



Member of the World Cat Congress

New Zealand Cat Fancy Inc.

Judges Manual

Amendment Summary

08 Jan 2020

1.53A Removed requirement for Judges to complete a H&S exam every 2 years. (Ref: 19-050.)

29 Dec 2018

1.27 Altered assignment requirements for Junior Panel (Transfer Trainees). (Ref: 18-024.)

1.53A Added new requirement for Judges to complete a H&S exam every 2 years. (Ref: 18-026.)

15 Jun 2017

1.4 Altered requirements for non-breeder candidates. Subparas d. and e. deleted. (Ref: 17-007.)

1.10 Deleted. (Ref: 17-008.)

1.13 b., 1.15 Altered requirements for Primary and Secondary Panels. (Ref: 17-009.)

1.16 a., c. Altered requirements for Transfer Panel. (Ref: 17-010.)

1.22 Altered requirements for Junior Panel. (Ref: 17-011.)

1.26, 1.27 Altered requirements for Junior Panel (Transfer Trainees). (Ref: 17-012.)

1.29 d. Altered requirements for Intermediate Panel and mention of the New Zealand Judges Council. (Ref: 17-013.)

1.40 Changed time frame for sending supervision report forms. (Ref: 17-014.)

1.51 Deleted neuter/spay cats and neuter/spay kittens together counting as only one assignment. (Ref: 17-045.)

1.53 – 1.57 Rearranged paras on Annual Returns, Demotion, and Removal; added a new section on Suspension. Renumbered subsequent paras and changed cross-references. (Ref: 17-049.)

3.1 - 3.3 Altered attendance requirements for judges refresher seminars. 3.3 deleted and subsequent paras renumbered. (Ref: 17-046.)

5.5 (Table) Added Turkish Angora and Siberian to Longhair Division table following para 5.5. (Ref: 17-048.)

Amendment Process

0.1 Suggestions for minor amendments (minor errors or omissions which do not affect the intent) are welcome and may be submitted to the Secretary. These will usually be incorporated the next time the document is reissued.

0.2 Proposals for significant amendments should also be submitted to the Secretary but will require a process of assessment and must meet the requirements of para 1.62 prior to incorporation.

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Note: Definitions

For definitions of terms and phrases, and a list of abbreviations, refer to the NZCF Glossary available on the NZCF website.

Note:

The Judges Manual must be read in conjunction with the NZCF Show Bylaws, especially those bylaws detailing the responsibilities of the judges to the club, and the club to the judge.

1. Judges Training Programme

Requirements for Admission

- 1.1 Before an application can be considered, the applicant must meet the following minimum requirements. Meeting the requirements detailed in this section does not guarantee acceptance for judges training. All candidates shall meet the following requirements:
- a. Be a cat fancier not disqualified by New Zealand Cat Fancy Inc (NZCF) constitution from holding office, nor have a conviction in a Court of Law for a criminal offence involving fraud, cruelty to or neglect of animals.
 - b. Have been a full member of the NZCF and an NZCF affiliated club for at least 3 years prior to the application.
 - c. Provide the names of at least two referees who are willing to support the application. At least one of these referees must be a senior judge of the division in which training is to be undertaken. This judge will be expected to provide mentoring and support during the training and probationary periods.
- 1.2 In addition to the requirements of para 1.1 the candidates must fulfil the following requirements.

Breeder Candidates

- 1.3 A breeder candidate shall meet the following criteria:
- a. Have breeding experience under his / her own prefix, for at least 3 years continuously or 5 years in total if not continuous. This must include the year before application. If any or all of this breeding experience has been gained overseas, the candidate shall provide written proof so that this experience may be credited towards the 3 years' experience.
 - b. Have assisted at cat shows in any section, spread over a minimum of 3 years, including in the year prior to admission at least 3 times:
 - i. as a scribe,
 - ii. as a handler of registered exhibits, and

- iii. as a steward of registered exhibits.
- c. Have exhibited and benched registered exhibit(s) in at least 10 NZCF shows.
- d. Be qualified as an NZCF steward.
- e. A student judge either before or after admission must judge domestics three times.

Non-Breeder Candidates

- 1.4 A non-breeder candidate shall meet the following criteria:
- a. Have at least 3 years' experience showing in any section.
 - b. Have assisted at cat shows in any section, spread over a minimum of 3 years, including the year prior to admission, at least three times:
 - i. as a scribe,
 - ii. as a handler of registered exhibits, and
 - iii. as a steward of registered exhibits.
 - c. Have exhibited and benched exhibit(s) in at least 10 NZCF shows.

Judge Candidates

- 1.5 A judge candidate shall meet the following criteria:
- a. Be an NZCF intermediate judge, wishing to extend his / her judging experience to another Breed / Type division.
 - b. Have made satisfactory progress in training and judging in his / her first division.
 - c. Not require breeding experience in the other Breed / Type division for which seeking training.
 - d. Be admitted to the Secondary Panel. Progression from this point on follows the Secondary Panel requirements until such time as the judge meets the requirements for admission to the Transfer Panel.

