

# Coordinating Cat Council of Australia (CCCA)

## MINIMUM REQUIREMENTS FOR JUDGES

### PURPOSE

The purpose of these guidelines is to ensure:

- That CCCA judges are knowledgeable, personable and competent to judge exhibits at the national level and to represent the Australian cat fancy internationally
- That CCCA judges are able to apply the breed standards in the best interests of the welfare of the animal
- That CCCA judges have satisfactorily completed appropriate training
- That CCCA member bodies have clear information on the minimum requirements for the recognition of a judge at CCCA level.

### DEFINITIONS

- Trainee Judge = A candidate accepted for training as a judge of shorthair or longhair breeds, who is not yet qualified.
- Probationary Judge = A qualified and licensed judge for shorthair or longhair breeds, who is able to judge only within their own Control Body, for a period of not less than 12 months, and who is undertaking a MINIMUM of five satisfactory assignments and judging the following minimum number of exhibits over those five assignments:
- Longhair Breeds (Group 1): 150 exhibits
  - Shorthair Breeds (Group 2 & 3): 150 exhibits
- (These minimums may be increased at the discretion of the individual control body.)
- Qualified Judge = The holder of a full licence to judge shorthair or longhair breeds, who has completed the minimum training as outlined in these guidelines and their probationary licence period, is entitled to be included on the CCCA judges list.
- All Breeds Judge = A judge qualified in all breed groups who has completed their probationary licence periods.
- Senior Specialist Judge = The holder of a full licence to judge for at least five years is eligible for membership of the CCCA Tutor Judges Panel.
- Senior All Breeds Judge = The holder of a full licence for at least five years in all breed groups.
- CCCA Tutor Judge = Any Senior Judge may be appointed as a CCCA Tutor Judge on recommendation of their member organisation.

## **TUTOR JUDGES AND/OR PANELS**

A CCCA Tutor Judges Panel will comprise at least two suitably qualified Senior Specialist or Senior All Breeds judges, but training courses may be provided by all senior judges from the CCCA member organisation concerned.

Suitably qualified Senior Specialist Judges or accredited CCCA Tutor Judges may be invited by any affiliated Control Body to assist with conducting lectures and to oversee trainee assignments and examinations as and if required.

CCCA member organisations may recruit appropriately qualified judges from interstate CCCA member organisations to participate in their training program(s).

## **RECOGNITION OF PRIOR LEARNING (RPL)**

Applicants may request RPL based on experience with cats or in cat-related fields to either exempt them from prerequisites or from undertaking certain training components. Applicants are required to provide appropriate documentation to support an application for RPL. The onus is on the applicant to provide suitable documentation, not on the Tutor Judge(s) from the control body to request specific documentation from the applicant. The control body on recommendation of the Tutor Judge(s) conducting the particular training program will determine the outcome of the applicant's request. The decision will be subject to the appeals process outlined below.

## **APPEALS PROCESSES**

All applicants, within 14 days, may request a review of any decision in relation to their application and/or training to become or to remain a judge, including a decision:

- To not accept an applicant into training;
- In relation to any assessment(s) given to an applicant for a particular component and/or the entire training program; and/or
- To deny an applicant a judges licence or the renewal of a judges licence.

The appeal will be heard by an Appeals Panel appointed by the control body to which the appellant applied. The Appeals Panel shall comprise three different Tutor Judges, who were not involved in the original decision, and must include at least one Tutor Judge from another CCCA member organisation.

Requests for an appeal must be made in writing to the Secretary of the control body to which the original application was made, and be accompanied by appropriate documentation to support the request for an appeal.

The Appeals Panel will invite the appellant to make an oral submission as well as provide written documentation for it to consider. Again, the onus will be on the appellant to provide the appropriate documentation, not on the Appeals Panel to request specific information from the appellant. The Appeals Panel will also be able to ask the appellant any questions or seek information from the original decision maker(s) before retiring to make a decision. The decision of the Appeals Panel will be final.

## **APPLICATIONS TO BECOME A JUDGE**

Applicants will apply to the Secretary of the appropriate control body in the State or Territory where they are resident, enclosing all relevant documentation supporting their eligibility and including their reasons for wishing to become a judge.

