



# Judges Accreditation Process

May 2015



# Revised Judges Accreditation Process

*In March 2015, a sub committee was formed made up of several AFA committee members, the supervisory judge and a learning specialist.*

*Sub Committee Members:*

- *Sue Norton – Supervisory Judge (2014/15)*
- *Ian Gauntlett (AFA committee Member – Senior Judge)*
- *Ian Kendt (AFA committee Member – Senior Judge)*
- *Catherine Stroop (AFA committee Member – Level 1 Judge)*
- *Sally Lea – Certified Learning Practitioner*

*The purpose of the committee was to review the process for judge accreditation, with a view to developing:*

- *A streamlined process*
- *A fair and consistent approach that builds both knowledge and skills progressively*
- *A process that ensures achievability and produces a high standard of judges*
- *Incorporates a process for maintaining judges skills post accreditation*

*This document contains details of the revised process and includes:*

- *Snapshot of changes*
  - *Judge levels*
  - *Criteria for Advancement*
- *Justification for changes*
- *The new process in detail*
- *The Capabilities*
- *The Judge Mentors role*
- *Impacts of the new process*

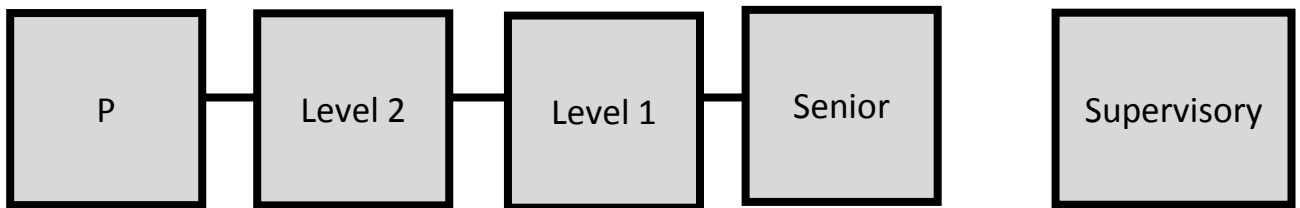
*The new process is effective as of **1<sup>st</sup> October 2015**, and will run for a 12 month trial period.*



# Snapshot of changes

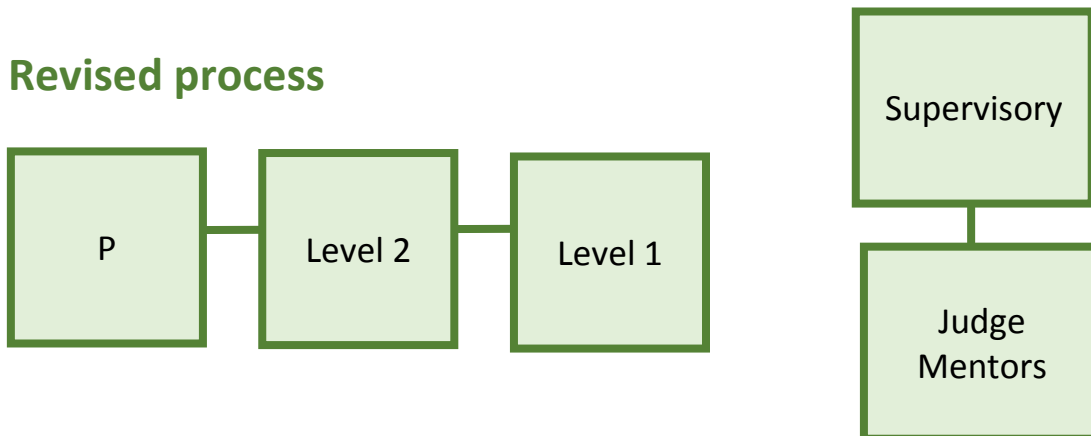
## Judge Levels

### The former process



In the past we had 4 levels of judgeship and a supervisory judge that mentored all.