Procedure for Admission

- 1.6 Application for judges training shall be made on the standard form available from the Secretary and shall be accompanied by the current fee.
- 1.7 The Secretary shall forward the completed application to the Portfolio Manager (Judges).
- 1.8 The Portfolio Manager (Judges) shall arrange for the applications to be considered by the Executive Council.
- 1.9 The Portfolio Manager (Judges) shall inform the candidates of the decision.
- 1.10 Deleted.
- 1.11 A successful applicant shall be placed on the Primary Panel or Transfer Panel.

- 1.12 Upon admission a student judge must agree to be bound by the Judges Code of Conduct, NZCF Constitution and all rules and bylaws of the NZCF.

Primary Panel - Student Judge

- 1.13 A student judge either before or after admission must:
- a. judge Domestic / Companion exhibits a minimum of three times, at the latest before his / her first junior assignment;
 - b. perform satisfactorily duties as an entry clerk, trophy steward, show secretary, or assistant show secretary, at least three times each, at the latest before his / her first junior assignment unless on the Transfer Panel;
 - c. complete an approved judges school as a student; and
 - d. seek practical training assignments with a training judge of Intermediate Panel or higher grade as directed by the tutors after the start of a school.

Secondary Panel - Trainee Judge

- 1.14 A breeder student judge who has completed successfully the Primary Panel requirements and from the date of registration of first litter has 4 years breeding experience, or for non-breeder student judges 5 years of showing experience.
- 1.15 A trainee judge after admission shall complete satisfactorily at least three practical training assignments with three separate judges of Intermediate Panel or above which shall include practical judging of exhibits as the training judge decides, at least once on male and female cats and at least once on male and female kittens, to be eligible for promotion to Junior_Panel.

Transfer Trainee Panel

- 1.16 A transfer trainee judge after admission shall:
- a. handle at least three times in the appropriate division before completion of a judges school (this criteria assessed by lead tutor on a candidate-by-candidate basis);
 - b. attend and complete a judges school, including passing practical and written exams, for the appropriate division; and
 - c. complete satisfactorily at least three practical training assignments with three separate judges of Intermediate Panel or above which shall include practical judging of exhibits as the training judge decides to be eligible for promotion to the Junior Panel.

Judges School

- 1.17 Successful completion of the judges school requires an average time commitment of 5 hours per week. The expected time commitment for classes and assignments spans a period of from 26 weeks (longhair) to 42 weeks (shorthair), with the practical experience of 'fingers in fur' occurring over at least one show season and possibly two.
- 1.18 To successfully complete the training programme students must pass all three components; the coursework assignments, the written examinations and the practical (mini show) examination.
- 1.19 Further details of the requirements and the curriculum are to be found in section 5 (Judges Training School Curriculum).
- 1.20 While a student of any school a student must maintain satisfactory progress to retain a place in the school.

Junior Panel

- 1.21 A trainee judge who has successfully completed the Secondary Panel requirements may judge in New Zealand only, all sections under supervision and subject to the supervising judge's power to withdraw the award or a challenge certificate. Two or more sections judged on the one day are counted as one assignment. A two day show when the junior judge officiates on both days counts as two assignments. One specialist breed show may be included in the nine assignments.
- 1.22 After judging at least six times satisfactorily under supervision, and receiving satisfactory reports from at least six separate supervisors, a Junior Panel judge is eligible for promotion to the Intermediate Panel.
- 1.23 Unsatisfactory supervision reports will be referred to Portfolio Manager (Judges) and lead tutor.
- 1.24 Junior judges will send a full show report to the tutor judge within 21 days of the show.
- 1.25 Junior judges' travel subsidy is only payable for each junior judge once in one show season. Clubs should make application for reimbursement to the treasurer and must supply a tax invoice or a GST tax receipt.

Junior Panel (Transfer Trainees)

- 1.26 A transfer trainee judge who has successfully completed the transfer panel requirements, and after admission to the Junior Panel (Transfer Trainees), may judge in New Zealand only, all sections under supervision and subject to the supervising judge's power to withdraw the award of a challenge certificate. Two or more sections judged on the one day are counted as one assignment, a two day show when the junior judge officiates on both days counts as two assignments, one specialist breed show may be included in the four assignments.

- 1.27 After judging at least four times under supervision as a Junior and four as an Intermediate and receiving satisfactory reports from at least four separate supervisors will be eligible for promotion to the Senior Panel.
- 1.28 Unsatisfactory supervision reports will be referred to Portfolio Manager (Judges) and lead tutor.

Intermediate Panel

- 1.29 A judge who has successfully completed the promotion requirements and has been admitted to the Intermediate Panel:
- a. may judge in New Zealand only, any section in the appropriate division, at least once every 2 years to remain on this panel, unless a leave of absence has been granted;
 - b. may take student or trainee judges for practical assessment;
 - c. must undergo a minimum of one peer assessment review, of his / her practical judging skills, by a judge of equal or higher status, every 3 years.
 - d. is eligible for promotion to Senior Panel after judging six (four assignments if Transfer Panel) assignments in any section on Intermediate Panel, at least three times on male/female cats in that division; and
 - e. is eligible for admission to the Transfer Panel.

