



# JLC POLICY AND PROCEDURES

2017

All bids for the East and West CGS Judges Licensing Conferences must be submitted in writing, outlining all the particulars to the CGS Office, no later than September 30th, of the year preceding the conference.



# **Policy and Procedures for Judges Licensing Conference**

## **1 DEFINITIONS**

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### **1.1 Auditor**

An individual who attends the Judges Licensing Conference but does not intend to become a judge. The Auditor can write the exam and attend the second day of training to practice with live animals. Time permitting, the Auditor can do placings and give reasons on the third day.

*Should an Auditor choose to become a **Licensed Judge** Candidate during the JLC, they should discuss with the Coordinator. An Auditor could be eligible to become a Candidate should they pay the full Judging JLC fees prior to writing the test on day 2 and are required to complete all classes.*

### **1.2 Apprentice Judge**

CGS Apprentice Judges are eligible to judge sanctioned shows, which are not designated as National Shows. An apprentice judge is defined as follows:

- a) A Candidate who achieves a score of 70 to 75 % or above on both the written exam and placing/oral classes and is attending their first conference will be an Apprentice Judge for the first two years of their licensing tenure.
- b) Any previously fully licenced or Apprentice Judge participating in a conference who achieves 70 to 75 per cent on both the written exam and placing becomes an Apprentice judge until such time as they attend another conference and achieve the 75 per cent requirements as above.

Extensions are not allowed.

NOTE: Candidates who were previously a fully licensed judge are not required to do the two year apprentice but must maintain the required 75 per cent as above to maintain their status as fully licensed judges.

**Apprentice judges should not judge a show that is expecting to have or has had over 100 animals the prior year. Apprentice judges are not allowed to judge a CGS National show.**

### **1.3 Full Judge**

The following eight years are considered as a Fully Licensed Judge providing they have achieved a score of 75 per cent or more on both the written exam and placings. Full judges are those in the process of attending and successfully completing four licensing conferences and eight years of full licensed judging. Apprentice licenses are not included in this eight year total. No extensions will be allowed during these eight years.

During this period, if extenuating circumstances make it impossible to attend a training conference, your accumulated years will not be cancelled providing you attend the next conference, not to exceed more than 2 years from the missed conference. During this period your license will not be considered renewed and will be temporarily suspended until successful completion of the next licensing conference, at which time your years of



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actual license will be accumulated. The CGS Board of Directors may amend the requirement under special circumstances.

### **1.4 Senior Judge**

A Senior Judge is defined as one who has held a CGS **Full** Judges License for a minimum period of 8 years, having judged in the eight year time frame a minimum of 8 sanctioned shows and who has successfully passed at least four previous LC'S as a fully licensed judge (Apprentice Judges are not included in the total number of years as a full judge). Senior Judges are required to attend a Licensing conference every two years to review and participate in the last two days of the JLC. Senior Judges must apply for and remit the license fee by the deadline required for such a Licensing conference.

Senior Judges may apply in writing for an extension of a license under extenuating circumstances, in which case the Board of Directors will review the information and make a decision whether an extension is warranted. The Senior Judge must still have sent in their application and the required fees, which are non-refundable by the deadline. If an extension is not granted, the senior judge will not lose their tenure unless a period of 4 years or 2 consecutive JLC'S have been missed. Senior judge can judge a CGS National show.

### **1.5 Advanced Judge**

An Advanced Judge is considered to be a Senior Judge with 16 years of seniority (8 years Full and 8 years Senior). They will be given a license for up to six years as long as they are still actively judging at least one sanctioned show (minimum 3 breeds) a year. However, it is suggested that they assist at any JLCs held in their area. The Licensing Fee as set by CGS plus HST/GST must still be remitted every two years by the deadline required for such a training conference to maintain the license status. Advanced judges can judge a CGS National show.

Example of a judge's licence progression by year (assuming the judge has completed all requirements).

