



# JLC POLICY AND PROCEDURES

**2024**

All bids for the East and West CGS Judges Licensing Conferences must be submitted in writing outlining all the particulars to the CGS Office, no later than June 30th, of the year preceding the conference.



# Policy and Procedures for Judges Licensing Conference

## 1 DEFINITIONS

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### 1.1 Auditor

- An individual who attends the Judges Licensing Conference but does not intend to become a judge. The Auditor can write the exam and attend the second day of training to practice with live animals. Time permitting, the Auditor can do placings and give reasons on the third day.
- Should an Auditor choose to become a **Licensed Judge** Candidate during the JLC, they should discuss it with the Coordinator.
- An Auditor, wishing to be eligible to become a Candidate **must pay the full Judging JLC fees prior to writing the test** on day 2 and are required to complete all classes.

### 1.2 CGS Apprentice Judge

- Attending **their first** conference
- Are eligible to judge sanctioned shows, which are not designated as National Shows. An apprentice judge is defined as follows: A Candidate who achieves a score of 70% or above on both, the written Exam, Placings, Presentation, and Accuracy.
- A Candidate who achieves a score of 70% or above on both the written exam and placing/oral classes and is attending their first conference will be an Apprentice Judge for the first two years of their licensing tenure.
- NOT eligible to judge National Shows
- Extensions are not allowed.

### 1.3 Full Judge

- **NEW** - A Full Judge must have been an Apprentice and have judged a minimum of 2 sanctioned shows before advancing to a Full Judge.
- Eligible to judge all CGS Sanctioned shows.

#### **NEW 1.3.1 Two (2) year license Full Judge**

- Must achieve a score of 75% or more on the written exam, placings, presentation, and accuracy.
- Must attend a JLC and test every 2 years.



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### **NEW** 1.3.2 Four (4) year license Full Judge

- Must achieve a score of 80% or more on the written exam, placings, presentation, and accuracy.
  - Must attend a JLC and test every 4 years.
  - Must have judged a minimum of 8 sanctioned shows as a Full Judge.
- **NEW** - A Full Judge with either a Two (2) Year or Four (4) Year License, may under extenuating circumstances, renew the year after the expiration of their license pending special approval by the Judges Licensing Committee.

### 1.4 Advanced Judge

- **NEW** – An Advanced Judge must have held a Full Judges License for a total of 16 consecutive years.
- Must have judged a minimum of 12 sanctioned shows before advancing to the Advanced Judge status.
- **NEW** – Must attend at least ONE JLC every **six (6) years**.
- Must assist at any JLCs attended.
- The Licensing Fee as set by CGS plus GST/HST must still be remitted every two years by the deadline required.
- **NEW** - An Advanced Judge may under extenuating circumstances, renew the year after the expiration of their license pending special approval by the Judges Licensing Committee.
- Eligible to Judge all CSG Sanctioned Shows.

### **NEW** - Example of a Judge's License progression by year (assuming the Judge has completed all requirements).

| 2024       | 2026 | 2028 | 2030 | 2032 | 2034 | 2036 | 2038 | 2040 | 2044     |
|------------|------|------|------|------|------|------|------|------|----------|
| Apprentice | Full | Full | Full | Full | Full | Full | Full | Full | Advanced |

- **NEW** - Beginning in 2024, an Apprentice Judge must complete two (2) years at this level. In 2026, rewrite and pass all criteria with a score of 75% or higher in to become a FULL Judge. After completing 16 years with a Full Judge Status and successfully attending the appropriate number of JLCs based on license length, and completing all applicable assessments, the candidate advances to Advance Judge status.

### 1.5 Panels

#### 1.5.1 Panel for Dairy Goat Judges Licensing Conferences

- **NEW** – The panel shall consist of three (3) Four-Year Full Judges or Advanced Judges (the appointed Coordinator and two (2) Four-Year Full Judges or Advanced Judges).
- **NEW** – Panel members must be recommended by the JLC Coordinator and be approved the the Canadian Goat Society Board of Directors.
- All panel members must be Canandian Goat Society members with all fees paid.



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### 1.5.2 For Angora Judges Licensing Conferences

- The panel shall consist of one Texas trainer hired by the CGS office and one CGS. Full Judge who shall usually be the Judges Training Coordinator.
- **NEW** – If travel costs are prohibitive, the Judges Training Coordinator may appoint a local alternate (subject to the approval of the Canadian Goat Society's Board of Directors), to serve at an Angora Judges Conference.
- **NEW** – If not a Full Judge, then the alternate must be an experienced Judge fully capable of teaching CGS rules, and ethics and organizing a JLC in the opinion of the Judges Licensing Coordinator and the Canadian Goat Society Executive Committee.

