determination shall be automatically presented to the Judges Review Committee for review and confirmation.

Should a judge who is approved for a breed or breeds which may be weighed or measured receive a procedural report identifying a deficiency in the weighing or measuring of an entry during judging, the judge shall be required to be interviewed by a different Executive Field Representative and demonstrate proficiency in the use of scales or a wicket, as applicable. If that Executive Field Representative believes the judge has not adequately demonstrated such proficiency the judge may be asked to demonstrate the proficient use of scales or wicket, as applicable, with another Executive Field Representative. If that Executive Field Representative also finds that the judge is not proficient in the use of the scales or wicket the judge's approval to judge any breed in which a scale or wicket, as applicable, may be used in the ring shall be suspended until such time as an Executive Field Representative agrees that the judge has demonstrated the required proficiency.

#### **Removal of Breed Approval**

Should the Department determine that a judge's approval to judge a particular breed should be removed for cause, after notice to the judge and an attempt to re-educate the judge, the Department may petition the Board of Directors to remove such approval. Such a Petition shall be submitted to the Judges Review Committee and any determination of that committee shall be submitted for final action to the Board of Directors. The Board of Directors may set any terms it deems appropriate for the reinstatement of the judge's approval to judge any such breed for which approval has been removed.

#### **Best In Show**

Best In Show approval:

- Must have current approval for one full Group on regular status.
- Must have judged the group 5 times.
- A non-refundable \$25 fee required.

#### **Conformation Group Approval**

Individuals approved to judge breeds constituting 80% of the entries in that group from the previous year may request approval to judge the group competition.

1. Group approval would be for no more than three years, dating from the first group assignment.
2. May not be assigned breeds not currently approved constituting the balance of the group.
3. Group status would be removed after the three-year period if the judge has failed to gain approval for the balance of the breeds within the group by completing the appropriate number of Qualifying Components in accordance with the Judge Education Component Requirements Chart. The Judge may apply for the breeds constituting the balance of the group without regard to having Permit status in other breeds, subject to the limitations contained in Section 4 of the Matrix.
4. Judges granted Group status under this policy are required to pass the breed exam and submit a \$25 fee for any newly recognized breeds whose date of full recognition falls within the three year period to maintain Group status.

### Miscellaneous Class Judging Approval

Any judge eligible to judge a Group on regular status may also be approved to judge the Miscellaneous Class.

### Newly Recognized Breeds

Once a new breed enters a Group, all judges eligible to judge the Group are automatically granted the breed after passing the appropriate breed standard test and submitting a \$25 per breed fee.

Failure to pass the breed standard test in two (2) attempts and/or submit the \$25 fee will result in the removal of Group approval status. An Affected judge may continue to judge the Group on pending panels only and additional assignments will not be approved for any affected Group until such time as the breed has been approved. Judges may apply for approval of affected breed(s) after six months and a realistic effort to educate themselves.

### Reinstatement/Reactivation

All judges who voluntarily request resignation must submit a letter to Judging Operations.

- Judges who become AKC employees (and members of their immediate household) will be placed on inactive status and need not submit a letter to Judging Operations; additionally, judges who have not been heard from for five years or more and cannot be located are also placed on inactive status.
- Judging Operations Department will publish the names on the Secretary's Page in the next available Gazette.
- Judges requesting reinstatement of their judging privileges must do so in writing and successfully meet the current criteria. AKC

Staff will review and validate the request and the Board will be notified at its next meeting. The judge's name and approved breeds/groups will be published as Reinstated on the Secretary's Page of the next available Gazette.

- Current employees (and members of their immediate household) who have letters on file "resigning" their judging privileges are considered to be on inactive.
- A \$25 fee is required for reinstatement.

### Criteria:

- Judges who have been on resigned/inactive status for **less than one** year would receive automatic reinstatement/reactivation.
- Judges who have been on resigned/inactive status for **more than one** year may not need to reapply under the current system if they can document continuous in-depth activity in the sport (see Note).
- Judges who have been on resigned/inactive status for **more than one** year must reapply under the current system if they cannot document continuous activity in the sport (see Note).
- Eligibility and the reason for reinstatement/reactivation must be reviewed and validated by Staff.
- All individuals resigned/inactive for more than one year must be interviewed on current Rules, Regulations, Policies, Guidelines and Breed Standards; pass a Procedural Examination, Anatomy Test, and meet current requirements.
- Only previously approved breeds/groups may be reinstated/reactivated. In the case of a Group(s) with a newly recognized breed(s), breed standard test(s) must be passed and a non-refundable \$25 fee required for each newly recognized breed.

- Requests received from resigned/inactive judges meeting all eligibility requirements would receive automatic reinstatement/reactivation from AKC staff for all previously approved breeds/groups.

