

# **SHOW HORSE COUNCIL OF AUSTRALASIA INC.**

## **S.H.C. JUDGES SCHEME RULES & REGULATIONS, CRITERIA NOVEMBER 2010**

### **1<sup>st</sup> NOVEMBER 2010 EDITION**

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**SHOW HORSE COUNCIL OF AUSTRALASIA INC.  
GENERAL AND ROYAL SHOW/STATE/NATIONAL EVENTS JUDGES SCHEME**

**NOVEMBER 2010 EDITION**

**SECTION A – RULES AND REGULATIONS**

**The following shall apply to all Judges listed on both the “General Judges List” and the “Royal Show/State/National Event Judges List”.**

**SECTION 1 - GENERAL**

- 1.1 An Official Judge shall be a person approved as a Judge by the SHC, in accordance with the SHC Judges Scheme Rules and Regulations.
- 1.2 By accepting SHC approval to the position of an SHC Official Judge, such person (Judge) agrees to adhere to and be bound by all Rules and Regulations of the Show Horse Council of Australasia Inc. including the Competition Rules and General Rules.
- 1.3 A Judge shall at all times conduct himself/herself in an appropriate manner, including when Judging and/or competing and/or officiating. This Rule applies to all events/competitions conducted by the Show Horse Council of Australasia Inc. its Affiliates, and by any **OTHER ORGANISATION**.
- 1.4 *“S.H.C. Official List Judges officiating as a Judge at any Show are not permitted to use mobile phones or smoke whilst they are in the Ring”.*
- 1.5 The SHC shall recommend only Judges who are on the “General Judges List” and/or the “Royal/State/National Event Judges List”, Interstate and International Judges excepted.
- 1.6 At competitions conducted by the SHC and at all competitions approved by the SHC, Judges officiating shall be, where possible, on the “General Judges List” and/or the “Royal/State/National Event Judges List”.
- 1.7.a) A ‘Judge Administration Fee’ (as set by the SHC) shall be applied to any official SHC Judge who is **not** a current member of the SHC throughout specified Three Year period/s.
  - .b) The **Non-Member Judge** shall be required to re-new their Non-Member Judge Administration Fee when attending a Judges Workshop.
- 1.8 A General Judge shall attend one (1) “Judges Workshop” or equivalent, conducted by the SHC or by an Affiliate, and approved by the SHC, in a specified THREE (3) year period. The Judge shall sign the Workshop Attendance Book and provide his/her latest personal details on the Workshop Attendance Form. The Judge may attend the Workshop as a Presenter or as a Participant.
- 1.9 A Royal/State/National Judge shall attend one (1) “Judges Workshop” or equivalent, conducted by the SHC, or by an Affiliate and approved by the SHC, within two (2) consecutive specified THREE (3) year periods. The Judge may attend the Workshop as a Presenter or as a Participant.

1.10\_ a) In accordance with criteria of Rule 1.8, the SHC Judges Sub-Committee shall, on the completion of each specified period of three years, review General Judge attendances at “Judges Workshops”.

b) In accordance with criteria of Rule 1.9 the SHC Judges Sub-Committee shall on completion of two (2) consecutive specified THREE (3) year periods, review Royal/State/National List Judges attendances at “Judges Workshops”.

The first review was conducted in July 1993, followed by reviews in December 1996, 1999, 2002, 2005 and 2008; reviews will continue to be held each consecutive three year period following. Current period 2009 – 2011 followed by 2012 -2014

1.11 The SHC shall retain a record of all Judges but, only the names of those Judges who have met criteria of Rule 1.8 or Rule 1.9 will be considered current and included on the SHC Judges List/s.

1.12 The Official Judges Lists (General & Royal/State/National Event) will be updated every twelve (12) months. The “Judges Workshop List” will also be maintained so that there is a record of those attending “Judges Workshops” as required. The onus is on the Judge to ensure that the Co-ordinator has been advised (IN WRITING) of any changes of name, address or telephone number.

1.13 A Royal/State/National List Judge, who has achieved the criteria required to judge an additional Section, may apply to the SHC for acceptance of his/her eligibility to judge that additional Section.

1.14 The Judge shall be required to purchase an SHC ‘Official Judge’ badge when he/she is placed on the Judges List. The Judge when officiating shall wear this badge, unless e.g. in case of a Royal the Judge is required to wear a Badge provided by that Society.