### Revised process



The revised process sees the removal of the senior judge role, and the introduction of judge mentors. Judge mentors work in partnership with the supervisory judge to upskill and support developing and/or established judges.



# Snapshot of changes

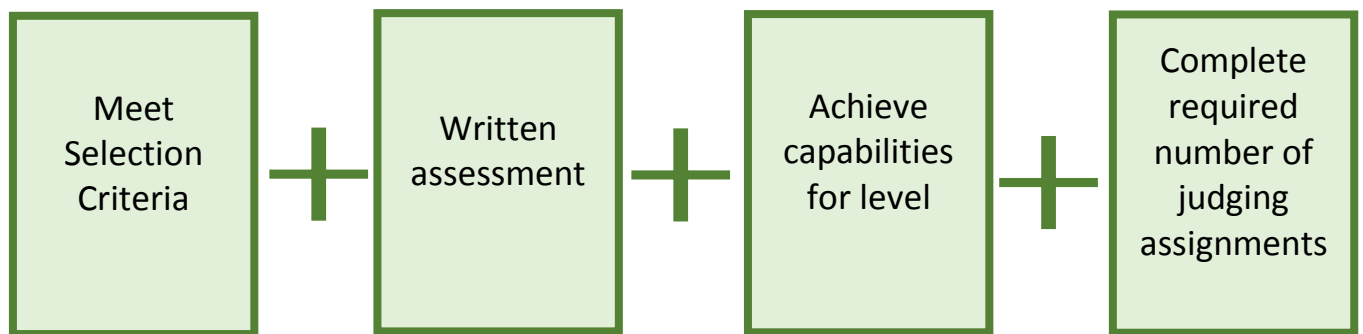
## Criteria for Advancement

### The former process



The former process relied on successfully completing an open book assessment and fulfilling a set number of assignments to progress through the levels

### Revised Process



The revised process introduces 2 new components.

- (1) Specific selection criteria measured via an interview
- (2) Capabilities for each level of judgeship measured via observation



# Justifications

## **Justification for the removal of the senior judge role:**

- There was no real point of difference between level 1 judge and senior judge. It was more about length of service in the role and recognising long term judges.
- Senior judge was viewed as a higher rank, yet they had no recognisable/ measurable additional skills.

## **Justification for the introduction of Judge Mentor roles:**

- The supervisory judge position is stretched across all states having to keep abreast of where judges are at in their development. A support role was identified as necessary.
- New judges were randomly placed with judges based on 'luck of the draw' and by comp organisers preference. It was pot luck if learning happened, and the learning was not structured.
- The revised process will see a number of Judge Mentors will be selected for each state, this ensures that judges have instant access to support, and where possible a range of people to learn from.

## **Justification for the introduction of a capability framework**

- Ensures consistency of all judges
- Provides a progressive 'step by step' approach to learning the role
- Ensures a high standard is attained and maintained
- Allows for ongoing monitoring of skills
- Sets the benchmark for future judges



# AFA Judges Accreditation Process (Level 2-Level 1)

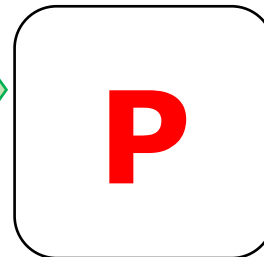
Criteria for developing judges:



- An AFA member, actively involved in the sport for minimum of 12 months
- Meets AFA capabilities for entry level judging
- Passes selection/ interview stage
- Passes exam for Provisional Judge

Plus:

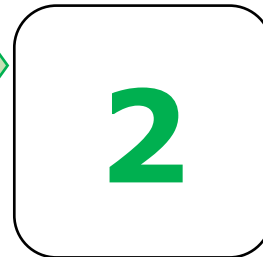
- Accredited AFA Steward
- Accredited AFA Timekeeper