Senior and Tutor Panel

- 1.30 A judge who has successfully completed the promotion requirements and been admitted to the Senior Panel:
- a. may, in addition to Intermediate Panel privileges, convene refresher seminars;
 - b. may judge overseas with the permission of the Portfolio Manager (Judges) with such assignments being counted towards further promotion;
 - c. must judge at least once every 2 years, in New Zealand or overseas, to remain on this panel, unless a leave of absence has been granted.
 - d. must undergo a minimum of one peer review assessment of his / her practical judging skills by a judge of equal or higher status, every 3 years.
- 1.31 Three levels of status apply in this panel as follows:
- a. Senior Status: After admission to the Senior Panel, the judge may help and take part in a judging school with his / her specialist skills of a breed or breeds, but may not supervise or tutor.
 - b. Supervisor Status: After completion of supervision tutorial, and carrying out one assessed supervision, may supervise a junior judge.

- c. Tutor Status: After having completed six assignments as a senior judge, a senior judge (supervisor status) will be eligible for nomination by the Portfolio Manager (Judges) for tutor judge status. The following additional requirements must also be met:
 - i. Supervised at least three junior judges, at least once a junior judge
 - ii. Completed tutor training with a lead tutor.
 - iii. Assisted at least three times at a judges school, or stewards class, or refresher seminar.
- 1.32 Senior judges with tutor status may act as a tutor within a judges school in conjunction with a lead tutor; they may not set examinations, but can mark written and practical examinations. Status to be reviewed every 2 years
- 1.33 To attain and retain supervisor and tutor status, a judge must be available to undertake at least one supervision a year if asked, help at a school, seminar or judging school classes.

Reinstatement of a Former Judge

- 1.34 A judge who has retired, resigned, or is on a leave of absence may be reinstated by the Executive Council on recommendation of the Portfolio Manager (Judges). This may include the following requirements:
- a. Absence of 1 year: Attend a refresher seminar to be re-admitted to the panel from which he / she was absent.
 - b. Absence of 1 - 3 years: Take and pass a written open book examination; attend a refresher seminar, to be re-admitted on one panel or status below that from which he / she was absent.
 - c. Absence of 3 – 10 years: Pass a full Examination (i.e., both written and practical) to gain Junior Panel status (or below, if Junior Panel not previously reached).
 - d. Other candidates may be admitted (or readmitted) at the discretion of Executive Council on recommendation of the Portfolio Manager (Judges), based on evidence supplied at the time of application.

Admission of Judges Trained by Other Registries

- 1.35 Executive Council may, on recommendation from the Portfolio Manager (Judges) admit overseas trained judges to the NZCF panel at a level appropriate to their training and experience.
- 1.36 Under circumstances where mutual recognition of judges from other cat registries (such as WCC members and CCCofA and GCCF) exists with NZCF, the degree of evidence to support an application would be greatly reduced and may consist only of evidence of judging status attained in the overseas body.

Certification

- 1.37 Certification of showing, show assistance, and supervision shall be on official forms. Certification shall indicate a satisfactory performance or need for further assignments.
- a. Assignments as scribe or domestic judge shall be certified by the show secretary.
 - b. Assignments as entry clerk, show secretary, assistant show secretary, or trophy steward, and judge(s) book writer shall be certified by the president or secretary of a club, following resolution by the club committee.
 - c. Assignments as a steward, handler, or trainee shall be certified by the relevant judge.
- 1.38 Candidates for the Primary Panel shall receive from the Portfolio Manager (Judges) a training pack which they will maintain in good order, seek certification of technical requirements, and produce to each supervisor before the start of a trainee or junior judging assignment.

Supervision

- 1.39 It is the sole responsibility of the Portfolio Manager (Judges) to select supervisors and no correspondence or debate on the selections will be entered into.
- 1.40 No later than 1 week prior to the date of a supervised assignment the Portfolio Manager (Judges) shall send a supervision report form to the junior judge to be completed by the supervisor on the day.
- 1.41 The training file must be produced by the trainee on the day. In the case of genuine oversight the trainee must forward by courier to the supervisor, within 7 days, the training file together with a prepaid return envelope or the matter will be referred to the Portfolio Manager (Judges).
- 1.42 First copy of the supervision report on a junior judge, after completion by the supervisor shall be forwarded, within 21 days, by the junior judge to the Portfolio Manager (Judges). The second copy of the report is to be kept in the junior judge's training file.
- 1.43 Supervisors:
- a. may supervise at a show, when he / she is also judging one section, and
 - b. may supervise more than one judge at a show.
- 1.44 If a judge is required to travel to supervise a junior judge, travel expenses and a maximum of one night's accommodations are to be paid by the NZCF.
- 1.45 Visiting overseas judges may not supervise a junior judge or take a trainee for practical training except with the approval of the lead tutor.
- 1.46 A supervision report must be completed and signed on the day by the supervising judge. The junior judge shall sign the report to signify that they have sighted the contents of the report.