### 1.6 Coordinator

- **NEW** – The Coordinator will be a Full Four (4) Year Judge or an Advanced Judge.
- **NEW** – In order to become a Coordinator:
  - A Full Four (4) Year Judge must have participated as a panel member for at least 2 conferences.
  - Must be recommended by a Coordinator and approved by the Canadian Goat Society Board of Directors.
  - The Coordinator must be an experienced Judge fully capable of teaching C.G.S. rules and ethics and organizing a JLC.

### 1.7 Sponsor

- The Sponsor is an individual or group of individuals responsible for the Conference.
- The Coordinator or any member of the panel can be a part of the Sponsor, but this is not a requirement.



## 2 POLICY

**CGS expects Auditors, Candidates and Judges to maintain a high level of professionalism at all time.**

### 1. Types of Judges Licensing Conferences

➤ **CGS Appointed Conference**

CGS will host two (2) Judges Licensing Conferences every two years, one in the East and one in the West. These conferences are to be awarded at a Board meeting.

➤ **CGS Approved Conference**

This conference is approved by the Board. The sponsor must guarantee that the conference is to be profitable or at least cost-neutral to CGS. The request for an Approved JLC must be made at least 120 days before the date of the JLC. An approved conference can be held anytime, granted it is approved by the BOD.

### 2. Duration

#### 2.2.1 Day 1

- Coordinator leads Q&A.
- **Practice with a variety of live animals of different breeds, preferably of average to very good quality, for discussion of weak and strong traits.**

#### 2.2.2 Day 2

- Written exam completed.
- **Coordinator and one panel member will mark exams.**
- **Second panel member with the assistance of Four (4) Year Judges will practice with live animals.**
- **Two official classes with or without reasons can be completed, time permitting.**

#### 2.2.3 Day 3

- **Remainder of official classes** with or without reasons to be completed, and results to be communicated with Candidates by the end of the day.

#### a. Evaluation of Judges

**Apprentice and Full Two (2) Year Judge Candidates must attend all three days. Full Four (4) Year Judges & Advanced Judges must attend the second and third days.**

- There shall be a total of 6 mandatory classes evaluated. The 5 best of 6 classes will make the overall score.
- There shall be no less than four (4) classes evaluated with oral reasons.

***CANDIDATES FOR JUDGES LICENSING CONFERENCES WHO ARE UNDER THE AGE OF 18 YEARS ARE WELCOME TO ATTEND, HOWEVER, IF SUCCESSFUL IN PASSING THE NECESSARY REQUIREMENTS FOR LICENSE, THAT LICENSE SHALL NOT BE ACTIVATED UNTIL SUCH TIME AS THE CANDIDATE ATTAINS THE AGE OF 18 YEARS. IF THE CANDIDATE'S 18TH BIRTHDAY DOES NOT OCCUR DURING THE TWO-YEAR TERM THAT THE LICENSE WOULD APPLY TO, THEN THE CANDIDATE MUST RE-LICENSE AT THE NEXT TRAINING CONFERENCE.***



### 3 ROLES AND RESPONSIBILITIES

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#### 3.1 Sponsor

- 3.1.1 The Sponsor must apply to the CGS office for hosting a JLC by completing the JLC Bid form and submitting it prior to June 30<sup>th</sup> for an Appointed JLC or 120 days prior for an Approved JLC. The bid form will include the expenses that the Sponsor is requiring from CGS.
- 3.1.2 The Sponsor is the entity responsible for the conference and agrees to accept financial responsibility for the Conference should unapproved expenses not be covered by CGS.
- 3.1.3 The Sponsor is responsible for promoting the JLC to local potential Candidates and Auditors
- 3.1.4 The Sponsor is responsible for recruiting a sufficient number of Volunteers to handle the animals.
- 3.1.5 The Sponsor is encouraged to send thank you cards to hosts, supporters, and volunteers

#### 3.2 Candidates

- 3.2.1 Must be responsible for obtaining the Study Material (JLC Manual and Show Rules) available on the Canadian Goat Society website: [www.goats.ca](http://www.goats.ca)
- 3.2.2 While attending JLC must be responsible for their lunch and beverage, unless otherwise stated.

