



Member of the World Cat Congress

JUDGES MANUAL 2011

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The Judges Manual must be read in conjunction with the NZCF Show Bylaws,

especially those Bylaws detailing the responsibilities of the Judges to the Club, and the Club to the Judge.

PART 1: JUDGES TRAINING PROGRAMME

1 REQUIREMENTS FOR ADMISSION TO JUDGING TRAINING

Before an application can be considered, the applicant must meet the following minimum requirements. Meeting the requirements detailed in this section does not guarantee acceptance for judges training.

1.1 *All Candidates shall:*

- (a) (i) Be a Cat Fancier not disqualified by NZCF Inc Constitution from holding office, nor have a conviction in a Court of Law for a criminal offence involving fraud, cruelty to or neglect of animals.
- (ii) Have been a Full Member of the New Zealand Cat Fancy and an NZCF Affiliated Club for at least 3 years prior to the application.
- (b) (i) Provide the names of at least two referees who are willing to support the application. At least one of these referees must be a senior judge of the division in which training is to be undertaken. This judge will be expected to provide mentoring and support during the training and probationary periods.

In addition to the requirements of 1.1 the candidates must fulfil the following requirements:

1.2 *A Breeder Candidate shall:*

- (a) Have breeding experience under his/her own prefix, for at least 3 years continuously or 5 years in total if not continuous. This must include the year before application. If any or all of this breeding experience has been gained overseas, the candidate shall provide written proof so that this experience may be credited towards the 3 years experience.
- (b) Have assisted at Cat Shows in any Section, spread over a minimum of 3 years, including in the year prior to admission at least 3 times:-
 - (i) as a scribe
 - (ii) as a handler of registered exhibits
 - (iii) as a steward of registered exhibits

(iv) and have exhibited and benched Registered exhibit/s in at least 10 NZCF shows.

(c) Be qualified as an NZCF Steward

(d) A Student Judge either before or after admission must judge Domestic three (3) times.

1.3 A Non-Breeder Candidate shall:

(a) Have at least 4 years experience showing registered exhibits.

(b) Have assisted at cat shows in any Section, spread over a minimum of 3 years, including the year prior to admission, at least 4 times

(i) as a scribe

(ii) as a handler of registered exhibits

(iii) as a Steward of Registered exhibits,

(iv) and have exhibited and benched registered exhibit/s in at least 12 NZCF Shows.

(c) Be qualified as an NZCF Steward

(d) A student Judge either before or after admission must judge Domestic three (3) times.

1.4 A Judge Candidate shall:

(a) Be an NZCF Intermediate Judge, wishing to extend his/her judging experience to another Breed/Type division.

(b) Have made satisfactory progress in training and judging in his/her first division.

(c) Not require breeding experience in the other Breed/Type Division for which seeking training.

(d) Be admitted to the Secondary Panel. Progression from this point on follows the Secondary Panel requirements until such time as the Judge meets the requirements for admission to the Transfer Panel.

2 PROCEDURE FOR ADMISSION TO JUDGES TRAINING PROGRAMME

(a) Application for Judges Training shall be made on the Standard form available

from the Judges Registrar and shall be accompanied by the fee.

- (b) The Judges Registrar shall forward a photocopy of the completed application, to the Chair of Judges Council.
- (c) The Chair of Judges Council shall arrange for the applications to be considered by a sub-committee of the Judges Council. The sub-committee would be made up of at least three (3) people, two of whom must be members of Judges Council. At least one (1) member of the sub-committee shall be a Tutor Judge.
- (d) The Chair of Judges Council shall refer the recommendation of the sub-committee, on the application to the Judges Council for approval. The Judges Registrar shall inform the candidates of the decision.
- (e) Reasons for selection, deferral or refusal shall NOT be given.
- (f) A successful applicant shall be placed on the **Primary Panel** or **Transfer Panel**.
- (g) Upon admission a student judge must agree to be bound by the Judges Code of Ethics, NZCF Constitution and all Rules and By-Laws of the New Zealand Cat Fancy.

3 PRIMARY PANEL - Student Judge

- (a) A Student Judge either before or after admission must:
 - (i) Judge Domestic/Companion exhibits a minimum of three (3) times, at the latest before his/her first junior assignment.
 - (ii) Perform satisfactorily, duties as an entry clerk, trophy steward, show secretary or assistant show secretary, at least three (3) times, at the latest before his/her first junior assignment.
- (b) Complete an approved judge's school as a student.
- (c) Seek practical training assignments with a Training Judge of Intermediate Panel or higher grade as directed by the Tutors after the start of a school.

4 SECONDARY PANEL - Trainee Judge

- (a) A Breeder Student Judge who has completed successfully, the **Primary Panel** Requirements and from the date of Registration of first litter, has 4 years breeding experience (or for Non-Breeder Student Judges 5 years of showing experience)

A Trainee Judge after admission shall:

- (a) Complete satisfactorily at least 3 Practical Training assignments with 3 separate Judges of Intermediate Panel or above which shall include practical judging of exhibits as the Training Judge decides, at least once on male and female cats and at least once on male and female kittens, to be eligible for promotion to **Junior Neuter/Spay & Kitten Panel**

5 TRANSFER TRAINEE PANEL

A Transfer Trainee Judge after admission shall:

- (a) Handle at least 3 times in the appropriate Division before start of a Judges School.
- (b) Attend and complete a Judges School, including passing practical and written exams, for the appropriate Division.
- (c) Complete satisfactorily at least 3 Practical Training assignments with 3 separate Judges of Intermediate Panel or above which shall include practical judging of exhibits as the Training Judge decides, at least once on male and female cats and at least once on male and female kittens, to be eligible for promotion to the **Junior Cat Panel**.

