

AHSA LTD JUDGES PANEL PROCEDURE FOR APPOINTMENT & UPGRADE

The first step is to become a Judge Candidate **Judge Candidate Mandatory Requirements:**

- The candidate must be a financial member of the Arabian Horse Society of Australia Ltd. and must have been financial for the preceding year.
- The candidate must agree to sign a Statutory Declaration stating that the candidate has no criminal convictions, for child related offences or any form of animal cruelty.
- The candidate must agree to his/her contact details being public.
- The candidate must nominate by completing the Judge Candidate Nomination Form & Statutory Declaration available on the website or pages 5 & 6 of this document and returning to the address listed with the nomination fee of \$50.00.
- The candidate must have attended online forums or face to face training as approved by the JOC at least twice. One of which must have been face to face. The more attended the better.
- The candidate must have stewarded at least twice prior to sitting the assessment.
- Please keep a diary of the dates and details of any Stewarding, training either online or face to face, along with the name of any Judges you have either been mentored or shadow/sideline judged with which you must send to the JOC prior to sitting your assessment.

STEP 1 - Level 1 Judge Assessment

- Once the candidate has met the above requirements, the candidate will be eligible to sit an initial Assessment.
- The initial assessment is a written paper of 2 hours duration which requires general knowledge of points of the horse, the Standard of Excellence for Arabians & Derivatives, general conformation faults, how to judge halter and ridden classes and some true or false questions. The pass mark for this section is 80%.
- The candidate will undergo a further practical assessment of the Purebred Arabian Halter and/or Derivative Halter and/or Saddle, this may occasionally be waived by the JOC depending on the background and judging experience of the candidate. This practical assessment may be conducted as a standalone event or at a show, whichever is deemed practical by the JOC. The Examiners will review the theory papers and will have a general discussion with the candidate to clarify any points from the assessment paper.
- The examiners will forward the outcome of their assessments to the JOC for consideration. The JOC will forward their recommendations to the AHSA Board for ratification. Should there be a conflict of interest i.e.: a Candidate is related to or has business dealings with a member of the JOC, then that JOC member will exclude themselves from adjudicating on that Candidates assessment. Once this has been approved, the JOC will advise the candidate of the outcome
- All Candidates who pass when first approved by the AHSA Board shall receive a Level One Judge status regardless of age or experience.
- By definition a "Level One Judge" is a person is a certified by the JOC and ratified by the AHSA Board to represent the society and is entitled to officiate alone at any recognised B or below graded show or event that they are invited to judge.

STEP 2 – Upgrading from Level 1 to a Level 2 Judge

The Level 1 Judge is responsible for applying for such an upgrade on the applicable forms are available at <http://www.ahsa.asn.au/judges-information-and-forms> or on Pages 8 & 9 of this document.

Prior to requesting an Upgrade to Level 2 Judge

- The Level 1 Judge must attend a National Conference, Arabian Seminar or online Conference/ Workshop as approved by the JOC at least once in the past 3 years.
- The Level 1 Judge is required to have judged at least 6 shows with a minimum of 2 of those 6 shows judging Arabians.
- The judge must have been on the judging panel for at least 2 years prior to requesting an upgrade. (In exceptional circumstances there may be a relaxation of the time frames and the JOC would make a decision on a case by case situation.)

Process for upgrade

In addition to the requirements noted above, in order to upgrade to a Level 2 Judge, the Level 1 judge is required to have:

- Completed an Application to Upgrade on the applicable form, which is available on the AHSA website under the Judges tab and submitted to the Judge Organising Committee via the information on the upgrade form.
- Attended at least two mentoring sessions with an AHSA accredited mentor/examiner regarding their level of expertise in judging. Discussion at this time will be around experience, continuing education, and any issues which the JOC or the AHSA Board have been advised regarding previously undertaken judging assignments. The Assessors will advise the JOC of their observations and the JOC will make recommendations to the AHSA Board for ratification. Should there be a conflict of interest i.e., a Judge is related to or has business dealings with a member of the JOC, then that JOC member will exclude themselves from adjudicating on that Judge's assessment.
- Kept their Judge's status active & up to date on the AHSA website. If a judge is experiencing difficulties updating their status on the Judges' web page via the Judge's online log in, please contact the AHSA Secretary for assistance.
- Completed their judging returns each year and submitted to the Judges Organising Committee.
- By definition, a "Level Two Judge" is a person certified by the JOC and ratified by the AHSA Board to represent the society and is entitled to officiate alone at any recognized A or below graded show or event with the exception of any State Royals that they are invited to judge.