- 1.47 When an adverse or unsatisfactory supervision report is received about a junior judge, the Portfolio Manager (Judges) shall refer to the following guide:
- a. One unsatisfactory report: Carefully select the next supervisor and ensure that junior judge and the supervisor are fully aware of the areas of concern. One additional supervision is required.
 - b. Two unsatisfactory reports: Junior judge will need three consecutive 'passes' under selected supervisors before proceeding to the next level.
 - c. More than two unsatisfactory reports: The matter is to be referred to Executive Council.

Promotion

- 1.48 After admission to the Primary Panel, and as candidates complete the requirements for the next Panel, the Portfolio Manager (Judges) shall promote and notify the candidate, subject to confirmation by the Executive Council.
- 1.49 A judge may accept assignments only for the panel as listed or notified, and must not anticipate promotion.
- 1.50 A junior judge shall undertake assignments of a multi-group nature.
- 1.51 Deleted.
- 1.52 A minimum of ten exhibits must be benched and judged before an assignment can be counted towards promotion.

Annual Return

- 1.53 The Portfolio Manager (Judges) shall send to all judges during the 1st week in January the annual return and Judges Code of Conduct (Appendix A) which shall be amended from time to time by the Executive Council. The Portfolio Manager (Judges) is instructed that should a judge fail to return their annual return by the 20th January of each year, and then the Portfolio Manager (Judges) will notify the judge by email that their licence as an NZCF judge will be withdrawn unless an annual return is received by 31st January. Failure to provide a return will result in approval for all assignments contracted for that judge being withdrawn until such time as the completed annual return is supplied.

Demotion

- 1.54 Demotion from a panel to the one below may be resolved by the Executive Council after notice to the judge concerned by registered post and on the agenda. Any written report received by the Portfolio Manager (Judges) from a club about a judge's unbecoming conduct or incompetent performance at any NZCF show or overseas, will be forwarded to the Executive Council for a decision.

Suspension

- 1.55 All judges are required to be current full financial or life members of the NZCF. Failure to maintain membership will result in suspension of judging licence.
- 1.56 Executive Council may suspend by a majority vote from the judging panels, any judge who is in breach of any of the clauses in the 'Code of Conduct' for Judges, after notice to the judge concerned. The suspension will be determined on a case-by-case basis.

Removal

- 1.57 Executive Council must remove from the judging panels, any judge who is convicted in a Court of Law for a criminal offence or fraud, cruelty to animals, or unsatisfactory premises, after notice to the judge concerned by registered post, and on the agenda.

Resignation / Leave of Absence

- 1.58 On receipt of a written resignation **or** application for a leave of absence any contracted assignments will be 'struck out', and it is the judges responsibility to notify the club(s).

Practical Training at Shows

- 1.59 Practical training at shows may be sought by a student / trainee from the start of an approved judges school as tutors advise for experience, but without assessment, at least three times before the practical exam.
- 1.60 A student / trainee is eligible to handle and discuss the exhibits as the training judge decides. Consultation about exhibit(s) should take place after the judges sheet is signed otherwise spectators may misinterpret discussion.
- 1.61 After admission to the Secondary Panel, a trainee shall complete satisfactorily practical training a further three times, being assessed, as listed in Secondary Panel.

Amendments

- 1.62 The Executive Council is empowered to make amendments to this training programme provided all changes are detailed in the Executive Council agenda.

Definitions

- 1.63 Active Breeding: At least one registered litter each year, counted from the date of registration of the candidate's first litter. Either 3 years continuous (or 5 years if non-continuous) and must include the year prior to application for admission to judges training.
- 1.64 Approved Judges School: Classes and instruction, convened by a lead tutor judge, which

has been notified to and agreed by the Portfolio Manager (Judges), subject to confirmation by the Executive Council.

- 1.65 Supervisor: A senior or tutor judge who assesses for promotion a junior judge's practical judging.
- 1.66 Training Judge: An intermediate, senior or tutor judge who takes a student or trainee judge for practical judging skills training.
- 1.67 Practical Exam: Exhibits, of any age, gender or entirety, selected by the judges school tutor(s), at a mock-show or parade or at a club's show, for the examination of student judge(s) at the end of a judges school. A minimum of 25 exhibits is suggested. Candidates are to be supplied with normal equipment and helpers as for normal show judging.

