

Judge Selection and Contract

Purpose:

To make sure that judges are secured and contracted for all events in a timely manner. That the judges slate is prepared and given to the Show Chairman for AKC submission.

Responsibilities:

Judge's Selection

- To ensure that the show committee (for the conformation and sweepstakes judges) meet and come up with a slate of judges to be submitted to the Alpenhorn for a vote by the national membership based on the below requirements.
- To ensure that the judges of the performance events (i.e. draft, agility, obedience, CGC and Tracking) have been selected and contracted based on the below requirements.
- To ensure that the Futurity Chairman and the Breeders have a judge selected.

Judge's Contracts

- To Prepare and get signed a contract for all judges.
- To give original signed contracts to Show Chairman.
- To give copy of signed contracts to Judges Hospitality Chair and Specialty Treasurer.

Other

- To work in conjunction with show chairman filling out AKC forms for judges' slate.
- To communicate all judges' names & addresses to the Judge's Hospitality chair as signed contracts are received.
- Write a report at the end of the show regarding your committee, comment on additional recommendations and responsibilities you think should be included here.

Timeline:

Judge's Selection

- *November 25th three years prior* a judges' slate should be submitted to the BMDCA editor for publication in the following January Bulletin. (For example, in Nov 1998 the slate would be submitted to the Alpenhorn/Bulletin for voting on the 2001 specialty judges). For Sweepstakes and Conformation judges the host club provides the slate of judges to the BMDCA membership via the Bulletin, with a minimum of three and maximum of five candidates for each category.
- *18 weeks prior to show closing date* judges' panel must be submitted to AKC. (Drop Dead Date)

Judge's Contracts

- *Immediately upon judge selection* prepare and send contracts for signatures.
- *Upon return of signed contracts:* Original to Show Chair, Copies to Judges' Hospitality Chair and Specialty Treasurer. Help with preparation of AKC judges' slate forms.

Requirements for Judge Selection:

Sweepstakes (Need not be AKC licensed) and Conformation

- The host club provides the slate of judges to the BMDCA membership via the Bulletin. with a minimum of three and maximum of five candidates for each category.

- No conformation judge may be selected for the BMDCA within a four year period of a prior assignment at a BMDCA specialty. All judges chosen to judge at a BMDCA specialty will be asked not to judge BMDs for the six months prior to the specialty.
- Award of Merit: the judge presiding over the intersex competition must be asked in advance if he/she is willing to choose a number of dogs and/or bitches for Awards of Merit after the BOB, BOS and BOW choices have been made. Up to 10% of the Best of Breed entry may be chosen, but the judge may choose fewer or none at all. Note that the AKC requires that the number or percentage of Awards of Merit to be given must be delineated in the premium list.
- The host show committee should be solicited for potential judging candidates, (at this time you are simply gathering names; no limit to the number).
- After names have been submitted a ballot should be sent to show committee members for a vote. Each member rating their selections 1 to 5 in order of preference.
- After tabulation the top three to five candidates should be contacted to confirm their availability to judge, judging fee and if willing to accept should submit a short biography to be included with the submission in the Alpenhorn.

After conferring with the Show Chairman, all information on potential judges as determined by the show committee should be submitted to the Alpenhorn for a vote by the BMDCA membership. The mailing label on the back of the ballot in the Bulletin verifies the membership status and eligibility to vote. Ballots without the identifying label will not be counted. The secretary for the BMDCA collects and tabulates the ballots. Ballots must be postmarked no later than Feb 15th. The BMDCA Secretary is required to notify the Specialty Coordinators and corresponding show chairman of the results by the end of February.

Futurity

- Futurity judge selection and criteria is governed by the BMDCA Futurity Rules. It is the responsibility of the Futurity Chairman to poll the Futurity participants and finalize the selection of the Futurity Judge. The Futurity Chairman must present to the Show Chairman and Specialty Coordinators the name of the elected judge no later than 24 weeks prior to the close of entries.
- The Show Chairman will be responsible for contracting with the elected Futurity Judge and submitting it to the AKC for approval.

Performance Events (Obedience, Agility, Tracking, Draft etc.)

- Performance Judges will be selected in their entirety by the Host Show Committee. These judges should be elected by the show committee at the same time the conformation judges are being elected for the National Membership to vote on.
- The host show committee should be solicited for potential judging candidates (at this time you are simply gathering names; no limit to the number).
- After names have been submitted a ballot should be sent to show committee members for a vote. Each member rating their selections 1 to 5 in order of preference, these judges for performance events then become the final selected judges.
- After tabulation the top candidates should be contacted to confirm their availability to judge and if willing to accept should be contracted at that point.

Requirements for Judge Contracts:

Conformation and AKC Performance Events

- **Licensing** - AKC licensed for Breed or approved by AKC if a foreign judge.