6 JUDGES SCHOOL

- (a) Successful completion of the judge's school requires an average time commitment of five hours per week. The expected time commitment for classes and assignments spans a period of from 26 weeks (Longhair) to 42 weeks (Shorthair), with the practical experience of "fingers in fur" occurring over at least one show season and possibly two.
- (b) To successfully complete the training programme students must pass all three components - the coursework assignments, the written examinations and the practical (mini show) examination.
- (c) Further details of the requirements and the curriculum are to be found in the Judges Training School Curriculum.
- (d) While a student of any school a student must maintain satisfactory progress to retain a place in the school.

NOTE# Clauses relating to Junior Panel/Intermediate Panel are all under review due to the adoption of a resolution allowing for Junior Judges to judge in all sections under supervision) in the division that they have qualified in.

7 JUNIOR NEUTER / SPAY & KITTEN PANEL

(designation clause under review)

A Trainee Judge who has successfully completed the **Secondary Panel Requirements** may:

(i) Judge in New Zealand only, Neuter/Spay cats and/or Neuter/Spay Kittens and/or Male/Female Kittens under Supervision and subject to the Supervising Judge's power to withdraw the award of a Challenge Certificate. Male/Female Kittens or Neuter/Spay Exhibits (or both together, judged on the one day) are counted as one assignment. A two day show where the Junior Judge officiates on both days counts as two assignments. One specialist breed show may be included in the 6 assignments.

(ii) After Judging Neuter/Spay exhibits or Male/Female Kittens, or both on the same day, at least 6 times under supervision, with a minimum total of 150 exhibits, at least twice Neuter/Spay Cats and 3 times on Male/Female Kittens, receive satisfactory reports from at least 4 separate Supervisors, to be eligible for promotion to the **Junior Cat Panel**.

(iii) Unsatisfactory supervision reports will be referred to Judges Council

(iv) All Judges whilst under supervision will send a full show report to their Tutor within 21 days.

(v) Junior Judges travel subsidy is only payable for each Junior Judge once in one show season. Clubs should make application for reimbursement to the Treasurer and must supply a tax invoice or a GST tax receipt.

8 JUNIOR CAT PANEL

(designation clause under review)

8.1 A Judge who has successfully completed the **Junior Neuter/Spay & Kitten Panel** promotion requirements may, after admission to the Junior Cat Panel:

(a) Judge in New Zealand only, Male/Female Cats under Supervision, subject to the Supervisor's right to withhold the award of a Challenge Certificate. NOTE: One specialist Breed Show may be included in the 3 assignments.

(b) Judge in New Zealand only, Male/Female Kittens or Neuter /Spay Exhibits without supervision.

(c)(i) After judging Male/Female Cats at least 3 times under supervision with a minimum total of 75 exhibits and receive satisfactory reports from at least 3 separate Supervisors, be eligible for promotion to the **Intermediate Panel**

(ii) Unsatisfactory supervision reports will be referred to Judges Council. `

8.2 A Transfer Trainee Judge who has successfully completed the **Transfer Panel Requirements**, and after admission to the Junior Cat Panel may:

(i) Judge in New Zealand only, Neuter/Spay cats and/or Neuter/Spay Kittens and/or Male/Female Kittens and /or Entire Cats under Supervision and subject to the Supervising Judge's power to withdraw the award of a Challenge Certificate. Two or more sections judges on the one day are counted as one assignment. A two day show where the Junior Judge officiates on both days counts as two assignments. One specialist breed show may be included in the 6 assignments.

(ii) After Judging at least 6 times under supervision, with a minimum total of 200 exhibits, at least 3 times on Entire Cats, receiving satisfactory reports from at least 4 separate Supervisors will be eligible for promotion to the **Intermediate Panel**.

(iii) Unsatisfactory supervision reports will be referred to Judges Council.

9 INTERMEDIATE PANEL

A Judge who has successfully completed the promotion requirements of the **Junior Cat Panel**.

(a) Judge in New Zealand only, any Section in the appropriate Division, at least once every 2 years to remain on this Panel, unless a Leave of Absence has been granted.

(b) Take Student or Trainee Judges for Practical Assessment.

(c) Undergo a minimum of one Peer Assessment Review, of his/her practical judging skills, by a Judge of equal or higher status, every 3 years

(d) After judging 6 assignments in any Section (or as determined by the New Zealand Judges Council), on Intermediate Panel, at least 3 times on Male/Female cats in that Division, to be eligible for promotion to **Senior Panel**.

(e) Be eligible for admission to the Transfer Panel.