- Achieves all P level capabilities
- Passes both written and practical exam elements for entry to L2

Plus:

- 5 supervised competition credits with at least 1 supervision by AFA Supervisory judge or their nominee



Legend:

**Credits:** means competently (as assessed by the supervising judge) judging a minimum of 12 races over the range of divisions of race program. **NOTE:** 2 day comp counts as 2 separate assignments. [12 races on each day.](#)

**Capabilities:** A set of reasonable, relevant and measurable Capabilities will be built for all levels  
Capabilities to be assessed by [Mentor](#) / supervisory judges

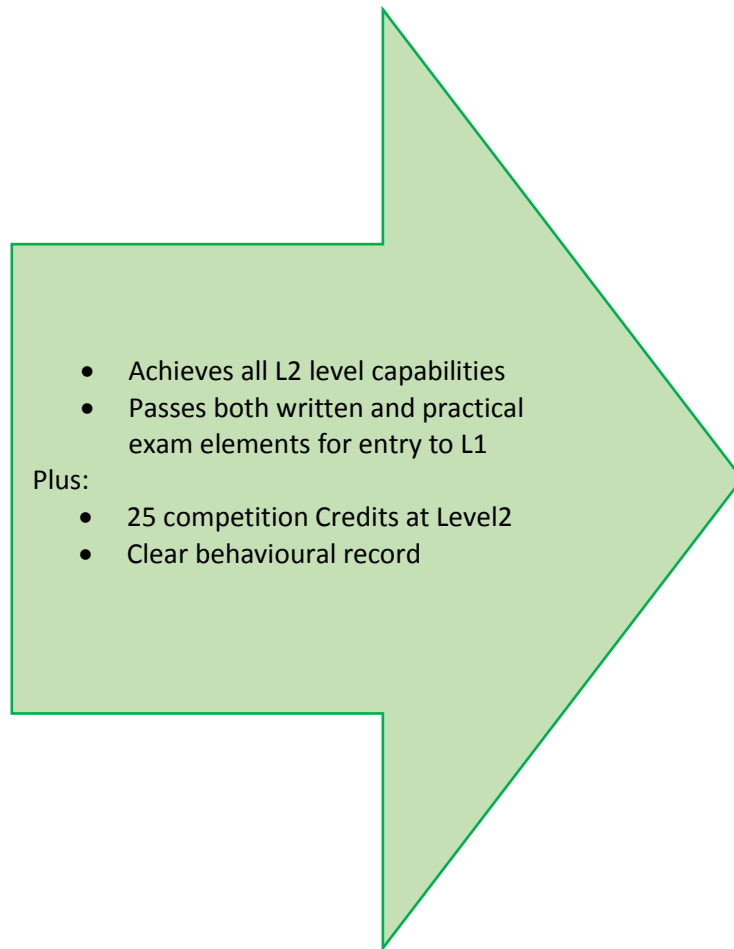


# AFA Judges Accreditation Process (Level 2-Level 1)

NB- Consistency in judging is the aim of the competency program, and therefore “length of service” is not factored in. There is no time restriction on how long it takes to move through the judging levels. The aim as we progress through the higher levels of judging is to develop competent and capable judges.

To maintain Level 1 a judge must officiate at least 2 credited assignments per year.

**2**



**1**



# AFA Judges Accreditation Process (Level 1–Judge Mentor)

NB – The role of Judge Mentor is open to all Level 1 judges regardless of how many assignments they have completed. There is a selection criteria and capability/ upskill program that goes with this role.

**1**

- Achieves all L1 capabilities
- Genuine interest in assisting others to develop
- Passes selection criteria for entry into Judge Mentor Role

Plus:

- Clear behavioural record
- Recommendation from Supervisory judge or 2x Level 1 Judges whom the applicant has worked alongside

**JM**





# The Judge Mentor

## What are Capabilities?

The capabilities, are tasks and skills that we have identified are unique to judging within our flyball environment.