<b>2001</b>	<b>2003</b>	<b>2005</b>	<b>2007</b>	<b>2009</b>	<b>2011</b>	<b>2013</b>	<b>2015</b>	<b>2017</b>	<b>2019</b>
<b>APPRENTICE</b>	<b>FULL</b>	<b>FULL</b>	<b>FULL</b>	<b>FULL</b>	<b>SENIOR</b>	<b>SENIOR</b>	<b>SENIOR</b>	<b>SENIOR</b>	<b>ADVANCED</b>

### **1.6 Panel**

For Dairy Goat Judges Licensing Conferences, the panel shall consist of three senior or advanced judges (the appointed Coordinator and 2 senior judges).

For Angora Judges Licensing Conferences, the panel shall consist of one Texas trainer hired by the CGS office and one CGS Senior judge who shall usually be the Judges Training Coordinator. If travel costs are prohibitive, the Judges Training Coordinator may appoint a local alternate (subject to the approval of the Executive Committee), to serve at an Angora Judges conference. If not a Senior Judge, then the alternate must be an experienced Judge fully capable of teaching CGS rules and organizing, in the opinion of the Judges Licensing Coordinator and the Executive Committee. The alternate shall be subject to the directives of the Judges Licensing Coordinator and the Executive Committee.

### **1.7 Coordinator**

Senior or Advanced Judge coordinating the JLC. In order to become a Coordinator, a senior judge must have participated as a panel member for at least 2 conferences and must be recommended by a Coordinator and



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approved by the BOD. The Coordinator must be an experienced Judge fully capable of teaching CGS rules and organizing a JLC.

### **1.7 Sponsor**

Individual or group of individuals responsible for the conference.

The Coordinator or any member of the panel can be part of the Sponsor, but it is not a requirement.

## **2 POLICY**

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CGS expects Auditors, Candidates and judges to maintain a high level of professionalism at all time.

### **2.1 Types of Judges Licensing Conferences**

#### 2.1.1 CGS Appointed Conference

CGS will host two (2) Judges Licensing Conferences every two years, one in the East and one in the West. These conferences are to be awarded at the Annual Director's meeting.

#### 2.1.2 CGS Approved Conference

This conference is approved by the Board. The sponsor must guarantee that the conference is to be profitable or at least cost neutral to CGS. The request for an Approved JLC must be made at least 120 days before the date of the JLC. An approved conference can be held anytime, granted it is approved by the BOD.

### **2.2 Duration**

2.2.1 Day 1 - Review of theoretical material with the Coordinator. Q&A. Practice with pictures or live animals.

2.2.2 Day 2 – Written exam completed and marked, practice with live animals. One or two official classes with or without reasons can be completed, time permitting.

2.2.3 Day 3 – Remainder of official classes with or without reasons to be completed, results to be communicated with Candidates by the end of the day.

### **2.3 Evaluation of judges**

2.3.1 New, Apprentice and Full Judge Candidates must attend all three days. Senior judges must attend the second and third days.

2.3.2 There shall be a total of 6 mandatory classes evaluated. The 5 best of 6 classes will make the overall score.

2.3.3 There shall be no less than four (4) classes evaluated with oral reasons.

*CANDIDATES FOR JUDGES LICENSING CONFERENCES WHO ARE UNDER THE AGE OF 18 YEARS ARE WELCOME TO ATTEND, HOWEVER, IF SUCCESSFUL IN PASSING THE NECESSARY REQUIREMENTS FOR LICENSE, THAT LICENSE SHALL NOT BE ACTIVATED UNTIL SUCH TIME AS THE CANDIDATE ATTAINS THE AGE OF 18 YEARS. IF THE CANDIDATE'S 18TH BIRTHDAY DOES NOT OCCUR DURING THE TWO-YEAR TERM THAT THE LICENSE WOULD APPLY TO, THEN THE CANDIDATE MUST RE-LICENSE AT THE NEXT TRAINING CONFERENCE.*



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### **3 ROLES AND RESPONSIBILITIES**

