

STATEMENT OF POLICY & PROCEDURES

Requirements for Judges, Code of Conduct and Remuneration of Judges



Judges are the backbone of the sport, and their actions and opinions influence conduct beyond the performance ring. Because of that influence, World Cynosport Rally Limited (WCRL) has established policies and procedures for judges in the sport. Any person wishing to adjudicate at WCRL events must receive judge certification from WCRL prior to being engaged as a judge.

Persons determined to have met the standards established in this Statement of Policies & Procedures may be added to the "Approved Judges List." In connection with such determination, the list shall be divided into class levels, based on a measure of the judge's knowledge and experience. Further delineation may be made at the discretion of WCRL.

WCRL judges are persons that bring personal expertise to the sport and have been tested and certified as having sufficient understanding of WCRL rules and regulations. In fulfillment of their role, judges have among their responsibilities to—

- maintain a safe environment within the performance ring
- communicate clearly and courteously with WCRL, host groups, sponsors, other judges, exhibitors and spectators
- maintain independence, in appearance and in fact, relative to their role as judge, so there is no question regarding impartiality and competence of the judge
- present courses that comply with WCRL guidelines for course design for the respective classes of competition
- accurately employ WCRL rules and regulations, including logically derived interpretations, while judging
- support the host group in delivering a professional and enjoyable event

REQUIREMENTS FOR JUDGES

To become a WCRL judge, an applicant must:

- have sufficient experience to competently perform the judge's responsibility as may be evidenced by one or more of the following—
 - being a currently approved or provisional WCRL judge
 - actively participating in WCRL and earning of WCRL titles
 - having at least 40 hours of training experience, paid or volunteer, in the previous 12 months
 - having satisfactorily apprenticed¹ in Level 1 at two licensed WCRL trials under an approved judge
 - being an approved judge for another form of Rally or other dog sport
 - having other significant experience to enable a person to judge effectively
- pass a multiple-part Judge test
- be of good character and in good standing, setting forth a professional image for the sport and WCRL
- be in good physical condition sufficient to perform the functions required as a judge, including, but not limited to, having physical mobility to move freely about the ring
- be of an age of majority (at least 21 years of age in most states)
- accept responsibility, terms and conditions for judges as set forth in this Statement.

¹To be determined by receipt of satisfactory Apprentice Judge Evaluation forms submitted by the approved judge(s). Apprentice judging is not required for any level, but is accepted as a qualification to apply as a Level 1 judge. See "Apprentice Judge Option" in this policy statement for more information.

Upon submission of an official application for certification as a judge, the applicant shall receive an informational packet, including an examination comprised of the following—

- Multiple-choice questions based on the WCRL written guidelines
- Essay questions based on WCRL written guidelines and concepts
- Course Design submissions for applicable Levels being tested

Upon notification of satisfactory completion of the examination, applicant shall submit the “Request for Listing” form before being listed on the Approved Judges List. An applicant will be listed on the Approved Judges List as a provisional judge until conditions have been satisfied under “Provisional Judge” below.

Provisional Judge

Upon being notified of listing on the Approved Judges List, an applicant may begin accepting assignments as a provisional judge at their approved level. (Provisional judges may also choose to apprentice under an approved judge as an option to gain additional judging experience; however, apprenticing is not required at any level. See “Apprentice Judge Option” below for more information.)

A provisional judge may apply as a judge for a higher level before completing their provisional judging assignments.

Judges have provisional status until such time as one of the following has been met—

1. satisfactory completion¹ of judging engagements for a minimum of five WCRL-licensed events² with sufficient runs in the appropriate level, or
2. satisfactory completion³ of judging engagements under observation of an approved judge⁴ at a minimum of two WCRL-licensed events² with sufficient runs in the appropriate level.

¹ Completion to be determined by receipt of a satisfactory Judge Evaluation form submitted by the evaluator (member of Trial staff) from each WCRL event.

