

# The NAVHDA Acting Senior Judge Program

This pamphlet addresses the procedures for becoming a NAVHDA Senior Judge. Free information packets and brochures defining other sanctioned NAVHDA guidelines and events are available from the NAVHDA International Office, PO Box 520, Arlington Heights, IL 60006-0520. Phone 847.253.6488, Email: [navoffice@navhda.org](mailto:navoffice@navhda.org)

## Duties of a Senior Judge

1. If needed, schedule travel to arrive in time to visit the test grounds the afternoon or evening before the test.
2. Arrive on test day early enough to help Chapter organizers, fellow Judges and Apprentices get started as scheduled.
3. Work with fellow Judges and Chapter workers in sequencing test segments. Take advantage of grounds and logistics to assure good flow and time management. Be prepared to “make the call” when faced with major issues related to grounds, birds, organization or other factors that would jeopardize the quality of the test.
4. Present opening remarks, noting key workers, special announcements, NAVHDA Sponsors, and running order.
5. Assign Judges and Apprentices to handlers. Manage Apprentices and assist them throughout the day.
6. Guide the Judging Team to consensus in a timely manner. Provide your opinion in discussions as a means to reach consensus while judging. Remember, in no way does the Senior Judge have any more authority than any of the other Judges in reaching consensus of scores.
7. Give closing remarks, noting key workers, special announcements, NAVHDA Sponsors and read scores.
8. After scores are read, make sure all Judges are available as a team to answer any questions handlers may have. Apprentices are to view these interactions but are not to participate in them.
9. All Judges are to consensus and sign the test paperwork and Apprentice evaluations for each test day.
10. The Senior Judge is to mail one envelope containing the Senior Judge score cards, Apprentice Judge's score cards, and the dog/test information. A second envelope containing all other cards is to be mailed by another member of the Judge team.
11. Present yourself as a responsible representative of NAVHDA at all times.

## Apply to Become an Approved Acting Senior Judge

1. Provide a letter of recommendation from either an officer of your chapter, or a Senior Judge recommending you as an Acting Senior Judge.
2. Provide one additional letter from a Senior Judge outside of your area with whom you have judged.
3. Complete the Acting Senior Judge application located on the NAVHDA website. Submit it along with your two letters of recommendation to NAVHDA's Central Office via email at [navoffice@navhda.org](mailto:navoffice@navhda.org) and the ASJ Program Manager.
4. Consideration will be given to the following:
  - Judging experience
  - Training and Testing experience
  - Chapter involvement history
  - Ability to carry out the duties of a Senior Judge

*NOTE: Additions to the Senior Judge Cadre remain the discretion of the Executive Council and are acted on at the Annual Meeting.*

## Acting Senior Judge Responsibilities

1. Contact the Senior Judge prior to the test date and request permission to be an Acting Senior Judge. Try to be an ASJ as often as you can.
2. Download one Acting Senior Judge Evaluation form for each day that you are an ASJ. This form is located on the NAVHDA website. Take the form(s) to the test for completion by the Senior Judge. The Senior Judge will include the evaluation form in his envelope to the NAVHDA Central Office for the Acting Senior Judges file.
3. Follow the Duties of a Senior Judge.
4. The Acting Senior Judge is to write a Report after each test in which he/she acted as an ASJ, just like he/she did as an apprentice Judge.
5. Submit the Acting Senior Judge Report to the NAVHDA Office and the ASJ Program Manager. The report should be a separate file such as MS Word or Adobe PDF and sent to NAVHDA's Central Office via email at [navoffice@navhda.org](mailto:navoffice@navhda.org) and the ASJ Program Manager as listed on the testing page of the NAVHDA website under Judging and Testing Committee.
6. Stay in close contact with the ASJ Program Manager. Call to discuss unusual test situations or issues found to be troublesome.
7. Once you and the ASJ Program Manager are confident you've spent enough time as an ASJ, and have met all the requirements, submit the application to become a Senior Judge. Along with the application include two letters from Senior Judges that you acted under stating you are ready to be a Senior Judge.

The application along with the letters should be sent to NAVHDA's Central Office via email at [navoffice@navhda.org](mailto:navoffice@navhda.org) and to the ASJ Program Manager by **December 1st**, in order to be considered by the EC at the subsequent Annual Meeting.