



STCA STANDARD OPERATING PROCEDURES

Judges Education

REVISED 2014

Approved Feb. 22, 2014

Purpose

The constitution of the Scottish Terrier Club of America (STCA) indicates the primary objectives of the club are "to encourage and promote the quality breeding of purebred Scottish Terriers and to urge members and breeders to accept the Standard of the Breed." As the exhibition and judging of Scottish Terriers should have at its core the advancement of the standard of our breed it is the responsibility of the STCA to provide educational opportunities for individuals seeking American Kennel Club (AKC) approval to judge Scottish Terriers. The purpose of Judges' Education is to present Scottish Terrier Breed Seminars and other educational forms that may fulfill this duty throughout the United States. Breeders, exhibitors, and interested persons are encouraged to attend and participate to deepen their understanding of the breed as well as to those seeking judging approval.

Judges Education Coordinator (s)

The Board of the Scottish Terrier Club of America shall appoint the Judges Education Coordinator (s) at the Annual Board Meeting following the annual dinner in October. The position may be co-chaired by two members as long as the responsibilities are divided evenly. They must communicate with each other regularly and promote the standard of the breed without prejudice. A Coordinator/s term of office shall be two years with a suggested maximum of two terms.

The Judges Education Coordinator/s (JEC) shall be members of the STCA and Scottish Terrier breeders/exhibitors who have satisfied all the requirements of the AKC to judge Scottish Terriers for a minimum of five years and meet the requirements for mentors. Coordinators must have deep knowledge and understanding of the Breed. The JEC must have strong communication skills. He/she will be expected to present the approved Scottish Terrier Breed Standard as well as clarify the structure, function, history, and temperament described. The JEC should be able to model appropriate examination and assessment of the breed as well as abide by the rules and regulations related to judging of the American Kennel Club. The JEC must present the standard without promoting a specific line of dogs or individual specimens.

Responsibilities:

1. Develop a two-year plan which shall be presented to the Board of Directors. The plan shall describe the committee's objectives and action plan for accomplishing the goal of judges' education set forth in the purpose statement of this SOP.
2. Communicate with STCA, AKC, judges, judge applicants and breeder/exhibitors.
3. Provide educational opportunities for current and prospective judges at the STCA's National Rotating Specialty, Scottish Terrier Regional Specialties, judges study groups, and multi-breed seminars wherever needed or requested. No presentation will be deemed an STCA presentation without the approval of the JEC and the STCA Board of Directors
4. Work with the AKC to encourage judges' education that is unbiased, accurate, and results in a deep understanding of the Scottish Terrier breed, structure, temperament, and purpose.
5. Utilize the official STCA Standard and educational materials and to develop in each judge a respect for the breed and its staunch disposition.
6. Prepare an annual budget for approval by the Board of Directors. The budget shall include anticipated future printing costs, travel costs, and any other costs that may be necessary for the production materials and presentation of educational opportunities.

No fees will be paid to individuals making presentations as specified in the constitution and by-laws of the STCA.

7. Submit paid receipts to the Treasurer for reimbursement of costs. These costs will include all printing and material costs associated with the production of education materials that are distributed to the attendees at breed presentations or distributed to new judge applicants. In addition, all travel costs for approved presentations which may include airport parking fees, discounted airfare, rental car fees, meals, and two nights lodging. Economy in lodging shall be observed when possible. When it is more economical for the Coordinator to travel in his/her own car then he/she will be reimbursed at a rate of 30 cents per mile.

8. Construct, gather and disseminate materials for a seminar that provides all the information that a prospective judge would need to correctly evaluate the Scottish Terrier according to the current approved breed standard.
9. Develop an evaluation form that shall be brief, valid and concentrates on pre- and post- knowledge of the breed that may be similar to the evaluation form proposed by the judge's education department of the AKC. This evaluation form will be utilized in all presentations and returned to the coordinators. The JEC will utilize the feedback from the evaluations to improve materials and presentation design.
10. Report all attendees to the AKC as required on the appropriate forms.
11. Contact new applicants that are applying for AKC approval to Judge the Scottish Terrier breed to provide assistance and information. He/she shall provide these applicants with material and a list of committee members to contact within their area for mentored educational opportunities as listed on the AKC application forms.

Judges Education Sub-Committees

The Judges Education Committee may be defined as approved presenters, ringside observation mentors, and other individuals appointed to accomplish specific tasks related to judge's education (including the development of materials such as the illustrated standard and audio-visuals).

The (JEC) shall be adjunct members of all subcommittees related to education and select individuals for each group as specified above. Presenters and ringside mentors shall be highly qualified individuals that meet the criteria for consideration from a geographically diverse area. A list of subcommittee members shall be made by the JEC and submitted to the Board of the STCA at the first meeting after October for approval.