The Capabilities fall into 3 category groups:

- **Before** a competition
- **During** a competition
- **After** a competition

Each category steps out the specific tasks/ skills that a judge is required to achieve, and have a variety of focus areas:

Capability Groups	
<b>BEFORE</b>	<ul style="list-style-type: none"><li>• <i>Race Day Schedule</i></li><li>• <i>Health and Safety</i></li><li>• <i>Ring Set Up</i></li><li>• <i>Timing/Lights set up</i></li><li>• <i>Measuring</i></li><li>• <i>Vetting</i></li><li>• <i>Flyball boxes and balls</i></li></ul>
<b>DURING</b>	<ul style="list-style-type: none"><li>• <i>Professional Conduct</i></li><li>• <i>Team Player</i></li><li>• <i>Judging a Race</i></li><li>• <i>Management of Fouls and Violations</i></li></ul>
<b>AFTER</b>	<ul style="list-style-type: none"><li>• <i>Ring Pull Down</i></li><li>• <i>Paperwork</i></li><li>• <i>Presentations</i></li></ul>

The capabilities within each category have been written in a way that they can be observed and measured. Some of the capabilities may require the judge to explain their understanding, others may require them to demonstrate it.

The capabilities are designed to be progressively developed across assignments

It is important to note that some of the capabilities are the responsibility of the competition organiser (e.g. ring set up and pull down). Having a judge demonstrate competence in these areas is not intended to replace the comp organiser's tasks, rather to provide judges with the knowledge of the complete competition process



# The Judge Mentor

Our overall aim with the capability process is to develop a team of consistent and capable judges.

The capabilities will be provided to judges in booklets along with a scoring/observation insert for Judge Mentors to complete. (as shown below)

Competencies to be demonstrated BEFORE a competition	Progress Ratings To be completed by judge mentor		
	Mentor Rating	Mentor Rating	Mentor Rating
<small>1 = Not observed or inappropriate 2 = Demonstrated, but inconsistent 3 = Some demonstration 4 = Demonstrated more often than not 5 = Consistently met or exceeded</small>			
<b>Race Day Schedule Competencies</b>			
Reports to competition organizer (minimum of 1 hour before the race). If they are going to be late organises for another judge to fill in.	Y / N	Y / N	Y / N
Familiarises self with race format/running order- e.g. handicap, best 3 of 5 heats or 5 heats etc	Y / N	Y / N	Y / N
Can Identify who is in the role of the AFA Rep, Comp Organiser & Time Keepers	Y / N	Y / N	Y / N
<b>Health &amp; Safety Competencies</b>			
Checks any power leads are secure, covered, or elevated (not sitting in puddles etc)			
Checks Stewards umbrellas are secure etc			
Thoroughly checks the ring for hazards (left over pegs from marking out etc)			
Checks matting is taped down correctly (indoor comps)			
Checks Entry/Exit areas are clearly marked			
Monitors and corrects the crowd where necessary (ie not hanging over fence)			
Checks Start tapes are secured to the ground correctly and at correct distance (4ft from centre line)			
<b>COMMENTS:</b>			

The capabilities are listed on the following pages.

Capabilities to be demonstrated BEFORE a competition



# The Judge Mentor

## Race Day Schedule

	P	2	1
Reports to competition organizer (minimum of 1 hour before the scheduled start of the competition)	✓	✓	✓
Familiarises self with the race format/running order- eg handicap, best 3 of 5 heats or 5 heats etc	✓	✓	✓
Can Identify who is in the role of the AFA Rep, Comp Organiser & Time Keepers	✓	✓	✓
As required, can confidently and capably runs the team captains briefing including rule notifications, on trial rules and house keeping		✓	✓

