

Queensland Cavy Council



JUDGES' TRAINING AND GUIDE BOOK

QCC Judges' Panel

INTRODUCTION

The Queensland Cavy Council (QCC) Judging Panel (Judging Panel) is responsible for:

- a) The training, qualifying and continued monitoring of all Queensland Cavy Council (QCC) trainee, probationary and qualified judges.
- b) Disciplinary action, when deemed necessary, for all QCC trainees, probationary and qualified judges.
- c) Providing the format for all shows conducted under the auspices of the QCC
- d) Ensuring that all judging is in accordance with the Australian National Cavy Council (ANCC) standards.
- e) Providing up to date Standards for all QCC trainee, probationary and qualified judges.
- f) Ensuring that all rules and regulations contained in this Guide Book are implemented.

RULES AND REGULATIONS

1. ELECTION TO QCC JUDGING PANEL

The Judging Panel consists of four (4) senior judges, with a minimum of three (3) panel members required to perform the functions of the Judging Panel, from the current list of fully qualified and accepted QCC Judges. In electing judges to this panel, the following regulations apply:

- a) The four member Judging Panel is elected annually and notified to the QCC, by the time of the QCC AGM.
- b) Nominations are to be made as per the requirements of the QCC Constitution and rules.
- c) Nominees must have been off probation for a period of at least two years before being eligible for election to the Judging Panel.
- d) If a vacancy occurs in the Judging Panel, a temporary appointment may be made by the Committee of Management of the QCC. Such appointments to run until the following annual general meeting.

2. PANEL MEETINGS

The Judging Panel is to conduct Panel meetings as required, in which all matters pertaining to the role of this Panel shall be discussed and reviewed. The attendance of at least two Panel members and the QCC President or Vice President shall constitute a quorum at these meetings. All Panel meetings are to be recorded in the form of minutes with a copy of such minutes being presented to the QCC Secretary for the record of the Panels activities. A copy of all correspondence sent or received on behalf of the Judging Panel must be retained. A copy of such correspondence must be provided to the QCC Committee of Management upon request.

3. APPLICATION FOR ASPIRING JUDGES

The following regulations apply for all applicants for the role of a Cavy Judge:

- a) Must be a current resident of Queensland.
- b) Must have a current membership with a QCC affiliated club.
- c) Must have held membership with an ANCC affiliated club for a minimum of 4 (four) consecutive years.
- d) Must be 18 years of age or older.
- e) Must have been a breeder/exhibitor of standard breed, exhibition cavies for a minimum of four (4) years.
- f) Must complete a "Queensland cavy Council - Application for Approval as a Trainee Cavy Judge" form (attachment 'A').
- g) Must lodge the completed "QCC - Application for Approval as a Trainee Cavy Judge" form (attachment 'A') with the QCC Secretary for submission to the QCC Judging Panel.
- h) The QCC will have no more than three trainees at any one time.

The Judging Panel is to process any application for the role of a Cavy Judge in the following manner:

- a) Must table the application at the first Panel Meeting after receipt of the application.
- b) Must discuss and either approve or reject the application at this meeting, providing all information that is required to make such a decision is available to the Panel members.
- c) Must advise the Applicant and the QCC Secretary, in writing, of the Panel's decision.
- d) If the Panel's decision is to reject the application, it must have substantiated reasons for making such a decision and these reasons detailed in the letter to the applicant.
- e) A current list of names of all QCC approved trainee judges will be kept on the QCC website.

4. REGULATIONS FOR TRAINEE JUDGES

The process of training for Trainee Judges is as follows:

i) Judge's training

ii) Probationary Judge's Examinations

The rules and regulations relating to this process are as follows:

General -

- a) All Trainees are to download an up to date edition of the ANCC Book of Cavy Standards. All individual standard updates after the Standards Book has been downloaded will be advised by the Judging Panel.
- b) The Trainee is to use the QCC training record sheet for the recording of breeds examined and judge's comments on training appointments. The trainee must fill out and have the record sheet signed by the presiding judge on the day of any training appointment.
- c) These record sheets must be kept in a book/folder and must be retained by the Trainee until formally qualified (ie has received their Judging Certificate).
- d) The Trainee record book must be presented to the Judging Panel upon request at any time during the training and probationary periods.
- e) The Judging Panel reserves the right to communicate with Supervisory Judges with regards to a Trainee's performance.
- f) All Trainee judging will be a minimum of two (2) years, (with no maximum) before any exam. However, training must be completed within a reasonable time limit which will be assessed by the Judging Panel.
- g) All Trainees will use the standards approved by the ANCC.
- h) Trainees must be dressed neatly at all times when fulfilling their judging appointments. The white 'Judges' coat is not to be worn by trainee judges. This white coat or jacket is presented by the QCC upon completion and passing of judges exams.
- i) No Trainee may judge and award places at any show, in a class/section that is judged to the Australian National Cavy Council Standards without the supervision of the presiding Judge.
- j) Trainees are permitted to judge and award places in Pet and Condition classes without supervision.
- k) Trainees may not train in a Group or Show in which they or a family member/partner has entered.
- l) All decisions made by the Judging Panel during the term of a Trainee's training period are final and no correspondence will be entered into.