2. Guidelines for the Supervision of Junior Judges

- 2.1 Before the commencement of an assignment, both judges should fully discuss the guidelines and options and decide which they will adopt. The supervisor should ascertain which judging assignment is being supervised, e.g., 1st, 2nd, etc.
- 2.2 The attitude of supervisors should be one of encouragement rather than emphasizing the examining role, although this is seen as a necessary aspect of supervision. The recognition of a learning curve should be encouraged.
- 2.3 Points of clarification should preferably be sought from a supervisor. If another judge is consulted, the supervisor should be made aware of this.
- 2.4 The supervisor should be available to discuss further matters after the completion of judging.
- 2.5 The following suggestions may be useful:
- a. Observe one or two breeds closely (decided prior to assignment).
 - b. Take time to watch progress on handling techniques.
 - c. If the above suggestions are not practical, complete coverage on all aspects should be undertaken after completion of assignment. Inspection of notes would be beneficial.
 - d. The supervising judge may not act as part of the junior judge's team on the day
- 2.6 The time scale is at the discretion of the supervisor and will vary from junior to junior, depending on the junior's experience. Time needs to be spent with the junior during and after judging. Both the junior and the supervisor may need time to reflect.
- 2.7 If a junior is failed, be specific where improvement is needed and offer constructive criticism.

- 2.8 If a breed is not represented on the day, the supervisor must state so on the form.

3. Judges Refresher Seminars

- 3.1 The attendance at a refresher seminar is not a mandatory requirement, but those judges willing to convene a refresher / training day will be encouraged to do so with assistance being provided.
- 3.2 All judges not attending a convened seminar will be required to complete a compliance paper online annually.
- 3.3 Seminars to be arranged by tutor judges, or other senior judges, with ample experience and to take 6 hours.
- 3.4 Standard of points to be a primary subject, interpretation to be demonstrated on live exhibits. Displays or lectures optional. Examinations or any markings to be avoided.
- 3.5 Any judge in a region may make written suggestions to the convenor, on judging or training and be given the opportunity to speak on the suggestion

4. Reimbursements to Judges

- 4.1 The following sets out the entitlements for judges when the NZCF is expected to fully or partially fund expenses:
- a. For attendance at refresher seminars; travel is not currently paid for, nor accommodation nor meals.
 - b. Tutor judges are paid their travel, accommodation, and meals when holding a refresher seminar. Also incidental expenses like venue hire, morning teas, and photocopying are paid. If a refresher seminar is being held in conjunction with a tutor judge judging at a show, then travel, meals, and accommodation are paid by the club. Prior approval must be granted by the Portfolio Manager (Judges).
 - c. For supervisions or assessments, travel and one night's accommodation, if necessary, can be claimed.
 - d. GST receipts **must** accompany all claims. Boarding passes and EFTPOS receipts are not valid receipts and will not be honoured. Judges paying for travel with flying points will not be reimbursed
 - e. Judges may attend refresher seminars anywhere without permission.
 - f. When air travel is involved for supervisions or refreshers, judges must get prior approval from the Portfolio Manager (Judges).

- g. The rules surrounding reimbursement of expenses by clubs are covered in the Show Bylaws.

5. Judges Training School Curriculum

Introduction

- 5.1 This section sets out the detailed curriculum, teaching methods, assessment methods, and general requirements for the NZCF judges training schools.
- 5.2 Information on the application process can be found in the Judges Manual which is available from the website or Portfolio Manager (Judges). The list of requirements for entry into NZCF judges training programme is shown in the Judges Manual.

Judges Training School Objectives

- 5.3 At the conclusion of the training school, graduates will be able to:
 - a. know and consistently apply the Standard of Points for each breed code and colour variation within a breed;
 - b. be familiar with and adhere to the Show Bylaws and these in Show Bylaws, section 7 (Judge's Responsibilities to Clubs and Exhibitors);
 - c. handle exhibits in a competent and confident manner;
 - d. interact with both exhibitors and public in an informative and constructive manner; and
 - e. at all times, act as an ambassador for the NZCF.

Student Learning Hours Summary

- 5.4 Judges school may vary in length due to the students involved, geographic spread and divisions covered. The minimum length of time for a school is one full show season, but this minimum could extend over two seasons. It is usual for the classroom teaching and assignments to be delivered outside of the show season, and a more normal minimum length for a school would be 9 months to 1 year. With flexible learning teaching approaches in place, the students must meet with a tutor judge in a classroom situation at least 4 days (6 days for shorthair) through the training time, not including examinations.
- 5.5 The minimum hours for each division are shown in the following tables.

Longhair Division

Modules	Total Student Time		Fingers in Fur	Tutor Contact
	Hours	Weeks		
Introduction	6 hours	1 week		6 hours
Persian & Exotic	40 hours	8 weeks	6 hours	8 hours
Birman	20 hours	4 weeks	6 hours	8 hours
Ragdoll	20 hours	4 weeks	6 hours	8 hours
Turkish Van	10 hours	2 weeks	3 hours	4 hours
Maine Coon and NFO	30 hours	6 weeks	6 hours	8 hours
<u>Turkish Angora</u>				
<u>Siberian</u>				
Other Breeds	10 hours	2 weeks	4 hours	8 hours
TOTALS	136 hours	27 weeks	31 hours	45 hours

