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## HOSTING A JUDGE'S CLINIC

Keep these instructions handy before, during and after your clinic!

### Clinic Guidelines

AAC Judges Clinics are administered similar to a seminar. As a host you are responsible for determining the date you will hold the event, what levels will be offered (i.e. all levels, S/A only or masters only), securing a facilitator or facilitators (and any necessary assistants), booking a suitable venue, submitting an application, determining the price you will charge for candidates to attend the clinic and coordinating the distribution of clinic documentation to candidates prior to the clinic. Any profit/loss resulting from the clinic is the responsibility of the host. Under no circumstances, will the AAC incur any losses so ensure your budgeting process considers all factors before setting prices. Fixed costs are as follows:

- AAC Administration Fee - \$25 per judging candidate (+ GST or HST), payable to AAC
- Clinic Facilitator fees - \$1000 each, payable directly to facilitator(s)
- Clinic Assistant fees - Negotiable (see Clinic Capacity)

If at any time during the process you need advice, please do not hesitate to contact the Judges Clinic Coordinator (m.tahnis2@gmail.com). Any facilitator may be hired to work at any clinic. Currently approved facilitators are:

Bernadette van Klaveren (BC)      Kimberly Anderson (SK)      Susan Miller (ON)      Claude Dionne (QC)      Carolyn Dockrill (NS)

### Clinic Capacity

For clinics with up to 8 candidates, one facilitator (and one assistant at the option of the facilitator) will be required. More than 8 candidates will require 2 facilitators and, at the option of the facilitators, an additional assistant. No clinic shall have more than 12 candidates. The number of observers will be limited only by the space available at the clinic venue(s).

- Although assistants are at the request of the facilitator, the host is responsible for their expenses and fees. All efforts to use local or auditing masters judges are strongly encouraged and remuneration negotiated prior to setting clinic fees.

### Prioritizing Applications

All judging candidates must be AAC regular/full members to apply. In the event that there are more qualified applicants for a judge's clinic than can be accommodated, the following criteria will apply in descending order of priority:

1. Hosts/Group members
2. Masters candidates\* (if clinic is listed for all levels or masters only)
3. Starters and/or Advanced candidates who have been AAC regular/full members for 3 or more years
4. Starters and/or Advanced candidates who have been AAC regular/full members for less than 3 years
5. Starters and/or Advanced candidates residing within 100 km of the clinic location

In all of the above sub-categories, those scoring higher on the pre-clinic exam and course design exercises will be given priority until all available spots in the clinic have been filled.

\*Masters candidates who meet the candidate criteria and have completed all of their pre-requisite judging assignments will be given priority over those who have not. Applicants who have not yet met all of the judging pre-requisites may request permission from the AAC Board of Directors to attend a masters level judging clinic, but they MUST complete ALL the advanced judging requirements before they can schedule their Masters Practical Examination and begin provisional masters judging - i.e. candidates are not permitted to complete their advanced judging pre-requisites AND judge masters events during the same trial weekend. Acceptance into a Masters judging clinic under such circumstances is at the sole discretion of the AAC Board of Directors, and will be dependent on the availability of judge's clinics in the area, as well as on the number and the quality of the other applicants (fully qualified Advanced judges will be given priority).



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Observers may be accepted into the clinic, prioritized as follows (in cases of limited space):

1. Current AAC judges or Board members.
2. Host club/group members
3. AAC regular/full members
4. AAC provisional members (less than 1 year as of the clinic date)
5. Non-members

## Accommodations & Travel

You are responsible for coordinating travel arrangements for your facilitators and/or assistants. Please coordinate directly with them to ensure the itineraries coincide with your clinic timetable. The facilitator/assistant may either stay in a hotel, or be billeted at their discretion. If you would like to offer billeting, the accommodations must be clean and private (i.e., guest room).

## Meals

Meals for the facilitator(s) and assistant(s) are expenses to you as host. Candidates are responsible for making their own arrangements, unless you decide to include it in the cost of the clinic. Whatever option you choose, it should be communicated to all participants in advance so they come prepared.

## Advertising

Once your clinic is approved, a notice will be posted on the AAC Website, directing interested candidates to the contact person identified in the application. Please ensure your clinic application includes a proposed candidate application deadline which is a minimum of 45 days prior to the clinic date. Any other advertising is at your discretion.

## Applications

Once your clinic is approved, a candidate application package will be provided to you electronically, to be distributed to any interested candidates. See "Clinic Workbooks, Course Design & Pre-tests" below for more information.

Candidates should submit their applications (complete with pre-tests, courses and any application fees or deposit you prescribe) to you, the host, either by mail/courier or electronically, as requested.

You must send all candidate applications to the AAC Judge's Clinic Coordinator, either electronically or via courier, a minimum of 45 days prior to the clinic date. Any applications requesting an exemption should be sent to the Judge's Clinic Coordinator as soon as possible so the board may review and grant the exemption (or not). Exemptions and all other candidates are not accepted into the clinic until their application and pre-test/courses have been reviewed and approved by the clinic facilitator.

Applications for observers do not need to be sent to the Judges Clinic Coordinator – it is completely up to you who and how many observers your venue can accommodate. Please keep in mind however that observers should not in any way hamper the learning environment for Candidates. If it is determined that too many observers were accepted into a clinic, it may negatively impact you being approved to host future clinics.

As host, you will be notified of any candidates that do not meet the minimum criteria necessary, or who did not receive an exemption, to participate in a Judges Clinic as a candidate.