## Health and Safety

	P	2	1
Checks the EJS light tree & Display boards are secure ie cable tied to star pickets	✓	✓	✓
Checks any power leads are secure, covered, or elevated (refer to Comp Organisers guidelines)	✓	✓	✓
Checks Stewards umbrellas are secure etc	✓	✓	✓
Uses correct PPE when vetting ie gloves and tissues	✓	✓	✓
Thoroughly checks the ring for hazards (left over pegs from marking out etc)	✓	✓	✓
Checks matting is taped down correctly (where used)	✓	✓	✓
Checks Entry/Exit areas are correctly and clearly marked	✓	✓	✓
Monitors and corrects the crowd where necessary (ie not hanging over fence or sticking body parts through fence)	✓	✓	✓
Checks Start tapes are secured to the ground in accordance with the guidelines and at correct distance (4ft from centre line)	✓	✓	✓
Checks ground condition. (undulations, puddles, bindies, grass cover)		✓	✓
Confidently recommends and actions a lane/ ring move if ground conditions are poor		✓	✓
Checks Fencing is securely tied to star pickets and close to ground to minimise ball escape		✓	✓
Wears correct footwear in the ring, and checks that competitors do also (no open toe shoes, no flip flops)	✓	✓	✓
Ensures safety of dogs and competitors at all times – Will cancel a competition if safety is at risk (awareness of the AFA competition cancellation policy)		✓	✓
Regularly checks inside and outside during a competition of the ring for hazards	✓	✓	✓



# The Judge Mentor

Capabilities to be demonstrated BEFORE a competition

## Ring Set Up

	P	2	1
Assists (as required) Comp organisers to mark out the ring/lanes	✓	✓	✓
Ensures the backing boards are correct spot/height (minimum 5 feet from box line to parallel rear back board)	✓	✓	✓
Check and certify ring setup in accordance with AFA policy (lane widths, jump positions, and squareness , 51 ft lane lengths)	✓	✓	✓
Checks spacing/placement of jumps (from box end = 15, 25, 35, 45, (51 start finish line). and ensures that the 6inch base boards are in place for start of the competition	✓	✓	✓
Assist with ring & lights set-up at least once/year	✓	✓	✓

## Timing/Lights Set Up

	P	2	1
Can unpack & set up complete system correctly- lights, display boards and poles, (spacing between poles and which poles line up with line).	✓	✓	✓
Checks system is working, that correct menus are used and system is ready for racing	✓	✓	✓
Assist with ring & lights set-up once/year		✓	✓
Assist with ring & lights set up	✓		

## Flyball Boxes and Balls

	P	2	1
Randomly checks boxes for correct throw distance - minimum distance that a ball is projected out of box should be 24" (where possible/practical checks at least 3 boxes per comp)	✓	✓	✓
Checks all balls bounce and roll freely (checks at least 1 team per comp)	✓	✓	✓
Can correctly measure the dimensions of a flyball box.		✓	✓
Checks box for safety, e.g. .no loose material that could be hazardous		✓	✓



# The Judge Mentor

Capabilities to be demonstrated BEFORE a competition

## Dog Measuring

	P	2	1
Measures dogs under supervision	✓		
Sets up the measuring board in an appropriate area (reasonably flat, quiet)	✓	✓	✓
Checks that measuring board is level	✓	✓	✓
Sets up and checks the measuring wicket (that it reads correct dimensions, fixed to board correctly)	✓	✓	✓
Understand the process of using the height card form	✓	✓	✓
Confident in measuring all dog breeds		✓	✓
Understands how to approach nervous dogs and not overcrowd them	✓	✓	✓
Understands the required stance to measure a dog (as per Rules & Polices)	✓	✓	✓
Knows where the withers are to measure (different breeds vary). Feels for the withers for accuracy.	✓	✓	✓
Assists if another judge is measuring and checks that the dog is standing correctly.	✓	✓	✓
Can fill in height card. (Has to be level 2 or above officially on the paperwork).		✓	✓
Measures dogs if they feel a dog is jumping lower/ higher than it should (dogs without height cards)	✓	✓	✓
Understands the AFA process for challenge to the dogs jump height and height card		✓	✓