10. SENIOR & TUTOR PANEL

A Judge who has successfully completed the promotion requirements of the Intermediate Panel may be admitted to the Senior Panel. A senior Judge may:

- (a) In addition to Intermediate Panel privileges, convene Refresher Seminars.
- (b) Judge overseas with the permission of the Judges Registrar with such assignments being counted towards further promotion. Judge at least once every 2 years, in New Zealand or overseas, to remain on this Panel, unless a Leave of Absence has been granted.
- (c) Undergo a minimum of one Peer Review Assessment, of his/her practical judging skills, by a Judge of equal or higher status, every three years.
- (d) Three Levels of Status apply in this Panel as follows:
 - (i) **Senior Status:** After admission to the Senior Panel, the Judge may help and take part in a Judging School with his/her specialist skills of a Breed or Breeds, but may not supervise nor tutor.
 - (ii) **Supervisor Status:** After completion of supervision tutorial, and carrying out one assessed supervision, may supervise a Junior Judge;
 - (iii) **Tutor Status:** After having completed 6 assignments as a Senior Judge, a Senior Judge (Supervisor Status) will be eligible for nomination by the NZCF Judges Council for Tutor Judge Status. The following additional requirements must also be met.
 - (a) Supervised at least three Junior Judges, at least once a Junior Cat Judge
 - (b) Completed Tutor Training with a Lead Tutor
 - (c) Assisted at least 3 times at a Judges School, or Stewards Class or Refresher Seminar.

Senior Judges with Tutor Status may act as a Tutor within a Judges School in conjunction with a Lead Tutor; they may not set Examinations, but can mark Written & Practical Examinations. Status to be reviewed every 2 years

- (e) To attain and retain Supervisor and Tutor status, a Judge must be available to undertake at least one Supervision a year if asked, help at a school, seminar or Judging School classes.

11 REINSTATEMENT OF A FORMER JUDGE

A Judge who has retired, resigned or is on a Leave of Absence may be

reinstated by the Executive Council on recommendation of the Judges Portfolio Manager. This may include:-

- (i) Absence of 1 year - Attend a Refresher Seminar to be re-admitted to the Panel from which he/she was absent.
- (ii) Absence of 1 - 3 years - Take and pass a Written Open Book examination; attend a Refresher Seminar, to be re-admitted on one panel or status below that from which he/she was absent.
- (iii) Absence of 3 - 10 years - pass a full Examination (i.e. both written and practical) to gain Junior Cat Panel status (or below, if Junior Cat Panel not previously reached)
- (iv) Other candidates may be admitted (or readmitted) at the discretion of Executive Council on recommendation of the Judges Portfolio Manager, based on evidence supplied at the time of application.

12 ADMISSION OF JUDGES TRAINED BY OTHER REGISTRIES

- (a) Executive Council may, on recommendation from the Judges Portfolio Manager and the Judges Council, admit overseas trained judges to the NZCF panel at a level appropriate to their training and experience

Note: Under circumstances where mutual recognition of judges from other cat registries [such as WCC members and CCCofA and GCCF] exists with NZCF, the degree of evidence to support an application would be greatly reduced and may consist only of evidence of judging status attained in the overseas body.

13 CERTIFICATION

- (b) Certification of showing, show assistance and supervision shall be on official forms. Certification shall indicate a satisfactory performance or need for further assignments.
 - (i) Assignments as Scribe or Domestic Judge shall be certified by the Show Secretary.
 - (ii) Assignments as Entry Clerk, Show Secretary, Assistant Show Secretary, or Trophy Steward and Judge(s) Book Writer shall be certified by the President or Secretary of a Club, following resolution by the Club Committee.
 - (iii) Assignments as a Steward, Handler, or Trainee, Assignments shall be certified by the relevant Judge.

- (b) Candidates for the Primary Panel shall receive from the Judges Registrar a Training pack which they will maintain in good order, seek certification of technical requirements, and produce to each Supervisor before the start of a Trainee or Junior Judging assignment.

14 SUPERVISION

- (a) It is the sole responsibility of the Judges Registrar to select supervisors, and no correspondence or debate on the selections will be entered into.
- (b) The Judges Registrar, at least two weeks prior to the date of a supervised assignment, shall send 3 Supervision Report Forms to the Junior Judge, to be completed by the Supervisor on the day.
- (c) The training file must be produced by the trainee on the day. In the case of genuine oversight the trainee must forward by courier, within seven days, the training file together with a prepaid return envelope or the matter will be referred to the Judges Registrar
- (d) First copy of the Supervision Report on a Junior Judge, after completion by the Supervisor shall be forwarded within 21 days, by the Junior Judge to the Judges Registrar; the second copy of the Report is to be kept on the Junior Judge's Training file; the third copy is to be kept by the Supervisor.
- (e) Supervisors may:
 - (i) supervise at a show, when he/she is also judging one section
 - (ii) supervise more than one Judge at a show;
- (f) If a Judge is required to travel to supervise a Junior Judge, travel expenses and a maximum of one night's accommodations are to be paid by the NZCF Inc.
- (g) Visiting overseas judges may not supervise a Junior Judge or take a Trainee for practical training except with the approval of the Lead Tutor.
- (h) A Supervision Report must be completed and signed on the day by the Supervising Judge, following inspection of the Junior Judge's Training File. Failure to produce the Training File before the close of the Show is an automatic reference to Judges Council. The Junior Judge shall sign the Report to signify that they have sighted the contents of the Report.
- (i) When an adverse or unsatisfactory supervision report is received about a Junior Judge, the Registrar shall refer this to the Judges Council for decision and action. As a guide the following requirements for supervisions will apply:
 - (i) One unsatisfactory report: Carefully select the next supervisor and ensure that junior judge and the supervisor are fully aware of the areas of concern. One additional supervision is required.
 - (ii) Two unsatisfactory reports: Junior judge will need three consecutive

- "passes" under selected supervisors before proceeding to the next level.
- (iii) More than two unsatisfactory reports: The matter is to be referred to Judges Council.