STEP 3 – Upgrading Level 2 to a National Panel Judge

The Level 2 Judge is responsible for applying for such an upgrade on the applicable forms available at <http://www.ahsa.asn.au/judges-information-and-forms> or on pages 8 & 9 of this document.

Prior to requesting an Upgrade to National Panel

- The Level 2 Judge must attend a National Conference, Arabian Seminar or online Conference/ Workshop as approved by the JOC at least once in the past 3 years.
- The Level 2 Judge is required to have judged at least 6 shows with a minimum of 2 of those 6 shows judging Arabians.
- The judge must have been on the judging panel for at least 2 years prior to requesting an upgrade. (In exceptional circumstances there may be a relaxation of the time frames and the JOC would make a decision on a case-by-case situation.)

Process for upgrade

In addition to the requirements noted above, to upgrade to a National Panel Judge, the Level 2 judge is required to have:

- Completed an Application to Upgrade on the applicable form and submitted it to the Judges Organising Committee. This can be submitted at any time throughout the year.
- The Level 2 Judge must have completed a written examination paper (3 hours). The pass mark shall be 80%.
- The Level 2 Judge must have attended a National Conference, Arabian Seminar or online Conference/ Workshop approved by the JOC at least once in the past 2 years.
- The Level 2 Judge must have attended mentoring sessions with at least two different AHSA accredited mentors/examiners regarding their level of expertise in judging. Discussion at this time will be around experience, continuing education and any issues which the JOC or the AHSA Board have been advised regarding previously undertaken judging assignments. A separate score card system assessment will be required, if at least one of the mentor sessions has not included a component on the score card system. The Examiners/mentors will advise the JOC of the outcome of the Theory examination and any separate scoring assessment if undertaken. The JOC will make recommendations to the AHSA Board for ratification. Should there be a conflict of interest i.e., a Judge is related to or has business dealings with a member of the JOC, then that JOC member will exclude themselves from adjudicating on that Judge's assessment.
- The Level 2 Judge must have kept their Judge's status active & up to date on the AHSA website. If a judge is experiencing difficulties updating their status on the Judges' web page via the Judge's online log in, please contact the AHSA Secretary for assistance.
- The Level 2 Judge must have completed their judging returns each year and submitted these to the Judges Organising Committee.
- By definition, a "National Panel Judge" is a person certified by the JOC and ratified by the AHSA Board to represent the society and is entitled to officiate alone at any recognised show or event in Australia or New Zealand irrespective of the show's grading that they are invited to judge.

STEP 4 – National Panel Judge - Internationally Qualified

Prior to requesting International Accreditation

The National Panel Judge is responsible for applying for such accreditation on the applicable form available at <http://www.ahsa.asn.au/judges-information-and-forms> or on pages 10 & 11 of this document.

When applying for International accreditation, the judge should be mindful of the physical and emotional demands that will occur when undertaking judging at major overseas shows. Judges will be expected to withstand close scrutiny and high pressure and able to judge predominately using the score card system in an efficient manner.

- The National Panel Judge must have attended a National Conference, Arabian Seminar or online Conference/Workshop as approved by the JOC at least once in the past 3 years. It is strongly recommended that the Judge should have undertaken as many as possible mentor/training sessions in the use of the score card system. All mentor/training will be undertaken with examiners or mentors approved by the JOC.
- The judge must have been on the National Panel, for a minimum of five (5) years.
- The judge must be proficient in both the scoring and comparative methods of judging.
- The National Panel Judge is required to have judged at least 6 shows with a minimum of 2 of those 6 shows judging Arabians.
- Please maintain a diary of any mentoring, ongoing professional development pertaining to the score card system or Shows judged using the score card. This diary to be forwarded to the JOC in support of your application when making a request for International Accreditation.

Process for upgrade

In addition to the requirements noted above, to gain International Accreditation, the National Panel judge is required to have:

- Completed an Application for accreditation on the applicable form and submitted it to the Judges Organising Committee. This can be submitted at any time throughout the year.
- Should have displayed proficiency using the score card system. If proficiency has not been sufficiently demonstrated then a score card assessment will be required, this will be undertaken with the examiners or mentors approved by the JOC. The Examiners/mentors will advise the JOC of the outcome of the scoring assessment. The JOC will then make recommendation to the AHSA Board for ratification. Should there be a conflict of interest, ie; a Judge is related to or has business dealings with a member of the JOC, then that JOC member will exclude themselves from adjudicating on that Judge's assessment.
- The National Panel Judge must have kept their Judge's status active & up to date on the AHSA website. If a judge is experiencing difficulties updating their status on the Judges' web page via the Judge's online log in, please contact the AHSA Secretary for assistance.
- The National Panel Judge must have completed their judging returns each year and submitted these to the Judges Organising Committee.
- By definition, a National Panel Judge (Internationally Qualified) is a person certified by the JOC and ratified by the AHSA Board and is entitled to officiate alone at any show throughout the world they are invited to judge.