## Vetting

	P	2	1
Understand the anatomy/area to be swabbed & what you are looking for	✓	✓	✓
Understanding the use of being gloved and fresh swab per dog. (personal protection)	✓	✓	✓
Able to read the result of the swab	✓	✓	✓
Vets only under supervision	✓		
If dog appears with leg wrap on, consults with handler to ensure dog is safe to race	✓	✓	✓



# The Judge Mentor

Capabilities to be demonstrated DURING a competition and **at all times**

Professional Conduct			
	P	2	1
Always ensures the Health & Safety of Spectators, Dogs & Competitors	✓	✓	✓
Is calm and relaxed in the ring. (consideration given to less experienced level judges).		✓	✓
Is friendly and courteous at all times (both in and out of the ring)	✓	✓	✓
Remains impartial at all times (does not show any favouritism)	✓	✓	✓
Is firm and fair when making decisions (refers to rule book if required)	✓	✓	✓
Explains decisions clearly and ensures they are understood before moving on to next heat/race	✓	✓	✓
Treats everyone with respect and respects that others may see things from different perspectives	✓	✓	✓
When incidents occur (conflict, accidents etc) they deal with them in a calm manner	✓	✓	✓
Consults/ listens to stewards, timekeepers and competitors before making a decision (in the case of a discrepancy)	✓	✓	✓
Diffuses situations of conflict in a professional and timely manner		✓	✓
Does not use their position as judge to bend the rules in their favour when competing	✓	✓	✓
Shows good sportsmanship when competing at all times, genuinely celebrates and commiserates with others	✓	✓	✓
Accommodates and encourages junior handlers and/or people with disabilities in the ring	✓	✓	✓
Recognises and acknowledges newer competitors and assists them to understand racing rules.		✓	✓
Assists in making competitors feel at ease.		✓	✓
Doesn't allow competitors to dictate how things are run		✓	✓
Gets through races in a timely manner. No unnecessary waffling.		✓	✓
Adheres to code of ethics and judges guidelines as per rule book at all times	✓	✓	✓



# The Judge Mentor

Capabilities to be demonstrated DURING a competition

Team Player			
	P	2	1
Shows willingness to help at competitions even when not in an official role eg light set up, measuring etc	✓	✓	✓
When judging listens to, and welcomes feedback from peers/ competitors and adjusts manner accordingly	✓	✓	✓
Willingness to admit to a mistake and correct it	✓	✓	✓
Builds own knowledge, by consulting with other judges on decisions they have made in the past	✓	✓	✓
Is approachable and courteous at all times to peers/ officials / competitors and observers	✓	✓	✓
Consults with fellow judges, AFA rep about decisions made in the ring, or things that they are unsure of	✓	✓	✓
Assists organisers and teams where needed eg: In the case of dog or human accidents, discrepancies over the issue of cards, or moving of equipment)	✓	✓	✓
Able to provide emotional & physical help/ support where needed (to competitors and officials).	✓	✓	✓
Amicable and laughs with the fun/ joins in on the fun but able to recognise and deal firmly with behaviour that moves beyond fun and into sledging or bullying	✓	✓	✓
Is considerate of the needs of competitors with disabilities (modifies approach accordingly)	✓	✓	✓

Management of Fouls and Violations			
	P	2	1
Instructs the Time Keepers on any violations/ offences for record keeping and reports	✓	✓	✓
Explains clearly to the Team Captain & Handler the situation e.g. cards etc	✓	✓	✓
Encourages any changes to running order to be made in a swift manner	✓	✓	✓
Knows what to do when a dog fouls in the ring (before, between or during heats).	✓	✓	✓
Knows when to stop a heat or keep going with regards to fouls in the ring.	✓	✓	✓
Knows the card system e.g. which card to present to handler for different offences. (as per AFA Rules & Policies)		✓	✓
Knows what to do when there is an aggression incident, how it should be dealt with.		✓	✓
Confidently explains decisions to handler, captain and other teams captain.	✓	✓	✓
Advise handler/s of options if necessary (re-run, non-comp team)	✓	✓	✓
Advise handler/s of foul penalty (e.g. forfeit heat, 3-heat sit out, 3xBO)	✓	✓	✓
When completing reports, focuses on the actuals facts, leaves emotions /feelings out		✓	✓