All presenters should avoid judging the breed and/showing dogs on the same weekend They may judge other breeds. Exceptions may be made with the advance approval of the STCA Board of Directors. Special consideration will be made especially in remote areas desiring workshops The JEC and STCA will consider the financial savings in allowing such presentations but only after judging is completed. While it is desirable to have demonstration dogs in show condition; presenters should avoid utilizing their own dogs being exhibited on the same show weekend as prime examples of the breed.

All subcommittee designees will promote and use the official AKC/STCA Standard.

Presentation and Ringside Mentoring Information

Presenters and Ringside Observation Mentors must be familiar with the STCA Guidelines and will receive a copy from the JEC. Formal ringside observations are now only permitted by AKC at specialties.

All approved presenters and ringside approved mentors shall review the AKC materials that need to be signed and completed as well as the Rules, Policies and Guidelines for Conformation Dog Show

Judges (Red Book). It is strongly suggested that these subcommittee members attend "New Judges Workshops" whenever possible.

Workshop presenters are responsible for the accuracy of the attendance lists and should not sign if the persons did not attend the

entire presentation. A copy of the list must be sent to the JEC. Ringside Observation Mentors may not sign forms for judges that have not been completed by the observer including the dates, number observed, and all observer notes. Mentors must be accurate and honest regarding the mandatory opinion required as to the judge having a good understanding of the Scottish Terrier breed and details. Ringside Mentors who sign forms that are not completed will be removed from the list of approved mentors.

Mentors should be familiar with current AKC rules regarding observations, tutoring and mentoring. They must accurately utilize the correct forms as obtained on the AKC website. Note: Observations (separate form) only at specialties, tutoring is defined as a casual in- depth discussion and mentoring is a long-term relationship having numerous experience in ongoing education.

A proposed list of presenters meeting the criteria set forth in the approved document of STCA Presenters and Ringside Mentors will be submitted to the Board of Directors by the JEC at the first board meeting after October. All individuals will follow the criteria set forth in these documents and abide by the following guidelines. Presenters should follow the same procedures as set forth above for the JEC (. "must have strong communication skills. He/she will be expected to present the approved Scottish Terrier Breed Standard as well as clarify the structure, function, history, and temperament described. The (presenter) should be able to model appropriate examination and assessment of the breed as well as abide by the rules and regulations related to judging of the American Kennel Club. The (presenter) must present the standard without promoting a specific line of dogs or individual specimens.") AKC attendance forms must be accurate and complete. The original form shall be forwarded to AKC Judging Operations with a copy to the JEC.

An attendance fee of \$20.00 may (just in case financial concerns negate offering an important seminar in a needy area) be charged for those presentations that are done in conjunction with a Scottish Terrier specialty. This fee is subject to change based on economic conditions or by recommendation by the Board of Directors. All

collected fees shall be made payable to the STCA and forwarded in a timely manner to the STCA Treasurer

When a presentation is requested by a regional breed club, the sponsoring breed club shall provide, at their expense, a facility that is suitable for a presentation. The sponsoring breed club shall also

provide at their expense a computer projector, an overhead projector, projector screen, dogs, video, or any other equipment that may be needed for the presentation.

The committee shall provide ringside mentoring following the STCA Ringside Mentoring Criteria, adopted 2010, at regional club's specialty show for those regional Scottish Terrier clubs that sponsor a judges' education presentation.

When a judge's group or multi-breed group has requested a presentation, the Committee shall notify the regional Scottish Terrier club officers, in writing, advising them that a judge's group or multi-breed seminar in their area has requested a presentation. Notification to the regional club officers shall be given several months in advance of the presentation and shall inform the regional club officers as to the specifics (who, what, when, and where and anticipated cost of the presentation). The members of the regional club shall be encouraged to attend and encouraged to provide a minimum of three dogs for illustration purposes.

No admittance fee shall be charged for a presentation to a judge's group or a multi-breed seminar. Admission to any presentation shall be open to any interested person.

The designated presenter will utilize approved STCA educational materials. No individual kennel cards shall be attached or distributed.

Attachment #1 AKC Guidelines and forms for Ringside Observations. Mentoring and Tutoring

Attachment #2 AKC Seminar and Workshop Criteria and required forms.