#### 3.3 Coordinator

- 3.3.1 Insure an atmosphere of harmony/respect/fairness.
- 3.3.2 **New** – Responsible for the delivery of all mandatory C.G.S. training materials and being available to answer questions posed by participants.
- 3.3.3 Travel and accommodation arrangements are the responsibility of the traveling Panel Judges.
- 3.3.4 Coordinator must return all documentation including completed tests and score sheets within 15 days from the completion of the conference to the CGS office.
- 3.3.5 Coordinator must submit expenses following CGS Travel policy and will only be reimbursed once all the scores and CGS owned materials are returned to CGS



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### 3.4 Panel Judges

- 3.4.1 Insure atmosphere of harmony/respect/fairness
- 3.4.2 Arrange travel and accommodations within the CGS travel policy and pre-approved JLC bid (if eligible).
- 3.4.3 Submit preapproved expenses following the CGS travel policy (if eligible)

### 3.5 Office

- 3.5.1 The CGS office with the approval of the BOD, shall review the bid and pre-approve the expenses covered for the JLC. The bids awarded by the Board are to be announced at the AGM of the prior year.
- 3.5.2 JLC dates, fees and JLC application to be posted in the Quarterly and CGS Facebook page and website.
- 3.5.3 All paperwork and JLC material will be sent to the Coordinator by the CGS office at least 15 working days prior to the JLC.

**PLEASE NOTE:** JLC Booklet and Show Rules will be available to the Candidates/Auditors, on the CGS Website. If applicant requests JLC Booklet by express post or courier, it is at the applicant's Expense.

- 3.5.4 A letter is to be sent from CGS office to all judging Candidates indicating their marks from the JLC.
- 3.5.5 Secretary Manager will Invoice in January, (in the year the JLC is being held), each active Judge for the two year period.

### 3.6 Board of Directors

- 3.6.1 Approve bids.
- 3.6.2 Approve Coordinator and panel members.

### 3.7 Candidates

- 3.7.1 Registration form and payment for the JLC must be sent by E-transfer or by regular mail 60 days prior date of JLC.
- 3.7.2 Fees for JLC and CGS membership fees **MUST** be paid in order to qualify as a CGS Judge.
- 3.7.3 If membership for the current year has not been received by March 31<sup>st</sup> of the current year, your name and contact information **will not be published.**



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**Packages for Co-ordinators includes the following:**

- Exams (1 ONLY per Candidate)
- Exam's answer key (1 only)
- Scoring cards for oral reasons (8 per Candidate/Auditors)
- Practice sheets for 3 Panel Members. (18 sheets per candidate times 3 panel members)
- Candidate Scoring Cards (Group of 6 Cards for Each Candidate)
- Hormel scale / also available at [www.judgingcard.com](http://www.judgingcard.com)
- If Co-ordinator wishes to use personal Laptop an Excel Spreadsheet is available for scoring purposes and forms being used are available for printing purposes. This is available from CGS Office.

**Candidate Scoring Cards Used Below**

|   |     |                                 |      |               |       |
|---|-----|---------------------------------|------|---------------|-------|
| <b>Canadian Goat Society</b>                                      |     |                                 |      |               |       |
| JLC Class Placing Card  |     | Candidate Number / Name : _____ |      |               |       |
|   |     | Date: _____                     |      |               |       |
| CLASS Name: _____   |     |                                 |      |               |       |
| Check this Box if this is a Reason class <input type="checkbox"/> |     |                                 |      |               |       |
| Placing   | 1st | 2nd                             | 3rd  | 4th           |       |
|   |     |                                 |      |               |       |
| Candidate don't note write below this line                        |     | P1P =                           | P2P= | P3P=          |       |
| Official Placing Point Cuts=                                      |     |                                 |      | P1A =         |       |
|   |     |                                 |      |               |       |
| 1st   | 2nd | 3rd                             | 4th  | Placing Score | P2A = |
|   |     |                                 |      |               | P3A=  |
|   |     |                                 |      |               |       |

| Date:          |               | Location                 |  | JLC Final Scores     |  | AP or FL |    |
|----------------|---------------|--------------------------|--|----------------------|--|----------|----|
| Candidate Name |               |                          |  |                      |  | 1        | AP |
| EXAM %         | Placing Score | Presentation Final Score |  | Accuracy Final Score |  |          |    |
|                |               |                          |  |                      |  |          |    |
| Candidate Name |               |                          |  |                      |  | 2        |    |
| EXAM %         | Placing Score | Presentation Final Score |  | Accuracy Final Score |  |          |    |
|                |               |                          |  |                      |  |          |    |
| Candidate Name |               |                          |  |                      |  | 3        |    |
| EXAM %         | Placing Score | Presentation Final Score |  | Accuracy Final Score |  |          |    |
|                |               |                          |  |                      |  |          |    |

**JLC Final Scores ABOVE is a sample of a Calculated spreadsheet available from CGS Office**





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The Form below is available for calculating as an Excel Spreadsheet from CGS Office

