



Judge's Guidelines

Responsibility to Host Club, Exhibitors and Spectators

Judges are expected to be friendly, courteous and professional to exhibitors, spectators and the host organization. Judges should refrain from making personal comments to exhibitors and keep all remarks professional. Judges are never to leave the ring while judging a team. Judges may take announced breaks in judging if necessary.

The judge's primary concern should be that all exhibitors are judged fairly and consistently.

After the trial has been completed and all score sheets have been turned in, the judge may discuss an exhibitor's performance with the handler, if the handler so requests.

The judge should be aware that spectators form their opinion of the sport of competitive obedience through seeing the actions of the judge and the working teams. Judges should always maintain a professional and positive appearance.

As a judge, you are expected to meet these criteria:

- **Knowledge:** You must demonstrate solid knowledge of CDSP Competition Obedience. If a questionable situation arises during the judging of a performance, you should make note of this and check the regulations before turning in the score sheet. Judges are encouraged to compete with their own dogs and must maintain active status by fulfilling requirements set forth in Judge's Education.
- **Impartiality:** It is critical that exhibitors have complete faith in the impartiality and competence of judges. Judges have full discretion within the framework of the CDSP Obedience Regulations. Judges must exercise this authority impartially. A judge cannot discard, modify or require anything not specified in the regulations.
- **Procedure:** Judges must possess and demonstrate sound judging procedure and ring control.

Policy for Emergency Situations Requiring Judge Substitution

In the event an Officiating Judge has an emergency on the day of a trial and cannot fulfill her/his obligations, the Judge must immediately notify the Trial Host and/or the CDSP Representative.

In this type of an emergency situation, the following procedure is to be followed:



1. If there is another CDSP judge in attendance at the trial as an exhibitor or a Representative, or present as an officiating Judge for another class, the Trial Host will ask this Judge to step in for the absent Judge. The Judge may decline or accept. If the Judge accepts the assignment, the Judge will be compensated by the Trial Host according to the CDSP Suggested Compensation Guidelines or any other agreement the Trial Host and Judge may agree to.
2. If there is no other CDSP Judge in attendance, or a Judge in attendance declines to step in for the absent Judge, then the CDSP Representative shall step in for the absent judge and shall be compensated as per Item #1.
3. If the absent Judge is scheduled to judge only one class and there is an Apprentice Judge in attendance, the Apprentice Judge may step in and officiate at the request of the Trial Host and Representative. The Apprentice Judge shall be compensated as per Item #1.

In the event the nature of the emergency prevents the Officiating Judge from notifying the Trial Host and/or Representative:

- Trial Hosts will wait one half hour past the scheduled class start time to arrange for a substitute judge.
- Trial Hosts must endeavor to contact the absent Judge before substitution.

The Trial Host may re-arrange classes on the day of the trial to accommodate this situation.

The Trial Host must notify all exhibitors in attendance of the change once a decision has been made. Exhibitors have the option to decline the change. In this event, the Trial Host must either refund the exhibitor's entry fee(s) for the class(es), or offer the exhibitor a credit towards future entry fees. If the exhibitor requests a refund, the Trial Host must forward a refund to the exhibitor within 10 business days following the trial. Refunds and/or credits will not be offered to any exhibitors unless they are entered in the class(es) in which the substitution occurs.

The Trial Host must notify the CDSP office within 24 hours after the conclusion of the trial.

Post trial paperwork must contain the absent Judge's name as well as the substitute Judge's name. The substitute Judge must sign all applicable post trial paperwork.

Ring Condition

It is the judge's responsibility to arrive at the show site early enough to inspect the ring and the equipment.



If it is an indoor trial, there must be matting on any potentially slippery surface such as concrete, wood, tile, etc. Deficient conditions must be brought to the immediate attention of the Trial Secretary. The host club must immediately remove any debris on the floor.

If it is an outdoor trial, the judge should take special care to inspect the ring surface. There may be holes and/or other hazards, which would require modifying the layout of the exercises for safety reasons. The grass should be cut short. Debris including, but not limited to, animal waste, rocks, sticks; etc must immediately be removed by the host club.

Outdoor rings may be enclosed by ring gates or snow fencing. Roping is not acceptable. Snow fencing should have a minimum height of 20 inches, and shall be taught.

In extreme cases, the judge should file a report with the CDSP Coordinator regarding the condition of the ring.

Ethics

Judges must be unfailingly ethical and strive to avoid situations that might raise ethical questions.