i) Judge's training

- a) All training will be conducted in a professional manner.
- b) Training to be practical hands on, and only under the supervision of fully qualified ANCC judges, carried out in the main (pure bred) sections of the show only.
- c) Training may be done on individual Groups, but must include training in complete shows.
- d) A Trainee is to have examined as many of the relevant breeds as possible within that 'Group' during training, with a minimum of four breeds covered in each group. (Except Coarse coat group, where both varieties must be covered)
- e) Trainees are to judge each of the seven Groups multiple times, with a minimum of three (3) different judges.
- f) All trainees must trainee judge at least three (3) complete Club shows under three different judges, before being able to request for their practical Probationary Judges' examination.
- g) Trainee should ask permission (at least 4 weeks prior) of the clubs' show committee when they wish to train at a show. The approval of the officiating Judge needs to be sought before the Trainee is given permission. Advance notice should be given to all exhibitors through the newsletter or other form of club communication, when a trainee is to be under training at a show.
- h) At no time will trainees be given the responsibility to award places in any class that is judged to the ANCC standards including Junior Exhibitor or Breeders Exhibitor classes, without being under supervision of a qualified judge.
- i) Clubs are not to refuse a trainee of training at a show without just cause, this would include
 - 1. a specialty show
 - 2. a large entry, (100 animals or over entered)
- j) Training will not be permitted at QCC State Titles show.

ii) Probationary Judges' Examinations

- a) Before a Trainee is to be tested, The QCC Judges' Panel will notify the Club that the exam will take place, all Club members are to be notified, in writing, of the venue and date of the examination.
- b) The Trainees note book is to be presented to the Judging Panel upon completion of training in a "Group" for approval to apply for a written theory examination.
- c) Each trainee must pass a written theory examination by achieving a score of at least 75%, without the aid of any notes or other sources, for each of the seven Groups.
- d) The theory examinations will be set, approved and marked by a member of the QCC Judges' Panel.
- e) If a theory examination is failed, the Trainee is to resit the examination at a future date, as set by the Judging Panel.
- f) The Trainee's note book is to be presented to the QCC Judging Panel upon completion of at least three (3) complete "Show" judging training appointments for approval to apply for a practical examination.
- g) A final practical Probationary Judges Examination shall consist of judging 3 complete Club shows under three (3) judges from the QCC Judges' Panel.
- h) Upon completion of the third practical test the QCC Judging Panel will advise the Trainee and the QCC Secretary if the Trainee has been successful.
- i) If the Trainee is deemed to have failed the practical Probationary Judges' examination, the Trainee is to resit the examination at a future date, as set by the Judging Panel.
- j) If the Trainee is deemed to have passed the practical Probationary Judges' examination, the Trainee is awarded the status of QCC Probationary Judge, and given a white Judge's coat with the QCC emblem.

5. REGULATIONS FOR PROBATIONARY JUDGES

The Probationary period is broken up into two parts as follows:

- i) Review and Monitoring**
- ii) Practical Final Examination**

The rules and regulations relating to these two phases are as follows:

General -

- a) Probationary judges may not, during this probationary period, officiate at any QCC Championships or Titles show or Interstate show unless so directed by the Judging Panel.
- b) All Probationary judging must be completed within a reasonable time limit which will be assessed by the Judging Panel.
- c) All Probationary Judges, will use the standards approved by the ANCC.
- d) Probationary Judges must be dressed neatly at all times when fulfilling their judging appointments. The QCC white judges jacket is to be worn; weather permitting.
- e) Probationary Judges must abide by the QCC and ANCC rules applying to all ANCC Judges.