# The Judge Mentor

Capabilities to be demonstrated DURING a competition

Judging a Race			
	P	2	1
Adheres to AFA rules and policies as per rule book	✓	✓	✓
Is on time and ready to judge - If they are going to be late, arranges for another judge to fill in or contacts comp organiser	✓	✓	✓
Is prepared for the race e.g. has whistle and cards.		✓	✓
Confident in halting teams entering for warm up if ring clashes ie set box & jumps but no dogs in ring	✓	✓	✓
Instructs Time keepers to commence count down (provides manual countdown, if not using lights)	✓	✓	✓
Watches for incidents during the warm up period, and deals with incidents accordingly	✓	✓	✓
Clearly instructs teams to prepare for racing - "Teams line them up"	✓	✓	✓
Checks Time Keepers are ready at start of race <i>and</i> at commencement of each heat	✓	✓	✓
Checks Stewards and box loaders are in place and ready before starting the race	✓	✓	✓
Checks both Start handlers are ready "Team Ready" (usually an acknowledgement ie eye contact or nod from handlers)	✓	✓	✓
Clearly instructs teams to "Watch the lights" prior to starting the race	✓	✓	✓
Stands in a place where they can clearly see the racing, and be seen by the competitors	✓	✓	✓
Provides clear signals (whistle can be heard, hand signals can be seen)			
Be seen, heard but not really noticed, it's not all about the judge.	✓	✓	✓
Keeps an eye on the race but also for potential hazards e.g. loose dogs, spectators within fence	✓	✓	✓
Ensures impartial application of the rules policies & guidelines	✓	✓	✓
Once heat finishes checks with stewards for violations and number of dogs	✓	✓	✓
Declares the heat, and any decisions made in a clear and concise manner	✓	✓	✓
Instruct Time Keepers in a clear and concise way for any violations eg cards, fouls etc	✓	✓	✓
Confident to talk with team captains regarding decisions if required	✓	✓	✓
Allows ample time for changes between heats but also move the racing on	✓	✓	✓
Checks for dogs that may still be attached to a tug/ motivator before starting next heat	✓	✓	✓
In the case of handicap racing - Ensures the handicap has been applied correctly	✓	✓	✓
Indicating dogs for false starts and/or racing violations ie signals by hand out	✓	✓	✓
Understanding the EJS system when it indicates a Break Out & explaining to the team captain	✓	✓	✓
Confident to blow whistle and stop a heat (e.g. in case of false start, cutting warm up time, if EJS malfunctions)		✓	✓
Is confident to stop a heat when a hazard arises e.g. knocked down jump.		✓	✓
Is not afraid to Reverse their decision if they are wrong	✓	✓	✓





# The Judge Mentor

Capabilities to be demonstrated AFTER a competition (day of Comp)

## Ring Pull down

	P	2	1
Can pack away the EJS in the correct way e.g. remove all batteries, make sure all parts are accounted for etc	✓	✓	✓