- Judges must never solicit or promote judging assignments.
- Judges may never accept consideration for past or future placements.
- Judges who attend a trial as an exhibitor and/or spectator must never "double judge" the team's performance. Judges attending as exhibitors and/or spectators may not interfere with any ring personnel, may not discuss the officiating judge's scoring with anyone and may not interfere with the officiating judge's duties.
- The person acting as the CDSP Representative at a trial at which you are officiating as a judge may show under you provided they are not a relative or residing with you.
- Students may show under you, provided you did not personally train their dogs.
- Family members and/or household members may not show under you.
- Individuals with whom you co-own dogs may not show under you.
- The CDSP recognizes that the judge cannot control who enters a trial. However, everything possible must be done to ensure the integrity of a trial.
- Judges may not enter and show in a class they are judging. Judges may enter and show at a trial at which they are officiating, provided the entry is in a class they are not judging and does not interfere with their judging duties for the day.

Accepting Assignments

The judge must require that all host clubs follow up verbal invitations to judge



with a Confirmation Letter. The judge must then sign and return the Letter to the host club in a timely manner.

The CDSP has suggested compensation guidelines of \$100.00 - \$200 per day, plus travel and expenses. These are guidelines only and judges may modify these suggestions at their discretion. Agreed upon fees and expenses must be clearly stated in the confirmation letter.

If for any reason a judge cannot fulfill an assignment because of illness or other serious occurrence, the judge must immediately notify the trial secretary or trial chair by telephone, overnight letter, telegram, or fax. If a judge is delayed en route to a trial, every effort to contact the trial secretary and/or trial chair should be made.

Judges are responsible for promptly notifying the CDSP Coordinator of any change in address or contact information.

Proper Dress

It is important for a judge to maintain a proper and professional appearance. All judges shall wear casual business attire (weather permitting).

When judging outdoors in hot weather, judges should dress to be professional and comfortable.

When judging outdoors in inclement weather, judges should dress to protect themselves from the elements.

Judges may not wear any clothing that advertises a club, organization, school or dog breed

Stewards

Judges shall review with their stewards their respective duties and the manner in which they are to be performed, as outlined in the Representative's Guidelines and Trial Host Guidelines.

Any request from an exhibitor for special consideration must be directed to the judge.

Judges must advise stewards that they are not to make eye contact with dogs during the distraction portion of the On-Leash Heeling Pattern or the Off-Leash Figure 8 Heeling Pattern

Judging the Performance

Being in the right position to observe a team's performance is critical. There is no perfect position, but this does not mean that some positions are not better than others.



The judge is expected to discreetly move around the ring to judge a team's performance. For example, fronts cannot be judged from the side; the Judge must be positioned to view the dog's back as the dog has come to front position. Finishes, halts, and turns cannot be properly judged if the judge is not positioned to see the dog in heel position.

Judges must not quickly move toward a dog, as it is moving, stand closely behind a dog or follow a heeling team too closely. The judge must always be in a position to see both the dog and handler at the same time.

Philosophy of Scoring

It is the judge's responsibility to qualify all teams that should qualify and to non-qualify all teams who did not meet the standards of a qualifying performance.

Judges must excuse a dog if it is brought into the ring with bandages, stitched or taped in any manner. The dog may not be brought back into the ring later, even if the bandages have been removed.

The judge must excuse any dog that goes lame while on course, eliminates in the ring or demonstrates illness such as vomiting.

Females in estrus are not allowed to compete and must be excused from the ring.

Misbehavior

The judge must excuse any dog from the ring that demonstrates uncontrollable misbehavior such as leaving the handler and refusing to return after a reasonable amount of time and effort, leaving the ring, constant jumping up on the handler and/or knocking down the handler.

The safety of the judge as well as the handler in the ring is of paramount importance. If a dog attempts to bite or attack the judge or handler, the dog must be immediately removed. If during the Stand for Exam exercise, the judge believes the dog may bite, the judge must stop immediately and advise the handler the dog will receive a non-qualifying score. The judge may remove the dog from the ring. Judges should remove from the ring any dogs that exhibit threatening behavior towards the judge, stewards, handler, other humans and other dogs.

It is the responsibility of the Representative and/or host organization to monitor the behavior of dogs waiting to enter the ring as well as on the show grounds.

It is the Judge's responsibility to excuse any dog from the ring that threatens



the handler, judge or any spectators. The Judge must also excuse any dog who attempts to attack or attacks another dog or person while inside the ring.

Any and all cases of aggression by dogs towards other dogs and/or humans must be noted in a Trial Incident Report. This report is to be sent by the host club to St. Hubert's Dog Sports with all other trial paperwork.