Judge Candidate Nomination Form

Name: _____ AHSA Membership No: _____

Address: _____

_____ Post Code: _____

Email: _____

Phone: _____ Mobile: _____

It is most important to study the AHSA Standards of Excellence for Purebreds and Derivatives. Read the Rulebooks and any study notes available for download from the website. The candidate must attend online forums or face to face training as approved by the JOC at least twice prior to sitting their assessment, one of which must be face to face. So, plan which Workshops/training you will be attending. Study as much of the suggested reading material prior to attending any of the training formats. The Judges Organising Committee can advise of seminars, workshops, online training, clinics, and training days in your area, or you can contact your state delegate directly for any information regarding training. It is strongly recommended that the candidate attend as many workshops and training days etc as possible. The candidate must have stewarded at least twice prior to sitting the assessment but recommended you Steward at shows as often as possible prior to sitting the Assessment. The more attended the better. Please keep a diary of the dates and details of any Stewarding, training either online or face to face, along with the name of any Judges you have either been mentored or shadow/sideline judged with which you must send to the JOC prior to sitting your assessment.

I have read and understood the "Procedure for Appointment & Upgrade" document and the 'Rule Book' document and enclose the \$50 as a non- refundable nomination fee.

Signed: _____ Dated: _____

Candidate Checklist:

Have you included the following: Your completed Statutory Declaration? Your Payment?

CREDIT CARD DETAILS		I/We wish to pay by: Mastercard <input type="checkbox"/> Visa <input type="checkbox"/>		CCV: <input type="text"/> <input type="text"/> <input type="text"/>	Tax Receipt Required Yes / No
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Amount:	Expiry Date:
I hereby authorise the AHSA Ltd to debit the credit card noted for the amount listed. Additional fees to the value if \$25 may be debited without referral where my calculation of fees required is incorrect in order to finalise the transaction applied for.					
Cardholders Name (Block Letters):			Cardholders Signature:		

A statutory declaration under the *Statutory Declarations Act 1959* may be made before—

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Chiropractor	Dentist	Legal practitioner
Medical practitioner	Nurse	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public

Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)

Bailiff

Bank officer with 5 or more continuous years of service

Building society officer with 5 or more years of continuous service

Chief executive officer of a Commonwealth court

Clerk of a court

Commissioner for Affidavits

Commissioner for Declarations

Credit union officer with 5 or more years of continuous service

Employee of the Australian Trade Commission who is:

(a) in a country or place outside Australia; and

(b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and

(c) exercising his or her function in that place

Employee of the Commonwealth who is:

(a) in a country or place outside Australia; and

(b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and

(c) exercising his or her function in that place

Fellow of the National Tax Accountants' Association

Finance company officer with 5 or more years of continuous service

Holder of a statutory office not specified in another item in this list

Judge of a court

Justice of the Peace

Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*

Master of a court

Member of Chartered Secretaries Australia

Member of Engineers Australia, other than at the grade of student

Member of the Association of Taxation and Management Accountants

Member of the Australasian Institute of Mining and Metallurgy

Member of the Australian Defence Force who is:

(a) an officer; or

(b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or

(c) a warrant officer within the meaning of that Act

Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

Member of:

(a) the Parliament of the Commonwealth; or

(b) the Parliament of a State; or

(c) a Territory legislature; or

(d) a local government authority of a State or Territory

Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary public

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public

Permanent employee of:

(a) the Commonwealth or a Commonwealth authority; or

(b) a State or Territory or a State or Territory authority; or

(c) a local government authority;

with 5 or more years of continuous service who is not specified in another item in this list

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior Executive Service employee of:

(a) the Commonwealth or a Commonwealth authority; or

(b) a State or Territory or a State or Territory authority

Sheriff

Sheriff's officer

Teacher employed on a full-time basis at a school or tertiary education institution



JUDGE APPLICATION FOR UPGRADE

Please tick the relevant upgrade request

[] Level 1 to Level 2

[] Level 2 to National Panel

Prior to applying for an upgrade please ensure that you have fulfilled the following requirements:

