# JLC POLICY AND PROCEDURES

## 2026

**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 January 31st, of the year of the conference.**

Canadian Goat Society
La Société Canadienne Des Éleveurs De Chèvre

# Policy and Procedures for Judges Licensing Conference

## 1 DEFINITIONS

### 1.1 Auditor

- An individual who attends the Judges Licensing Conference but does not intend to become a judge. *New 2026 -* The Auditor may write the online exam in advance of the JLC (if they wish to do so), and attend the first day of training to practice with live animals. Time permitting, the Auditor can do placings and give reasons on the second day.
- *New 2026 -* Should an Auditor choose to become a Licensed Judge Candidate prior to the JLC, they should discuss it with the CGS office. Auditors choosing to become a Licensed Judge Candidate at the JLC should discuss it with the Coordinator. Auditors advancing to Licensed Judge Candidates are eligible to complete the pre-requisite course and exam following the event.
- *New 2026 -* Auditors chosing to proceed with becoming a Licensed Judge Candidate are required to complete all classes, the online exam, prerequisite online course ,and will be invoiced by the CGS office for the full Judging JLC fees after the event. If successful in obtaining an Apprentice license, the candidate will be responsible for paying the additional JLC fees in addition to their CGS membership fees, (if not already paid), in order to activate their license.

### 1.2 CGS Apprentice Judge

- Attending **their <u>first</u>** conference
- Are eligible to judge sanctioned shows, which are not designated as National Shows.
  An apprentice judge is defined as follows: A Candidate who achieves a score of 70% or above on both, the written Exam, Placings, Presentation, and Accuracy.
- A Candidate who achieves a score of 70% 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.
- NOT eligible to judge National Shows

Extensions are not allowed.

### 1.3 Full Judge

- A Full Judge must have been an Apprentice and have judged a minimum of 2 sanctioned shows before advancing to a Full Judge. An Apprentice Judge must complete two (2) years at the Apprentice level before advancing.
- Eligible to judge all CGS Sanctioned shows.

1.3.1 **Two (2) year license Full Judge**

- Must achieve a score of 75% or more on the written exam, placings, presentation, and accuracy.
- Must attend a JLC and test every 2 years.

1.3.2 **Four (4) year license Full Judge**

- Must achieve a score of 80% or more on the written exam, placings, presentation, and accuracy.
- Must attend a JLC and test every 4 years.
- Must have judged a minimum of 8 sanctioned shows as a Full Judge.

- A Full Judge with either a Two (2) Year or Four (4) Year License, may under extenuating circumstances, renew the year after the expiration of their license pending special approval by the Judges Licensing Committee.

- *New 2026* - 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 date of 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 actual license will be accumulated. The CGS Board of Directors may amend the requirement under special circumstances.

## 1.4 Advanced Judge

- An Advanced Judge must have held a Full Judges License for a total of 16 consecutive years.
- Must have judged a minimum of 12 sanctioned shows before advancing to the Advanced Judge status.
- Must attend at least ONE JLC every **six (6) years.**
- Must assist at any JLCs attended.
- The Licensing Fee as set by CGS plus GST/HST must still be remitted every two years by the deadline required.
- An Advanced Judge may under extenuating circumstances, renew the year after the expiration of their license pending special approval by the Judges Licensing Committee.
- *New 2026* - 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 date of 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 actual license will be accumulated. The CGS Board of Directors may amend the requirement under special circumstances.
- Eligible to Judge all CSG Sanctioned Shows.

***Example of a Judge's License progression by year (assuming the Judge has completed all requirements).***

| 2024 | 2026 | 2028 | 2030 | 2032 | 2034 | 2036 | 2038 | 2040 | 2042 |
|---|---|---|---|---|---|---|---|---|---|
| Apprentice | Full | Full | Full | Full | Full | Full | Full | Full | Advanced |

- Beginning in 2024, an Apprentice Judge must complete two (2) years at this level. At the next JLC requiring attendance must, rewrite and pass all criteria with a score of 75% or higher and have judged 2 CGS sanctioned shows

  in to become a FULL Judge. After completing 16 years with a Full Judge Status and successfully attending the appropriate number of JLCs based on license length, and completing all applicable assessments, the candidate advances to Advance Judge status.

## 1.5 Panels

### 1.5.1 **Panel for Dairy Goat Judges Licensing Conferences**

- The panel shall consist of three (3) Four-Year Full Judges or Advanced Judges (the appointed Coordinator and two (2) Four-Year Full Judges or Advanced Judges).
- Panel members must be recommended by the JLC Coordinator and be approved the the Canadian Goat Society Board of Directors.
- All panel members must be Canandian Goat Society members with all fees paid.

