

American Rottweiler Club Judges Education Seminar Program

Approved by ARC Board of Directors 9/11/2024

The American Rottweiler Club Judges Education Seminar Program is set up for the purpose of helping to educate AKC licensed judges and prospective judges who want to learn more about the Rottweiler breed. No single written guide is ever comprehensive enough to be the only learning tool utilized in preparation for judging a breed. A seminar offers an educational opportunity to broaden the judge's basic knowledge and to see and examine as many of the breed as possible. The ARC offers support, approved Presenters and materials to organizations looking to sponsor a Judges Education Seminar. The opportunity to extend education to all ARC members, or others interested in auditing the program, will be consistent with AKC policy to allow for educational opportunities to be available to all. A copy of the program procedure is distributed to all organizations inquiring about sponsoring a Judges Education or Breeder Education Seminar, as well as to all ARC-approved Presenters and persons submitting a Presenter Application. ARC to offer judges education seminar at all regional and independent specialties when possible.

1. Policy

A. Requested Approval

Requested approval, from Parent Club for seminars by Dog Clubs, Judge's Groups and organizations recognized by the AKC, are for seminars that adhere to AKC's Judging Operations 2006 approved component criteria which include:

1. There is a 90 minute or longer presentation that includes history, form and function of the breed, an in-depth consideration of the Standard and a question-and-answer period.
2. The presenter(s), (2, when possible, at the ARC Nationals), and content are parent club approved whenever possible.
3. At least 4 and no more than 6 dogs for the hands-on illustration and examination.
4. Class size should be limited to 40.
5. Attendance must be certified and reported to Judging Operations.

B. JE Coordinator Responsibility

ARC JE Coordinator responsibility includes:

1. Sending of Seminar Application to requesters.
2. Accepting the application and sending to the ARC Board for approval.
3. Arranging for an ARC approved Presenter. When the club requests a particular Presenter, making sure that the Presenter is or could be ARC approved.
4. Providing the Presenter with ARC approved seminar materials.
5. Reporting of approved seminars to Board, AKC, ARC Web Master and Newsletter Editor.
6. As requested by AKC, sending a copy of any returned Participant's Evaluation(s) to AKC and copied to the ARC Board.

C. Seminars Sponsored and Hosted by ARC

The responsibility of the JED Coordinator includes:

1. To make all arrangements with the host club.
2. Scheduling of the event.
3. Coordinating of all physical arrangements for holding the seminar: reserving room, projector, materials.
4. Managing all the necessary paperwork such as submitting the notice to the Gazette.
5. Making sure the schedule is included with the scheduling of events with the Web master and ARK and for advertising prior to the seminar.
6. Submitting the AKC required report and requested Participant's Evaluation Forms to AKC following the event and copied to the ARC Board.
7. Arranging for a suitable substitute if the Head Presenter cannot give the presentation.
8. Accept the applicant's names and checks for fees.
9. Arrange for attendance to be taken; provide certificates of attendance and provide the ARC Board with attendance sheet.
10. Arrange for hands-on session.
11. Arrange for mentoring prior to the event taking place and sending a list to the ARC Secretary.

2. Process

When requested, the ARC Seminar Application must be completed and returned to the ARC Judges Education Coordinator to request approval by the ARC Board. A copy of the approved application will be returned to the requester and to the AKC Judging Operations Department. The ARC Judges Education Coordinator will submit notice of the seminar to the Board, the ARC Webmaster and the ARK Editor.

3. Structure and Methodology

It is important for presenters to have a format for the seminar. This eliminates slow starts, poor continuity and loss of interest by attendees. The Format below is the one currently approved by the ARC Board:

Format

1. A brief history of the breed detailing the origins, purpose and function of the Rottweiler.
2. Discussion of the structure of the breed, including form and function in movement.
3. Discussion of breed specifics, or what distinguishes a Rottweiler from other breeds.
4. Discussion of dentition and temperament.
5. Discussion of the disqualifications in the current AKC Rottweiler Breed Standard.
6. Application of the breed study specifics with live specimens** in a hands-on demonstration.

** Presenters should try to use mature dogs, as well as some that are immature and/or puppies. The presenter is encouraged to use some of the Champions that are being shown at the shows connected with the Seminar or who are currently being campaigned, including those entered in the Top Twenty at the National.

However, presenters may not use dogs of their own breeding and they should try to select dogs from owners with whom they have no relationship (co-ownership, co-breeders, handlers, etc.). Also, if a presenter is to be judging the ARC National or other major Rottweiler Club Specialty within 6 months after the date of the Seminar, he/she will use no "Specials" that might possibly be entered to be judged under him/her.

And if a judge, who will be doing the same, is attending, then either the judge will be asked to leave while these dogs are critiqued, or the specials will not be used.

Presenters are encouraged to follow the order of the Format but can mix or rearrange the order to customize to a particular audience.

During the hands-on portion, Students must administer the "How to Correctly Approach and Examine the Rottweiler" by performing a demonstration of this assignment correctly with the Presenter.

Each attendee at the seminar will be provided printed material as approved by the ARC Board.

Presenters that do not adhere to the above format and/or restrictions on dogs chosen for hands-on segment will be reminded of the rules and asked to comply in the future.

