

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 provide a Police Clearance Check and/or Working With Children Check and be prepared to sign a declaration stating that the candidate has no criminal convictions, in particular for child related offences or any form of animal cruelty. (refer to page 5 for links to the relevant state websites)
- 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 page 6 of this document and returning to the address listed with the nomination fee of \$50.00.
- The candidate must have attended at least one AHSA Arabian workshop, training day or National Conference. The more attended the better.
- The candidate must have stewarded, shadow judged or judged at shows prior to sitting the Assessment. Please keep a diary of the dates and details of any workshop, Judging appointments and stewarding appointments for future reference. The names of Arabian judges the candidate may have trained with at shows, together with dates, to be kept as a reference source.

Judge Candidate Optional/Recommended Requirements:

- It is most important to study the AHSA Standards of Excellence for Purebreds and Derivatives as well as the Study Notes and Rule Books. Read as much study information as possible and plan which Workshops the candidate will be attending. The Judge and Officials Committee can advise of seminars, workshops, clinics and training days in your area. It is strongly recommended that the candidate attend as many workshops and training days etc as possible. It is also strongly recommended that the candidate Steward at shows as often as possible prior to sitting the Assessment. Please keep a diary of the dates and details of any workshop, Judging appointments and stewarding appointments for future reference.

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 hour's duration which requires general knowledge of points of the horse, the Standard of Excellence for Arabians & Derivatives, general conformation faults, an idea of how to judge halter and ridden classes and some true or false questions. There will be a section on the Rule Book which will be an open book test. The pass mark for this section is 85%.
- The Assessors will review the theory papers and will have a general discussion with the candidate to clarify any points from the assessment paper. The candidate will undergo a further practical assessment of the Purebred Arabian Halter and/or Derivative Halter and/or Saddle, this may be occasionally waived 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 assessor/s will forward their recommendations to the Judge and Officials Committee who will in turn, forward the JOC's recommendation to the AHSA Board for approval. Should the candidate request or should the candidate be related to or have business dealings with a member of the JOC then the assessor/s shall forward their recommendations directly to the AHSA Board. Once this has been approved, the JOC will advise the candidate of the outcome.
- Candidates who pass will then gain a Level One License and will be submitted for inclusion on the AHSA Judges Panel as a Level One Judge.
- All persons when first approved for classification as an AHSA Panel Judge shall first receive a Level One Judge status regardless of age or experience (unless the Judge has previously qualified as an Arabian recognised Arabian Judges' Panel of another country as recognised by the Society).
- By definition a "Level One Judge" is a person who has passed the approved entry level Assessment and is therefore so approved by the Judge and Officials Committee and appointed by the AHSA Board as certified and licensed to represent the Society and is entitled to officiate alone at any recognised show with a show grading of 'B' or below which he/she is invited to judge.

STEP 2 – Upgrading to Level 2 Judge

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

Prior to requesting an Upgrade to Level 2 Judge

- The Level 1 Judge must attend a National Conference and/or an Arabian seminar.
- 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 timeframes 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, which is available on the AHSA website under the Judges tab and submitted to the Judge & Officials Committee via the information on the upgrade form.
- Attended a mentoring session with AHSA accredited mentors/examiners regarding their level of expertise in judging. Discussion at this time will be around experience, continuing education and any issues that have been advised to the AHSA Board or the JOC regarding any judging assignment previously undertaken. The Assessors will make recommendation to the JOC who will then make recommendation to the Board of the AHSA Ltd. Should the candidate request or should the candidate be related to or have business dealings with a member of the JOC then the assessor/s shall forward their recommendations directly to the AHSA Board.
- Kept their Judge's status active & up to date on the AHSA website.
- Completed their judging returns each year and submitted to the Judges and Officials Committee.
- Completed an open rule book assessment with 90% pass mark.

A successful upgrade can only be achieved when all the above have been fulfilled.

- Throughout this process, the judge needs to continue to judge, steward and attend seminars and training days.
- By definition, a “Level Two Judge” is a person appointed by the Judge and Officials Committee and approved by the AHSA Board as certified and licensed to represent the society and has demonstrated sufficient knowledge and experience to hold a ‘Level Two Judges status’. He/she is entitled to officiate alone at any recognised show with a grading of ‘A’, or ‘B’, with the exception of any State Royal Shows, that he/she is invited to judge in Australia or New Zealand.

STEP 3 – Upgrading to National Panel Judge

The Level 2 Judge is responsible for applying for such an upgrade and applicable forms are available <http://www.ahsa.asn.au/judges-information-and-forms> or on page 9 of this document. When applying for National Panel status a judge may be accredited to adjudicate in only one, two or all three divisions – Purebred Halter Derivative Halter and/or Performance. There may be several reasons for this, more comfortable judging halter, or performance, or derivatives, or perhaps a health issue, whatever the choice is a judge may apply to change their status at any time by contacting the Judge and Officials Committee for a revision and review. This may or may not be agreed to and the Judge and Officials Committee decision will be forwarded to the Board for determination and approval.

Prior to requesting an Upgrade to National Panel

- The Level 2 Judge must attend a National Conference and/or an Arabian seminar.
- 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 as a Level 2 Judge for at least 2 years prior to requesting an upgrade. (In exceptional circumstances there may be a relaxation of the timeframes 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 National Panel Judge, the Level 2 judge is required to have:

- Completed an Application to Upgrade and submitted to the Judge and Officials Committee. This can be submitted at any time throughout the year.
- The Level 2 Judge must complete a written examination paper (3 hours). The pass mark shall be 85%.
- The Level 2 Judge must have attended a National Conference &/or attended an Arabian seminar on the scoring system.
- The Level 2 Judge must attend a mentoring session with AHSA accredited mentors/examiners regarding their level of expertise in judging. Discussion at this time will be around experience, continuing education and any issues that have been advised to the AHSA board or the JOC regarding any judging assignment previously undertaken. Proficiency in using the scoring system for judging will be required. A scoring system assessment will be required, this will undertaken by the examiners unless proven proficiency in utilising this method of judging has been demonstrated. The Assessors will make recommendation to the JOC who will then make recommendation to the Board of the AHSA Ltd. Should the candidate request or should the candidate be related to or have business dealings with a member of the JOC then the assessor/s shall forward their recommendations directly to the AHSA Board.
- The Level 2 Judge must have kept their Judge’s status active & up to date on the AHSA website.