The application fee as prescribed by the relevant CCCA member organisation shall be enclosed with the application. Where an application is not accepted, the application fee will be refunded in full.

## **PRE-REQUISITES FOR TRAINING AS A JUDGE**

To apply to undertake training as a judge, the first-time applicant:

1. Must be a financial member of a recognised control body affiliated with the CCCA and reside in the State or Territory where the application is lodged;
2. Must have had continuous active involvement in the cat fancy as an exhibitor or breeder of cats, preferably in the group for which they are applying, for a minimum of three years immediately preceding the application;
3. Must be qualified and/or have experience in all facets of stewarding, ticket writing and/or ring clerking;
4. Should have had experience and/or be currently active in organizing cat shows, as a show manager, and/or in the preparation of catalogues, judges slips etc; and
5. May also be required to satisfactorily complete an entrance examination based on general knowledge of cats, showing of cats, and reasons for becoming a judge.

Applicants wishing to extend their judging qualifications to another breed group, who are already qualified as a judge in one or more breed groups and are actively judging and participating in the cat fancy, only need to comply with 1 and 2 above as they have already demonstrated their capacity in relation to 3 to 5. In addition, the probationary period for a previously undertaken training course, must be completed before commencing a new course.

## **SELECTION PROCESS**

Selection will be determined by the control body to which the application is made and will be based on the quality of the applicant and the need to select the best possible applicants to represent the breed group, the control body, the CCCA and the cat fancy in general.

## **GENERAL INFORMATION**

A training program coordinator, who need not be a qualified judge, may be appointed to assist with a training program to provide technical support, organise cages and venues etc.

All lectures and activities of each training program are mandatory. Failure to attend lectures, unless by arrangement with and permission of the Tutor Judge(s), will jeopardise the position of the candidate.

Lectures will be held at reasonable and regular intervals and by prior arrangement, wherever possible. Candidates must be prepared to travel to lectures, as required and at their own expense.

Prior arrangements may be made by the Tutor Judge(s) to visit catteries to see cats that may not normally be seen on the show bench. Candidates should be prepared to participate in such organised visits. These visits could also be organised amongst the proposed candidates themselves, with the knowledge of the Tutor Judge(s).

After successful completion of the training procedures and examinations, the Tutor Judge(s) will make recommendations in writing to their control body about whether or not each Trainee Judge should be issued with a probationary judge's licence. In the first instance, this decision will be subject to the appeals processes of the control body. If not satisfactorily resolved, the decision will be subject to the appeals process outlined above.

### **CONDUCT OF JUDGES TRAINING**

Candidates should be given a list of the lecture dates as soon as possible after the start of the course, allowing for input from all concerned regarding pre-existing appointments that need to be worked around. Candidates should also be given a printed outline of the whole course, its stages and requirements, along with the personnel they will be working with.

A **MINIMUM** of six weeks notice must be given to all candidates prior to the date of the final written examination. However, it is advisable that the dates for lectures and examinations/ tests be provided together with the program/course outline when the training commences.

### **MINIMUM LENGTH OF TRAINING PROGRAMS**

Judges training programs will comprise of at least the following amount of formal training:

- General judges training for first-time trainees (to be combined with training in a specific breed group): At least 12-15 hours of formal training
- Longhair Breeds (Group 1): **MINIMUM** 18 months, including at least 60 hours of formal training
- Shorthair Breeds (Groups 2 & 3): **MINIMUM** 24 months, including at least 120 hours of formal training.

Where a Control Body has a single candidate only for training for a particular breed group, it may provide an apprenticeship program that conforms to the requirements for the Apprenticeship Program outlined below.

### **CONTENT OF JUDGES TRAINING**

#### **1. General Training for Judges (Part 1)**

General Judges training will cover all of the following content:

- (a) Judging procedures in their control body and basic information on procedures in other control bodies around Australia
- (b) Ethics of judging/attitude/conduct
- (c) Welfare of cats
- (d) Presentation and speaking at open shows
- (e) Grooming/dress code
- (f) Outline of the mechanics of judging/paperwork/terminology used
- (g) Occupational Health and Safety issues/hygiene around cats
- (h) Handling of cats/cat behaviour
- (i) The basics of anatomy and genetics, and health problems of cats.

