

Procedure for Specialty Show Judge Selection & Hiring



OBJECTIVE: To select judges in a fair and organized manner. This process may be used for sweepstake judges also, but is not mandatory. Members should nominate judges based on their ability to deliver the most entries to the HDC specialty. Consideration should be given to any nominees future or recent past assignments that may impact their ability to draw an entry at our specialty.

PROCEDURE:

- 1) The Judges Hiring Committee shall consist of the Show Chairman and the Assistant Show Chairman for the year's events for which judges nominations are being made.
 - a) The Show Chairman shall be considered the Committee Chair.
 - b) The Judges Hiring Committee may refer to Chapter 6 of the Show/Trial Manual published by AKC as reference information on hiring judges.

- 2) **Nomination and voting for prospective judges**
 - a) Each HDC member may submit up to 3 nominations for judges for our two annual specialties.
 - i) Members **MUST** be in attendance at the club meeting to nominate or vote for judges. Texas State Law prohibits any other form of voting for 501C7 Corporation such as the Houston Dachshund Club.
 - (1) No nominations or votes may be accepted via email, proxy or any other means.
 - ii) Nominations shall be made from the floor at a regularly scheduled club meeting with notice given to the membership in the regular meeting notice.
 - (1) The President shall open the floor to accept nominations for judges.
 - (a) Nominations will be taken and recorded by the Committee Chairman.
 - (b) At such time as the President deems appropriate he/she shall request a motion that nominations cease.
 - (i) A show of hands vote in the affirmative shall cease the nomination process.
 - (2) The membership present shall then cast written ballots from the list of nominated judges.
 - (a) The Judges Hiring Committee shall count the ballots and report to the membership present the number of votes received for each nominee.
 - (b) The counting process shall be witnessed by the members present at the meeting.
 - iii) Nominations shall not be made for a specific show. The Judge's Hiring Committee will have the discretion of which show to offer a judge based on projected expenses and entry of either the March or July event.

- b) No club member other than the Judges Hiring Committee is authorized to contact any judge at any time to determine availability or fees for potentially judging at our specialty.
- c) A judge that is nominated may not have judged at any HDC conformation show in the past five years.
 - i) The membership should give careful consideration to judge's previous and future assignments at the DCA National Specialty, other Specialties or all-breed shows in our area that may affect that candidate's ability to draw an entry for our event.

3) Judge screening and hiring

- a) Prior to contacting any of the nominees the Committee Chairman should verify the previous and future judging assignments on the AKC website www.akc.org to insure that none have recently judged in the immediate area or at an event which would affect their ability to draw an entry at our specialty.
 - i) If it is found that a judge will be disqualified from judging due to previous or future assignments or other issues such as not being licensed for the breed, the Committee Chairman will report this information and reason for disqualification to the membership via email along with the information on the judges hired.
 - ii) Reporting to the membership with regard to hiring and disqualifications should be done no later than 30 days after the nomination and voting process is completed.
- b) The Committee Chairman will contact the top two qualified nominees first.
 - i) If either of the two judges with the most votes is unavailable or disqualified the judge receiving the next highest number of votes shall be contacted for availability, etc.
- c) The top two candidates, excluding any unavailable or disqualified candidates, will be offered either the July or March event depending upon the fees charged or potential expenses to bring the judge to Houston.
 - i) The Committee Chairman is instructed to offer the least expensive judge the March Event and the other judge the July Event.
 - ii) The Committee is charged with keeping the best interest of the club in mind both financially and in making assignments to maximize the entry for the club.
- d) Only the Chairperson may speak to, negotiate with, or hire any nominated judge with regard to a conformation judging assignment with the Houston Dachshund Club.
 - i) No other club member is authorized to contact any nominees with regard to a specialty judging assignment unless the Chairperson is unable to complete his/her function. In such case the Assistant Show Chairman will step in and complete the hiring process. Remember when contacting a candidate to be polite and professional.

4) Expenses

- a) The club's policy is generally to pay for up to two night's hotel cost, airfare (or mileage) and three meals. This may be altered to suit a particular judge at the

discretion of the Committee Chairman but care should be taken to keep expenses reasonable.