15 PROMOTION

- (a) After admission to the Primary Panel, and as candidates complete the Requirements for the next Panel, the Judges Registrar shall promote and notify the candidate, subject to confirmation by the Judges Council.
- (b) A Judge may accept assignments only for the Panel as listed or notified, and must not anticipate promotion.
- (c) A Junior Judge shall undertake assignments of a multi-group nature.
- (d) Neuter/Spay cats and Neuter/Spay kittens, judged at the same Show count as one assignment only.
- (e) A minimum of ten Exhibits must be benched and judged before an assignment can be counted towards promotion.

16 DEMOTION

Demotion from a Panel to the one below may be resolved by the Executive Council after notice to the Judge concerned by Registered Post and on the Agenda. Any written report received by the Judges Registrar from a Club about a Judge's unbecoming conduct or incompetent performance at any NZCF Show or overseas, will be forwarded to the Executive Council for a decision.

17 ANNUAL RETURN

(a) The Judges Registrar shall send to all Judges on the 1st December the Annual Return and Judges Code of Ethics [which shall be amended from time to time by the Executive Council]. The Judges Registrar is instructed that should a judge fail to return their Annual Return by the 31st December of each year, and then the Judges Registrar will notify the judge by mail that their licence as an NZCF judge will be withdrawn unless a Judges Annual Return is received by 31st January the following year. Failure to provide a return will result in approval for all assignments contracted for that judge being withdrawn until such time as the completed Judges Annual Return is supplied.

(b) All Judges are required to be current full financial or life members of the NZCF failure to maintain membership will result in suspension of judging licence."

18 REMOVAL

Executive Council must remove from the Judging Panels, any Judge who is convicted in a Court of Law for a criminal offence or fraud, cruelty to animals or unsatisfactory premises, after notice to the Judge concerned by Registered Post, and on the Agenda.

19 RESIGNATION / LEAVE OF ABSENCE

On receipt of a written resignation OR application for a Leave of Absence any contracted assignments will be 'struck out', and it is the Judges responsibility to notify the Club/s.

20 DEFINITIONS

- (a) Active Breeding - At least one registered litter each year, counted from the date of Registration of the candidate's first litter. Either 3 years continuous [or 5 years if non-continuous] and must include the year prior to Application for Admission to Judges' Training.
- (b) Approved Judges School - Classes and instruction, convened by a Tutor Judge, which has been notified to and agreed by the Judges Registrar, subject to confirmation by the Executive Council
- (c) Supervisor - A Senior or Tutor Judge who assesses for promotion a Junior Judge's practical judging.
- (d) Training Judge: - An Intermediate, Senior or Tutor Judge who takes a Student or Trainee Judge for Practical judging skills training.
- (e) Practical Exam - Exhibits, of any age, gender or entirety, selected by the Judges School Tutor/s, at a Mock-show or Parade or at a Club's Show, for the examination of Student Judge/s at the end of a Judges School. A minimum of 25 exhibits is suggested. Candidates to be supplied with normal equipment and helpers as for normal show judging.
- (f) **Amendments to this Training Programme.** Executive Council are empowered to amend this, provided all changes are detailed on the Executive Council agenda. [AGM 1991 p27, 1995]

20 Practical Training at Shows

- (a) May be sought by a Student/Trainee from the start of an Approved Judges School as Tutors advise for experience, but without assessment, at least 3 times before the Practical Exam.
- (b) A Student/Trainee is eligible to handle and discuss the exhibits as the Training Judge decides. Consultation about exhibit/s should take place after the Judges sheet is signed otherwise spectators may misinterpret discussion.
- (c) After admission to the Secondary Panel, a Trainee shall complete satisfactorily Practical Training a further 3 times, being assessed, as listed in Secondary Panel.

PART 2 GUIDELINES FOR THE SUPERVISION OF JUNIOR JUDGES

- 1 Before the commencement of an assignment, both Judges should fully discuss the guidelines and options and decide which they will adopt. The Supervisor should ascertain which judging assignment is being supervised e.g.: 1st 2nd etc
- 2 The attitude of Supervisors should be one of encouragement, rather than emphasizing the examining role, although this is seen as a necessary aspect of Supervision. The recognition of a learning curve should be encouraged.
- 3 Points of clarification should preferably be sought from a Supervisor. If another judge is consulted, the Supervisor should be made aware of this.
- 4 The Supervisor should be available to discuss further matters after the completion of Judging.
- 5 The following suggestions may be useful:
 - (a) Observe one or two breeds closely [decided prior to assignment]
 - (b) Take time to watch progress on handling techniques
 - (c) If the above suggestions are not practical, complete coverage on all aspects should be undertaken after completion of assignment. Inspection of notes would be beneficial
 - (d) The Supervising judge may not act as part of the junior Judge's team on the day
- 6 The time scale is at the discretion of the Supervisor and will vary from Junior to Junior, depending on the Junior's experience. Time needs to be spent with the Junior during and after judging. Both the Junior and the supervisor may need time to reflect.