## **2. Training In Relevant Breed Group (Part 2) will cover:**

- (j) Specific Breed Standards for the relevant breed groups
- (k) Information and training to prevent the extreme interpretation of breed standards detrimental to the welfare of the animal.

**Note:** Trainee judges must satisfactorily pass the generalist training component before proceeding with training in the relevant breed groups

### **PRACTICAL ASSIGNMENTS**

The trainee will undertake **at least** five practical assignments during the period of training. The assessing judge will complete and rate a written report on each trainee judge after the completion of each assignment. Individual reports are to be discussed with the trainee judge prior to being submitted to the Tutor Judge(s).

In order to gain wider and more varied experience, it is recommended that trainee judges accept as many other stewarding and/or observational assignments as possible with any recognised Senior Specialist Judge within the Breed Group for which they are training as long as there is no disruption to their scheduled training program or to the running of any show or to the work of any steward or judge. The Tutor Judge(s) are to be consulted prior to undertaking such assignments.

During the five assignments, the candidates must have assessed the following **MINIMUM** numbers of exhibits. It is recognised that for some control bodies, more practical assignments may be required to achieve these minimums. The Tutor Judges(s) may also decide that individual candidates require more assignments/exhibits than the following prescribed minimums:

- Longhair Breeds (Group 1): 150 exhibits
- Shorthair Breeds (Groups 2 & 3): 150 exhibits.

Trainee judges may also travel interstate to complete their practical judging assignments under the supervision of a tutor judge(s).

### **THEORETICAL ASSESSMENT**

The tutor judge(s) will be responsible for preparing and compiling the content of the theoretical examination/test papers, discussing and agreeing on model answers, and allocating the attainable marks for each question based on the lectures and course notes.

A written examination/test will be held on Part 1 content as outlined above. This formal examination may also include assessment of Part 2. At least six weeks notice of the time, format and venue for the examination(s)/test(s) will be given to candidates. The formal exam may be supplemented by an oral examination at the discretion of the tutor judge(s).

A range of assessment types may be incorporated into the theoretical assessment component. This may include a formal written examination of 2.5 to 3 hours at the end of the course, a series of written exams and tests throughout the training period after each block of content or at other critical points, oral examinations and presentations or a combination of these. It is strongly recommended that a formal written examination be held at the end of the general judges training component.

Also, a range of question types, including comparison and problem-solving tasks, extended written/paragraph-type answers, short answers, and multiple-choice answers should be included in the examinations/tests.

Written examination/test papers will be independently marked by three senior judges preferably from the CCCA Tutor Judges list or as nominated by the member organisation conducting the training and the results will be averaged to obtain an overall score. However, if there is a significant discrepancy in results, a fourth external marker will review the paper(s) without benefit of seeing the previous results. The original averaged result will be averaged with the fourth marker's result to obtain a final score.

Written examination papers or an aggregate of the progressive tests require an 80 percent pass mark. However, an applicant with a mark in the range of 70-79 percent mark may be offered a supplementary assessment.

Each member organisation will retain records of any training courses held under its auspices, including records and documentation of the training process undertaken and the results achieved by all trainees. Records of judges transferring from another control body must also be retained.

### **PRACTICAL EXAMINATION**

The practical examination(s) may be carried out at a normal scheduled cat show, if circumstances permit, or at a mock show set up for the purpose, or by any other fair and reasonable means as approved by the member organisation concerned. The trainee judge must judge at least the following numbers of exhibits, including a representative sample of the breeds in the group:

- Longhair Breeds (Group 1): 30 exhibits
- Shorthair Breeds (Group 2 & 3): 30 exhibits.

Each trainee judge will be assessed by a panel of two or more Senior Judges, preferably including at least one independent judge. The trainee judge will be assessed as **suitable** or **not suitable as a judge**. If the examining judges are not in agreement, another independent Senior Judge will assess the trainee.

### **APPRENTICESHIP PROGRAM**

An apprenticeship program can only be provided where a control body has only one candidate requesting training in a breed group. The control body will appoint a senior tutor judge to supervise the training and suitably qualified judges to deliver the training. The apprentice must have already completed General Judges Training as well as training in at least one breed group.