Note: Continuous in-depth activity may include but not be limited to: judges who resigned to exhibit dogs on breed/group level; employment with AKC; licensed superintendent; dog food salesperson or solicitor; publisher of a dog publication; other occupation or involvement at Conformation events on a weekly or monthly basis.

### Parent Club's Recommendation for AKC Approval on a member of their club to judge their breed

- Parent Club is invited to submit recommendations, not to exceed three members each year.
- Submit certified copy of meeting minutes at which action was taken by the Parent Club Board.

### Requirements from Applicant/Judge

- All Recommendations by Parent Clubs must include 20 years in the breed by applicant with breeding/exhibiting success.
- Must include 10 years membership in Parent Club.
- Must be occupationally eligible.
- Must be 21 years of age.
- Procedural and anatomy test required and if applicable, scale and wicket test required.
- If for the first breed, pass procedural interview with AKC Executive Field Representative.
- Must pass breed standard test
- A \$25 per breed fee is required.

**Specialty Clubs by request may invite eligible individuals for approval to judge their events**

**Requirements for Applicant/Judge**

- Any eligible individuals including, but not limited to, professional handlers may be approved on a case-by-case, event-by-event request from the Specialty Club for approval to judge their Parent Club National or Parent Club Regional events.
- Must be 21 years of age.
- Must be occupationally eligible, except that professional handlers may be approved under this policy.
- Should be knowledgeable, with success in breeding/exhibiting/handling in the breed for 15 years or more.
- Procedure and anatomy test required and if applicable, scale or wicket test required.
- A \$25 per breed fee is required for non-approved judges.

**Visiting Judge Policy**

- Visiting judges who do not trade or traffic in dogs may be eligible to judge at AKC events, any breed(s) for which they are approved by an AKC recognized registry as listed in AKC's Special Registry Services.
- Judges from countries in which the AKC recognized registry registers breeds recognized by the American Kennel Club may judge all breeds and groups for which they are approved by their home kennel club to award championship points (including CC's or CAC's).
- Visiting judges who are invited to judge (breeds and) groups, which contain breeds not registered in their country of origin, may apply for, take the test for and pay a \$25.00 fee for each breed. Upon successful completion of this process, such judges will

be approved by the American Kennel Club to judge those breeds in the future. Visiting judges who decline to apply under this process may continue to be approved for such groups as they were previously approvable under the terms, conditions, agreements and understanding under previous policy, provided that they judge breeds constituting at least 80% of the annual entries in that group at the time they are first approved for that group, based on the previous year's count of entries.

- Visiting group judges where the AKC group contains breeds registered in their country, but which are not within their corresponding group and for which they are not approved to judge, may be approved for such group(s), provided that they judge breeds constituting at least 80% of the annual entries in that group at the time they are first approved for that group, based on the previous year's count of entries.
- Visiting judges from an AKC recognized registry may be approved to judge up to eight All Breed assignments in one calendar year.
- Individual breed judges may be approved to judge that breed at an unlimited number of AKC specialty shows and no more than eight AKC All-Breed shows if they are approved to judge that breed in their own country and by an AKC recognized registry regardless of their residency.
- Negative Procedural Observation Reports may result in denial of continued approval to judge AKC events, or the necessity to pass a procedural examination.
- Visiting Judges are not eligible for approval to judge Jr. Showmanship Classes at AKC events.
- A visiting judge who has established residence in the U.S. will only be approved as a visiting

judge for two years, after which they will be required to apply under the AKC system.

- Visiting judges must document residency if U.S. mailing address is submitted.

We invite visiting judges into our system. Visiting judges who wish to judge more than eight All-Breed shows per year may apply under AKC's visiting judges' approval process as follows:

Individuals must have judged at AKC shows for over eight years and have been an approved judge for ten years in their own country. Visiting judges who have judged the breeds requested on the initial application at least eight times in the U.S. over the past three years will not be required to meet the match show judging and stewarding requirements or to judge Permit assignments.

The following information is applicable to the visiting judge's initial AKC judging application:

- Applicant may apply for up to fourteen breeds based on the required background and experience.
- Applicant must complete the judging application for submission to AKC Judging Operations Department and be published in the AKC Gazette.
- Applicant must successfully complete all Anatomy and Procedural "open-book" exams.
- Applicant must speak and read English OR arrange for an interpreter when judging at AKC events.
- Educational background and preparation in country of residence will be considered for the breeds requested.
- Three assignments in the U.S. must be completed before being eligible to submit a

- second application, which will be processed under the current AKC system.
- Judges applying under this process must conform to AKC's occupational eligibility and Conflict of Interest rules and guidelines.
- Visiting judges choosing AKC approval will no longer be approved to judge AKC events using their previous visiting judging qualifications.