- i) Once any negotiations are concluded and a judge is employed the hiring letter shall stipulate that NO other expenses or remuneration will be paid to the judge on any condition other than that which is included in the hiring letter.
 - (1) If there are questions about what will be paid, be sure the hiring letter is very specific. Should a judge have an unusual request – such as paying mileage instead of airfare make sure that is clearly stated in the hiring letter.
- ii) Under no circumstances will the club pay for kennel help, dog boarding, child care, dry cleaning, or any other item other than hotel, meals and transportation.
- iii) It is possible that the club may secure a better airfare by arranging the flights well in advance and the club paying for that in advance. It is left to the discretion of the Show Chairman to manage any necessary arrangements in a manner that protects the best interests of the club.

5) Sweepstakes Judges

- a) A similar process may be used to select sweepstakes judges. However, it is not necessary for a full nomination and ballot process to be carried out for as we typically have a difficult time finding individuals to fill the assignments. If there are multiple candidates a ballot may be made of the members present at the meeting to prioritize the candidates for Sweepstakes Judge.
- b) It is the club's policy to pay one night's hotel expense either at the show's host hotel or a hotel of equal or lesser value. The club will not pay any fee, remuneration or any other expense for a sweepstakes assignment.

6) Obedience Judges

- a) Should the club elect to hold an obedience trial in conjunction with our specialty, the members who are active in that particular venue of competition shall be given preference to decide upon a judge to hire.
 - i) If obedience is offered, care should be taken to make the event as economical as possible since participation in this area is very low.

SAMPLE HIRING LETTER FOR CONFORMATION JUDGES

Mrs. Jan Schirmer
2055 N Hall
Mesa, Az. 85203

Mrs. Schirmer,

This letter is to confirm your acceptance of the assignment to judge our conformation classes, including all regular and non-regular classes, Best of Variety, Best of Breed and Junior Showmanship at our June 3, 2007 specialty. We understand that you agree to accept this assignment for expenses only and you will not charge a fee of any kind. We interpret expenses to be airfare, hotel for two nights, and meals for up to two days.

If you agree with this, please sign and return one copy of this letter to me for our files.

Let me know if you require any assistance in making your travel plans to Houston. Hobby Airport is close to the show site, but Houston Intercontinental is acceptable if you can get a better airfare by coming into that airport.

We are very pleased that you have agreed to judge our specialty and look forward to seeing you this summer. Please let me know if you have any special needs or dietary requirements that we can address for you to make your stay more comfortable and pleasant. Don't hesitate to contact me should have questions or concerns I can help you with.

Regards,

Patricia Mims
Houston Dachshund Club – Show Chairman
1603 Windloch
Richmond, Texas 77469

281-344-9407
281-646-1108 FAX

phantomdach@earthlink.net

Jan Schirmer, Judge #17236
Phone: (480) 610-9313

/pm

SAMPLE HIRING LETTER FOR SWEEPSTAKES JUDGES

Ms. Helen G. Tomb-Taylor
2434 Ripplewood Dr.
Conroe, TX 77384

Mrs. Tomb-Taylor,

This letter is to confirm your acceptance of the assignment to judge our Sweepstakes classes at our June 3, 2007 specialty. We understand that you agree to accept this assignment for no fee of any kind. We will pay for one night hotel accommodations either at our host hotel or any other hotel of equal or less cost.

If you agree with this, please sign and return one copy of this letter to me for our files. We are very pleased that you have agreed to judge our specialty and look forward to seeing you this summer. Please let me know if you have any special needs or dietary requirements that we can address for you to make your stay more comfortable and pleasant.

Regards,

Patricia Mims
Houston Dachshund Club – Show Chairman
1603 Windloch
Richmond, Texas 77469

281-344-9407
281-646-1108 FAX

phantomdach@earthlink.net

Ms. Helen G. Tomb-Taylor , Judge #23264
Phone: (936) 321-0132
Email: htombtaylo@aol.com

/pm

SAMPLE HIRING LETTER FOR OBEDIENCE JUDGES

Mr. Floyd Harding
1816 Waterwood Dr.
Arlington, TX, 76012-5742

Mr. Harding,

This letter is to confirm your acceptance of the assignment to judge our obedience classes, including all regular and non-regular classes, and Rally Classes at our June 3, 2007 specialty. We understand that you agree to accept this assignment for a \$25.00 fee plus expenses. Since this event is in Dallas, we interpret expenses to mean mileage and one day of meals.