Handlers are not to deliver corrections to their dogs while in the ring. Judges have the right to excuse from the ring any handler delivering a correction to their dog. Judges shall have the discretion to prevent the handler from further competition that day.

Judges must file a report with the CDSP Coordinator for any incidents of aggression on the part of a dog and any misbehavior on the part of a handler.

Judge's Evaluation Form

The judge shall provide the host club with the Judge's Evaluation Form. This must be completed by the Trial Secretary at the conclusion of the judge's assignment and sent to the CDSP Coordinator with all other trial paperwork. Evaluation forms will be kept on file in the judge's folder.

Complaints

Host clubs and/or exhibitors may submit concerns about a judge's execution of duties either by notations on the Judge's Evaluation Form or individual submissions the day of the trials. Any individual submission day of trial will be included with the trial paperwork sent to the CDSP Coordinator by the host club.

All complaints will be reviewed by the Trial Official's Conduct Committee and acted on accordingly.

Trial Official's Conduct Committee

The Trial Official's Conduct Committee consists of three members, none of whom are judges and/or representatives. In the event of a complaint by a host club or individual exhibitor, the committee will review the complaint and the response from the named judge or representative and act accordingly.

The committee will have the discretion to make appropriate recommendations. These may range from a warning letter to the judge or representative, recommendation for additional education and/or mentoring, to the suspension of the judge's privileges for a period of time, depending on the circumstances of the complaint and history.

Apprenticeship

After successfully completing the Judge's Written Test, those CDSP judge applicants who are NOT already an Approved Judge in another obedience



registry will be required to apprentice one (1) class of 6 or more dogs, with an Approved (not Provisional) CDSP Judge.

- While applicants (who are not an Approved Judge in another obedience registry) may take all levels of the Judge's Written Test at one time, CDSP will require that applicants successfully apprentice the Novice class before apprenticing the Open class, and successfully apprentice the Open class before apprenticing the Utility class.
- Apprentice Judges will not receive compensation for apprenticing, as it is a requirement of licensing.
- Apprentice Judges must notify the CDSP Coordinator of their apprenticing intentions (trial date and location). The CDSP Coordinator will then contact the Officiating Judge and the Trial Host to confirm arrangements.
- Apprentice Judges may not show in the class they are apprenticing.
- Day of Trial:
 - The Trial Host will provide duplicate scoresheets for the Apprentice Judge to use
 - The Apprentice Judge and Officiating Judge shall score each performance independently and simultaneously. Each should attempt to make notes on the scoresheets of reasons for deductions.
 - The Apprentice Judge shall position himself / herself so as to view the performance from the same perspective as the Officiating Judge, but must not interfere with either the Officiating Judge's movement around the ring or the team's execution of the course.
 - At the conclusion of each team's run, the Officiating Judge shall turn in the scoresheet to the Scoring Steward. The Apprentice Judge shall keep all Apprentice scoresheets until the conclusion of the trial. Only scoresheets from the Officiating Judge shall be used to determine team scores.
 - At the conclusion of the trial, after all ribbons and prizes have been awarded, the Officiating Judge and the Apprentice Judge shall review the Apprentice's scoresheets and the Officiating Judge's scoresheets.
 - The Officiating Judge will file an Apprentice Judge Evaluation Report with the CDSP Coordinator. This may be sent separately from the trial paperwork.
- Upon receipt of a satisfactory evaluation, the Apprentice Judge will receive Provisional judging approval.

Provisional Status

Judges who satisfactorily complete the Judge's Written Test, and, where necessary, have completed the CDSP Apprenticeship requirements, will be given 'Provisional' approval. All judges will be considered 'provisional' until such time as he / she has satisfactorily judged three (3) classes of 6 or more



dogs with positive evaluations. A Provisional Judge having satisfied this requirement will be granted 'Approved' status.

Judge's Continuing Education and Maintaining Active Status

Judges must be current in their knowledge of CDSP Competition Obedience. Approved judges must complete at least two of the following requirements on a yearly basis in order to maintain full judging status.

1. Satisfactorily judge a CDSP sanctioned obedience trial at each level they are approved for.
2. Exhibit at a CDSP sanctioned obedience trial
3. Actively participate on a CDSP committee
4. Conduct or attend a seminar on CDSP Competition Obedience
5. Conduct or attend training classes for competition obedience

Judges who do not complete at least two of these requirements on a yearly basis will be removed from the CDSP Directory of Approved Judges and must re-apply as a new judge. It is the responsibility of the judge to submit written verification to the CDSP Coordinator of items #4 and #5.