- 7 If a Junior is failed, be specific where improvement is needed and offer constructive criticism
- 8 If a breed is not represented on the day, the Supervisor must state so on the form

PART 3 JUDGES REFRESHER SEMINARS

- 1 All Tutor, Senior, Intermediate, Junior, Trainee and Student Judges must attend at least one Refresher/Seminar during the year
- 2 Unless absence from a Refresher/Seminar is justified in the opinion of the Executive Council, a Judge may be suspended for one [1] year
- 3 Venues, dates of Refresher/Seminars, Convenor and subject [if known] are to be advertised to all judges in the Region at least two months before said date. Venues to be spaced through the Region, in relation to judge's residences where possible
- 4 Seminars to be arranged by Tutor Judges, or other Senior Judges, with ample experience and to take 6 hours per Division [one full day or two 3 hour sessions]
- 5 Standard of points to be a primary subject, interpretation to be demonstrated on live exhibits. Displays or lectures optional. Examinations or any markings to be avoided
- 6 Any judge in a Region may make written suggestions to the convenor, on judging or training and be given the opportunity to speak on the suggestion

PART 4 REIMBURSEMENTS TO JUDGES

The following sets out the entitlements for judges when the New Zealand Cat Fancy is expected to fully or partially fund expenses:

- 1 For attendance at Refresher/Seminars - Full travel but no accommodation or meals
- 2 For TJs attending TJ Meetings, Judges Council meetings, all travel, accommodation and meals
- 3 TJs are paid their travel, accommodation and meals when holding a

Refresher/Seminar also incidental expenses like, venue hire, morning teas, photocopying are paid. If a Refresher/Seminar is being held in conjunction with a TJ judging at a show, then travel, meals and accommodation are paid by the Club

- 4 For supervisions or assessments - travel and one nights accommodation, if necessary, can be claimed
- 5 GST receipts MUST accompany all claims. Boarding passes and EFTPOS receipts are not valid receipts and will not be honoured. Judges paying for travel with Flying Points will not be reimbursed
- 6 Judges may attend refresher/seminars anywhere without permission but part travel will only be paid if they attend within their region.
- 7 When air travel is involved for supervisions or refreshers judges must get Prior approval from the Portfolio Manager.
- 8 The rules surrounding reimbursement of expenses by clubs are covered in the
NZCF Show By-Laws.

PART 5 JUDGES REGISTRAR & LIST OF DUTIES

- 1 The Registrar is appointed by the Executive Council of the NZCF and shall at least be a Senior Judge
- 2 The objectives of the Registrar are to administer efficiently all matters pertaining to the approval of judging Assignments, the current judging requirements, the appointment of reclassification panels, and any other matters as directed by the Executive Council
- 3 The Judges Registrar reports directly to the Judges Council, to which recommendations may be made. On policy matters there is no responsibility to any Member Clubs, but liaison with these must be maintained on a high cordial level
- 4 The Judges Registrar attends Judges Council Meetings, Tutor Judges meetings, ex officio, in an advisory role, and liaises with the Chair on agendas for such meetings
- 5 The Judges Registrar acts within the directives of AGMs, Executive Council and Judges

Council and exercises discretion within the limits of such directives

LIST OF DUTIES

6 The Judges Registrar shall:

- (a) Maintain a list of Judges [including Judges Emeritus and Student Judges] such a list to be ratified by the Executive Council at its last meeting of the year and published promptly thereafter.
- (b) To maintain a list of qualified Handlers and Stewards, and to keep such a list updated throughout the year.
- (c) To receive and action requests for approval of Judging assignments
- (d) To appoint Supervising Judges
- (e) To arrange publication of commencement dates for Judges Schools
- (f) Administer the issuing of Training Folders and associated publications and forms
- (g) Administer the Training Curriculum in respect of marking examination papers and the aggregation of marks
- (h) Maintain and amend standard examination papers in conjunction with the Lead Tutors, as required from time to time. Note: Examination question papers shall only be issued to Lead Tutor Judges whose responsibility it will be to provide it to students at examination time.
- (i) After admission to the Primary Panel, and as Juniors complete the requirements for the next Panel, the Judges Registrar shall monitor and promote, and notify the judge subject to ratification of the Judges Council.
- (j) Where there is an adverse report on a Student/Junior Judge, the Judges Registrar shall refer the matter to the Judges Council for a decision and action, and inform the Student/Junior Judge accordingly.
- (k) The Judges Registrar shall report to the Judges Portfolio Manager.
- (l) Administer any matters connected with judging, as directed by the AGM, Portfolio Manager, Judges Council or Executive Council.

PART 6 JUDGES TRAINING SCHOOL CURRICULUM

1. Introduction

This section sets out the detailed curriculum, teaching methods, assessment methods and general requirements for the NZCF Inc Judges Training Schools.

Information on the application process can be found in the Judges Manual which is available from the Judges Registrar whose contact details are available from www.nzcf.com. The list of requirements for entry into NZCF Judges Training Programme is shown in the Judges Manual.

2. Judges Training School Objectives

At the conclusion of the Training School, graduates will be able too:-

- Know and consistently apply the Standard of Points for each Breed Code and colour variation within a Breed.
- Be familiar with and adhere to the Show Bylaws and these Judges' Responsibilities in Bylaw 8
- Handle exhibits in a competent and confident manner
- Interact with both exhibitors and public in an informative and constructive manner
- At all times, act as an ambassador for the NZCF.