### 1.5.2 **For Angora Judges Licensing Conferences**

- *New 2026* - The panel shall consist of two Full CGS Angora Judges, one of whom will be designated as the coordinator.
- If not a Full Judge, then the alternate must be an experienced Judge fully capable of teaching CGS rules, and ethics and organizing a JLC in the opinion of the Judges Licensing Coordinator and the Canadian Goat Society Board of Directors.

## 1.6 Coordinator

- The Coordinator will be a Full Four (4) Year Judge or an Advanced Judge.
- In order to become a Coordinator:
  - A Full Four (4) Year Judge must have participated as a panel member for at least 2 conferences.
  - Must be recommended by a Coordinator and approved by the Canadian Goat Society Board of Directors.
  - The Coordinator must be an experienced Judge fully capable of teaching C.G.S. rules and ethics and organizing a JLC.

## 1.7 Sponsor

- The Sponsor is an individual or group of individuals responsible for the Conference.
- The Coordinator or any member of the panel can be a part of the Sponsor, but this is not a requirement.

# 2 POLICY

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

## 1. Types of Judges Licensing Conferences

- **CGS Appointed Conference**
  CGS will host a minimum of two (2) Judges Licensing Conferences every two years, one in the East and one in the West. These conferences are to be awarded at a Board meeting.
- **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. Duration- *New 2026*

### 2.2.1 Pre-Requisite Course:

- All Candidates and Apprentice Judges must complete the online pre-requisite course within the 6 months preceeding the JLC. All attendees will be given access to the course once their payment is received. The online pre-requisite course must be completed no later than ***30 days prior*** to the JLC.

- A 2 hour webinar will be held a minimum of 1 week before the JLC, and will be chaired by a member of the CGS JLC Committee with participation from the JLC Panel Members. All attendees are encouraged to attend this webinar to ask questions about the JLC format and training materials in advance of the On-Site portion of the JLC. The webinar should be recorded and made available to all participants for review.

- All Candidates and Apprentice Judges must complete the online exam ***at least 30 days prior*** to the JLC.

### 2.2.2 Day 1

- Coordinator leads a 2 hour hands on Q&A Session with live animals. During this session, anatomy, terminology and scorecard sections will be reviewed in addition to breed standards where appropriate.

- Practice with a variety of live animals of different breeds, preferably of average to very good quality, for discussion of weak and strong traits. Specific focus is to be given to comparative reasons, delivery and format.

### 2.2.3 Day 2

- Remainder of official classes with or without reasons to be completed, and results to be communicated with candidates by the end of the day.

- Between classes, 4 year and advanced judges in attendance will be asked to lead discussion on ring procedureswith can and other functional aspects of judging including pacing, ROAs and Ethics.

### a. Evaluation of Judges

**All Attendees including Candidates, Apprentices, Full (2 & 4 Year) and Advanced judges must be in attendance for the full 2 days of the conference.**

- There shall be a total of 6 mandatory classes evaluated. The 5 best of 6 classes will make the overall score.
- There shall be no less than four (4) classes evaluated with oral reasons.

Candidates for Judges Licensing Conferences who under the age of 18 years of age are welcome to attend, however, if successful in passing the necessary requirements for a CGS Judge's License, **that license will not be activated until that individual has reached the age of 18 years.** If the candidates 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.

# 3. ROLES AND RESPONSIBILITIES

## 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 it prior to January 31st for an Appointed JLC or 120 days prior for an Approved JLC. The bid form will include the expenses that the Sponsor is requiring from CGS, as well as anticipated income.

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 for recruiting a sufficient number of Volunteers to handle the animals.

3.1.5 The Sponsor is encouraged to send thank you cards to hosts, supporters, and volunteers

## 3.2 Candidates

3.2.1 **Must be responsible for obtaining the Study Material (JLC Manual and Show Rules) available on the Canadian Goat Society website: www.goats.ca**

3.2.2 *New 2026 -* New Candidates and returning Apprentices are responsible for completing the mandatory online pre-requisite course ***in the 6 months preceeding*** the JLC. This course is mandatory for all new Candidates and Apprentice Judges, and may be completed at the personal discretion of auditors, full and advanced judges.

3.2.3 While attending JLC must be responsible for their lunch and beverage, unless otherwise stated.

3.2.4 Registration form and payment for the JLC must be sent by E-transfer or by regular mail 60 days prior date of JLC.

3.2.5 Fees for JLC and CGS membership fees MUST be paid in order to qualify as a CGS Judge.

3.2.6 If membership for the current year has not been received by March 31st of the current year, your name and contact information **will not be published.**

## 3.3 Coordinator

3.3.1 Insure an atmosphere of harmony/respect/fairness.

3.3.2 Responsible for the delivery of all mandatory C.G.S. training materials and being available to answer questions posed by participants.