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#### **3.1 Sponsor**

- 3.1.1 The Sponsor must apply to the CGS office for hosting a JLC by completing the JLC Bid form and submitting prior to September 30<sup>th</sup> for Appointed JLC or 120 days prior for an Approved JLC. The bid form will include the expenses that the Sponsor is requiring from CGS.
- 3.1.2 The Sponsor is the entity responsible for the conference and agrees to accept financial responsibility for the Conference should unapproved expenses not be covered by CGS.
- 3.1.3 The Sponsor is responsible for promoting the JLC to local potential Candidates and Auditors
- 3.1.4 The Sponsor is responsible to recruit a sufficient number of Volunteers to handle the animals.
- 3.1.5 The Sponsor is encouraged to send thank you cards for hosts, supporters and volunteers

#### **3.2 Coordinator**

- 3.2.1 Insure atmosphere of harmony/respect/fairness
- 3.2.2 Travel arrangements and accommodations are to be booked directly by the Coordinator.
- 3.2.3 Coordinator must return scores, material within 15 days from the completion of the conference
- 3.2.4 Coordinator must submit expenses following CGS Travel policy and will only be reimbursed once all the scores and CGS owned materials are returned to CGS

#### **3.3 Panel Judges**

- 3.3.1 Insure atmosphere of harmony/respect/fairness
- 3.3.2 Arrange Travel and accommodations within the CGS travel policy and pre-approved JLC Bid (if eligible)
- 3.3.3 Submit preapproved expenses following CGS travel policy (if eligible)

#### **3.4 Office**

- 3.4.1 CGS office with the approval of the BOD, shall review the bid and pre-approve the expenses covered for the JLC. The bids awarded by the Board are to be announced at the AGM of the prior year.
- 3.4.2 JLC dates, fees and JLC application to be posted in the Quarterly and CGS Facebook page and website.
- 3.4.3 All paperwork and JLC material will be sent to the Coordinator by the CGS office at least 15 days prior to the JLC.

Packages for Co-Ordinators includes the following:

- Exams
- Exam's answer key
- Answer cards for oral reasons (8 per Candidate/Auditors)
- Practice sheets
- Hormel scale



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- 3.4.4 JLC Booklet will be sent to the Candidates/Auditors upon receipt of registration form and payment for the JLC by regular mail. If applicant requests express post or courier, it is at the applicant's expense. An electronic copy of the study material can be sent once complete payment for the JLC is received by the office.
- 3.4.5 A letter is to be sent from CGS office to all judging Candidates indicating their marks from the JLC.

### **3.5 Board of Directors**

- 3.5.1 Approve bids
- 3.5.2 Approve Coordinator and panel members

### **3.6 Candidates**

- 3.6.1 Payment for the JLC must accompany Candidate's application. Manuals will be sent out once payment has been received.
- 3.6.2 Candidates WILL NOT be allowed to participate in the JLC if fees have not been received by time of Clinic.
- 3.6.3 Please note: Fees for JLC and membership fees MUST be paid in order to qualify as a CGS Judge.
- 3.6.4 If membership for the current year has not been received by the time the Quarterly goes to print, your name and contact information will not be printed in the magazine.