- The Level 2 Judge must have completed their judging returns each year and submitted these to the Judges and Officials Committee.
- By definition, a “National Panel Judge” is a person so licensed by the Judge and Officials Committee and approved by the AHSA Board as certified to represent the society and is entitled to officiate alone at any Show in Australia or New Zealand irrespective of show grading he/she is invited to judge, in the section of the schedule they are qualified and licensed for. A National Panel Judge license may be held for Purebred Halter (PH), for Derivative Halter (DH) for Saddle/Performance (P), or two or all three of these categories

STEP 4 – Upgrading to International Panel Judge

- The National Panel Judge is responsible for applying for such an upgrade and applicable forms are available <http://www.ahsa.asn.au/judges-information-and-forms> or on page 11 of this document. A National Panel judge must be accredited as a Purebred halter judge in order to be eligible for consideration.
- When applying for International Panel status, 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 be able to withstand considerable pressure from exhibitors and will be expected to be able to judge in an efficient manner.

Prior to requesting an Upgrade to International Panel

- The National Panel Judge must attend a National Conference and/or an Arabian seminar.
- The judge must have been on the National Panel, qualified to judge Purebred Halter, for a minimum of five (5) years.
- The judge must have proficiency in the use of 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.

Process for upgrade

In addition to the requirements noted above, in order to upgrade to an International Panel Judge, the National Panel judge is required to have:

- Completed an Application to Upgrade and submitted to the Judge and Officials Committee. This can be submitted at any time throughout the year.
- Successfully completed an examination/assessment which shall include proficiency in using the Judge Scoring System. The Examiners will make recommendation to the JOC who will then make recommendation to the Board of the AHSA Ltd. Should the candidate request or should the candidate be related to or have business dealings with a member of the JOC or should the candidate be a member of the JOC then the assessor/s shall forward their recommendations directly to the AHSA Board.
- The National Panel Judge must have kept their Judge’s status active & up to date on the AHSA website.
- The National Panel Judge must have completed their judging returns each year and submitted these to the Judges and Officials Committee.
- By definition, an “International Panel Judge” is a person so licensed by the Judge and Officials Committee and approved by the AHSA Board as certified to represent the Society and is entitled to officiate alone at any Show throughout the world he/she is invited to judge.

Working With Children reference websites:

Qld working with children

<https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/applications/apply>

Vic working with children

https://www.workingwithchildren.vic.gov.au/individuals/applicants/how-to-apply?utm_expid=.wXGVpudHQn28NWyycvXbeg.0&utm_referrer=https%3A%2F%2Fwww.workingwithchildren.vic.gov.au%2Findividuals%2Fapplicants%2Fthings-you-need-to-know

Tas working with children

<https://www.cbos.tas.gov.au/topics/licensing-and-registration/fees>

WA Working with children

<https://workingwithchildren.wa.gov.au/about/fees>

ACT Working with Children

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804/~/-/working-with-vulnerable-people-%28wwwvp%29-registration#!tabs-8

NSW Working with children

<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check/applicant/help-to-apply-renew-and-update>

NT Working with Children

<https://nt.gov.au/emergency/community-safety/apply-for-a-working-with-children-clearance>

SA Working with Children

<https://screening.sa.gov.au/types-of-check/working-with-children-check>

Judge Candidate Nomination Form

Name: _____ AHSA Membership No: _____

Address: _____

_____ Post Code: _____

Email: _____

Phone: _____ Mobile: _____

I have read and understood the "Procedure for Appointment & Upgrade" document and the "Judge Code of Conduct, Procedures & Rule Book" document and enclose the \$50 as a non-refundable nomination fee.

Signed: _____ Dated: _____

Additional information:

OTHER JUDGING PANELS I AM QUALIFIED TO BE ON	LEVEL NATIONAL/STATE	NUMBER OF YEARS ON PANEL

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"/>	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 FOR UPGRADE

Please tick the relevant upgrade request

- Level 1 to Level 2
Level 2 to National Panel

A separate form is required for National Panel to International Panel upgrade

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

- The judge must have attended a National Conference and/or an Arabian seminar.
The judge must have been on the current panel for a minimum of 2 years before being eligible for an upgrade.
The judge must have kept his/her Judge's status active and up to date on the AHSA website
The judge must have completed his/her Annual Return each year and submitted it to the JOC
The judge must have proficiency in the use of both the scoring and comparative methods of judging.
The Judge is required to have judged at least 6 shows with a minimum of 2 of those 6 shows judging Arabians.

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

Arabian Seminar (if attended): 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



APPLICATION FOR FOR UPGRADE

NATIONAL PANEL TO INTERNATIONAL PANEL

When applying for International Panel status, 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 be able to withstand considerable pressure from exhibitors and will be expected to be able to judge in an efficient manner.

In order to qualify:

- The National Panel Judge must have attended a National Conference and/or an Arabian seminar.
- The judge must have been on the National Panel, qualified to judge Purebred Halter, for a minimum of five (5) years.
- The judge must have proficiency in the use of 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.

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

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