

## Chapter XI

### LICENSING OF JUDGES

**Section 1.** For the provisions of this chapter only, the following terms shall be defined as follows:

*Applicant:* a person seeking change from previous status.

*Apprentice:* a person seeking a provisional license to judge; has no status as a judge at trials at this time.

*Judge (also, regular licensed, licensed judge):* a person who is fully licensed for a breed with no restrictions. At any time, the word provisional or apprentice does not precede the word judge, it shall mean an individual who is licensed without restriction for that breed.

*Provisional (also, provisionally licensed, provisional judge):* a person who may judge sanctioned lure field trials, with restrictions, as noted in this chapter.

*Publication:* an applicant's name shall be published on the ASFA website, or any other method of publication as approved by the Board of Directors.

*Trial:* an ASFA sanctioned lure field trial at which ASFA points are awarded to appropriate hounds (i.e., not a fun trial).

#### Section 2. General Requirements

- (a) Every judge (all-breed, provisional, apprentice) will be required to take a 25-question open-book test provided by the Chair of Judges Licensing every four (4) years. This test will cover all running rules and policies in effect on January 1 of that year related to judging. Passing grade will be 85%. If a judge has not passed the test within four years, their license will be suspended. The Scheduling Chair will not approve suspended judges for new assignments until they have passed the test. Currently approved assignments will be completed. Judges will be allowed three attempts to pass.
- (b) All of the following requirements must be met before a license is granted
  1. must be 18 years of age or older.
  2. must be in good standing with the American Sighthound Field Association.
  3. must have participated in lure field trials a minimum of three (3) consecutive years during which time the applicant has served at ten (10) or more ASFA field trials in the listed field capacities: field trial chairman, huntmaster, field trial secretary, field clerk, and/or lure operator).

#### Section 3. Granting Apprentice License

Prior to, or within 30 days following the first apprentice judging assignment, the applicant:

1. Must file the appropriate application for apprentice judge license with the ASFA Chair of Judges Licensing.
2. Pay applicable fees with application.
3. Will be provided with the link to the ASFA's Judges Handbook on the ASFA website.
4. Must successfully complete an ASFA test covering knowledge of the running rules and policies related to judging. The required performance level on the test will be 85%. There shall be 25 questions on the test randomly selected from a list of at least 35 questions covering judging rules and policies. An applicant shall be allowed to take the test three times; if the applicant does not meet the performance standard in three attempts, the applicant shall wait 6 months before taking the test again.

When the above requirements have been met, and upon receipt of this information, the Chair of Judges Licensing shall verify the application, and may grant the apprentice license no less than 30 days after publication of the application. The Chair of Judges Licensing shall publish the new apprentice judge's name twice on the ASFA website, and in any other method of publication as approved by the Board of Directors, as may be appropriate at the time.

#### **Section 4. Granting Provisional License** (apprentice status)

After successful completion of Section 3 above:

- (a) Any person who seeks a provisional license to judge must apprentice judge all of the courses for a breed with a minimum of three entries:
  1. At a minimum of three trials, with a minimum period of 19 intervening days between the first and last trial, and
  2. Must judge under three different ASFA judges licensed for that breed.
  3. This minimum requirement must be met for five individual breeds.
  4. The applicant shall judge at least an entire breed, scoring each and every hound running in every course of that breed. All such apprentice judging must be performed at an ASFA sanctioned event. Each of five breeds must be judged this minimum number of times before an apprentice is eligible for a provisional license.
- (b) The apprentice judge shall accumulate all judging forms and JUDGING CONFIRMATION STATEMENTS until the requirements have been completed.
- (c) Individuals must apprentice judge under an ASFA breed licensed Judge who is officially judging the breed for which the candidate is apprenticing at the trial. There will be no more than one apprentice per licensed Judge on the field at any time.
- (d) When the above requirements have been met, the judging forms and JUDGING CONFIRMATION STATEMENTS, together with the completed application and Request for Change in Judging Status form, shall be sent to the Chair of Judges Licensing to arrive within one year of the date last apprenticed. Upon receipt of this information, the Chair of Judges Licensing shall verify the application, and shall publish an applicant's name twice on the website, and in any other method of publication as approved by the Board of Directors, as may be appropriate at the time.
- (e) The Board, upon recommendation of the Chair of Judges Licensing, and no less than 30 days after second publication, with no negative comments or rules violations, shall approve the application for an Apprentice license and include the apprentice judge's name in the monthly judge's report sent to the Scheduling Chair and website for publication.