- The L1 & L2 judge must have attended a National Conference, Arabian Seminar or online Conference/ Workshop approved by the JOC at least once in the past 2 years.
The L1 & L2 judge must have been on the current panel for a minimum of 2 years at each level before being eligible for an upgrade.
The L1 judge must have attended a minimum of 2 Mentor sessions with different AHSA accredited examiners/ mentors.
The L2 judge must have attended a minimum of 2 Mentor sessions with different AHSA accredited examiners/ mentors. Completed a Theory examination with a maximum time limit of 3 hours and achieved a pass mark of 80%. A separate score card system assessment undertaken with accredited examiner/mentors will be required, if at least one mentor session has not included a component on the score card system.
The L2 judge must be proficient in both the comparative method and numerical scoring system of judging.
The L1 & L2 judge must have kept his/her Judge's status active and up to date on the AHSA website.
The L1 & L2 judge must have completed his/her Annual Return each year and submitted it to the JOC.
The L1 & L2 Judge is required to have judged at least 6 shows with a minimum of 2 of those 6 shows judging Arabians at each level before being eligible for upgrade.

Name of Judge..... Membership Number.....

Email address.....

Contact phone number(s) (including area code)

Address.....

..... Post Code

Year of appointment to Current level on the Judge Panel, or approximate year:.....

National Conference (if attended): Year of attendanceVenue

..... Online Conference (if attended): Year of attendance

Arabian Seminar (if attended): Year of attendance Venue.....

Mentor Session attended: Name of Mentor Year of attendance..... Venue

Mentor Session attended: Name of Mentor Year of attendance..... Venue

Scoring Seminar (if attended): Year of attendanceVenue

Name of Presenter

List any shows where you have used the Scoring System to judge (if Nil then please indicate):

Name of Show	Year Judged

List shows where you have used the Comparative System to judge:

Name of Show	Year Judged

List 6 Shows judged (2 of these must be Arabian Shows)

Name of Show	Year Judged

Please return this form to:

secretary@ahsa.asn.au

Arabian Horse Society of Australia Ltd
P.O. Box 415
Richmond NSW 2753

Attention: JOC



The Arabian Horse Society of Australia Ltd.
ABN 12 001 281 590
Street Address: Unit 12, 40 Bowman Street RICHMOND NSW 2753
Postal Address: Post Office Box 415 RICHMOND NSW 2753
Telephone: 02- 45775366 Email: secretary@ahsa.asn.au
Website: www.ahsa.asn.au

NATIONAL PANEL JUDGE (Internationally Qualified)

APPLICATION FOR INTERNATIONAL ACCREDITATION

When applying for International accreditation, the judge should be mindful of the physical and emotional demands that will occur when undertaking judging at major overseas shows. Judges will be expected to withstand close scrutiny and high pressure and able to judge predominately using the score card system in an efficient manner.

In order to qualify:

- The National Panel Judge must have attended a National Conference, Arabian Seminar, Online Conference/ Workshop or Scoring Seminar approved by the JOC at least once in the past 2 years.
The judge must have been on the National Panel, for a minimum of five (5) years.
The judge must be proficient in both the scoring and comparative methods of judging.
Should have displayed proficiency using the score card system. If proficiency has not been sufficiently demonstrated then a score card assessment will be required, this will be undertaken with the examiners or mentors approved by the JOC.
The National Panel Judge is required to have judged at least 6 shows with a minimum of 2 of those 6 shows judging Arabians.
Please maintain a diary of any mentoring, ongoing professional development pertaining to the score card system or shows judged using the score card. This diary to be forwarded to the JOC in support of your application when making a request for International Accreditation.

For those judges who qualify for the international upgrade according to the criteria above:

Name of Judge..... Membership Number.....
Email address.....
Contact phone number(s) (including area code)
Address.....
..... Post Code
Year of appointment to National Panel, or approximate year:.....
National Conference: Year of attendance Venue
Online Conference (if attended): Year of attendance
Arabian Seminar: Year of attendance Venue.....
Scoring Seminar: Year of attendance Venue
Name of Presenter

List shows where you have used the Scoring System to judge:

Name of Show	Year Judged

List shows where you have used the Comparative System to judge:

Name of Show	Year Judged

List 6 Shows judged (2 of these must be Arabian Shows)

Name of Show	Year Judged

Please return this form to:

secretary@ahsa.asn.au

Arabian Horse Society of Australia Ltd
P.O. Box 415
Richmond NSW 2753

Attn JOC