### **Visiting Judge Exempt List**

Visiting judges on the Exempt list will be approved to judge unlimited assignments in the United States. The Board of Directors shall approve the addition of all persons to the Exempt list.

### **Judges Review Committee of the Board of Directors**

The Board of Directors shall appoint a Judges Review Committee consisting of three of its members who are, when possible, approved judges. The Judges Review Committee shall oversee the implementation and administration of this Policy and regularly report to the full Board on its progress.

The denial by the Department of any application to judge a breed shall automatically be presented to the Judges Review Committee for review and confirmation. The Judges Review Committee may determine to grant or deny any application for a breed presented to it. If the Judges Review Committee upholds the Department's denial of the breed application the applicant may appeal to the Board Appeals Committee as outlined later in this Policy. A credit for any application fee paid by an applicant for any breed application that is denied shall be given the applicant. It shall be

the Applicant's responsibility to document any credit that he or she might be entitled to upon presentation of a later application.

### **Appeal Process**

If an applicant is aggrieved of a decision of the Department in implementing or administering this Judging Approval Policy, other than an application for which an automatic review is provided herein, such applicant must state, in writing, to the Department, exactly the determination with which he or she disagrees and the reasons for the disagreement. The Department shall consider the position of the applicant and shall respond appropriately, in writing, within 15 days of receipt of the applicant's notice that he or she disagrees with its prior determination. If the applicant remains dissatisfied with the action of the Department, the applicant may, within 15 days of the receipt of the determination of the Department, and upon payment of a \$50 Appeal Fee, appeal the Department's determination to the Judges Review Committee. Within 15 days of receipt of the appeal the Department shall compile all documents relevant or connected to the matter, along with all documents and statements the applicant determines, and submit the appeal to the Judges Review Committee. The Committee will determine the issue with the documentary submissions and advise the Department and applicant of its decision within 30 days. If still aggrieved, the applicant may, within 15 days of the notice, appeal to the Board Appeals Committee which will hold a hearing on the issue. The Board of Directors shall finally determine all appeals. No appeal of any issue shall delay or reverse any approval to judge any breeds not involved in the appeal. The burden of demonstrating the compliance with this Policy shall be on the Department.

### **Forms**

The Department shall prepare appropriate forms for use by Applicants in making application under this Policy, to evidence each Qualifying Component CEU, Executive Field Staff Procedural Observations, the JBC and to effectuate any appeal. Forms may be digital and all submissions may be made in digital media. Every form or request for information proposed for use to implement and administer this Judging Approval Policy shall be submitted to the Board of Directors.

Should the Department believe that an interpretation of this Policy is required it shall present a request for such interpretation to the Board of Directors.

## AKC CODE OF SPORTSMANSHIP

*PREFACE: The sport of purebred dog competitive events dates prior to 1884, the year of AKC's birth. Shared values of those involved in the sport include principles of sportsmanship. They are practiced in all sectors of our sport: conformation, performance and companion. Many believe that these principles of sportsmanship are the prime reason why our sport has thrived for over one hundred years. With the belief that it is useful to periodically articulate the fundamentals of our sport, this code is presented.*

- Sportsmen respect the history, traditions and integrity of the sport of purebred dogs.
- Sportsmen commit themselves to values of fair play, honesty, courtesy, and vigorous competition, as well as winning and losing with grace.
- Sportsmen refuse to compromise their commitment and obligation to the sport of purebred dogs by injecting personal advantage or consideration into their decisions or behavior.
- The sportsman judge judges only on the merits of the dogs and considers no other factors.
- The sportsman judge or exhibitor accepts constructive criticism.
- The sportsman exhibitor declines to enter or exhibit under a judge where it might reasonably appear that the judge's placements could be based on something other than the merits of the dogs.
- The sportsman exhibitor refuses to compromise the impartiality of a judge.
- The sportsman respects the AKC bylaws, rules, regulations and policies governing the sport of purebred dogs.
- Sportsmen find that vigorous competition and civility are not inconsistent and are able to appreciate the merit of their competition and the effort of competitors.
- Sportsmen welcome, encourage and support newcomers to the sport.
- Sportsmen will deal fairly with all those who trade with them.
- Sportsmen are willing to share honest and open appraisals of both the strengths and weaknesses of their breeding stock.
- Sportsmen spurn any opportunity to take personal advantage of positions offered or bestowed upon them.
- Sportsmen always consider as paramount the welfare of their dog.
- Sportsmen refuse to embarrass the sport, the American Kennel Club, or themselves while taking part in the sport.