Shorthair Division

Modules	Total Student Time		Fingers in Fur	Tutor Contact
	Hours	Weeks		
Introduction	6 hours	1 week		6 hours
SIA / OSH / BAL / JAV	30 hours	6 weeks	2 - 3 hours	8 hours
British, Manx, Fold	40 hours	8 weeks	3 - 4 hours	12 hours
Aby / Somali	20 hours	4 weeks	1 - 2 hours	8 hours
Burmese / Mandalay family	30 hours	6 weeks	2 - 3 hours	8 hours
Rexed breeds, Sphynx	20 hours	4 weeks	2 - 3 hours	8 hours
Bengal, Ocicat, Egyptian Mau	30 hours	6 weeks	4 hours	12 hours
Other Breeds	30 hours	6 weeks	2 - 3 hours	8 hours
TOTALS	206 hours	41 weeks	24 hours	70 hours

Programmes

- 5.6 The programme for a proposed school must be approved by Portfolio Manager (Judges) prior to commencement. The outline must include:
- a. a timeline showing assignment dates and approximate examination dates, and
 - b. details of the order that the modules will be covered in.
- 5.7 Students must accept the terms and conditions in the outline and agree to abide by the

Constitution, the Judges Code of Conduct and all NZCF rules and bylaws before commencement.

Lectures, Classes and Demonstrations

- 5.8 At the discretion of the lead tutor, such sessions may be spread over a period or in concentrated weekend seminars / workshop situations where remote locations and circumstances dictate.
- 5.9 Revision seminars may also be held, at the discretion of the lead tutor.
- 5.10 The lead tutor may be assisted by appropriate judges in that division and specialist breeders.
- 5.11 In addition to classes, lectures, and demonstrations, students will be required to carry out assignments / projects which shall be sent to the lead tutor within the allotted time.
- 5.12 Practical judging experience of multiple breeds at the same time. Students shall take other training as directed, for example, hands on with judges, observations at shows.
- 5.13 A practical exam will be held for each school, either at an NZCF show or a mini show.

Module Details

Introduction (Module 1)

- 5.14 Introduction to judging; Judges Code of Conduct, general aims, application of standards responsibilities (judge to club / club to judge), judges' forms, supervision, invitation (accept / reject).
- 5.15 Judges books; different types, variations on a theme, pre-judging checks, numbers in each breed and colour, allocation of specials, time allocation for each exhibit in relation to show opening time, distribution of completed judge's sheets, clarity of results, note taking, detecting errors and methods of correction.
- 5.16 Cross judging; cause and effects (prevention / counteraction).
- 5.17 Judge's communication; speaking, presentation, language used, requirements of clubs, written reports if required, construction, words used.
- 5.18 Methods of judging; comparison, points, where to start (e.g. body, type, coat; or head, eyes, neck etc), handling methods, overall impression, final decision.
- 5.19 Use of and direction of judges team.

Breed Modules (Longhair Modules 2 - 7 / Shorthair Modules 2 - 8)

- 5.20 For each breed the following must be covered:
 - a. Type.
 - b. Balance.

- c. Coat, length and texture.
 - d. Colours.
 - e. Challenge withholding faults.
 - f. Characteristics.
 - g. Genetics.
 - h. Handling and assessment practice.
 - i. Presentation.
 - j. Projects / assignments.
- 5.21 An alternative presentations aspects is BAPTACQ:
- B – Balance
 - A – Altogetherness
 - P – Presentation
 - T - Type
 - A – Alertness
 - C - Characteristics
 - Q- Quality
- 5.22 Projects are expected to cover the headings listed below. Lead tutors may vary this at their discretion. A typical project should contain 15 - 25 pages (1200 – 1500 words for minor breeds, 2000 words for major breeds). Students' personal analysis and interpretation are most important.
- a. History of the breed; globally and in New Zealand.
 - b. The breed standard, and scale of points allocated, faults, and when to penalise.
 - c. Diagrams / drawings of the head & body types in the breed.
 - d. Head type; pictures of good and average typed cats and kittens, for each picture narrative describing the good and bad points, for example, head shape and balance, ears, size and set, what happens as the breed matures and how long before full maturity is reached, and whether a challenge would be awarded or withheld.
 - e. Body type; pictures of good and average typed cats and kittens, for each photo narrative describing the good and bad points, for example, size, shape of body and boning, tail length and is it in keeping with the body length, and whether a challenge would be awarded or withheld.
 - f. Eye shape; pictures of good and bad eye shape, what faults (if any).
 - g. Coat colour and texture; pictures of three different colours (if applicable) in the breed, including pictures of what the student considers to be good and poor

examples of the coat texture. What affect does the silver gene have (if any) and what are the colours allowed in the particular breed.

- h. Coat pattern; faults and what happens to the pattern from a kitten to full maturity, with each picture narrative next it describing whether it is a good example in both type and colour of that particular cat or kitten and if a cat whether the student would consider giving it a challenge.
- i. Stages of development of a litter/litters from early birth to when they leave either as pets or are retained for breeding. Photos of the sire and dam (if possible) and the colours of the kittens in each litter. An assessment of the kitten's type and the changes they go through as they mature. This should preferably be the student's own experiences and own photos.