Attachment #3 STCA Mentor criteria

Attachment #4 STCA Mentors list

Attachment #5 STCA Mentor application

Attachment #1

AKC Guidelines and forms for Ringside Observations. Mentoring and Tutoring

Documentation for AKC is at this link

https://images.akc.org/pdf/judges/Mentoring_Tutoring.pdf

Attachment #2

AKC Seminar and Workshop Criteria and required forms.

https://images.akc.org/pdf/judges/Forms_Guidelines.pdf

ATTACHMENT #3

Scottish Terrier Club of America

Ringside Mentoring Criteria

Mentoring guidelines for AKC Judges additional Breed component

⌘ The STCA strongly suggests that observations be done at Regional and National Specialties where a broad range of dogs and bitches are exhibited.

⌘ Potential observers/mentees should contact a mentor prior to the show if possible.

⌘ The STCA encourages mentees to obtain mentoring with three different individuals.

⌘ Potential judges should observe and learn under a number of different highly qualified individuals with a broad range of experience as specified by AKC ringside mentoring requirements.

Other members, breeders, and judges may also be utilized as breed mentors if they meet the AKC and/or STCA criteria. Observations with mentors not meeting this criteria will not be accepted. Official ringside mentoring needs to be accomplished starting with the classes and progressing through best of breed judging. It is preferred that neither the mentor's dogs nor dogs owned by the mentor be exhibited at these events.

Mentors will be permitted to participate as a mentor on days they are exhibiting up to the class in which they have an entry. They will not be allowed to participate thereafter except at National or Regional Specialties where formal ringside mentoring is organized by the host club.

STCA mentors to be considered should meet and whenever possible exceed the criteria shown below:

1. Member of STCA for 15 years and in good standing.
2. Groomed, conditioned, and successfully handled 15 of their own dogs to championship status.
3. Have been Winners or better at two (2) Regional and/or National Specialties.
4. Exhibits breed knowledge in communication of the STCA Breed Standard.
5. Mentors should be able to show evidence that they understand and apply:
 - ⊞ The history of the breed (required by AKC judges)
 - ⊞ The original function of the breed (required by AKC judges)
 - ⊞ The relationship between the function and important structures of the Scottish Terrier.
 - ⊞ Knowledge of the anatomical structure of the dog (required and tested to be AKC Judges)
6. Displays an understanding of Scottish Terrier Breed Specific

Judging procedures:

- ⊞ Is a judge of the breed in good standing or?
 - ⊞ Has judged two (2) Scottish Terrier Specialties; may include Sweepstakes. These Specialties provide potential mentors with unique experiences of comparing and contrasting Scottish Terriers from a variety of breeders in the allotted time (around 2 minutes). That is pertinent to mentoring. Also generally speaking, Specialty invitations to judge are extended to knowledgeable individuals in the breed. These assignments will be listed.
 - ⊞ Knows and applies the "Rules, Policies and Guidelines for Conformation Dog Show Judges" (red book). This is free from AKC.
7. It is suggested mentors attend STCA Judge's Education.

Seminars and/or workshops. This information will be listed.

8. In addition all mentors should sign a Mentoring Agreement that indicates the following:

- ⊞ All mentoring requires confidentiality between mentors and mentees.
- ⊞ Mentors must be objective at all times and adhere to the Official STCA Standard. No mentor should promote his or her own dogs or lines.

9. Agree to honestly complete the written section of the AKC

Ringside Observation Form specifying if the observer has a

good understanding of the breed including details supporting the conclusion.

ATTACHMENT #4

Mentor's list Update yearly as needed. Be sure to edit this list at the STCA web site using the feedback form, and update with AKC

ATTACHMENT #5

APPROVED JAN 2011

Scottish Terrier Club of America

Application for Judge's Ringside

Observation Mentorship

Date of application _____ Name _____

Kennel Name _____ Approved Judge _____ (yes/no)

Membership: All Breed and/or Specialty Clubs

State in which you reside _____

1. Date of membership STCA _____

2. Number of years breeding Scottish Terriers _____

3. Number of Years exhibiting Scottish Terriers _____

Number of Scottish Terrier Champions finished yourself _____

List AKC Number of first Champion # _____ Date _____

List AKC Number of most recent Champion # _____ Date _____

List First Litter AKC Number # _____

List most recent Litter AKC Number # _____

List Breed Seminars and/or Workshops attended or given:

_____ Date _____ Presenter _____

_____ Date _____ Presenter _____

_____ Date _____ Presenter _____

List Regional and/or National Specialty wins _____ Date _____

_____ Date _____

List any pertinent information you feel qualifies you to be a Mentor:

Education, Handling Experience, Background, Etc.

List Pertinent Judging assignments:

_____ Date _____

_____ Date _____

_____ Date _____

If selected as a STCA Ringside Mentor I agree to follow the criteria

Specified by the STCA and the American Kennel Club.

Signature of Applicant

Date Application Received _____

Date Application Approved _____ or NOT Approved _____

President's Signature _____