² An event is defined as a single licensed event, which can be one or more trials licensed to one host and spanning one or more consecutive days. For example, a weekend of trials licensed to one host is a single event.

³ Completion to be determined by each receipt of a satisfactory Judge Evaluation form submitted by the observing judge, or by signature of observing judge on the “Request for Removal of Provisional Status” form.

⁴ Approved judge must be fully approved at the next higher level, or have been judging as an approved judge at the same level for at least two years. The approved judge may be the same for each event.

A provisional judge shall submit the “Request for Removal of Provisional Status” form upon completion of the provisional judge requirements.

Approved Judges List

To maintain listing on the Approved Judges List, a WCRL Judge must—

- judge at an event in each of the levels for which they are certified at least once in a two-year period.
- meet requirements of continuing education programs that may be adopted in the future.

Soliciting Judge Assignments

While judges generally may not solicit or promote judging assignments, judges are welcome to let groups know that they are available (for example, by posting on a discussion board) to judge in particular areas of the country when it would be beneficial to help groups mitigate travel costs.

Apprentice Judge Option

Apprentice judging is shadowing an approved judge to get experience and practice judging skills in a trial setting. Apprenticing is not required at any level. However, judges (provisional and approved) may choose to apprentice as an option—for example, to gain experience at their approved level, to learn from experienced judges, and/or to prepare as a judge for upper levels. In addition, prospective judges are allowed to apprentice as a qualification to apply as a new WCRL judge.

The following information is provided as a guideline for the apprenticeship option:

- A potential apprentice judge is responsible for arranging their apprenticeship assignments with the officiating judge and host club. It is NOT necessary to notify the WCRL Office when arranging apprentice assignments. The officiating judge and host club have the option to approve or deny the apprenticeship request at their discretion.
- Apprentice Judges do not receive compensation for the apprenticeship.
- In advance of the trial, the officiating judge may send the apprentice judge a copy of the course(s) on which they will be apprenticing, providing the apprentice judge is not showing their dog on the course(s) they are apprenticing.
- On the day of the trial:
 - The apprentice judge and officiating judge shall score each performance independently and simultaneously (on separate score sheets). Each should attempt to make notes on the score sheets of reasons for deductions.
 - The apprentice judge shall position themselves to view the performance from the same perspective as the officiating judge but must not interfere with either the officiating judge's movement around the ring nor the team's execution of the course.
 - At the conclusion of each team's run, the officiating judge shall turn in the score sheet to the scoring steward. Only score sheets from the officiating judge shall be used to determine team scores. The apprentice judge shall keep all apprentice score sheets until the conclusion of the trial. The apprentice judge will not share these score sheets with anyone other than the officiating judge, who reviews them with the apprentice judge.
 - At the conclusion of the trial, after all ribbons and prizes have been awarded, (so as not to disrupt the timeline of the trial), the officiating judge and the apprentice judge shall review and discuss as necessary the apprentice score sheets.
- If the apprenticeship is performed for the purpose of a prospective judge becoming eligible to apply as a Level 1 WCRL judge, an Apprentice Judge Evaluation For Prospective Judges form (available for download on the WCRL web site) should be completed by the officiating judge and reviewed with the prospective judge. The evaluation form should be sent by the officiating judge directly to the WCRL Office via email, fax, or US mail. As a courtesy to the officiating judge, the apprentice judge may provide the officiating judge with the appropriate Evaluation form and a pre-addressed stamped envelope. (Note: Evaluation forms are NOT required by the WCRL Office if the apprentice judge is an existing WCRL judge.)

CODE OF CONDUCT

WCRL Judges are listed solely at the discretion of WCRL, and their role as an "Approved Judge" and the opportunity to serve the sport is a privilege and not a right. Professional conduct presumes that a judge is a role model and a representative of both WCRL and the Host.

Judges shall—

- wear appropriate attire consisting of slacks with a coordinating shirt and, when possible, bearing the WCRL logo. Where weather or extreme climate conditions may warrant, a suitable departure from this attire is permitted while retaining a professional appearance in the ring.