## Clinic Workbooks, Course Design & Pre-tests

Once your clinic is approved, you will be sent an electronic copy of the Judges Handbook, a Judges Clinic pre-test, and instructions for courses to be designed/submitted as part of the candidate screening process. Interested parties should be sent all of these documents, either electronically or in hard copy. Each candidate is required to be a current AAC member and should already have their own rule book. Rulebooks are available in a downloadable and printable format, from the "Members Login" page of the AAC website. No rule books will be provided as part of the application process nor will you be expected to provide them at the clinic. Candidate courses submitted with their application are required to be prepared using Course Designer software, the most popular version of which is available from Clean Run. A 30 day trial copy may be downloaded for free if the candidate does not already possess the software. This software (or similar software) will be absolutely necessary if the candidate is interested in becoming an AAC judge, so it will likely need to be purchased at some point



## Judges Handbook for Observers

Current judges should already have a copy of the latest version of the Judges Handbook. This document is large and only available as a pdf document. A copy should be made available to all candidates of the clinic, to download and print, prior to the pre-clinic course design exercises. If you wish to make a copy available to observers, AAC recommends you recoup your printing costs as hard copies are not available for purchase.

## Rulebooks for Observers

Observers who are not AAC members can view the current rule book on the "Rules" page of the AAC website ([www.aac.ca](http://www.aac.ca)). If you wish to print off hard copies for observers, AAC recommends you recoup your printing costs as hard copies are not available for purchase from AAC at this time.

## Facilities Rental

Meeting room facilities\* required for day 1 and an arena/field\* is required for day 2. On day 3, a meeting room is required for the written exam, and an arena/field for additional practical judging, and a private interview area for the oral exam. The arena/field for the fun match and practical judging, although not required to be regulation size, should provide good footing and sufficient space for the regulation equipment that is required in an AAC standard course.

Note: A meeting room can be any kind of room that allows the candidates/observers to sit, take notes and/or work with model agility equipment as well as provide the facilitator with a chalk board, white board or flip chart and the room to elaborate on same. If using an outdoor field for the fun match and practical exams, the hosts must ensure that surface and equipment are safe and, in the event of bad weather, that the required number of dogs (and handlers) will show up regardless of the weather conditions. Candidates cannot pass these portions of the clinic without the required practicum and to postpone or reschedule will be at the cost of the hosts.

On the evening of day 1, there may be a rulebook discussion for masters' candidates only. This session may take place in a restaurant or private home as long as space is available. In either case, the area must be quiet and smoke-free. If you want to make reservations for this session, you must wait for the participants to be finalized in order to be sure of the number of people attending.

## Fun Match

You are responsible for ensuring that an adequate number of competition-ready dogs are available on day 2 and day 3. The focus on both days is on practical judging. Plan on having at least 2 dogs per candidate (more is better). Candidates will undertake practical judging under simulated trial conditions, during which they will be required to demonstrate their judging skills on several dogs. If you are planning on attending the clinic as a candidate, it is strongly recommended that you delegate the organization of the fun match to someone else. The more volunteers you can assemble to help move equipment, gate steward, etc., the smoother the clinic can run.

## Practical Exam

The Practical Exam for candidates will now take place during a candidate's first official judging assignment and will be proctored by an Examining Judge. In certain cases at the end of the Judge's Clinic, the facilitator may indicate that a candidate is not ready to proceed to the practical exam. The candidate will be informed of this directly and be given recommendations as to which areas they should focus on to gain more practical experience at fun matches, prior to attempting the Practical Exam.

Once a candidate is deemed ready to attempt the practical exam (which may be immediately after the conclusion of the clinic), the Examining Judge will become involved in reviewing performance throughout the entire assignment, including:

- Inter-action with the host prior to the assignment
- Inter-action with course approver and quality of courses submitted
- Arriving at the trial on-time and prepared
- Ability to manage multiple tasks (course tweaking, measuring dogs, checking of equipment etc.)
- Involvement in the resolution of any conflicts or disputes
- Conducting adequate judges briefings and last but certainly not least
- Actual practical judging



# The Agility Association of Canada

The Examining Judge will in all cases be looking for the candidate to display professionalism and an understanding and ability to correctly apply AAC rules. The candidate may seek clarifications from the Examining Judge if necessary without adversely impacting their practical exam results; however they will be expected to demonstrate the ability to function independently. If, at any point, the Examining Judge determines that the candidate's performance is not meeting the minimum AAC criteria, the Examining Judge will take over judging, either for that class, the balance of the day or the rest of the assignment as they see fit and at their sole discretion. If this is necessary, the candidate will be deemed unsuccessful in their attempt to complete the practical exam portion of the clinic. Additional fun match judging will be required prior to the candidate re-attempting the practical exam. If this is the case, the candidate will receive a full report from the Examining Judge regarding which areas of their performance which require improvement or areas of the AAC rules to review. This report will also be provided to the clinic facilitator.

Candidates who successfully complete the practical exam will have their results communicated to their facilitator and provided the written, oral and course design sections of the examination have also been successfully completed, will be certified as an AAC Judge for the appropriate level.

Candidates will not be entitled to any judge's fees for the Practical Exam. The club hiring the Candidate will be responsible for any out-of-pocket expenses however, the fees per run normally paid to a judge will in all cases be paid to the Examining Judge.

## Fees

As with any other seminar you offer, you may wish to include a registration fee or cancellation policy as part of the clinic package. As host, this is completely up to you to determine.

## Waiver

The Agility Association Canada assumes no responsibility for any liability resulting from any actions taken during an approved clinic. As such, we strongly recommend you have appropriate liability coverage and all participants in the fun match sign a waiver.

## Clinic Hosting Fee

Within one week (7 days) of the clinic, you must forward the AAC clinic administration fees to Heather Taylor, AAC Financial Services Officer. Failure to do so may prevent the candidates who attended your clinic from receiving certification as an AAC Judge.