

Guest Judging Procedures (passed at August 11, 2020 CFA BOD Meeting, effective immediately)

1. Create two levels of guest judges:

a. Approved Guest Level – judges for CFA regularly.

- i.** Meets or has met requirements of Guest Judge Level.
- ii.** Reviews the on-line breed presentations of newly accepted/advanced breeds and any breeds with significant standard changes.
- iii.** Must have no remedial evaluations or unanswered complaints on file.
- iv.** Will have paperwork reviewed at least bi-annually and expectation is that it will be free of mechanical errors and with minimal paperwork errors.
- v.** May judge up to ten (10) CFA shows in any region or division, without prior approval from the JPC.

Central Office will notify the JPC when an Approved Guest Judge is contracted and will track the number of shows each season.

Requirements to move from Guest Judge to Approved Guest Judge – judged for CFA at least three times in preceding three years and wishes to accept more invitations.

- i.** At implementation, Judging Program Committee will identify those Guest Judges with 10 or more successfully judged CFA shows since 2017-2018 show season, for immediate elevation to Approved Guest Judge Level.
- ii.** Has reviewed a minimum of 4 (LH) and 6 (SH) breed presentations on line and passed the post tests., or attend a Breed Awareness & Orientation School.
- iii.** Maintains positive evaluations from clubs.
- iv.** Has at least three satisfactory observation reports in file within preceding three years.

b. Guest Level – new or infrequently judges for CFA.

- i.** Must have Approved Allbreed, Approval Pending Allbreed or Approved Specialty status with an organization currently recognized by, and having reciprocity with CFA and at least five (5) years judging experience at that level with their organization.
- ii.** Guest judge must submit/maintain current resume* of credentials and contact details.
- iii.** Guest judge is expected to understand CFA judging ring mechanics and Show Rules.
- iv.** Guest judge must agree to take a review/test of CFA Show Rules and Mechanics upon request.
- v.** Guest judge's paperwork will be reviewed following each show and will agree to improvement plan if multiple paperwork errors and/or any mechanical errors are found.
- vi.** Approval of JPC must be requested by CFA Club a minimum of 2 months in advance of show license and the names of the CFA judges officiating must also be provided at that time.
- vii.** Guest Judge will be assigned to judge on Sunday of a two-day show.
- viii.** Club must agree to assign an experienced/CFA licensed clerk to the guest judge's ring and instruct clerk and/or master clerk to assist guest judge with any paperwork issues (marking awards, transferring, color descriptions, mechanics).
- ix.** It is suggested to have officiating CFA judge assigned to go over 'how to mark paperwork' in person prior to the show and, if possible, observe the guest judge's actual judging at the show. The JPC will assign the CFA judge to the guest judge for each show.
- x.** Individual evaluations must be supplied by the show's Master Clerk and the assigned Ring Clerk to the JPC.
- xi.** May be approved for no more than five (5) CFA shows each show season.

2. **The JPC and Central Office** will maintain a list of Guest Judges at the Approved level and will make it available to clubs upon request. Central Office will notify each Guest Judge, that been approved by the JPC Chair of Guest Judging Program, prior to a contracted show and include (links to) the current Show Rules, Breed Standards, Judges Ethics, How To Mark a Judges Book/Show Mechanics instructions, JP Rules and the guest judge evaluation form. A copy of this email notification will go to the show manager, show secretary and regional director.
3. **The Guest Judging** sub-committee may ask CFA judges or clerks to assist with paperwork review when needed.
4. **Any guest judge may be dropped a level** or have approval removed for future CFA shows if they are found to violate the CFA Show Rules or the CFA Judges Code of Ethics. Continued errors in mechanics will require attending a Clerking School before any further shows are approved.

*Resume document: required of guest judges to provide basic information before getting approval to guest judge; a form will be provided and will include contact information and will ask for current status/licensing credentials. Include agreement, by signature, to uphold the CFA Judges Code of Ethics, abide by the CFA Show Rules at CFA Shows.

**Observation Report: to be completed by a CFA judge who agrees to observe Guest Judge as they officiate at a CFA show. Note: a ‘Judging Mechanics and Procedures/Show Rules’ test will be devised and can replace the Clerking Test requirement.

APPENDIX 1.

List of Frequent Guest Judges identified to elevate to the Approved Guest Judge Level.

	Guest Judge	Association	# CFA Shows since 2017-18	# CFA Shows Since 2011
1	Grebneva, Olga	RUI	24	58
2	Korotonoshkina, Olga	RUI	23	51
3	Davies, Allan	CCCA	22	35
4	Du Plessis, Kaai	WCF	20	27
5	U’Ren, Cheryle	CCCA	20	69
6	Hamalainen, Satu	FiFE	18	36
7	Podprugina, Elena	RUI	18	37
8	Merritt, Chris	CCCA	15	32
9	Balciuniene, Inga	WCF	14	16
10	Rumyantseva, Nadejda	WCA	14	40
11	Slizhevskaya, Tatiana	RUI	14	25
12	Ling, Christine	CCA	13	13
13	Counasse, Daniel	LOOF/WCF	10	14
14	Nazarova, Anna	WCF	10	29