3.3.3 Travel and accommodation arrangements are the responsibility of the traveling Panel Judges.

3.3.4 Coordinator must return all documentation including score sheets and unused written material within 15 days from the completion of the conference to the CGS office.

3.3.5 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.

## 3.4 Panel Judges

3.4.1 Insure atmosphere of harmony/respect/fairness

3.4.2 Arrange travel and accommodations within the CGS travel policy and pre-approved JLC bid (if eligible).

3.4.3 Submit preapproved expenses following the CGS travel policy (if eligible)

## 3.5 Office

3.5.1 The CGS office with the approval of the BOD, shall review the bid and pre-approve the expenses covered for the JLC.

3.5.2 JLC dates, fees and JLC application to be posted in the CGS Newsletter, CGS Facebook page and website.

3.5.3 All paperwork and JLC material will be sent to the Coordinator by the CGS office at least 15 working days prior to the JLC.

***PLEASE NOTE:*** **JLC Booklet and Show Rules will be available to the Candidates/Auditors, on the CGS Website. If applicant requests JLC Booklet by express post or courier, it is at the applicant's Expense.**

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3.5.4 A letter is to be sent from CGS office to all judging Candidates indicating their marks from the JLC.

3.5.5 ***New 2026*** - Secretary Manager will Invoice in **October**, (in the year the JLC is being held), each active Judge who is **not** required to attend the JLC in order to maintain their license for the two year period, with **payment due by December 31st**. Judges who **are** required to attend a JLC as a condition of maintaining their license will be required to pay the JLC fee **60 days prior to the event**. This fee will allow attendance at the event, and if successful, apply towards the judge's license renewal.

## 3.6 Board of Directors

**3.6.1** Approve bids.

**3.6.2** Approve Coordinator and panel members.

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***Packages for Co-ordinators includes the following:***

- Scoring cards for oral reasons (8 per Candidate/Auditors)
- Practice sheets for 3 Panel Members. (18 sheets per candidate times 3 panel members)
- Candidate Scoring Cards (Group of 6 Cards for Each Candidate)
- Hormel scale / also available at www.judgingcard.com
- If Co-ordinator wishes to use personal Laptop an Excel Spreadsheet is available for scoring purposes and forms being used are available for printing purposes. This is available from CGS Office.

## *Candidate Scoring Cards Used Below*

***Canadian Goat Society***

**JLC Class Placing Card** **Candidate Number / Name :** _____

**Date:** _____

***CLASS Name:*** _____ **Check this Box if this is a Reason class**

| **Placing** | **1st** | **2nd** | **3rd** | **4th** |
|---|---|---|---|---|
| | | | | |

| **Candidate don't note write below this line** | **P1P =** | **P2P=** | **P3P=** |
|---|---|---|---|
| ***Official Placing*** **Point Cuts=** | | | **P1A =** |

| **1st** | **2nd** | **3rd** | **4th** | **Placing Score** | **P2A =** |
|---|---|---|---|---|---|
| | | | | | **P3A=** |

***Date:*** ***Location :*** ***JLC Final Scores*** **AP or FL**

| **Candidate Name** | | | **1** | **AP** |
|---|---|---|---|---|
| **EXAM %** | **Placing Score** | **Presentation Final Score** | **Accuracy Final Score** | |
| | | | | |

| **Candidate Name** | | | **2** | |
|---|---|---|---|---|
| **EXAM %** | **Placing Score** | **Presentation Final Score** | **Accuracy Final Score** | |
| | | | | |

| **Candidate Name** | | | **3** | |
|---|---|---|---|---|
| **EXAM %** | **Placing Score** | **Presentation Final Score** | **Accuracy Final Score** | |
| | | | | |

**JLC Final Scores ABOVE is a sample of a Calculated spreadsheet available from CGS Office**

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**The Form below is available for calculating as an Excel Spreadsheet from CGS Office**

# CGS Judges License OVERALL Scoring Sheet

Candidate # 0 #

Exam Score

| | Placings % | Presentation Score: Panel Member 1 Score | Presentation Score: Panel Member 2 Score | Presentation Score: Panel Member 3 Score | Accuracy Score: Panel Member 1 Score | Accuracy Score: Panel Member 2 Score | Accuracy Score: Panel Member 3 Score | Comments |
|---|---|---|---|---|---|---|---|---|
| Reasons Class #1 | | | | | | | | |
| Reasons Class #2 | | | | | | | | |
| Reasons Class #3 | | | | | | | | |
| Placings Class #1 | | | | | | | | |
| Placings Class #2 | | | | | | | | |
| Placings Class #3 | | | | | | | | |
| Spare Class | | | | | | | | |
| **Totals** | | | | | | | | |

| Placing Score | | Presentation FINAL SCORE | Accuracy FINAL SCORE |
|---|---|---|---|
| Class Average | | | |