**CGS Judges License OVERALL Scoring Sheet**

|                   |                    |                          |                      |                      |                      |                      |                      |          |
|-------------------|--------------------|--------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------|
| Candidate #       | <u>0</u> <u>#</u>  |                          |                      |                      |                      |                      | Exam Score           |          |
|                   |                    |                          |                      |                      |                      |                      |                      |          |
|                   | Presentation Score |                          |                      | Accuracy Score       |                      |                      |                      |          |
|                   | Placings %         | Panel Member 1 Score     | Panel Member 2 Score | Panel Member 3 Score | Panel Member 1 Score | Panel Member 2 Score | Panel Member 3 Score | Comments |
| Reasons Class #1  |                    |                          |                      |                      |                      |                      |                      |          |
| Reasons Class #2  |                    |                          |                      |                      |                      |                      |                      |          |
| Reasons Class #3  |                    |                          |                      |                      |                      |                      |                      |          |
| Placings Class #1 |                    |                          |                      |                      |                      |                      |                      |          |
| Placings Class #2 |                    |                          |                      |                      |                      |                      |                      |          |
| Placings Class #3 |                    |                          |                      |                      |                      |                      |                      |          |
| Spare Class       |                    |                          |                      |                      |                      |                      |                      |          |
| <b>Totals</b>     |                    |                          |                      |                      |                      |                      |                      |          |
| Placing Score     |                    | Presentation FINAL SCORE |                      |                      | Accuracy FINAL SCORE |                      |                      |          |
| Class Average     |                    |                          |                      |                      |                      |                      |                      |          |

**Scoring Procedure**

**Full Two (2) Year License: 75% or Higher in both Presentation and Accuracy**

**Full Four (4) Year License: 80% or Higher in both Presentation and Accuracy**

**Apprentice Licence: No less than 70% up to 74% in Presentation and Accuracy**

**Failing Scores: Less than 70% in Both Presentation and Accuracy**

**Exam Score : 4 Sections must have a Score of 75 % to proceed to Live Judging**

**Failure in one section of the test, Candidate does not continue in JLC Licensing**



# CGS Judges Licensing Conference

## Placings and Reasons Candidate Scoring Assessment Sheet

Candidate: \_\_\_\_\_  
JLC Location: \_\_\_\_\_  
Date: \_\_\_\_\_

Official Placing  
Candidate Placing  
Point Cuts

|   |   |
|---|---|
| - | - |
| - | - |
| - | - |

Accuracy Score \*: /100      Presentation Score \*\*: /100      Placing Score: /100

|                               |                               |                             |                               |   |
|-------------------------------|-------------------------------|-----------------------------|-------------------------------|---|
| Opening Statement (*7 points) |                               |                             |                               |   |
|                               | Category<br>(* 4 Points Each) | Reason 1                    | Reason 2<br>(* 5 Points Each) | Inaccurate Comments<br>(* Subtract 5 Points Each) |
| 1                             | <input type="checkbox"/> GA   |                             |                               |   |
|                               | <input type="checkbox"/> MS   |                             |                               |   |
|                               | <input type="checkbox"/> DC   |                             |                               |   |
|                               | <input type="checkbox"/> BC   |                             |                               |   |
| 2                             |                               |                             |                               |   |
|                               | <input type="checkbox"/> GA   |                             |                               |   |
|                               | <input type="checkbox"/> MS   |                             |                               |   |
|                               | <input type="checkbox"/> DC   |                             |                               |   |
|                               | <input type="checkbox"/> BC   |                             |                               |   |
| 3                             |                               |                             |                               |   |
|                               | <input type="checkbox"/> GA   |                             |                               |   |
|                               | <input type="checkbox"/> MS   |                             |                               |   |
|                               | <input type="checkbox"/> DC   |                             |                               |   |
|                               | <input type="checkbox"/> BC   |                             |                               |   |
| 4                             |                               |                             |                               |   |
|                               | <input type="checkbox"/> GA   | <input type="checkbox"/> MS | Commendation:                 |   |
|                               | <input type="checkbox"/> DC   | <input type="checkbox"/> BC |                               |   |

| * Accuracy Scoring      |              |                     | ** Presentation Scoring |       |                     |
|-------------------------|--------------|---------------------|-------------------------|-------|---------------------|
| Opening Statements      | 7            | points x 1          | Excellent               | 90-95 | 75-79               |
| Category stated = 4 pts | 2/ set+Cmdtn | x7                  | Very Good               | 85-89 | 70-74               |
| Reasons=                | 5 points     | correct reason x 13 | Good                    | 80-84 | Fail Less than < 70 |



**PLEASE NOTE:**

**JLC Booklet and Show Rules will be available to the Candidates/Auditors, on the CGS Website. If applicant requests JLC Booklet by express post or courier, it is at the applicant's Expense.**

3.7.4 A letter is to be sent from CGS office to all judging Candidates indicating their marks from the JLC.

3.7.5 Secretary Manager will Invoice in January, (in the year of the JLC being held), each active Judge for the two year period. Payment must be received by March 31.