3. Student Learning Hours Summary

a) Judges School may vary in length due to the students involved, geographic spread and divisions covered. The minimum length of time for a school is one full show season, but this minimum could extend over 2 seasons. It is usual for the classroom teaching and assignments to be delivered outside of the show season, and a more normal minimum length for a school would be nine months to one year. With flexible learning teaching approaches in place, the students must meet with a Tutor Judge in a classroom situation at least 4 days (6 for shorthair) through the training time, not including examinations

b) The minimum hours for each division should be:

Longhair Division

Modules	Total Student Time		Fingers in Fur	Tutor Contact
	Hours	Weeks		
Introduction	6 hours	1 week		6 hours
Persian & Exotic	40 hours	8 weeks	6 hours	8 hours
Birman	20 hours	4 weeks	6 hours	8 hours
Ragdoll	20 hours	4 weeks	6 hours	8 hours
Turkish Van	10 hours	2 weeks	3 hours	4 hours
Maine Coon and NFC	30 hours	6 weeks	6 hours	8 hours
Other Breeds	10 hours	2 weeks	4 hours	8 hours
TOTALS	136 hours	27 weeks	31 hours	45 hours

Shorthair Division

Modules	Total Student Time		Fingers in Fur	Tutor Contact
	Hours	Weeks		
Introduction	6 hours	1 week		6 hours
Sia/Ori/Bal/Jav	30 hours	6 weeks	2-3 hours	8 hours
British - Manx - Fold	40 hours	8 weeks	3-4 hours	12 hours
Aby/Somali	20 hours	4 weeks	1-2 hours	8 hours
Burm/Mandalay family	30 hours	6 weeks	2-3 hours	8 hours
Rexed breeds, Sphynx	20 hours	4 weeks	2-3 hours	8 hours
Bengal, Ocicat, Egyptian Mau	30 hours	6 weeks	4 hours	12 hours
Other Breeds	30 hours	6 weeks	2-3 hours	8 hours
TOTALS	206 hours	41 weeks	24 hours	70 hours

4. Programmes

(a) The programme for a proposed school must be approved by Judges Council prior to commencement. The outline must include

- A timeline showing assignment dates and approximate examination dates
- Details of the order that the modules will be covered in

(b) Students must accept the terms and conditions in the outline and agree to abide by the Constitution, the Judges Code of Ethics and all NZCF rules and By-Laws before commencement.

5. Lectures, Classes and Demonstrations

- At the discretion of the Lead Tutor, such sessions may be spread over a period or in concentrated weekend seminars/workshop situations where remote locations and circumstances dictate.
- Revision seminars may also be held, at the discretion of the Lead Tutor.

- c) The Lead Tutor may be assisted by appropriate Judges in that Division and Specialist Breeders
- d) In addition to classes, lectures and demonstrations, students will be required to carry out assignments/projects which shall be sent to the Lead Tutor within the allotted time
- e) Practical judging experience of multiple breeds at the same time.
Students shall take other training as directed, for example, hands on with Judges, observations at shows.
- f) A Practical Exam will be held for each School, either at an NZCF Show or a Mini Show.

6. Module Details

Introduction (Module 1)

(a) Introduction to Judging - Judges Code of Ethics, General Aims; Application of Standards; Responsibilities, Judge to Club, Club to Judge. [Judges' Forms, Supervision] Invitation [accept/reject]

(b) Judges Books: Different types; variations on a theme, Pre-Judging checks; numbers in each breed and colour; allocation of specials; time allocation for each exhibit in relation to show opening time; distribution of completed Judge's sheets; clarity of results; note taking; detecting errors and methods of correction;

(c) Cross Judging, Cause and effects; [prevention; counteraction].

(d) Judge's Communication; Speaking; presentation, language used. Requirements of clubs; written reports if required Construction; Words used.

(e) Methods of Judging: Comparison; Points; Where to start e.g. body, type, coat; or head, eyes, neck etc Handling methods; Overall impression; Final decision.

(f) Use of and direction of Judges team

Breed Modules (Longhair: Modules 2 - 7; Shorthair: Modules 2 - 8)

For each Breed the following must be covered:

Type

Balance

Coat, length & texture

Colours

Challenge withholding faults

Characteristics

Genetics

Handling and assessment practice

Presentation

Projects/Assignments

An alternative presentations aspects is BAPTACQ

B - Balance

A - Altogetherness

P - Presentation

T - Type

A - Alertness

C - Characteristics

Q- Quality

Projects are expected to cover the following headings; Lead Tutors may vary this at their discretion. A typical project should contain 15-25 pages (1200 - 1500 words for minor breeds, 2000 words for major breeds). Student's personal analysis and interpretation are most important.