Assessments

- 5.23 The assessments are designed to ensure that the student is competent in the areas indicated in the graduate profile.
- 5.24 To pass the course of judges training, the student must be successful in all of the following:
 - a. Successfully complete all assignments.
 - b. Average 80% in the written examinations with a minimum mark of 65% in any one area.
 - c. Pass the practical examination (mini show) with a minimum mark of 80%.
- 5.25 A student may re-sit the written or practical examinations within 1 year, with the approval of the Portfolio Manager (Judges).
- 5.26 Supervisors will conduct a question and answer session with students to examine and confirm their placings on the day. This will form part of the assessment.
- 5.27 Students must complete a written report on their mini show Top Ten within 7 days of the show. This written report will form part of the assessment.

Assessment Guidelines

Assignments

- 5.28 The number of assignments, and the number required to be passed, is to be advised to students before a school starts. Assignment subjects should include:
 - a. A written study relevant to each breed / module. Assignments must include illustrations and / or pictures which amplify the words about that breed. Correct and complete information is equally important with presentation.
 - b. Other assignments as directed by the lead tutor which add to the learning experiences of the school.
- 5.29 Marking criteria are as follows:

- a. Each assignment will have a maximum mark of 100.
- b. Each assignment must be submitted on time, or incur a 10 points deduction for each week late.

Written Examination (Open Book)

- 5.30 Each examination will have a maximum duration of 2 hours, held at points in the school determined by the lead tutor. There will be two examinations for longhair schools; three examinations for shorthair schools. The examination questions must cover the major breeds within the division being examined.
- 5.31 The written examination must contain a section of multi-choice questions, a section of questions to test the ability of the student to use the SOP, and in one examination, a section dealing with judges' responsibilities.
- 5.32 Examination questions to be set by the lead tutor.

Practical Examination at an NZCF or Mini Show

- 5.33 Assessed as for a supervised assignment by at least two supervisors, with a pass/ fail result.
- 5.34 Minimum number of exhibits 25 (a variety of exhibits, with adults preferred) as selected by the tutors to cover several breeds and the major groups, ideally two or three of the same colour. Exhibits to be judged as though neuters or spays, even if entire.
- 5.35 The veterinary requirements prescribed in the show rules should apply.
- 5.36 A time limit shall be allocated for each student. A student may be asked, after being warned, to omit any number of exhibits to reduce any delay, thus avoiding holding up another student who began later. Marks shall be deducted in such cases.
- 5.37 A Top Ten and type class results must be provided to the assessors by the student judge.
- 5.38 A verbally presented account of the Top Ten is to be given to the assessors. If the practical exam is at a mini show, owners & exhibitors may be present, the same as for NZCF shows.

Examination Procedure for Written Exam and Moderation of Assessments

- 5.39 The written examination is to be set by the lead tutor of the school. A supervisor (other than the lead tutor) shall be appointed to:
- a. Receive the official question paper, provide paper for answers, prepare the exam room and conduct the exam for students all on the same day.
 - b. Put a separate code on each question paper, for each student to put at the top of each answer page and an A4 envelope to hold students' answer pages. Make a duplicate list of these codes and relevant names. Forward original to the Portfolio Manager (Judges). Retain the duplicate copy for safety and keep confidential.
 - c. Hand exam papers to students at the appropriate time, supervise and collect the answer and question papers at the end of the allotted time.

- d. Ensure that students have sealed their written answers and question paper in the envelopes supplied with the code number endorsed.
 - e. Receive the unopened envelopes from the examination supervisor, for initial marking, which shall be completed within 14 days of the written examination. No marks or corrections are to be made on the paper during the first marking. All marks and notes are to be recorded separately.
 - f. After the first marking, the lead tutor is to forward the question and answer papers and details of the marks allocated against each code number by courier/registered post to the Portfolio Manager (Judges).
- 5.40 On receipt, the Portfolio Manager (Judges) shall appoint another tutor as a check marker, and forward the examination paper to this tutor. This check marking must be completed and returned to the Portfolio Manager (Judges) within 14 days. If a discrepancy between the two markings is 10% or greater, a third judge shall make a further check marking. The Portfolio Manager (Judges) may take the two closest marks.

Resources

- 5.41 The following resources will be supplied by the Portfolio Manager (Judges) on acceptance into training:
- a. Judges Manual.
 - b. Standard of Points.
 - c. Show Bylaws.
 - d. Registration Rules.

6. Judges Peer Assessment Programme

- 6.1 The purpose of the peer assessment programme is as follows:
- a. To maintain a high standard of Judging by NZCF licensed judges.
 - b. To ensure all judges have an adequate, current knowledge of breed standards for the exhibits they are judging.
 - c. To ensure all judges have maintained good handling skills.
 - d. To ensure all judges exhibit good communication skills.
 - e. To ensure all judges exhibit an open and learning attitude to new information and innovation.
 - f. To ensure all judges actively promote the NZCF and the professional image of the NZCF licensed judge.
- 6.2 The intent is to focus on professional development to ensure the image and professional standards of NZCF judges is maintained in New Zealand and overseas.