Seminars presented at the ARC National Specialty will include ringside mentoring the day of the seminar, as well as the following day(s). Mentoring should also be available at one day seminars, if possible, especially if seminar is held in conjunction with an independent Rottweiler specialty. Ringside mentors to be notified in advance to determine availability. The judge's education committee takes responsibility for ensuring that there is 1 mentor for every 2 judges, each day during, (dog classes, bitch classes and BOB), at the ARC Nationals. The list of mentors will be sent to the ARC Secretary prior to the ARC Nationals. Ringside mentors must be approved ARC Presenters, AKC Breeder Judges, be on the ARC Mentors List or be approved by the ARC Board and/or the Judges Education Coordinator.

4. Materials

The following is a list of approved material to use in the seminars:

1. ARC Illustrated Standard and ARC Judges Handbook
2. Materials in the current ARC Rottweiler Judges Education Folder as approved by the ARC Board (one template folder will be provided for copying)
3. "Breed at a Glance" card.
4. "How to Correctly Approach and Examine the Rottweiler"
5. Joan Klem video on Function (if time permits)
6. ADRK Eyeballs – Eye Color chart (optional)
7. Measurement equipment (optional)

Any materials not on this list must be approved by the ARC Board before they can be used in an ARC Sanctioned Seminar.

Materials will be provided free of charge and will include shipping via UPS or common carrier.

An ARC-owned projector is available to presenters of seminars.

Any individual or Group can order from the Judges' Ed Coordinator copies of the Illustrated Standard and the Judges Handbook for a cost (determined at the time of the request), plus shipping and handling.

5. Approved Presenters

A presenter must be a member in good standing with the American Rottweiler Club. Presenters must be available to allocate the time, be comfortable with public speaking, and have the energy and enthusiasm to conduct a seminar. The Judge's Education Seminar will be presented in a collegial atmosphere. The Judges Education Committee is to ensure the presenter/mentors are knowledgeable before being assigned.

All presenters must receive ARC Board approval.

No one who is judging Rottweiler conformation as an AKC, Sweepstakes or Futurity judge will present, attend, or assist during an ARC approved Judges Education seminar on a dog show circuit prior to a judging assignment on that circuit.

Presenters, preferred to be local, are eligible for a \$100 stipend and up to 3 nights hotel for each Seminar. However, it's encouraged that the hotel and stipend benefits are not utilized unless necessary. The club does not offer any other reimbursements except for the cost of copying materials/forms for an ARC Sanctioned Seminar. To claim the stipend and copying expenses, presenters must submit an Expense Report form along with the original receipts to the ARC Treasurer within a week after the quarter ends. Please note, if the seminar is held at the ARC National Specialty, presenters should withhold from stipends and hotel accommodations.

Have all presenters selected to present by region to reduce cost. A list of ARC Approved Presenters, by state, is available from the Judges Education Coordinator. In order to remain on the ARC Presenters List, a presenter must have attended at least one ARC Judges Education Seminar within the last 5 years. Also, if a presenter's ARC membership should lapse, the presenter will be removed from the list.

6. Attendance Fee (Applies to ARC-hosted Judges Breed Seminars Only.)

The fee for the ARC National Specialty Judges Education Seminar will be set by the ARC Board each year once particulars of the next year's National are known. In doing so, they will take into consideration the expense of lunch, printed materials including show catalog, printing of certificates, etc. It is recommended that the lowest price feasible be used to encourage attendance.

The ARC Board will also follow the above guidelines in setting fees for other ARC-hosted seminars.

7. Attendance Criteria (Applies to ARC-hosted Judges Breed Seminars Only.)

A Judges Education Seminar is intended for current AKC Judges who wish to add the Rottweiler to their list of

approved breeds, Rottweiler Judges who wish to add to their understanding of the breed, as well as those aspiring to be judges in the future. AKC Judges will have priority access to the seminar. If additional space is available, others may attend for the same fee. Individuals not pursuing judging requirements will only participate in the seminar portion, excluding the hands-on activities.

Any ARC member may sign-up to audit the classroom presentation for a minimum fee of \$10 and can buy the Judges Education package which includes the Illustrated Standard and Judges Handbook at cost. The numbers allowed to audit will be determined by the size of the room and seating arrangements after all Judges interested in attending are accommodated.

8. ARC Judges Education Coordinator Job Description

The Coordinator is to be selected and appointed by the Board in accordance with the ARC Standing Rules on Committees. At the time the Coordinator is appointed, the ARC Secretary will send him/her a copy of

this procedure. The Coordinator should read this procedure thoroughly in order to ensure that he/she is familiar with and aware of the responsibilities and the requirements of the position:

1. Do all things that are necessary for the coordination of seminars as outlined under POLICY for both Parent club approved seminars and ARC hosted seminars.
2. Compile and keep a Mentors list available to AKC and the ARC Board and present for publication on the ARC Website and Judge's Handbook.
3. Develop and maintain a Presenters list as outlined in 5. Approved Presenters.
4. Contact all new applicants to judge our breed as listed in the AKC Gazette each month and offer them any ARC materials that would help them to better understand and judge the breed at no cost to them.
5. Receive requests and manage the collection of costs and distribution for Illustrated Standards and Judge's Handbooks.
6. Investigate and expand on any opportunities to enhance the Judge's Education Program for presentation to the Board.

Coordinator Expenses:

Unless otherwise provided, no committee chairman, committee member or Board member can obligate ARC funds without prior Board approval.

Any member of the Board and/or Committee who will incur more than \$75 in expenses in a given month must receive prior approval of the Board. Expenses shall not include reimbursement for travel, meals and/or lodging unless specifically approved by the Board. Exempt from this ruling are those whose job descriptions/committee procedures/standing rules specify a different amount and those who are appointed to do a specific job. Original receipts must be included with all reimbursement forms sent to the Treasurer within a week after the end of the quarter.