- a) History of the breed globally, and in New Zealand
- b) The breeds Standard, and Scale of Points allocated, faults and when to penalise.
- c) Diagrams/drawings of the Head & Body types in the breed.
- d) Head Type - Picture's of good and average typed cats and kittens, for each picture narrative describing the good and bad points, for example, head shape and balance, ears, size and set, what happens as the breed matures and how long before full maturity is reached, and whether a challenge would be awarded or withheld.
- e) Body Type - Picture's of good and average typed cats and kittens, for each photo tell narrative describing the good and bad points, for example, size, shape of body and boning, tail length and is it in keeping with the body length, and whether a challenge would be awarded or withheld.
- f) Eye Shape: Picture's of good and bad eye shape, what faults (if any).
- g) Coat Colour & Texture: Picture's of three different colours (if applicable) in the breed, including pictures of what the student considers to be good & poor examples of the coat texture. What affect does the silver gene have (if any) and what are the colours allowed in the particular breed.
- h) Coat pattern, faults and what happens to the pattern from a kitten to full maturity, with each picture, narrative next it describing whether it

is a good example in both type and colour of that particular cat or kitten and if a cat whether the student would consider giving it a challenge.

- i) Stages of development of a litter/litters from early birth to when they leave either as pets or are retained for breeding. Photo's of the sire and dam (if possible) and the colours of the kittens in each litter. An assessment of the kitten's type and the changes they go through as they mature. This should preferably be the student's own experiences and own photos.

7. Assessments

(a) The assessments are designed to ensure that the student is competent in the areas indicated in the graduate profile.

(b) To pass the course of judges training, the student must be successful in all of the following:

Successfully complete all assignments

Average 80% in the written examinations with a minimum mark of 65% in any one area

Pass the practical examination (mini show) with a minimum mark of 80%

(c) A student may resit the written or practical examinations within 1 year, with the approval of the Judges Council.

(d) Supervisors will conduct a question and answer session with students to examine and confirm their placings on the day. This will form part of the assessment

(e) Students must complete a written report on their mini show top ten within 7 days of the show. This written report will form part of the assessment

8. Assessment Guidelines

Assignments

(a) The number of assignments, and the number required to be passed, is to be advised to students before a school starts. Assignment subjects should include:

(i) A written study relevant to each Breed /Module. Assignments must include illustrations and/or pictures which amplify the words about that Breed. Correct and complete information, is equally important with presentation.

(ii) Other assignments as directed by the Lead Tutor which add to the learning experiences of the school.

(b) Marking

- (i) Each assignment will have a maximum mark of 100
- (ii) Each assignment must be submitted on time, or incur a 10 points deduction for each week late.

Written Examination (Open Book)

- a) Each examination will have a maximum duration of 2 hours, held at points in the school determined by the Lead Tutor. There will be 2 examinations for Longhair Schools; 3 examinations for Shorthair Schools. The examination questions must cover the major breeds within the Division being examined.
- b) The written examination must contain a section of multi choice questions, a section of questions to test the ability of the student to use the SOP, and in one examination, a section dealing with Judges responsibilities.
- c) Examination questions to be set by the Lead Tutor.

Practical Examination at an NZCF or Mini Show

- a) Assessed as for a Supervised Assignment by at least 2 Supervisors, with a Pass/ Fail result.
- b) Minimum number of exhibits 25 [a variety of exhibits, with adults preferred] as selected by the Tutors to cover several breeds and the major groups, ideally two or three of the same colour. Exhibits to be judged as though Neuters or Spays, even if Entire.
- c) The veterinary requirements prescribed in the show rules should apply.
- d) A time limit shall be allocated for each student. A student may be asked, after being warned, to omit any number of exhibits to reduce any delay, thus avoiding holding up another student who began later. Marks shall be deducted in such cases.
- e) A Top Ten and Type class results must be provided to the assessors by the Student Judge.
- f) A verbally presented account of the Top Ten is to be given to the assessors. If the Practical Exam is at a Mini Show, Owners & Exhibitors may be present, the same as for NZCF Shows.

9. Examination Procedure for Written Exam & Moderation of Assessments

The written examination is to be set by the Lead Tutor of the school. A Supervisor, [other than the Lead Tutor] shall be appointed to:

- a) Receive the Official Question paper, provide paper for answers, prepare the Exam Room and conduct the Exam for students all on the same day.

- b) Put a separate code on each Question Paper, for each student to put at the top of each answer page and an A4 envelope to hold Students' answer pages. Make a duplicate list of these codes and relevant names. Forward original to the Judges Registrar. Retain the duplicate copy for safety and keep confidential.
- c) Hand Exam papers to students at the appropriate time, supervise and collect the Answer and Question papers at the end of the allotted time.
- d) Ensure that students have sealed their written answers and question paper in the envelopes supplied with the code number endorsed.
- e) The Lead Tutor receives the unopened envelopes from the examination supervisor, for initial marking, which shall be completed within 28 days of the written examination. No marks or corrections are to be made on the paper during the first marking. All marks and notes are to be recorded separately.
- f) After the first marking, the Lead Tutor is to forward the Question and Answer papers and details of the marks allocated against each code number by Courier/Registered Post to the Judges Registrar.
- g) On receipt, the Judges' Registrar shall appoint another Tutor as a check marker, and forward the examination paper to this tutor. This check marking must be completed and returned to the Judges Registrar within 14 days of the written examination.
- h) If a discrepancy between the two markings is 10% or greater, a third Judge shall make a further check marking. The Judges Registrar may take the two closest marks.