The duration of apprenticeship will comprise:

- Longhair Breeds (Group 1), minimum of 12 months, maximum of 18 months
- Shorthair Breeds (Groups 2 & 3), minimum of 24 months, maximum of 30 months.

The apprentice must complete an initial written breed examination set by the tutor judge(s). This exam is to be 2 to 2.5 hours in duration and to encompass a broad general knowledge of the standards. It will not include coat length, texture, and colour or point allocation. The applicant must achieve 75% in this examination to commence training under the Apprenticeship Program.

Training requirements to be completed by the apprentice include:

- Written Breed critiques, covering 75% of breeds
  - Longhair Breeds (Group 1) = 50 exhibits
  - Shorthair Breeds (Groups 2 & 3) = 90 exhibits
- Written Breed comparisons:
  - Longhair Breeds (Group 1) = 15 exhibits
  - Shorthair Breeds (Group 2 & 3) = 25 exhibits
- Panel discussions on breeds:
  - Longhair Breeds (Group 1)= 3 panel discussions
  - Shorthair Breeds (Group 2 & 3)= 6 panel discussions
- On floor practical exercises with supervisor/tutor judge, including visiting CCCA Judges:
  - Longhair Breeds (Group 1) = 10 occasions (3 with CCCA visiting Judges)
  - Shorthair Breeds (Group 2 & 3) = 20 occasions (5 with CCCA visiting Judges)
- 4-5 mini shows:
  - Longhair Breeds (Group 1) = minimum 15 exhibits in each
  - Shorthair Breeds (Group 2 & 3) = minimum 25 exhibits in each.

Training may also include:

- Cattery visits:
  - Longhair Breeds (Group 1) = 3 different catteries
  - Shorthair Breeds (Group 2 & 3) = 6 different catteries

Following completion of training requirements and endorsement by supervising tutor judge, the apprentice will complete a final three hour written examination set by the tutor judge(s) which will be marked by the supervising tutor judge, a Senior Specialist Judge and an external marker. If the marks for the final written exam differ by more than 10% between the two internal examiners and the independent examiner, a copy of the unmarked exam papers will be forwarded to another independent tutor judge for marking and then the two closest results will be averaged.

The apprentice must achieve a minimum of 75% in each requirement and an overall average mark of 80%.

### **ANNUAL CRITERIA FOR RETAINING JUDGES LICENCES**

It is the responsibility of each CCCA member organisation or the control body to ensure that each of their judges comply with the criteria for retaining their judges licences. It is the responsibility of each judge to ensure that their qualifications remain current and that they are up to date with new or uncommon breeds. If actual exhibits are not available for training sessions or seminars, then videos, website information and any available literature should be used for training purposes.

To remain on the active CCCA Judges list, each judge must complete at least three assignments annually, averaged over three years, including at least one assignment per year within their own control body. The three annual assignments required will not include judging of any companion animals, domestic or household pets.

Each judge should also attend the annual CCCA Judges Conference as well as at least one compulsory seminar or a total of seven hours of training annually, whichever is the greater, as assigned by the tutor judges of the control body to which they are accredited. If the judge is unable to attend either the CCCA Judges Conference or the locally assigned seminar, the judge must complete either an open-book examination, prepare a presentation on a specific or new breed of cat, or attend a refresher course. A section of the annual CCCA Judges Conference will be devoted to new breeds and a list of the new breed covered will be listed on the certificate provided to attending participants.

When a new breed(s) is introduced into the Control Body to which a judge is accredited, compulsory seminars on the new breed should be conducted and attended regardless of a judge's status. Any certificate of participation issued should note the new breed(s) covered.

Judges transferring to CCCA member organisations from other control bodies must meet the criteria laid down by the individual member organisation they wish to join and be able to supply documents verifying all previous judges' qualifications. Each control body must retain copies of the records of the judges transferring into their organisation.

It is the responsibility of each CCCA member organisation or control body to advise the CCCA of their accredited and active judges annually. This will be due to the Secretary of the CCCA by 31 December of each year.