

# Havanese Club of America - Judge Selection Policy

## JUDGE SELECTION POLICY:

This section outlines how the Havanese Club of America (HCA) will select judges.

### First Step – Initiate A Members Poll

The first step should occur at least 18 months prior to the National Specialty for which the judges are being hired. A poll will be initiated for HCA voting members in good standing to select National Specialty and Sweepstakes judges. Each member will be allowed to elect up to 2 (two) names for conformation judges and 2 (two) names for sweepstakes judges. The poll will include the names of AKC approved judges licensed for Havanese and include the option to write in additional nominees.

The Judges Education Committee will verify nominees meet AKC and/or HCA eligibility requirements as licensed judges, AKC approved Foreign Judges<sup>1</sup> or Parent Club requested individuals<sup>2</sup> (needs AKC approval).

A second poll will be initiated (if necessary) for HCA voting members in good standing to further refine the judges from the first poll.

Note 1: Judges who have judged an HCA National or a National-Affiliated Specialty during the past five years will not be eligible for consideration.

Note 2: Sweepstakes Judges for consideration may be a Havanese breeder, an AKC approved or provisional judge, a professional handler or an individual planning to apply for the breed and must be in good standing with AKC and HCA. Priority should be given to people who have judged Havanese before at an AKC show or match. Anyone considered who is not a licensed or provisional AKC judge must have attended an HCA JE seminar within the past two years (also available online through the AKC Webinar Series) or be willing to attend one no more than six months prior to their assignment.<sup>3</sup>

### Second Step – Balloting

An approved ballot<sup>4</sup> will be mailed to all HCA Members in good standing eligible to vote with the names of the top 10 Judges and the top 5 Sweepstakes judges. If there are fewer than 10 judges and/or 5 sweepstakes judges nominated, that is all that will be on the ballot. If there is a tie for placement, there may be more than 10 judges or 5 sweepstakes judges on the ballot. Each member may only vote for one National Specialty judge and one Sweepstakes judge.

Eligible members will return the ballot, sent via postcard to either the Recording Secretary (RS) whose address will be located on the ballot or to an Independent firm chosen by the HCA Board (HCA Board will decide which method of tallying of the votes will be done). All ballots must be postmarked prior to the deadline date provided and received within 14 days after the deadline date. Any ballot postmarked after the deadline date will not be counted. Any ballot postmarked prior to the deadline date but received more than 14 days after the deadline date will not be counted. The ballots must be in a sealed envelope with a return address on the outside so the RS or Independent firm can verify member eligibility. The RS or Independent firm will report to the Board the total number of ballots received by the due date, prior to opening any of the ballots. If the ballots are sent to the RS, the RS will identify at least one other HCA member to assist with the ballot counting. They will check the member names against a current HCA membership list and open the ballots. The votes will be counted, and results provided to the HCA Board. Only the Judges names **selected** for the National and Sweepstakes will be announced after confirmation the Judges have accepted the assignment.

## ***National/Sweeps Judge Balloting General Rules***

1. Names of Judges on the Ballots must be listed in alphabetical order by last name.
2. Only HCA voting members in good standing may submit ballots. The Recording Secretary will ascertain voting eligibility. If an Independent firm is used, the Recording Secretary will send them an up-to-date membership list. The Independent firm will notify the RS of the results, which are then to be shared with the HCA board immediately. Note: Foreign and Junior Members are not eligible to vote.
3. Questions that may arise or any situations not covered in these procedures should be submitted to the HCA Board for resolution.
4. The HCA should keep ballots submitted on file for seven years.
5. The HCA Board should be kept updated on the progress of the procedures.
6. Those nominated for Sweepstakes will be contacted to verify their interest in participating prior to having their names placed on the ballots.

### **Third Step – Contacting Judges**

Once the HCA Board approves the National Specialty show site and dates, it will be the responsibility of the HCA Board to determine, based on current policy, who should contact the Judges, in the order of ranking by most votes received, to confirm their availability for that National Specialty.

In the event of a tie vote for the final selection, both judges shall be contacted to determine availability, fees and other appropriate information. This information will be shared with the HCA Board, as it will be their responsibility to vote to break the tie after reviewing this information.