## 4 JLC TIMELINES

Steps	TIMELINES	SPONSOR	BOD	OFFICE	COORDINATOR	PANEL	CANDIDATE S & AUDITORS
1	Prior to Sept. 30th for Appointed JLC or min 120 days prior to JLC for Approved JLC.	Submit JLC Bid Form					
2	At Annual Director Meeting (for Appointed JLC) or min 100 days prior to JLC (for Approved JLC)		Approve Bid, Approve Coordinator, Approve Panel, Approve Expenses	Approve Expenses, contact awarded Sponsor to announce successful bid and provide feedback if changes are required			
3	By January 1st or min 90 days prior to JLC	Sign contract, send advertising information to office		Sign contract, promote JLC in Quarterly, CGS website and Facebook page	Sign contract		
4	Up to 15 days prior to JLC			Send material to Coordinator			
5	From Announcement of JLC to up to 14 days prior to JLC						Send JLC application to office with payment
6	5-10 business days after receiving application with payment			Collect payment, send JLC Packages to Candidates and Auditors			
7	Prior to JLC	Confirm volunteers, facilities etc.		Send updated attendance list to Coordinator	Confirm material received is correct, Prepare JLC		
8	During JLC	Support Coordinator, Panel, Volunteers & Candidates			Coordinate JLC	Support JLC and Coordinator	Participate in JLC
9	Up to 15 days after JLC	Submit preapproved expenses			Submit preapproved expenses, return scores and CGS owned material to office	Submit preapproved expenses if eligible	
10	Up to 21 days after reception of expense report			Process payment of approved expenses			



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## **5 JUDGING ELIGIBILITY**

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- 5.1 CGS Apprentice and Full Judges are eligible to judge sanctioned shows which are not designated as National Shows.
- 5.2 Only Senior and Advanced CGS Judges or ADGA Senior or Advanced Judges are eligible to judge a CGS National Show.
- 5.3 Non-members are welcome to participate in CGS Judges Licensing Conferences however, if successful in attaining a CGS license, they must become a CGS member to activate their license.
- 5.4 Canadian residents may obtain an U.S. dairy goat judges license by attending an American Dairy Goat Association Training Conference and shall be considered ADGA judges if successful. Only fully licensed ADGA judges are eligible to judge CGS sanctioned shows. ADGA apprentice judges are not eligible to judge CGS sanctioned shows.
- 5.5 Only fully licensed ADGA judges are eligible to judge regular CGS sanctioned shows. ADGA apprentice judges are not eligible to judge CGS sanctioned shows.

*JUDGES MAY COMMENCE JUDGING IMMEDIATELY AFTER PASSING THE CONFERENCE AND THE LICENCE IS TO BE VALID UNTIL THE DECEMBER 31ST, 2 YEARS AFTER THE JLC AS LONG AS ALL DUES ARE CURRENT AND MEMBERSHIP IS IN GOOD STANDING. I.E. CANDIDATE EARNS A LICENCE ON JUNE 1ST, 2017 – THE LICENCE WILL BE VALID UNTIL DECEMBER 31ST 2019*





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### **6 FEES**

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- 6.1 All CGS Judges must at all times, be CGS members in good standing with current year membership fee paid to be allowed to judge CGS sanctioned shows.
- 6.2 Candidates and returning judges must pay the JLC fee to the CGS office as determined by the CGS Board of Directors by the date of the JLC. If payment has not been received by the date of the JLC, the Candidate must pay an additional \$25.00.
- 6.3 Advanced Judges' fees go towards the CGS Appointed JLC if they don't attend in person.
- 6.4 Should a Candidate fail a JLC, they are encouraged to try again the same year if other JLCs are available. Should a Candidate wish to do so, they would be able to re-use the same material and the cost of trying the 2<sup>nd</sup> time in the same calendar year would be reduced by \$50.
- 6.5 Auditors must pay a fee to attend a JLC. The fee is determined by the CGS Board of Directors.
- 6.6 An Auditor might choose to upgrade to Candidate. See 1.1.
- 6.7 If a Candidate or an Auditor cancels their attendance at a JLC seven (7) days prior to the scheduled JLC, they are eligible for a credit less \$50.00 administrative fee. No refund will be made if they do not show up or cancels within 7 days of JLC or after JLC.
- 6.8 Judges must send Report of Award to the Office within 10 days of the completion of the show.
- 6.9 Fines not being paid by Judges who fail to send in Report of Awards within 10 days of completion of the show will result in said Judges losing their license.
- 6.10 Should a Candidate require any type of assistance such as translation, the candidate should immediately advise the office. The Sponsor should attempt to accommodate the Candidate within their available abilities, however the Candidate should be prepared to be responsible for any additional expenses required for their accommodation.