- uphold an image of integrity and as a competent professional, both on and off the course, including, but not limited to, any posts made in social media.
- diligently fulfill all responsibilities with regard to judging assignments including, but not limited to, timely submission of course plans and Rally Judge Report.
- diligently comply with any and all WCRL rules, regulations & policy statements that may be published from time to time that supersede any part of these Guidelines.
- bring to the attention of WCRL any criticisms, issues, or potential conflicts.
- seek to resolve disagreements, issues, and conflicts internally without public fanfare or disclosure. In seeking to resolve disputes, a judge should operate through proper channels of communications discreetly, such as working with the WCRL office, following a business-like protocol, and respecting the differing viewpoints of others. Judges should be a “step-above” in handling matters discreetly, and refrain from leading a charge or openly siding with a faction, making accusations, and engaging in argumentative behaviors.
- give of themselves freely as a representative of the sport and WCRL, its affiliated groups, and the community in the promotion of Rally sport for all dogs. Giving freely means contributing efforts to foster growth and provide benefit to the sport. Examples might include stepping in to help at a trial where they are exhibiting or not otherwise judging, responding to queries to help someone’s understanding of the regulations, and writing instructional articles for publication.
- render assistance to other judges when needed in fulfillment of judging responsibilities when viewed in the best interest of the sport. For example, judges may serve as a mentor by allowing another judge or potential judge to apprentice under them at an event.

Judges shall NOT—

- wear any apparel bearing business, sponsor, or other organization insignia without the express written consent of WCRL.
- aid teams’ performances in any way while judging course performances
- become an activist in disputes, make public criticisms, or otherwise engage in behavior that may be generally viewed by WCRL in their sole discretion as inappropriate conduct or that may create a conflict of interest as a representative of WCRL.
- promote themselves as an authority in the sport on the principal basis of their standing as a WCRL judge. For example, judges shall not advertise their ability as a Rally instructor based solely on being a WCRL judge.
- accept an engagement as a judge for a trial at which they will be engaged in other activities that might take their focus away from their responsibilities as judge or otherwise may impact the operation of the trial. An example of an activity that may interfere with the role of being a judge is operating an exhibit or sales booth at a trial. While judges may show their dogs at trials they are officiating, they should only do so if it does not detract from their role as a judge nor delay the operation of a trial.

Disciplinary Actions

A person on the Approved Judges List who shall violate or otherwise fail to uphold these standards in fact or in spirit shall be subject to disciplinary action in the form of reprimand, probation, suspension, or removal from the Approved Judges List. All disciplinary action proceedings shall be conducted by the WCRL Regulations Advisory Board in “closed session” and shall remain confidential, except that the decision to suspend or remove a person from the Approved Judges List may, at the Board’s sole discretion, be published on the WCRL Web site or other official publication (if any).

WCRL shall conduct inquiries into formal written complaints which are filed. WCRL shall review the results of such inquiries and statements deemed relevant with the parties to the complaint, along with any other information readily available in making its decision pursuant to guidelines established by WCRL for Disciplinary actions.

Following a decision to suspend or remove a judge from the Approved Judges List, the judge (subject of the complaint) may request an appeal by providing any additional evidence in writing to the Board pursuant to procedures for appeal. No additional judging assignments shall be accepted following the Board's notification of its initial decision regarding suspension or removal until a person has been reinstated.

Notwithstanding the foregoing, a violation of standards of conduct that is objectively determinable may result in immediate removal from the Approved Judges List. In this case, the judge shall be notified within ten (10) business days of the removal.

In the event of suspension or removal of a judge's name from the Approved Judges List, the Board shall establish—

- whether or not the judge shall be permitted to fulfill previous judging assignments for events already approved.
- provision for reinstatement, if reinstatement will be allowed; the decision for reinstatement may be postponed pending a future hearing.

Except in the case of administrative grounds, the Board shall establish on a case by case basis the manner and timing of announcement of the suspension or removal of a name from the Approved Judges List.