The ASFA Board of Directors may approve specific other field trial sanctioning organizations, judging at whose trials (as a licensed, or the equivalent, judge under that organization's rules) may be used in substitution for the apprenticing requirements indicated above. The Board may also indicate what class of events of such another organization shall be considered trials for the purposes of this chapter. For apprentice requirements fulfilled in this manner, in addition to submitting judge's sheets and apprentice judging statements as indicated in (d) above, the applicant must submit the published results of the field trials of the other organization(s), showing the number of breeds and hounds judged. The combination of records submitted, for apprenticing at ASFA trials, and judging at other organization's trials, must meet the requirement given in paragraph (a) of judging each of five breeds at a minimum of three trials apiece. Applicants who satisfy apprentice requirements in this manner must also take and pass the ASFA judge's test before provisional status can be approved.

#### **Section 5. Provisional Status** (seeking regular license)

Provisional judging assignments shall not be counted toward licensing requirements unless the assignment was published in the premium list or the Judge was assigned to the breed to replace another Judge out of necessity. The provisional must still judge with a published ASFA licensed judge for that breed.

- (a) During the period for which a provisional license is granted, the applicant is free to accept judging assignments. (On all premium lists, announcements, flyers, and so forth, an asterisk preceding the judge's name shall denote provisional.) The provisional license encompasses all breeds, but at no time shall a person judge more than four breeds in addition to Singles stake and Provisional breed stake, for which he is not regularly licensed at any one trial without special dispensation from the ASFA Judges Chair. In each planned case where a provisional judge is to judge more than four breeds provisionally at one trial, the respective Regional Director must write a letter of approval to the Scheduling Chair in advance of, or together with, the sample premium list. There will be no exception without such written dispensation. This provision applies both to Regional Invitationals and to standard trials.

- (b) Any person seeking a regular license for a breed must judge the performance of a minimum of five hounds in one stake or seven hounds in one breed for three breeds:
1. At a minimum of three trials
  2. Under three or more different ASFA licensed judges
- The provisional judge shall, on each occasion, present the ASFA licensed judge with a JUDGING CONFIRMATION STATEMENT, as approved by the ASFA, which the licensed judge completes, signs and returns to the provisional judge for mailing to the Chair of Judges Licensing. All such forms for a single breed must be dated within a three-year span of time. Provisional judges must be fully licensed for at least one breed within three years from the date of their provisional license or revert to Apprentice status.
- (c) When the above requirements have been met, the provisional judge shall notify the Chair of Judges Licensing in writing using the Request for Change in Judging Status form, listing each completed breed and assignments, accompanied by the JUDGING CONFIRMATION STATEMENTS signed by each licensed judge for each judging assignment.
- (d) The Board, upon recommendation of the Chair of Judges Licensing, and no less than 30 days after second publication, with no negative comments or rules violations, shall determine if the applicant shall be granted a license for the breed or breeds for which the license is sought.
- (e) Upon completion of public comment period, the applicant's name will be published as an ASFA licensed judge for that breed(s) and be included on the monthly judge's report sent to the Scheduling Chair and website for publication.
- (f) AKC licensed Judges who are currently in ASFA Provisional Status may use an AKC assignment, when judging with a fully licensed ASFA judge, where breed entries meet the entry requirements, to count towards that breed's license approval. The Provisional judge will be required to provide a signed ASFA JUDGING CONFIRMATION STATEMENT from the ASFA licensed judge and documentation supporting their assignment, which includes the number of hounds in that breed judged on that day.