10 Resources

- a) The following resources will be supplied by the Judges Registrar on acceptance into training:
 - (i) Judges Manual
 - (ii) Standard of Points
 - (iii) NZCF Show Rules
 - (iv) NZCF Registration Rules

PART 7 JUDGES PEER ASSESSMENT PROGRAMME

Peer Assessment Programme

1. The purpose of the peer assessment programme is as follows:
 - Maintain a high standard of Judging by NZCF licensed judges
 - Ensure all judges have an adequate, current knowledge of breed standards for the exhibits they are judging

- Ensure they have maintained good handling skills
 - They exhibit good communication skills
 - They exhibit an open and learning attitude to new information and innovation
 - The Judge actively promotes the NZCF and the professional image of the NZCF Licensed Judge
2. The intent is to focus on professional development so as to ensure the image and professional standards of NZCF Judges is maintained in New Zealand and overseas.
3. Judges of the NZCF are expected to demonstrate professionalism in their judging in the ring, and their actions outside the ring. The standards expected, and the way they are demonstrated is shown below:

Professional Standard	Indicators of meeting standard
Competent <ul style="list-style-type: none"> • Informed of developments- new standards/new breeds/new colours • Demonstrate knowledge 	<ul style="list-style-type: none"> ➤ Portrays sound knowledge of the standards ➤ Uses the SOP correctly - knows where to find and interpret information ➤ Ensures standards are up to date ➤ Planning and preparation for each assignment
Judging Techniques: <ul style="list-style-type: none"> • Confidence • Competence • Communication • Flexibility and responsiveness to exhibits and exhibitors 	<ul style="list-style-type: none"> ➤ Consistency in how exhibits are evaluated ➤ Sensitivity to an individual exhibits needs ➤ Handling techniques appropriate to each breed ➤ Shows evidence of self reflection when necessary and have the ability to make any necessary changes ➤ Interacts well with the public, workers and exhibitors
Image: <ul style="list-style-type: none"> • Manage behaviour • Establish good relationships with peers 	<ul style="list-style-type: none"> ➤ Effective time management ➤ Convey respect to other judges and exhibitors - "all are entitled

<ul style="list-style-type: none"> • Create an environment of respect and understanding 	<p>to their opinion - whether you agree or not!</p> <ul style="list-style-type: none"> ➤ Appropriate appearance
<p>Communication:</p> <ul style="list-style-type: none"> • Communicate clearly and accurately • Shares information with peers 	<ul style="list-style-type: none"> ➤ Participates in open and honest communications with others, be they public, exhibitors, workers or fellow judges.
<p>Co-operation:</p> <ul style="list-style-type: none"> • Maintains effective working relationships with peers and club management. • Encourages others and participate in professional development. 	<ul style="list-style-type: none"> ➤ Provides effective feedback ➤ Willing to take the lead if required ➤ Displays a commitment to ongoing personal development ➤ Actively participates in NZCF training sessions ➤ Contributes to and assists with the organisation of training programmes ➤ Actively works towards promoting the NZCF and the ongoing professional image of the NZCF Licensed Judge

- NZCF Judges will be assessed every three years from their appointment to the Intermediate Panel. Before the commencement of the Show Season, the Judges Registrar will advise those judges who are going to be assessed in a particular show season, at which show they will be assessed, and who the assessing Judge will be.
- Judges will be assessed in alphabetical order of surname, commencing with A in 2006. Approximately 1/3 of the active Judges on all panels will be assessed each year.
- The Judges Registrar will put forward nominations for the Judges who will be asked to act as assessors for specific Judges in the following Show Season to the Judges Council no later than 28th February of each year. The Judges Council will either ratify the nominations, or ask the Judges Registrar to nominate an alternative. The final decision on the assessing Judges will rest with the Judges Council.
- Judges acting as assessors will utilise the Judges Assessment form. This form is designed to facilitate constructive feedback. It should be noted it does not

encompass the concept of a pass or fail; rather it is to be used to provide structured, constructive feedback to the Judge being assessed.

New Zealand Cat Fancy Inc:

Judges Code of Ethics



The responsibility of each Judge of the NZCF is to be seen to be honest and consistent, and to have integrity in all their actions

To meet this responsibility Judges shall:

1. Always be aware that they are seen by breeders, owners and the general public as ambassadors for the NZCF, and shall conduct themselves accordingly.
2. If possible be prepared to meet the requirements of the host club when judging.
3. Keep prepared, benefit from all training and be up to date.
4. Judge each exhibit on its merits according to the standard, and the standard alone, regardless of any pressures exerted.
5. At all times when judging, be pleasant, courteous, convincing, encouraging, positive but thorough and honest.
6. At all times be appropriately dressed and groomed when a judge, an exhibitor or a spectator at a show.
7. Treat each exhibitor and exhibit on an equal footing, in each and every class when judging.
8. Refrain from passing any personal opinion on any judging.
9. If a breeder, be seen, in all respects, to adhere to the breeders' code of ethics and be prepared to open their cattery for inspection to achieve Cattery Accreditation by NZCF.
10. When an exhibitor, should set an example to other exhibitors, by the presentation of their exhibits, their behaviour and good sportsmanship.
11. Except in unavoidable circumstances, honour all contracts and be punctual when fulfilling judging commitments.
12. Make every reasonable effort to keep travel, meal and other incidental expenses for the host club as low as possible.
13. Not judge at, promote or in any way officiate at a show not sanctioned by the NZCF in New Zealand or overseas.
14. Abide by the NZCF Constitution, and all rules, by-laws and regulations of NZCF.