REMUNERATION GUIDELINES

Judges provide considerable effort and expertise in fulfilling their responsibilities for course design and as adjudicator of performances. Therefore, it is not unreasonable that they should be compensated for their services. At the same time, a person's role as a judge is a privilege and not a right, and it is expected that they work to support the efforts of the trial host and in support of furthering the sport. Their motivation in judging should be for the betterment of the sport, rather than strictly monetary; it is a delicate balance for a trial host to keep exhibitor entry fees at a reasonable level to enable as many exhibitors as possible to enter, while seeking to cover expenses for producing the trial.

Contractual Arrangements

Terms for compensation should be put in writing and formally agreed to by the parties through email exchange or via a physically signed document. As the judge is an Independent Contractor (see "Legal Standing" below), the trial host and judge shall discuss and arrive at terms that are reasonable within these guidelines, giving weight to unique circumstances, including identifying and quantifying necessary and reasonable travel expenses.

- The contractual arrangements between a group and a judge are negotiable between them.
- Reasonable travel expenses may include airfare, transit to and from the airport, car rental, use of personal automobile, meals (excluding alcohol), and hotel room and tax for nights required in attendance.
 - If mileage is to be covered, it is reasonable to assume reimbursement is at the current IRS Guidelines unless agreed to another rate. (In some cases, transportation expenses may be limited to the cost of the lowest available mode of transportation.)
 - Any and all additional expenses that a judge wants to be reimbursed (such as meals while in transit, kenneling, supplies, etc.) should be discussed and agreed in writing as part of finalizing the terms of engagement.
- Entries into the event may be negotiated as compensation (and as such, the value is reportable by the trial host on Form 1099.)
- A judge does not need to charge a fee if they feel it is not appropriate (such as for trials being held in developing regions, or for provisional judges seeking experience for removal of their provisional status.)

Absence of Contractual Arrangements

Judges and groups are free to negotiate compensation. When no such agreement exists, compensation that WCRL considers reasonable would be \$25 - \$50 per course (depending on entries, etc.) for Levels 1, 2, or 3, or approximately \$2 per run judged (in any class).

Legal Standing

WCRL-approved judges are “Independent Contractors” as that term is defined pursuant to the U.S. Internal Revenue Code. Judges shall submit, upon request by any party from whom compensation shall be received, an IRS Form W-9, Request for Taxpayer Identification. An Affiliated Group is obligated by law to file and submit Form 1099 for nonemployee compensation paid, subject to thresholds set by the Internal Revenue Service.

The following legal disclosures are applicable to all persons on the WCRL Approved Judges List, whether or not they are included in specific event contracts.

In consideration for being listed as a WCRL-approved judge and as conditions to being engaged by WCRL or any WCRL Affiliated Group (i.e., host)—

- Judge agrees that being listed on the Approved Judges List is a privilege and not a right.
- Judge agrees that all course designs and other materials (“Works”) produced for the purpose of fulfilling responsibilities as judge are “works for hire”, and that copyrights associated with such Works to be in the public domain once a course is presented for performance at an event.
- WCRL shall have and retain unlimited, nonexclusive rights of use of course designs and other materials produced for use at WCRL trials or events.
- Judge grants to World Cynosport Rally Limited (WCRL) and its affiliates, licensees, and their collective officers, employees, representatives, agents, and assigns, all rights and permission to use or appropriate judge’s name, biography, likeness, photograph, voice, performing persona, or other indicia of identity in relation to WCRL licensed or produced events and activities for broadcast, telecast, cablecast, transmission, or distribution in any format or media known now or in the future.
- Judge agrees to release World Cynosport Rally Limited (WCRL) and its affiliates, licensees, and its collective officers, employees, representatives, agents, and assigns from any claim or cause of action for invasion of the rights of privacy, right of publicity, right of personality, or any similar right, in regard to judge’s assignment and/or participation in a WCRL event.