### **Section 6. Granting a License for Additional Breeds.**

Any ASFA judge regularly licensed in at least three breeds may seek an additional breed by meeting the following requirements:

- (a) Provisionally judge the breed or Singles stake for which the license is sought at no less than three trials with three different ASFA licensed judges. (Judging five hounds per stake is a requirement for the first three breeds only and does not apply to any breeds thereafter, or to Singles stake.)
- (b) AKC licensed Judges who are currently in ASFA Provisional Status may follow the procedure outlined in Section 5 (f) above.
- (c) When the requirements of Section 6 (a) have been met, the provisional judge shall notify the Chair of Judges Licensing, using the Request for Change in Judging Status form, listing each breed and assignment, accompanied by the Judging Confirmation Statement(s) for each judging assignment signed by the ASFA licensed judge.
- (d) The Board, upon recommendation of the Chair of Judges Licensing, and in no less than 30 days after publication, the second publication, with no negative comments or rules violations, shall determine if the applicant shall be granted a license for the breed or breeds for which the license is sought.
- (e) Upon completion of public comment period, the applicant's name will be published as a licensed judge for that breed(s) and the judge's name will be included in the monthly judge's report sent to the Scheduling Chair and website for publication.

### **Section 7. Granting All-Breed License**

After approval of eight (8) breeds, the Provisional judge may apply for all-breed status using the Judge Change Status Request form. The Board, upon recommendation of the Chair of Judges Licensing, and no less than 30 days after second publication, with no negative comments or rules violations, shall determine if the applicant shall be granted an all-breed license. Upon completion of public comment period, the applicant's name will be published as an all-breed licensed judge and the judge's name will be included in the monthly judge's report sent to the Scheduling Chair and website for publication.

**Section 8.** No person shall accept a fee for judging but may accept reimbursement from the host club to defray expenses.

**Section 9.**

- (a) Application and/or renewal fees, if any, for a license shall be set by the Board. Renewals, if any, shall be payable on or before the 1st of May of each year. This fee may, at the discretion of the Board, be changed from time-to-time; under no circumstances shall it be refundable.
- (b) If the ASFA records indicate that a person has not judged at a trial in the preceding two years, the license shall lapse and the judge shall lose all previous status. Except that, if a licensed judge shall be stationed outside of the United States by a branch of the U.S. Military, and such service makes it impossible for him or her to judge ASFA trials, the time spent out of the U.S. shall not be counted as part of the two-year inactive period. Additionally, if there are extenuating circumstances such as, for example, serious illness on the part of the judge or his or her family, making it impossible for him or her to judge ASFA trials during the two-year inactive period, the judge may apply during the period of inactivity to the Chair of Judges Licensing for a suspension of some or all of the two-year period. The Chair of Judges Licensing may recommend to the Executive Committee of the ASFA Board of Directors that some or all of that two-year time period not be counted as part of the two-year inactive period. The final decision as to whether some or all of that period of time be waived shall be made by the Executive Committee of the ASFA. In either case, the Board of Directors of the ASFA shall be notified of such action promptly.
- (c) A judge whose license has lapsed for a period of 12 months or more may be reinstated upon request and payment of the application fee, if any. This may be waived by the Chair of Judges Licensing upon presentation of hardship, health, out of country or other valid reason. If the license was provisional prior to lapse, the judge must apprentice under a licensed judge at least once prior to reinstatement and all work toward a full license must be repeated. If the license was a regular license for a breed(s), the status will revert to provisional upon reinstatement and the judge will be required to repeat all requirements for a regular license including taking the judge's test.

**Section 10.** In each case where a provisional or licensed judge is to judge more than four breeds provisionally at one trial, the respective Regional Director must write a letter of approval to the Scheduling Committee Chair in advance of, or together with, the sample premium list. There will be no exception without such written dispensation.

**Section 11.** Two provisional judges may be scheduled to judge a breed, however, the assignment shall not count toward fulfilling the licensing requirements of either judge.

**Section 12.**

- (a) In accordance with the procedures set forth herein, the Board of Directors may revoke or suspend a Judge's license for cause in which his performance or lack of performance has substantially compromised his effectiveness as a judge.
- (b) Reports of alleged misconduct by a judge should be in writing and sent to the ASFA Corresponding Secretary. Should the Board of Directors decide on their own initiative to proceed against a judge for misconduct, the basis for such alleged misconduct shall be reduced to writing. These written statements, upon receipt or creation by the Board, shall promptly be sent by registered mail to the affected judge.
- (c) The affected judge shall be afforded 30 days from receipt of any such written statement to respond in writing to the allegations and submit any other materials he believes would support the Board taking no action to revoke or suspend his license.