

CAVALIER KING CHARLES SPANIEL CLUB, U.S.A., INC.

**HANDBOOK
FOR
RALLY JUDGE
APPLICANTS**

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Handbook for Rally Judge Applicants

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I. REQUIREMENTS FOR APPLICATION TO BE AN APPROVED CKCSC-USA RALLY JUDGE

The following is for those who wish to become an approved Rally Judge for the CKCSC-USA. **A one-time application fee of \$50 is required. This fee will be waived for all applications received by the CKCSC-USA Judges Committee before January 1st, 2008.** This process is open to anyone, member or nonmember of the CKCSC-USA, who meets or exceeds the following list of qualifications.

The prospective applicant must:

- A. Be a resident of the USA.
- B. Be a current member of the CKCSC-USA in good standing and have been a member of the CKCSC-USA for at least the last five years, with no charges pending with the Ethics Committee, CKCSC-USA, Inc.; **or** if less than a member of five years or a nonmember, provide a letter of recommendation from another kennel club or training club of which applicant has been a member for at least the last five years.
- C. Have been an active obedience and/or rally trial exhibitor in the last five years immediately prior to the application.
- D. For the last three years, have been active as an obedience and/or rally instructor or assistant in all levels of rally classes and/or participated as assistant trainer or trainer in a dog training club or similar organization.
- E. Attended an AKC or APDT Rally seminar within the past three years. ***Proof of attendance must be submitted to the Judges Committee, CKCSC-USA (appendix B).***
- F. Have personally trained and titled a dog at the level of Companion Dog Excellent or Rally Excellent.
- G. Have served as a ring steward at five licensed obedience trials or rally trials during the period of three years, immediately prior to the application; and must attach official forms from the trial-sponsoring clubs attesting to this fact (total minimum of 36 Novice, 18 Open or Advanced and 12 Utility or Excellent dogs at six trials.) ***These trials can be offered by any club or organization recognized by the CKCSC-USA.***
- H. Have served as Performance Trial Chairperson or Rally Trial Chairperson at a minimum of two trials. ***These trials can be offered by any club or organization recognized by the CKCSC-USA.***

Once the prospective applicant is satisfied that s/he has fulfilled the qualifications listed above, s/he may request from the CKCSC-USA, Inc. an application form. This form may also be downloaded from the www.ckcsc.org. The form is to be completed and returned to the CKCSC-USA, along with the application fee of \$50 (check made payable to CKCSC-USA). This application consists of several pages asking a number of questions about the applicant's experience as a steward, exhibitor, trainer, and handler. The application will be for all Rally

classes (Novice, Advanced and Excellent). If you have any questions pertaining to the requirements, you can contact the CKCSC-USA National Performance Chairperson.

After the application is received by the CKCSC-USA, information on the application is checked for accuracy and required attached forms. If all is in order, the CKCSC-USA will then request that the applicant meet with a member of the Judges Committee to take the written examination. The designated member of the Judges Committee will contact the applicant and arrange a convenient location and date for both parties.

An applicant must pass the written examination before s/he is allowed to proceed any further. When the written examination is passed, the applicant will be issued a ***Provisional Rally Judge Status***. The Judges Committee will then have the applicant's name, address and contact information added to the list of Provisional Rally Judges on the CKCSC-USA web site.

An applicant who fails the written examination must wait a period of SIX MONTHS before they can request to retake the examination. It is the applicant's responsibility to write a letter to the Judges Committee Chairperson to reschedule the examination.

An applicant then must judge all classes at three Rally matches offered by the CKCSC-USA, a club or organization recognized by the CKCSC-USA (total minimum of 36 Novice, 18 Advanced and 12 Excellent dogs at three or more trials.) These matches must be supervised by an approved CKCSC-USA rally judge or the American Kennel Club (AKC) Rally judge. It is the responsibility of the applicant to arrange for a critique by a supervising judge. The supervising judge must observe the provisional judge and write a critique of his/her performance. The critique will then be discussed with the provisional judge, commenting on his/her abilities to perform successfully as a Rally trial judge.

The supervising judge will provide a copy of the critique to the applicant. The supervising judge will send the original of the critique to the Judges Committee for its files on the judge applicant. The judge applicant will provide a stamped, addressed envelope to the supervising judge for this purpose.

When the provisional judging assignments have been completed by the applicant and all critiques have been received by the Judges Committee, the applicant will be contacted by the Judges Committee. If all critiques of the provisional judging assignments are satisfactory to the Judges Committee, the applicant will be requested to meet for an interview with the Judges Committee. The interviewers will consist of the Chairman, CKCSC-USA Judges Committee, two Committee members, and a representative of the Performance Committee.

The applicant will be notified by the Chairman, CKCSC-USA Judges Committee, within 30 days of the final interview. If approved, the applicant will be listed as an approved CKCSC-USA Rally Judge on the CKCSC-USA web site.

Sanctioned or approved provisional judging assignments, as well as all other requirements, must be verified using official CKCSC-USA forms as supplied with the application for issuance of a judge's certification.