

The NAVHDA Acting Senior Judge Program



This pamphlet addresses the procedures for becoming a NAVHDA Judge. Free information packets and brochures defining other sanctioned NAVHDA guidelines and events are available from the NAVHDA International Office, P.O. Box 520, Arlington Heights, Illinois 60006-0520. Telephone 847.253.6488, Fax 847.255.5987, Email navoffice@navhda.org.

WELCOME

Congratulations on your commitment to NAVHDA and your desire to become a NAVHDA Senior Judge. Completing the NAVHDA Acting Senior Judge (ASJ) Program is demanding. The ASJ Program takes a great deal of personal commitment; you must be active and engaged in this program. The number of dogs you have judged, the years of experience judging, your participation within your chapter, and your understanding of NAVHDA test setup and execution are some of the factors considered when evaluating your total readiness to be appointed as a NAVHDA Senior Judge. Organizational skills, time management, & coaching of apprentices are also key.

Approval to enter the ASJ Program in no way guarantees that you will be appointed as a NAVHDA Senior Judge. Approval as a Senior Judge is at the discretion of the NAVHDA Executive Council. Authority to take action on Acting Senior Judge's status has been delegated to the Acting Senior Judge Program Manager in consultation with the Director of Judge Development, and the Judging and Testing Committee. The Executive Council considers the recommendations of the Judging and Testing Committee when making appointments. These recommendations are based on your Acting Senior Judge Test reports and on the Acting Senior Judge Evaluation forms written by the judges with whom you have worked. In addition, the Judging and Testing committee, as well as the Executive Council, will also consider any input received from local chapters and / or their members.

Each Judge appointment is unique and considered separately by the Executive Council.

HOW TO APPLY TO BECOME AN ACTING SENIOR JUDGE

To apply for the Apprentice Judge program, you must complete the following requirements:

1. Must have been a NAVHDA judge for 4 or more years and judged at least 350 dogs (not including apprenticeship).
2. Must be current on all judging requirements and must have prized a dog in the IT or UT within the previous 3 years.
3. Must complete and submit the [Acting Senior Judge Application](#) along with two letters of recommendation from active NAVHDA members. One must be from an officer of your chapter, or a NAVHDA Senior Judge. The other must be from a Senior Judge outside your area with whom you have judged.
4. The ASJ Program manager will review your application for completeness and will submit it to the Judging & Testing Committee for approval.
5. Consideration will be given to the following:
 - Judging Experience
 - Number of dogs / tests judged
 - Chapter / NAVHDA International involvement history
 - Ability to carry out the duties of a Senior Judge

When you have completed the requirements and believe you are ready to actively pursue the goal to becoming a NAVHDA Senior Judge, submit your application and recommendation letters to:

NAVHDA International Office
P.O. Box 520
Arlington Heights, Illinois 60006-0520
Email navoffice@navhda.org.

Once your application has been reviewed you will be contacted by the ASJ Program Manager. The ASJ Program Manager will review the program with you, communicate expectations, and answer any questions you may have. You will then be listed as an Acting Senior Judge on the NAVHDA website, and you will receive a copy of the Senior Judge Opening & Closing Remarks and Acting Senior Judge Report form.

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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 or her envelope to the NAVHDA Central Office for the Acting Senior Judges file.
3. Follow the Duties of a Senior Judge. (SEE BELOW)
4. The Acting Senior Judge is to complete an Acting Senior Judge Report after each test in which he/she acted as an ASJ. The ASJ Report Form is located on the NAVHDA website "Acting Senior Judge Program" page.
5. Submit the Acting Senior Judge Report to the NAVHDA Office and the ASJ Program Manager. ASJ Reports must be filed no more than 2 weeks after the date of the test.
6. Stay in close contact with the ASJ Program Manager. Call to discuss unusual test situations or issues found to be troublesome.

THE 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.

SUBMIT YOUR APPLICATION

Once you and the ASJ Program Manager are confident you've spent enough time as an ASJ, and have met all the requirements below, submit the [Application to Become a Senior Judge](#) to the Acting Senior Judge Program Manager and the NAVHDA Central Office.

1. Have been Acting Senior Judge at least 10 Test Days (one day equals one test day).
2. Five of those 10 days you must have worked with and coached Apprentice Judges.
3. Acting Senior Judge Evaluations from at least four different Senior Judges.
4. "Ready to Approve" Rating on three of the most recent Acting Senior Judge Evaluations.
5. Two Letters of Recommendation from Senior Judges that you acted under stating you are ready to be approved as Senior Judge.

Applications must be received by **December 1st** in order to be considered for approval at the subsequent Annual Meeting.