i) Review and Monitoring

- a) After successfully passing their final examination, each Trainee will enter a minimum probationary period of twelve (12) months.
- b) During this period, the Judging panel will meet with the Probationary Judge on at least one occasion, to discuss the Trainee's progress and performance. This discussion may include a request by the Judging Panel, at their discretion, for the Probationary Judge to repeat any section, or sections, of the training program.
- c) At the completion of twelve months probation, the Judging Panel will meet with the Probationary Judge to discuss the Trainee's progress and performance; these discussions may include a request by the Judging Panel, at their discretion, for the probationary judge's probation period to be extended.
- d) If the Panel's decision is to extend the Probationary Judges probation period, it must have substantiated reasons for making such a decision and these reasons detailed to the Probationary Judge.
- e) If the Panel's decision is to extend the Probationary Judges probation period, it must advise the QCC Secretary, in writing, of the decision.
- f) Upon successful completion of the probationary period, whether it be twelve months or longer, the Probationary Judge is then ready for Final Qualification.

ii) Practical Final Examination

- a) Before a Trainee is to be tested, The QCC Judges' Panel will notify the Club that the exam will take place; all Club members are to be notified, in writing, of the venue and date of the examination.
- b) The practical final examination may be carried out by a majority of the Judging Panel.
- c) The practical final examination consists of judging a complete show under the supervision of the Judging Panel.
- d) The Judging Panel will consider all aspects of the Trainee's performance in determining whether to pass or fail the Trainee. These include confidence, decision making, timeliness, communication with the exhibitors and knowledge.
- e) If the Trainee is deemed to have failed the practical final examination, the Trainee is to resit the examination at a future date, as set by the Judging Panel.
- f) If the Trainee is deemed to have successfully passed the practical final examination, the Trainee is awarded the status of ANCC Judge. The QCC Judges panel is to notify the QCC and ANCC secretary.

6. REGULATIONS FOR QUALIFIED JUDGES

Code of Ethics for all Qualified Judges:

- a) Judges must be dressed neatly at all times when fulfilling their judging appointments. The QCC white judge's jacket is to be worn; weather permitting.
- b) Judges are to conduct themselves in a professional manner at all times.
- c) Judges should take the time to examine each individual exhibit, without prejudice. Preferences for individual breeds should not be entered into.
- d) It is the responsibility of all judges, to remain updated, and be fluent with all Cavy Standards and Guide/Working Title Standards as set by the ANCC. The Judging Panel is responsible for advising any new or updated Standards.
- e) If a Judge is unable to fulfil any appointments, he/she must notify the club at which they were invited, at least one week prior to the appointment. Illness or injury, of course being unavoidable.
- f) Conversation with exhibitors is to be kept to a minimum. Exhibitors should be encouraged to speak with Judges at the completion of the show.
- g) The Judge may order any person or cavy from the competition for conduct unbecoming of one or both.
- h) No Judge or the immediate family (ie. parents, siblings, partner and children) of that Judge may exhibit their own Cavies at a show which he/she is judging.
- i) Judges must not fault judge and shall assess each exhibit on its merits as well as its faults.
- j) A Judge has the right to refuse a Best of Breed if he/she feels the exhibit is not in accordance with its standard or is not worthy in that Judge's opinion of becoming a Champion. However, a First, Second or Third placing may be awarded in the class.
- k) A Judge shall disqualify any exhibit which the ANCC standard and/or rules calls for such a decision. This should be conducted in a discreet manner towards the exhibitor.
NB/ Disqualification for fatty eye applies only when the defect is visible without disturbing the eyelid.
- l) Judges wishing to resign from Judging altogether, must do so in writing to the QCC Judges' Panel at least one month prior to their next appointment.
- m) The Judge must announce his/her placings clearly, or advise the Show Manager/Steward convening on the day, to prevent any confusion regarding awards.
- n) The Judge's decision is final and no discussion will be entered into at the table.
- o) The Judge can disqualify any cavy which he/she thinks is unfit for showing.
- p) Once a class has been judged, it is not to be re-judged unless an error has been made by the Show Manager or Show Secretary.
- q) The Judge shall not advertise, solicit or canvass his/her judging services.
- r) The Judge's decision, representing his/her individual preference, is not protest able unless it is alleged to be in breach of the QCC rules.
- s) All QCC Judges must officiate at least one QCC show per calendar year to maintain their judging accreditation.
- t) All QCC Judges must be QCC affiliated club financial member to maintain their judging accreditation.