If you agree with this, please sign and return one copy of this letter to me for our files. We are very please that you have agreed to judge our specialty and look forward to seeing you this summer.

Regards,

Patricia Mims
Houston Dachshund Club – Show Chairman
1603 Windloch
Richmond, Texas 77469

281-344-9407
281-646-1108 FAX

phantomdach@earthlink.net

Floyd Harding, Judge #6325
Phone: (817) 275-5128

/pm

CHECKLIST OF ACTIVITIES

<u>Complete</u>	<u>Conformation Judge</u>	<u>Sweepstakes Judge</u>	<u>TO DO LIST</u>	<u>Date Needed</u>
			Obtain a listing of all licensed dachshund judges from the AKC Club Relations Department for use at the meeting where nominations will be made. For the 2012 shows this list was obtained from Katie Rudolph at kxr@akc.org . This information should be emailed out to club members in advance of the meeting.	
			Print a copy of the DCA Member judges list from the DCA website for use at the meeting. This information should be emailed out to club members in advance of the meeting.	
			Obtain a listing of the Judges selected for the Dachshund Club of America National Specialty for the upcoming year for use at the meeting. This information should be emailed out to club members in advance of the meeting.	
			Prepare voting forms and a receptacle for use at the meeting	
			Nominations taken at the meeting and membership votes on nominees by written ballot.	
			Check www.akc.org website to confirm that none of the nominated judges would be excluded for reasons of prior or future assignments in the area or not being licensed for the breed.	
			Report to the membership via email if any judges have been disqualified and the reason for disqualification.	
			Contact top two vote getting judges to determine availability, fees, and willingness to judge. DO NOT offer a specific show at this time but check with relation to both March and July Specialties.	
			If either of the top two judges are unwilling to judge or have prior commitments, contact the next highest vote getting judge in a similar manner. Continue the process until you have two judges willing/able to judge.	
			Review the fees and potential expenses for the two top vote getting judges who are willing to judge. Offer the judge with the least expenses the March specialty and the other the July Specialty.	
			Once offers have been made, notify the club membership of who will be hired via email, and include any judges who may have declined the assignment or had a conflict and were eliminated from consideration.	
			Mail hiring letters to judges	
			Insure return of signed judge's hiring letters. The AKC	

			show application cannot be submitted until these signed letters are in the club's possession.	
			Make any necessary plane/travel reservations – If the judge wishes to handle this on their own that is acceptable. It is also acceptable for the judge to give preferred flight information to the Show Chairman and have the club purchase the airline ticket directly in advance of the show.	
			Make any necessary hotel reservations or accommodation arrangements	
			Make any necessary ground transport arrangements to transport the judge from the airport to the hotel,	
			Make necessary ground transportation arrangements to get the judge from the hotel to the show site and back.	
			Make necessary ground transportation arrangements to return the judge to the airport.	
			Prepare a “judge’s bag” for the hotel room the night of the judge’s arrival that has items such as hand wipes or sanitizer, bottled water, peppermint, small Kleenex, pen, small note pad etc. Any items you think might be useful to the traveling judge. An Apple, Orange, packet of cheese crackers or trail mix or the like are often appreciated.	
			Thank you gift and card purchased and prepared for presentation after the show	
			Reminder call to judge to make sure there are no unexpected requirements	
			Report any comments the judge may have back to the club membership.	

Sample Voting Ballots – Cut apart for use at meeting

<u>Judge Voting Ballot</u>	<u>Judge Voting Ballot</u>	<u>Judge Voting Ballot</u>

<u>Judge Voting Ballot</u>	<u>Judge Voting Ballot</u>	<u>Judge Voting Ballot</u>

<u>Judge Voting Ballot</u>	<u>Judge Voting Ballot</u>	<u>Judge Voting Ballot</u>

<u>Judge Voting Ballot</u>	<u>Judge Voting Ballot</u>	<u>Judge Voting Ballot</u>

<u>Judge Voting Ballot</u>	<u>Judge Voting Ballot</u>	<u>Judge Voting Ballot</u>