

BCCA JUDGES EDUCATION COMMITTEE RESPONSIBILITIES

Purpose

To educate judges about the bearded collie in preparation for their judging the breed.

Duties of the Committee Chair

1. Send an initial letter to new judges who are listed each month on the Secretary's page on the AKC website including provisional breed judges approved and additional breeds approved.
2. Arrange for a seminar to be held at the National Specialty each year including a hands-on demonstration, and ringside mentoring. The presentation must be 2 hours long with presentation and questions and answers, and a demo of how to examine the beardie.
 - a. Contact the National Show Chair for needs: a spot near the judge's examination for approximately 20 chairs for mentoring; a room for the presentation; a screen; light refreshments. Bring the LCD and laptop, with CD.
 - b. Annually send the date, place and contact information to the AKC National Seminar listing. Also send three to four posts telling about the seminar to the e-mail Judges' list.
 - c. Prepare for a hands on examination (usually held in the breed ring after BOB judging) with movement, individual examinations and critiquing of at least six dogs.
 - d. Set a fee to cover room costs, refreshments and a copy of the Illustrated Standard.
 - e. Contact all mentors to help for ringside tutoring.
3. Process requests for a Judges' Education Seminar presentations from outside organizations The American Dog Show Judges holds a Beardie seminar every other year.
 - a. Assign a qualified presenter from the list.
 - b. Order the sufficient number of packets from a committee member who keeps them in plenty of time to be sent to the presenter.
 - c. Order the number of Illustrated Standards and accompanying letters from the committee member in charge of these. These are sent directly to the presenter, but it's best that the chair orders these. Otherwise, any mentor could call and order several for a something that has not been approved.
 - d. Check with the presenter to make certain that the seminar-giving organization has a laptop and LCD projector. If not, BCCA equipment must be sent by UPS to presenters, fully insured (\$1000). Send early enough so that the presenter can practice using the Power Point. Current presenters have copies of the CD with the Power Point
4. Keep track of the judging applicants listed in the AKC Gazette and have the committee member in charge of the IS's send each a copy.
5. Store the laptop and LCD projector, keeping it charged every month or so.
 - a. If one presentation occurs close in time or proximity to the following one, I have asked the first presenter to charge up the laptop and send it to the next one. This helps keep down expenses.
6. Make improvements to Conformation section on website through the webmaster.
7. Review all and verify all applications to become a mentor.
 - a. Send the applicant all rules, outlines, letters and the guidelines agreement to be signed.
 - b. Notify the committee for approval.
 - c. Ask webmaster to add the name to the website.
8. Each year have current mentors/presenters approved by the BCCA Board.
9. Have the webmaster update the list of current mentors/presenters on the website.
10. Maintain the BCCA Lending Library.
11. Provide education for the public through the website and other avenues of communication.
12. Review and update the Power Point presentation as needed.
13. Maintain an inventory of the Illustrated Standard.
14. Be well-versed in all standing rules that apply to this position.
15. Attend the AGM of the BCCA if possible.

Sub Committee Responsibilities

1. Packet Chair: Take care of copying and assembling packets and distributing them to the presenters of various seminars.
2. Illustrated Standard Chair:
 - a. Maintain an inventory of the Illustrated Standard booklets and determine when new copies need to be printed.
 - b. Keep track of the judging applicants listed in the Gazette and send them an IS.
 - c. Keep a list of those who have received an IS so as not to duplicate.

- d. Request the names of judges attending seminars from the presenter in order not to send a duplicate copy of the IS to a judge who already has received one.
- 3. **Presenters:**
 - a. Check the venue of the presentation and inquire whether they have enough space and the equipment needed: laptop, LCD projector, and screen.
 - b. Order light refreshments for the seminar.
 - c. Send the names of the judges signed up to the IS chair.
 - d. Obtain packets form the Packet Chair.
 - e. Send the names of the participants to the AKC Judges Ed. Dept. and to the IS chair.
 - f. Practice with the Power Point presentation before the actual seminar.
- 4. **Mentor Requirements:**
 - a. Has been in the breed for at least 12 yrs.
 - b. Has bred at least 5 litters.
 - c. Has produced at least 4 champions.
 - d. Has been a member of the BCCA for at least 10 years.
 - e. Has attended an approved seminar
 - f. Is willing to work at Institutes and National and individual mentorings
 - g. Must attend a National Specialty at least every three years.
 - h. Must help with the ringside mentoring or the hands-on examinations at the Specialty when in attendance.

Committee Yearly Work Plan:

Activities	Date to Be Accomplished	Person(s) Responsible
Arrange for the Judges' Education Seminar at each National Specialty	September/October	Chair
Arrange outside presentations as requested	As Needed	Chair/Presenter
Keep an updated list of presenters	Ongoing	Chair
Oversee distribution of the Illustrated Standard	Ongoing	Chair/IS Chair
Oversee and maintain packets for judges' seminars	Ongoing	Chair/Packet Chair
Maintain list of mentors and approve new applicants	As Needed	Chair
Maintain JEC equipment	Ongoing	Chair
Work with the webmaster to keep public information on the website up-to-date	Ongoing	Chair
Prepare Annual Written Report to Board	September	Chair
Attend AGM	September/October	Chair

Maintain JEC Guidelines and Obtain Board Approval for Changes

Guidelines for BCCA Mentor Program for Conformation

Applicable Standing Rules

5.0 COMMITTEES AND AFFILIATE CLUBS	
5.1	Committees of the BCCA. Chairs are appointed by the board at the first meeting of the fiscal year (July) and when necessary. All committee chairs shall operate in accordance with the job description for their committee. Job descriptions are approved by the board.
5.2	Committee Records, such as statistics, historical documentation, photographs, and displays are the sole property of the Bearded Collie Club of America and must be surrendered immediately when notified by the recording secretary at the direction of the board. 03/94-03, 06/99-02

7.0 PUBLICATIONS

7.3	The Illustrated Standard is an official publication of the BCCA. Distribution shall follow the rules set forth in the Guidelines for BCCA Publications
7.7	The BCCA PowerPoint Judges Education Presentation is an official publication of the BCCA and must be approved by the board. 11/06-01