6.3 Judges of the NZCF are expected to demonstrate professionalism in their judging in the ring, and their actions outside the ring. The standards expected and the way they are demonstrated is shown in the following table:

Professional Standard	Indicators of Meeting Standard
Competent	
<ul style="list-style-type: none"> • Informed of developments; new standards / new breeds / new colours • Demonstrate knowledge 	<ul style="list-style-type: none"> • Portrays sound knowledge of the standards • Uses the SOP correctly – knows where to find and interpret information • Ensures standards are up to date • Planning and preparation for each assignment
Judging Techniques	
<ul style="list-style-type: none"> • Confidence • Competence • Communication • Flexibility and responsiveness to exhibits and exhibitors 	<ul style="list-style-type: none"> • Consistency in how exhibits are evaluated • Sensitivity to an individual exhibits needs • Handling techniques appropriate to each breed • Shows evidence of self- reflection when necessary and have the ability to make any necessary changes • Interacts well with the public, workers and exhibitors
Image	
<ul style="list-style-type: none"> • Manage behaviour • Establish good relationships with peers • Create an environment of respect and understanding 	<ul style="list-style-type: none"> • Effective time management • Convey respect to other judges and exhibitors – all are entitled to their opinion – whether you agree or not! • Appropriate appearance
Communication	
<ul style="list-style-type: none"> • Communicate clearly and accurately • Shares information with peers 	<ul style="list-style-type: none"> • Participates in open and honest communications with others, be they public, exhibitors, workers, or fellow judges

Professional Standard	Indicators of Meeting Standard
Co-operation	
<ul style="list-style-type: none"> • Maintains effective working relationships with peers and club management • Encourages others and participate in professional development 	<ul style="list-style-type: none"> • Provides effective feedback • Willing to take the lead if required • Displays a commitment to ongoing personal development • Actively participates in NZCF training sessions • Contributes to and assists with the organisation of training programmes • Actively works towards promoting the NZCF and the ongoing professional image of the NZCF Licensed Judge

- 6.4 NZCF judges will be assessed every 3 years from their appointment to the Intermediate Panel. Before the commencement of the show season, the Portfolio Manager (Judges) will advise those judges who are going to be assessed in a particular show season at which show they will be assessed and who the assessing judge will be.
- 6.5 Judges will be assessed in alphabetical order of surname. Approximately one-third of the active judges on all panels will be assessed each year.
- 6.6 The Portfolio Manager (Judges) will allocate the judges who will be asked to act as assessors for specific judges in the following show season no later than 28th February of each year. The Executive Council will either ratify the nominations or ask the Portfolio Manager (Judges) to nominate an alternative. The final decision on the assessing judges will rest with the Executive Council.
- 6.7 Judges acting as assessors will utilise the Judges Assessment form. This form is designed to facilitate constructive feedback. It should be noted it does not encompass the concept of a pass or fail; rather it is to be used to provide structured, constructive feedback to the judge being assessed.

Appendix A: Judges Code of Conduct

New Zealand Cat Fancy Inc: Judges Code of Conduct



At all times an NZCF judge will adhere to the judges' code of conduct.

1. Judges are ambassadors for the NZCF, and will conduct themselves at all times with honesty, diligence, complete fairness and in a manner which will reflect credit on the NZCF.
2. Judges will familiarise themselves with and uphold, the NZCF Constitution, and all NZCF rules, by-laws and regulations.
3. Judges will act in the best interest of the NZCF and not for personal or third-party gain.
4. Judges will not engage in or facilitate any discriminatory or harassing behaviour towards NZCF Officers or Officials, Affiliated Club Members, exhibitors, breeders or others in the context of activities relating to the NZCF.
5. Judges will, if possible, meet the requirements of the host club when judging.
6. Judges will, when judging, communicate with the public, exhibitors, breeders, fellow judges and club members, in a professional, respectful and courteous manner.
7. Judges will be appropriately dressed and groomed when judging, exhibiting or observing at a show.
8. Judges will evaluate the exhibits strictly, fairly and impartially, then firmly base their decisions in accordance with the NZCF standards for each breed.
9. Judges will refrain from making adverse comment on colleagues' decisions.
10. Judges will, if a breeder, adhere to the breeders' code of conduct.
11. Judges will never solicit judging appointments.
12. Judges will never solicit entries to compete under them when they are judging.
13. Judges will honour all contracts and be punctual when fulfilling judging commitments, except in unavoidable circumstances.
14. Judges will not judge at, promote or in any way officiate at a cat show not sanctioned by the NZCF in New Zealand or overseas.
15. Judges will participate in continuing education and keep current in the standards and rules.
16. Judges will be aware of all Health and Safety practices affecting themselves, their handlers and stewards, exhibitors and general public and comply with them while judging.