## Scoring Procedure

**Full Two (2) Year License: 75% or Higher in both Presentation and Accuracy**
**Full Four (4) Year License: 80% of Higher in both Presentation and Accuracy**

**Apprentice Licence: No less than 70% up to 74% in Presentation and Accuracy**

**Failing Scores: Less than 70% in Both Presentation and Accuracy**

**Exam Score : 4 Sections must have a Score of 75 % to proceed to Live Judging**

**Failure in one section of the test, Candidate does not continue in JLC Licensing**

# CGS Judges Licensing Conference

## Placings and Reasons Candidate Scoring Assessment Sheet

**Candidate:** _____ **JLC Location:** _____ **Date:** _____

| | | |
|---|---|---|
| **Official Placing** | - | - |
| **Candidate Placing** | - | - |
| **Point Cuts** | - | - |

**Placing Score *:** /100 **Presentation Score**:** /100 **Accuracy Score:** /100

| | | Category (*4 Points Each) | Reason 1 | Reason 2 (* 5 Points Each) | Inaccurate Comments (* Subtract 5 Points Each) |
|---|---|---|---|---|---|
| | | Opening Statement (*7 points) | | | |
| 1 | | | | | |
| | | GA | | | |
| | | MS | | | |
| | | DC | | | |
| | | BC | | | |
| 2 | | | | | |
| | | GA | | | |
| | | MS | | | |
| | | DC | | | |
| | | BC | | | |
| | | | | | |
| 3 | | | | | |
| | | GA | | | |
| | | MS | | | |
| | | DC | | | |
| | | BC | | | |
| | | | | | |
| 4 | | | | | |
| | | GA | MS | Commendation: | |
| | | DC | BC | | |

* Accuracy Scoring

** Presentation Scoring

| | | |
|---|---|---|
| Opening Statements | 7 points x 1 | up to 7 points |
| Category stated = 4 pts | 2/ set+Cmdtn x7 | up to 28 points |
| Reasons= 5 points | correct reason x 13 | up to 65 points |

| | | | |
|---|---|---|---|
| Excellent | 90-95 | Passing | 75-79 |
| Very Good | 85-89 | Fair | 70-74 |
| Good | 80-84 | Fail Less than < | 70 |

***PLEASE NOTE:***

## 4. JUDGING ELIGIBILITY

- 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.

- Only fully licensed ADGA judges are eligible to judge 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 license will be valid until December 31st, two years following the JLC as long as all dues are current and membership is in good standing. Ie. If a candidate earns a license on June 1, 2026, the license will be valid until December 31, 2028.

## 5. FEES

- All CGS Judges must at all times, be CGS members in good standing with current year membership fees paid to be allowed to judge CGS sanctioned shows.

- Advanced Judges' fees go towards the CGS Appointed JLC if they don't attend in person.

- 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 2nd time in the same calendar year would be reduced by $50.

- Auditors must pay 50% of the licensing fee to attend a JLC.

- An Auditor might choose to upgrade to Candidate. See 1.1.

- *New 2026* - If a Candidate or an Auditor cancels their attendance at a JLC a minimum of 30 days in advance of the scheduled JLC, they are eligible for a refund less a $50.00 administrative fee. No refund will be made if they do not show up or they cancel within 29 days of the JLC, OR after writing the online test. Extenuating circumstances as a reason for cancellation should be addressed to the CGS office.

- 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.

- 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.

# 6. Preparation of Judges Licensing Conference

**Coordinator will contact Hosting Sponsor, Organization, or Individuals to make sure arrangements are done for the following:**

**1.** Travel Dates and Arrangements.

**2.** Insure Sponsor has enough handlers for all classes for all 2 Days

**3.** Secure facilities, housing for animals, and for teaching and writing examinations.

**4.** Ensure enough Animals are available for discussion and official classes.

***ANIMALS NEEDED*** (30 to 40)

**a.** For Discussion: No less than 8 Does being Dry and in Milk. (Ex: 3 Dry / 5 in Milk)

**b.** For Discussion: ONLY if available 3 Bucks of different ages

**c.** **For OFFICIAL Classes:** ***ANY combination of the following to arrange 5 or 6 Classes.***

- THREE Milking Classes OF 4 Does (same breed or other breeds combined)
- THREE Dry Classes of 4 made up of Kids and/or Dry yearlings (same or combined breeds)
- If available a same aged BUCK class (Kids or Mature, may be of same or combined breeds)

**PLEASE NOTE:** The panel is allowed to mix and match the use of milking animals as they see fit to make the classes.