

Guidelines for Agility Clubs

How to Host an Agility Judge at Your Event



09

Deciding who to judge

When deciding who to ask to judge, consider the following factors:

- How many judges do you need – what are your class sizes like, how many classes are you offering, how many rings will be running at once?
- Ensure you have enough judges so that judges are not overworked – some clubs ensure that judges do not judge back to back, or set maximum classes they will do a day. For instance some clubs will only have judges judging classes of over 60 dogs, two or three times maximum in a day.
- Do you want/need a mixture of senior and non senior judges?
- Do you want a mixture of local and non local judges?
- What can you afford?

Senior Agility Panel judges are needed for Championship Senior and Jumpers A classes.

Consider spreading judges over all the classes so that all competitors have the opportunity to compete under each judge. Do not have one judge judging all the Senior and Intermediates for instance. That is not fair to competitors.

Initial Contact

Once you have decided who you would like to judge do the following:

- Contact the judge to ask if they are available and would like to judge at your event, prior to sending out a contract. This is preferred.
- Consider the method of contacting them. Emailing allows them to check their calendars and also allows them to do this in their own time. It also gives them something to refer back to later and a contact point. Phoning should be at an appropriate hour, and messages should not be left expecting a judge to return a toll call. Asking judges, whilst at other shows, does not allow them to check dates on the spot.
- Some clubs that run a lot of events during the year, offer the judge a choice of when they would like to judge.
- Establish some initial details such as whether the judge would like to run their dog and what classes in that case, they would prefer to judge. If contracting couples with children, whether they will be bringing children with them, and whether these judges would prefer to not be judging at the same time if that's the case, so that they can maintain child supervision.

A club does not necessarily have to agree to all these conditions, which is why it is best to discuss it early, before contracts are sent, in case it is not possible to accommodate the judge's wishes.

- If the judge is from the club holding the event, they should be treated the same as every other judge and not be expected to help during the event, or be given any sub standard treatment.

Contracts

Two copies must be sent, so that the judge can keep one. A self addressed stamped envelope must be provided.

Apart from the details that must be filled in on the contract – like venue, start time etc, the following additional details can be supplied at this time:

- Whether the judge can run their own dog/s and the conditions surrounding this.
- Whether the club is happy to reimburse motel accommodation and/or flights as travel


The Agility Committee website offers a method of managing contracts to judges, whereby you can send an offer, receive response with conditions, accept response etc. (See picture below). It keeps it all together with the other event details.

Your Judges	Events Allocated	Contract Status	Expenses	Accom	Email	View	Confirm	Del
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You should also ensure judges are aware what equipment is available (and check the course plans comply when you receive them)

Confirming Contracts

Contracts once returned, must be confirmed in writing within ten days. It is acceptable for this to be by email. The confirmation letter could contain the following additional details:

- Names of the other judges and the classes they are judging.
- The running order, so that judges can nest courses if they wish, or contact other judges to nest off them. This can also help them decide whether to run their own dog, if its possible.
- A full list of equipment available and how many of each item. Any items that there may be only one of such as a crossover, need to be clearly identified, if there are multiple rings running.
- Any information regarding requirements for the courses. Some clubs send out a venue layout map that shows the following things – start/finish areas, scribe tent positions, assembly areas, where the other rings will be, unusable areas etc
- When the club would like the courses  – this should not be any earlier than one week prior to the event, and the address to send them to.
- Any additional information from prior shows that may be useful to the judge – previous class sizes, estimated finish times etc.

- Clearly stated details about who will book and pay for flights and/or motel accommodation. If the club is doing this, they need to discuss with the judge suitable times to fly in and out, that fit within the judges' other commitments such as work. In the case of motels, how many other people will be staying with the judge and what type of sleeping arrangement is suitable. If the judge is arranging and paying for all this, be clear about how much the club is prepared to reimburse i.e. cheapest available airfare at the suitable times, and the maximum room rate reimbursement.
- A request for any considerations in the selection of a billet – such as non smoker, no children, judge's own dogs requirements, female judge staying with a male billet (suitability?), whether the judge will arrange their own billet etc. If that is the case, then the club needs to be given details of who that person is, and their contact details.
- Ask for details on any food allergies or dislikes. Explain what type of lunch is usually provided for judges and check this is ok (sit down meal, lunch boxes, help yourself from the canteen etc).
- Ask if the judge has any other special requests – such as a day tent site to be reserved for their own tent.

Immediately after the confirmation letter and at least one month before the event

- Confirm with the judge any arrangements that have been agreed to.
- Forward flight details as soon as possible
- Forward motel/billet details as soon as possible – addresses, phone numbers, names etc. Billets should be chosen with the requests of the judge in mind (smokers, children etc) and should be no more than 30 minutes from the event venue. Billets should be of a similar personality to the judge i.e. if the judge is a quieter person who would prefer to go to bed early, then do not have them staying in a house that is having a show party!
- Reimburse any expenses such as flights, that the judge has already paid for, immediately.
- If the club has agreed that the judge can run their own dog, arranging running orders so that this can happen easily, without major disruption to the show or other competitors.