7. DISCIPLINARY ACTION

The Judging Panel will monitor the performance of all Probationary and Qualified Judges under the auspices of the QCC and reserves the right to communicate with a Probationary/Qualified Judge with regards to their performance and to take disciplinary action in regards to suspension or cancellation of his/her Judging status where the Panel has deemed that the Probationary/Qualified Judge has failed to meet any of the rules listed in the Queensland Cavy Council Judges Guide Book'. A Probationary/Qualified Judge whose Judging status has either been suspended or cancelled has the right of appeal and if he/she chooses to do so must follow the Appeals Process, as listed in the QCC Constitution.

8. STANDARDS

The Judging Panel is responsible for advising up to date Standards for all QCC Trainee, Probationary and Qualified judges.

- a) Updated standards are to be issued to all Trainee, Probationary and Qualified judges upon receipt from the ANCC, such standards are to take effect as per the instructions of the QCC.
- b) All QCC Judges will use the standards approved by the ANCC.

9. ETIQUETTE FOR INVITING JUDGES - GUIDELINES FOR CLUBS

1. Invitation and/or confirmation for a Judge to officiate at a show should be written on formal club letter head and forwarded to the judge. The letter should include the following information:
 - a) The date that the show is to be held
 - b) The venue and address of the show.
 - c) The time that the Judging is to start.
 - d) If the Judges Travel and/or expenses will be paid for and/or arranged, and by whom.
 - e) If the judges accommodation (if needed) will be paid for and/or arranged, and by whom.
 - f) Transfers from travel points to accommodation or to the show should be arranged. (if needed)
 - g) The show managers /person's name and phone number to contact if needed before the show.
 - h) Preferred date of reply to invitation.
2. 120 animals should be the maximum entry for a single Judge. Bigger entries should have 2 Judges officiating.
3. Judges should be formally introduced and welcomed to the club at the commencement of the show.
4. The show secretary/manager should fill the judge in on classes that he/she will be doing that day, and when the allocation of awards given out at the table or at the end of the show.
5. Pet, Condition and Handler classes are to be allocated to trainee Judges or aspiring Trainees when possible.
6. A book steward should be appointed to the judge to accurately record all place results and judges notes.
7. Complimentary Lunch and refreshments should be offered at the show.
8. The judge should be formally thanked by the club at the end of the show.
9. The following Rules set down by the ANCC must be followed.
 - a) All judging at shows will be in accordance with the Standards as printed in the current ANCC Standards Book.
 - b) State or Territory Councils and their affiliated clubs are to engage only qualified Judges officially recognised by the Council in Australia or overseas Judges who are fully qualified and are currently approved by a controlling body in their own country.
 - c) Judges must be financial members of an ANCC State or Territory Council or their affiliated Club in their state of residence.

10. RULES CONCERNING TRAINEES - GUIDELINES FOR CLUBS

1. The Trainee should seek the permission (at least 4 weeks prior) of the clubs' show committee when they wish to train at a show. The approval of the officiating Judge needs to be sought before the Trainee is given permission.
2. The show committee needs to give advance notice to all exhibitors through the newsletter or other form of club communication, when a trainee is to be under training at a show.
3. Advance notice should be given to all exhibitors through the newsletter or other form of club communication, when a trainee is to be under training at a show.
4. At no time will trainees be given the responsibility to award places in any class that is judged to the ANCC standards including Junior Exhibitor or Breeders Exhibitor classes, without being under supervision of a qualified judge.
5. Clubs are not to refuse a trainee of training at a show without just cause, this would include
 - a) a specialty show
 - b) a large entry, (100 animals or over entered)



(Attachment A)

**QUEENSLAND CAVY COUNCIL
APPLICATION FOR APPROVAL AS TRAINEE CAVY JUDGE**



Name : _____

Address : _____ Postcode : _____

Telephone : () _____.

Email _____

Please answer the following questions and obtain the relevant signatures before lodgement.

Application must be lodged with the QCC Secretary.

1. How long have you been (a) keeping exhibition Cavies ? _____

(b) breeding exhibition Cavies ? _____

(c) showing exhibition Cavies ? _____

2. Do you intend breeding and showing in the future ? _____

3. Having read the guidelines set down for the training of Cavy Judges, do you pledge to abide by the requirements there set down ? _____

4. Do you have access to transport to and from training venues ? _____

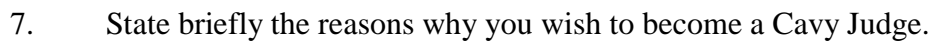
5. Name of Judge for your reference _____

Signature

6. Please supply signatures of approval of your Club (Name Club) _____
President and Secretary, here under.

President _____

Secretary _____

[illegible]

Signed