- **Judge's Fee** - may be per dog, by day or total event. Review requirements with judge on initial contact and make sure you can afford their fee.
- **Travel Expenses** - Roundtrip economy airfare for Judge, or if driving, roundtrip mileage based on current IRS allotment.
- **Hotel Accommodations** - all nights during judging assignment including one night before assignment begins and one night after assignment ends if needed.
- **Meals** - all meals during judging assignment including Judges Banquet.

Sweepstakes

- **Licensing** - Sweepstakes Judge does not need to be licensed by AKC but familiar with the breed.
- **Judge's Fee** - NO FEE PAID
- **Travel Expenses** - Roundtrip economy airfare for Judge, or roundtrip mileage based on current IRS allotment.
- **Hotel Accommodations** - 2 nights for one days judging, or 3 nights for two days judging.
- **Meals** - all meals during judging assignment including Judges Banquet.

Futurity

Futurity guidelines are dependent on the current written Futurity Rules and the following should be verified with the Futurity Chairman. All Futurity judge expenses will be initially paid for by the host club. At the end of the specialty the host club will be reimbursed by the BMDCA Treasurer for these expenses.

- **Licensing** - Futurity Judge does not need to be licensed by AKC but familiar with the breed.
- **Judge's Fee** - NO FEE PAID
- **Travel Expenses** - Roundtrip economy airfare for Judge, or roundtrip mileage based on current IRS allotment.
- **Hotel Accommodations** - 2 nights for one day's judging.
- **Meals** - all meals during judging assignment including Judges Banquet.

All airfare and hotel expenses are for the judges contracted, it does not include any traveling companions.

Judge's Contracts must include the following points:

- Name of contact (Judge's Hospitality chair)
- Show Dates
- Name of Club
- Indoor or Outdoor
- Location of Show
- Judging Assignment
- Judging Restrictions
- Judge's Fee
- Travel Expenses
- Hotel Accommodations
- Meals
- Reimbursements
- Written Judge's comments

(Refer to the following sample contract.)

Recommendations

Judges must be engaged for all events. Judges should be chosen carefully and should be familiar with our breed and capable of giving authoritative opinions after examination of dogs brought before them. All judges should be invited to attend and speak at the Judges' Dinner and asked to write a critique for publication in *The Alpenhorn*.

Usually the conformation judge will also judge Junior Showmanship. If this judge agrees to preside over Junior Showmanship, be certain to include this in the judge's contract. A foreign judge (including Canadian) may not judge Junior Showmanship. If you need a separate judge, often a local AKC-licensed judge will do so. This is an ideal assignment for a provisional judge if one is available locally. These judges will welcome the experience.

Because of the continuing increase in entries you may want to consider a separate judge for non-regular classes. (Stud Dog, Brood Bitch, Brace, Team, etc.) A non regular judge must be AKC licensed for the breed. Again this can be an ideal assignment for a provisional judge.

Obedience judges must be told which classes they will be judging. Once these are listed in the premium if they overflow (more than 8 hours of judging) another judge must be hired. You will need at least two obedience judges. If you plan to offer Non-regular obedience classes (Grad Novice, Brace, Team etc.) you may not limit your obedience entries.



Date

Judge Selection Chairman
Address
Phone

Judges name
Address
Zip

Dear Judge,

We are pleased to confirm your judging assignment with the BMDCA. Please review the following contract. This contract is contingent upon AKC approval of our judging slate. If you are in agreement please sign and return one copy. If you have any questions please contact me at the above number.

Your contact after the contract signing with our club will be our Judges Hospitality Chair Miss Suzy Q. Please contact her at 000-000-0000 for any further questions.

Show: Bernese Mountain Dog Club of America National Specialty

Date: Month 20-22, 19XX

Location: Name

xyz S. Street

City, State 00000

Rings: Indoors/Outdoors

Assignment: List what classes expected to judge and if overflow how it will be handled.

Judging Restrictions: No judging of Bernese 6 months prior to the above show date.

Fee: Whatever fee the judge is asking for. So much per dog, so much per day, so much for the whole show.

Travel Expenses: This will be an economy airline ticket to and from where, or .xx per mile if driving. Also who will be making these arrangements the judge or the host.

Hotel Accommodations: This will included how many and which nights.

Meals: This should included what meals are covered and an invitation to speak at the judges banquet.

Reimbursements: How and when the judge will be reimbursed for expenses. The Judges Hospitality Chair should be the contact for this.

Written Comments: A written critique of your judging should be given to the Judges Hospitality Chair within two weeks following your assignment.

Mr/Mrs Whoever

Judge _____ Date _____

So and So

Judges Selection Chair _____ Date _____

So and So

Show Chairman _____ Date _____

note

Two signed copies should be sent to the judge, with an SASE for return of the contract to the Judge Selection Chair.

There should be a contract such as this for each judge at your Specialty.