### 3.8 Candidates

3.8.1 Registration forms and payment for the JLC must be sent by E-transfer or by regular mail 60 days prior to the date of the JLC.

3.8.2 Fees for JLC and Canadian Goat Society membership fees **MUST** be paid in order to qualify as a CGS Judge.

3.8.3 If membership for the current year has not been received by March 31<sup>st</sup> of the current year, your name and contact information will not be published.

## 4 JUDGING ELIGIBILITY

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4.1 Non-members are welcome to participate in CGS Judges Licensing Conferences however, if successful in attaining a CGS license, they must become a CGS member to activate their license.

4.2 Only fully licensed ADGA judges are eligible to judge CGS sanctioned shows. ADGA apprentice judges are not eligible to judge CGS sanctioned shows.

JUDGES MAY COMMENCE JUDGING IMMEDIATELY AFTER PASSING THE CONFERENCE AND THE LICENCE IS TO BE VALID UNTIL THE DECEMBER 31<sup>ST</sup>, 2 YEARS AFTER THE JLC AS LONG AS **ALL DUES ARE CURRENT AND MEMBERSHIP IS IN GOOD STANDING.**

*I.E.* CANDIDATE EARNS A LICENCE ON JUNE 1<sup>ST</sup>, 2017 – THE LICENCE WILL BE VALID UNTIL DECEMBER 31<sup>ST</sup> 2019



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## **5 FEES**

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- 5.1 All CGS Judges must at all times, be CGS members in good standing with current year membership fees paid to be allowed to judge CGS sanctioned shows.
- 5.2 **Returning Judges must pay the Licensing fee to the CGS office by March 31<sup>st</sup> of the current year. New Candidates must pay the JLC fees a minimum 60 days or more prior to the conference.**
- 5.3 Advanced Judges' fees go towards the CGS Appointed JLC if they don't attend in person.
- 5.4 Should a Candidate fail a JLC, they are encouraged to try again the same year if other JLCs are available. Should a Candidate wish to do so, they would be able to re-use the same material and the cost of trying the 2<sup>nd</sup> time in the same calendar year would be reduced by \$50.
- 5.5 Auditors must pay 50% of the licensing fee to attend a JLC.
- 5.6 An Auditor might choose to upgrade to Candidate. See 1.1.
- 5.7 If a Candidate or an Auditor cancels their attendance at a JLC seven (7) days prior to the scheduled JLC, they are eligible for a refund less \$50.00 administrative fee. No refund will be made if they do not show up or they cancel within 7 days of JLC or after JLC.
- 5.8 Judges must send Report of Award to the Office within 10 days of the completion of the show, **by not doing so the Judge will receive a fine of "One Hundred dollars (\$100.00)"**
- 5.9 Fines not being paid by Judges who fail to send in Report of Awards within 10 days of completion of the show will result in said Judges losing their license.
- 5.10 Should a Candidate require any type of assistance such as translation, the candidate should immediately advise the office. The Sponsor should attempt to accommodate the Candidate within their available abilities, however the Candidate should be prepared to be responsible for any additional expenses required for their accommodation.



## **6. Preparation of Judges Licensing Conference**

**Coordinator will contact Hosting Sponsor, Organization, or Individuals to make sure arrangements are done for the following:**

1. Travel Dates and Arrangements.
2. Insure Sponsor has enough handlers for all classes for all 3 Days
3. Secure facilities, housing for animals, and for teaching and writing examinations.
4. Ensure enough Animals are available for discussion and official classes.

**ANIMALS NEEDED** (30 to 40)

- a. For Discussion: No less than 8 Does being Dry and in Milk. (Ex: 3 Dry / 5 in Milk)
- b. For Discussion: ONLY if available 3 Bucks of different ages
- c. **For OFFICIAL Classes:** *ANY combination of the following to arrange 5 or 6 Classes.*
  - THREE Milking Classes OF 4 Does (same breed or other breeds combined)
  - THREE Dry Classes of 4 made up of Kids and/or Dry yearlings (same or combined breeds)
  - If available a same aged BUCK class (Kids or Mature, may be of same or combined breeds)

**PLEASE NOTE:** The panel is allowed to mix and match the use of milking animals as they see fit to make the classes.