The same selection method will be used for Sweepstakes judges

The HCA Board will determine, based on current policy, who will be responsible for signing the judging contract sent to these judges within 2 weeks of the final ballot count. The contract may include all regular and non-regular conformation classes, 4-6 month beginner puppy and junior showmanship. A copy of the contracts for all judges must be forwarded to the HCA Recording Secretary and Treasurer and Show Chair. In addition, copies of the judge's contracts will be available at the show site.

The HCA Board may determine, based on current policy, who will submit the names of judges for Obedience, Rally and Agility to the HCA Board for approval. The HCA Board may determine, based on current policy, who will be responsible for sending the HCA Board-approved judging contracts to these judges. A copy of the contracts for all judges must be forwarded to the HCA Recording Secretary and Treasurer and Show Chair. In addition, copies of the judge's contracts will be available at the show site.

## **ALTERNATE NATIONAL SPECIALTY JUDGES:**

The conformation show chair will immediately notify the HCA President in the event one of the selected judges is unable to complete their assignment. In selecting a replacement judge, priority will be given to Judges in the order of ranking by most votes received by the members, and/or a Judge's geographic location in relationship to the show. A minimum of three Board officers (excluding the show chairman) must agree on the judge selected.

## **JUDGES FOR NATIONAL-AFFILIATED SPECIALTIES NOT SPONSORED BY ANOTHER CLUB:**

The National Judge Selection Policy will be used. Priority will be given to the member's National Judge selection vote for that year with added considerations for financial feasibility. If no judge can be found, it will be the HCA Board's responsibility to select the Specialty judge.

Note 1:

Judges approved by an AKC recognized registry may judge all breeds and groups for which they are approved by their home kennel club to award championship points and recognized by the American Kennel Club. Foreign Judges are not eligible to judge Junior Showmanship at AKC events. Foreign Judges invited to judge AKC events must abide by all Bylaws, Rules, Policies and Guidelines governing the sport of purebred dogs put forth by The American Kennel Club including the requirement to judge in accordance with AKC approved breed standards. In judging in the United States, Foreign Judges must comply with applicable U.S. laws (federal, state and local).

Foreign Judges may be approved to judge up to eight days at All-Breed and/or Limited Breed events in one calendar year. A multi-day event or multiple events on the same day are counted as one day judged. An assignment to judge the AKC National Championship is exempted from this limit. Foreign Judges may be approved to judge an unlimited number of single-breed independent specialties. Foreign Judges approved to judge AKC events must speak and read English or a translator must be provided by the hiring club if the Foreign Judge does not provide an interpreter themselves.

Additional information on eligibility to judge at AKC events can be found on the AKC website under the Foreign Judge section of AKC's Judging Approval Process.

Note 2:

A parent club may request a non-approved individual to judge a specialty show in its breed. That request may be for a parent club national or on behalf of a local breed club for its specialty. The person must have success in that breed as an exhibitor and/or breeder. The parent club submits a form to Judging Operations. Judging Operations reviews and if the request is approved, the individual must pass a procedure exam, anatomy exam and pay a \$35 fee. If applicable, they will also be required to meet with a Field Rep for a wicket and/or scales test. Once all have been satisfactorily completed, they receive final approval and can be submitted for the panel. This is a one-time one event approval.

If a non-approved individual is selected, they must receive their final approval from the AKC Judging Operations and provide the information to the HCA Board at least 6 months prior to the event.

Note 3:

BALLOT EXAMPLE: JUDGE SELECTION FOR 20xx NATIONAL SPECIALTY

The names listed below represent the results of your nominations. Please select one name from the Conformation list and one name from the Sweepstakes list. Household Member types carry two votes for Conformation and Sweepstakes.

CONFORMATION	SWEEPSTAKES
Judge 1	Sweeps 1
Judge 2	Sweeps 2
Judge 3	Sweeps 3
Judge 4	Sweeps 4
Judge 5	Sweeps 5
Judge 6	
Judge 7	
Judge 8	
Judge 9	
Judge 10	

IMPORTANT: BALLOTS MUST BE POSTMARKED ON OR BEFORE the due date (month, day, year) TO BE COUNTED.

PLEASE RETURN TO: Name, HCA Recording Secretary, Street, City, State, Zip (or Independent Firm selected)