## Paperwork

	P	2	1
Can calculate win/loss/ total competition points	✓	✓	✓
Knows how to apply the AFA tied teams process ie working out count backs	✓	✓	✓
Calculates placings/fastest times & records on a piece of paper in readiness for announcement	✓	✓	✓
Identifies and notes down any 000 badges	✓	✓	✓
Checks with team captains that they agree & have signed timesheets		✓	✓
Works & check with co-judge for accuracy & results timeliness	✓	✓	✓
Works with AFA rep to check and sign timesheets		✓	✓
Delivers original timesheets to competition organiser or AFA rep as applicable		✓	✓
Reports and signs off learner and provisional AFA forms if requested		✓	✓
Checks for all the necessary information on incident reports		✓	✓
Timesheet completed in black or blue biro and NO highlighter used on AFA copy	✓	✓	✓
If handed a witness statement, they direct the person to hand the statement to the AFA Rep	✓	✓	✓

## Presentations

	P	2	1
When required announces team placings, and other awards with credibility, or pass data to MC as directed	✓	✓	✓

Capabilities to be demonstrated AFTER a competition (post race day)

## Paperwork/ Formalities

	P	2	1
Complete any incident reports within a timely manner		✓	✓
Knows how to enter card reports onto the data base		✓	✓
Can write a sufficiently detailed Black card report (where required)		✓	✓
Sends black card report to AFA secretary within 48 hours		✓	✓
Provide written ad hoc reports as requested by AFA official/s.		✓	✓

Please note – that whilst the capabilities seem like an extensive list. They do represent the tasks and knowledge required of a judge, and therefore what we are looking for in our developing judges



# The Judge Mentor

## The Judge Mentor Role

### Purpose:

To support the supervisory judge in the upskill of judges by:

- Acting as a support person for new and existing judges.
- monitoring and measuring the development and on-going learning of all judges via the capability process

This is an expression of interest role

### Criteria for being considered into this role:

- The desire to assist in the development of judges
- Has achieved all Level 1 capabilities

In addition to the level 1 capabilities they will be required to demonstrate capability in the following areas:

Develops Others	
You are able to:	JM
Give feedback constructively.	✓
Listen actively and ask questions to clarify your own or your learners' understanding.	✓
Build positive relationships with your learners.	✓
Guide and empower learners.	✓
Interpret where your learner may be at and adapt your coaching style to meet their needs.	✓
Clearly explain expected behaviour or skill development outcomes.	✓
Give your learner feedback and follow up with them after learning experiences.	✓
Choose the place and time for feedback and coaching carefully. Ensuring that the learner's self-esteem is maintained.	✓
Adapt your approach to assist and/or appeal to different learners	✓
Work with individuals who require additional assistance to meet their learning outcomes	✓

Judge Mentors will be selected bi-annually.

The role is open to every level 1 judge, with 12 months or more ring experience, to apply.



# Impacts of the new process

## **How will this affect our current judges?**

All existing judges will be required to complete the capability process with an observation from the supervisory judge or suitably appointed observer by July 2017.

The observations will occur during a judges regular assignments. Judges will be informed prior to an observation when the observations will occur

This will ensure consistency is maintained and that all judges are performing to the same standards.

## **What happens if capability is not met?**

Every opportunity will be provided to ensure all judges achieve their capabilities.

The capability process allows for 3 separate observations to take place. If after 3 observations capability is still not achieved, then provisions will be made to ensure that the judge gets additional coaching and the opportunity to be observed again.

## **What if a judge achieves all capabilities after one observation?**

Given the extensive nature of the capabilities being built it is unlikely that a judge will be deemed competent on all capabilities after one observation. However should this be the case, and a judge is deemed competent after one observation, then further observations from a judge mentor will not be required. The supervisory judge will be notified, and will make arrangements to officially observe the judge for final sign off.

## **What about judges that have not had assignments on a regular basis?**

It is preferred that all judges complete at least two assignments per year but it is not mandatory. All Judges will need to be reassessed via the capabilities booklet every 2-3 years by the Supervisory Judge or a suitably appointed observer to maintain their Judgeship with the AFA.

## **What happens to our Current Senior Judges?**

The title of senior judge will no longer exist. Senior judges will revert to level 1. This will be delayed until this has been ratified at an AGM and is no longer on trial.