Reconfirmation letter or contact

Approximately one month to two weeks out from the event, get in contact with the judge again with the following details:

- Phone numbers and name of the person picking the judge up from the airport. This is important if the judge ends up at the airport with no one there waiting for them.
- Details of who will pick them up to take them to the show, if staying in a motel.
- Instructions of how to get where they are staying if they are driving in on their own.
- Instruction on how to get to the show – if driving.
- Catalogue if available, or class numbers. Ribbon trial flier if appropriate.
- Details of any reserved parking at the show, or details of where their day tent space has been reserved.
- Some clubs ask the judge what they would like as a gift – give them some options. Most clubs spend between \$30-\$60, on a gift. Check in particular, if the judge is happy with alcohol, if this is what you would like to give.
- If staying in a motel – ask if they would like company during for the evening meal on the Saturday night, suggest good restaurants if not, or ask if they would like to go to someone's house for a meal.

The day before the event

For judges that are arriving from out of town and/or being billeted:

- Pick up the judge in plenty of time from the airport
- Secure dogs in car if travelling with you – judges do not want to be jumped on or share a car seat with your dog.
- Bring a car big enough to contain a flight crate if the judge is bringing a dog.
- Do not smoke in the car.
- Ensure billets have clean rooms ready – own room unless prior arranged. Clean sheets and towels etc. Hosts need to have dinner available for the judge if flying in over normal dinner hours.
- For those judges that want to, arranging to take them to the venue, so they can set up their day tent if that option is available.
- Making contact with judges that are not being billeted to check they know what time to be at the venue in the morning, and where to go.

On the day – before the show

- Have a designated reserved car parking space. This should be close by and in the shade if the judge has dogs with them. This will ensure that they can get their dogs quickly if needed to compete, and it will not hold up the show. Close parking also allows the judge to grab wet weather gear fast as well.
- Have a tent or designated area in the club rooms for the judge to put their stuff or to get out of the weather. Have seats available to sit on – especially if it's a ringside tent.
- Organise a snack table, or goodie bag of snacks for the judge to help themselves to over the duration of the event.
- Introduce the judge to the caterers if they are to help themselves to the food at no cost.
- Introduce and welcome the judge to the competitors in the pre show speeches.
- Introduce the judge to the judges' liaison person. Many clubs have a person whose job it is for the weekend to make sure the judge is ok, and help them with any difficulties.
- Show the judge where the toilets, catering, judges area, are.
- Check on whether the judge is happy to have their scanned signature on the CRCs, if appropriate.

During the Show

- Consider having a crate or box ringside, so the judge can quickly throw clothes, tape measures, etc into it. It keeps all the judge's stuff safe and clean and in one place.
- Have water ringside – in all seasons
- Some clubs provide sunscreen ringside for the judge.
- Have a hot drink ready once a judge has finished a class in the case of poor weather.
- Provide jump picker uppers
- Provide well trained scrimers
- Provide well trained call stewards who always have competitors ready
- Provide well maintained timing equipment and a person who knows how to fix problems with it quickly. Have spare batteries easily accessible.
- Provide helpers to move equipment when the judge is checking the course.
- Check with the judge before announcing that a course can be walked.
- Provide an advertised judges break of 10 minutes, in classes over 100.
- Keep an eye on the weather and have someone offer to get wet weather gear for the judge quickly if needed.
- Ensure lunch is saved for a judge who is judging over the lunch time. This is particularly important if the judge is supposed to be helping themselves to the canteen.

- Do not sign certificates for the judges in an effort to save time, or change scribe sheets if you think a mistake has been made. Check with the judge first.
- At a suitable time, ask the judge if they have any further expenses, and then pay the expenses as agreed. Do not do this in front of other judges or competitors, where those people are able to know what money is being received. Pay out the correct expenses as agreed in the contract. If receipts were asked to be produced at the time of the contract being accepted, be aware that expenses asked for may exceed the receipts total, to take into account wear and tear on a vehicle, future dry cleaning, future airport parking etc. Do not forget to pay the expenses before the end of the show – it is embarrassing for the judge to have to ask.
- Give the judges' gift and thank the judge at a time when there are lots of people around – at the end of the show may not be the most ideal time.
- Check if they want to receive a marked catalogue

After the Show

- Provide snacks at someone's house or a meal, if the judge's flight is later in the evening.
- Provide the opportunity for the judge to clean up/have a shower before travelling.
- Make sure that the judge gets to the airport in plenty of time. If possible stay with the judge until they leave, in case of cancelled flights or long delays.
- Send the judge a marked catalogue if wanted.
- Some clubs send a thank you letter.
- Some clubs ask the judge to fill out a survey or ask for any suggestions for future shows.