



JLC POLICY AND PROCEDURES

2020

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 September 30th, of the year Preceding the conference.



Policy and Procedures for Judges Licensing Conference

1 DEFINITIONS

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 to 75 % or above on both, the written Exam, Placings, Presentation and Accuracy.
- A Candidate who achieves a score of 70 to 75 % 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

- **A full judge is one who achieves a score of 75% or more on the written exam, placings, presentation and accuracy at their 2nd or subsequent JLC.**
- **No extensions will be allowed.**
- During this period, if extenuating circumstances make it impossible to attend a training conference, your accumulated years will not be cancelled providing you attend the next conference, not to exceed more than 2 years from the missed conference. During this period your license will not be considered renewed and will be temporarily suspended until successful completion of the next licensing conference,
- Full judges can judge a CGS National show.



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1.4 Senior Judge

A Senior Judge is defined as one who has held a CGS **Full** Judges License for a minimum **period of 8 years, having** judged in the eight year time frame a minimum of **8** sanctioned shows and who has successfully passed at least four previous JLC'S as a fully licensed judge.

- Apprentice Judges are not included in the total number of years as a full judge.
- Senior Judges are required to **apply for and attend** a Licensing conference **every two years to review and participate in the last two days of the JLC.**
- Senior Judges must remit the licensing fee by the deadline required.
- **Open Book Test must be completed during the JLC.**
- Senior Judges may apply in writing for an extension of a license under extenuating circumstances, in which case the Board of Directors will review the information and make a decision whether an extension is warranted. **If an extension is not granted, the senior judge will not lose their tenure unless a period of 4 years or 2 consecutive JLC'S have been missed.**
- Senior Judge must still have sent in their application and paid required fees by the deadline. **(Example: If missed in 2017 you must attend 2023)**
- Senior judges can judge a CGS National show.

1.5 Advanced Judge

An Advanced Judge is considered to be a **Senior** Judge with **16 years of seniority completed** (8 years Full and 8 years Senior). They must have judged a minimum of **12** sanctioned shows before moving to Advance Judge Status. **Completed at this Status means, at senior status they must have fulfilled their duty by attending the regular scheduled JLC's**

- **Must attend at least ONE JLC in FIVE years.**
- **They must assist at any JLCs attended.**
- The Licensing Fee as set by CGS plus HST/GST must still be remitted every two years by the deadline required.
- Advanced judges can judge a CGS National show.

Example of a judge's licence progression by year (assuming the judge has completed all requirements).

2001	2003	2005	2007	2009	2011	2013	2015	2017	2019
APPRENTICE	FULL	FULL	FULL	FULL	SENIOR	SENIOR	SENIOR	SENIOR	ADVANCED

Starting in 2001 as an APPRENTICE must complete Two years at this level. 2003 rewrite and pass all criteria 75 % or Higher to become FULL. After completing 8 years with Full Judge Status, in 2011 rewrite and pass all criteria 75 % or Higher to become a SENIOR JUDGE. After successfully completing 8 years at senior level, not missed attending ANY of the four JLC's, completing an Open Book Test.



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1.6 Panel

For Dairy Goat Judges Licensing Conferences,

- The panel shall consist of three senior or advanced judges (the appointed Coordinator and 2 senior or advanced judges).
- **All Panel Members must be in Good Standing with all fees paid.**

For Angora Judges Licensing Conferences,

- The panel shall consist of one Texas trainer hired by the CGS office and one CGS Senior judge who shall usually be the Judges Training Coordinator.
- If travel costs are prohibitive, the Judges Training Coordinator may appoint a local alternate (subject to the approval of the Executive Committee), to serve at an Angora Judges conference.
- If not a Senior Judge, then the alternate must be an experienced Judge fully capable of teaching CGS rules, ethics and organizing a JLC, in the opinion of the Judges Licensing Coordinator and the Executive Committee. The alternate shall be subject to the directives of the Judges Licensing Coordinator and the Executive Committee.

1.7 Coordinator

Senior or Advanced Judge coordinating the JLC. In order to become a Coordinator,

- A senior judge must have participated as a panel member for at least 2 conferences
- Must be recommended by a Coordinator and approved by the BOD.
- The Coordinator must be an experienced Judge fully capable of teaching CGS rules, Ethics and organizing a JLC.

1.8 Sponsor

Individual or group of individuals responsible for the conference.

The Coordinator or any member of the panel can be part of the Sponsor, but it 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 SENIOR 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, results to be communicated with Candidates by the end of the day.

a. Evaluation of judges

- **New, Apprentice and Full Judge Candidates must attend all three days. Senior 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

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 prior to September 30th for 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 to recruit a sufficient number of Volunteers to handle the animals.
- 3.1.5 The Sponsor is encouraged to send thank you cards for 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
- 3.2.2 While attending JLC must be responsible for their lunch and beverage, unless otherwise stated.

3.3 Coordinator

- 3.3.1 Insure atmosphere of harmony/respect/fairness
- 3.3.2 Travel and Accommodations arrangements are the responsibility of the traveling Panel Judges.
- 3.3.3 Coordinator must return scores, material within 15 days from the completion of the conference
- 3.3.4 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 CGS travel policy (if eligible)

3.5 Office

- 3.5.1** 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 of the JLC being held), each active Judge for the two year period. Payment must be received by March 31. Those Judges not making payment, by March, will be not published on Judges List.**

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 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 31st 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 Panel 3 Panel Members. (18 sheets per candidate times 3 panel members)_
- Candidate Scoring Cards (Group of 6 Cards for Each Candidate)
- Hornel scale / also available at 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

Canadian Goat Society 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 #	0 #						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								
Totals								
Placing Score		Presentation FINAL SCORE			Accuracy FINAL SCORE			
Class Average								

Scoring Procedure

Full License 75% 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 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 (*4 Points Each)	Reason 1	Reason 2 (* 5 Points Each)	Inaccurate Comments (* 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



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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. Those Judges not making payment, by March, will be not published on Judges List.

3.8 Candidates

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

3.8.2 Fees for JLC and 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 31st of the current year, your name and contact information

4 JUDGING ELIGIBILITY

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 31ST, 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 1ST, 2017 – THE LICENCE WILL BE VALID UNTIL DECEMBER 31ST 2019



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5 FEES

- 5.1** All CGS Judges must at all times, be CGS members in good standing with current year membership fee paid to be allowed to judge CGS sanctioned shows.
- 5.2** **Returning judges must pay the Licencing fee to the CGS office by March 31st of the current year. New Candidate must pay the JLC fees 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 2nd 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 credit less \$50.00 administrative fee. No refund will be made if they do not show up or cancels 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.



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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 write examinations.
4. Insure 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.