1.15 A Judge (whose name is on a List) may apply for ‘Leave of Absence’ and therefore be exempted from attending a “Judges Workshop” in a specified period of time. The approval of the ‘Leave of Absence’ and the actual period of time for such exemption shall be at the discretion of the SHC.

## **SECTION 2 - APPLICATIONS FOR THE JUDGES LIST**

2.1 The application shall be in writing on the approved ‘Judge Application Form’. The information on the Application Form shall be true and correct. An incorrect, false or incomplete Application will not be accepted.

A Postage & Handling Fee, as set from time to time by the Council, shall be applied to all **Non-Member** Judge Applications.

2.2 The completed “Judge Application Form” (and Fee if applicable - see 2.1) shall be lodged with the SHC Judges Co-ordinator by the date as set by the SHC (prior to the “Judges Workshop” at which the applicant is due to sit the Judges Examination). Any supporting documentation shall be lodged with the application. An application received after the required date may or may not be accepted.

2.3 An Applicant shall meet the ‘Selection Criteria’ as set by the SHC. The criteria may, from time to time, be reviewed and altered by the SHC.

- 2.4 An Applicant shall be required to attend at least one (1) “Judges Workshop” conducted by the SHC, or by an Affiliate and approved by the SHC, within 12 months prior to sitting the Judges Examination. (Can attend on day of sitting the Examination)
- 2.5 An Applicant shall be required to pass a Judges Examination, which has been set by the SHC Judges Sub-Committee and ratified by the SHC. The Examination pass mark, as determined from time to time by the SHC Judges Sub-Committee, shall not be less than 75%. Candidates will be allocated a number for marking purposes, the Exam Papers will be identified by this number. Applicants with a Pass shall then be considered for approval as an SHC Judge. Examination Papers remain the property of the SHC.
- 2.6 In the case of an Applicant not achieving a Pass Mark, the Applicant shall receive feedback from the Judges Sub Committee in relation to his/her Examination Paper. It will be necessary for such an Applicant to sit and pass another written Judges Examination in order for his/her application to proceed. If the Applicant does not advise the Co-ordinator, within twelve months of the date of the sitting the Exam, of his/her intention to sit the Exam again the Application will be considered lapsed.
- 2.7 The designated markers shall all be in attendance for marking of Examination Papers. The decision of these three appointed markers shall be Final.. The Applicant shall be advised in writing regarding a Pass or Fail mark of the Judges Examination.
- 2.8 An Applicant shall be thoroughly conversant with the Rules & Regulations of the SHC.
- 2.9 An Applicant shall meet any other requirements, which from time to time may be set by the SHC.
- 2.10 To be approved and placed on the SHC Judges List, an Applicant shall be at least 21 years of age and meet all requirements as set by the SHC. When all requirements are met, the application shall be presented to the SHC and, upon approval by a clear majority of 75% in favour vote from the Delegates in attendance at the SHC meeting, the Applicant shall be accepted as an SHC Judge.
- 2.11 Approval for an Applicant’s name to be placed on the SHC Judges List shall be at the discretion of the SHC. The SHC reserves the right to reject any application without having to assign a reason for doing so.

### **SECTION 3 - REMOVAL OF A NAME FROM THE JUDGES LIST/S.**

#### **3.0 GENERAL LIST**

- 3.1 A name may be removed from the General Judges List where the person concerned has failed to attend one (1) “Judges Workshop” or equivalent conducted by the SHC, or by an Affiliate and approved by the SHC per specified three (3) year period (Refer Clause 1.7).
- 3.2 Where a name has been removed from the General Judges List/s due to failure to attend a “Judges Workshop”, that person may rectify the situation by attending a “Judges Workshop” in the following three year period. When a name has not been included in the Judges List for two consecutive ‘three year periods’ i.e. SIX (6) years,

that person will be required to sit and pass a further Judges Examination and attend a “Judges Workshop” to be eligible for re-instatement to the General Judges List.

3.3 A Judge may be suspended or a name may be removed from the Judges List where the person concerned is found to be in breach of the SHC Rules and Regulations (Refer Clause 1.2).

3.4 A name shall be removed from the Judges List/s on receipt of a WRITTEN request from the person (Judge) asking that his/her name be removed from the List/s.

3.5 If the Judge is deceased

#### 4.0 **ROYAL/STATE/NATIONAL LIST**

4.1 A name may be removed from the Judges List where the person concerned has  
a) failed to attend one (1) “Judges Workshop” or equivalent conducted by the SHC, or by an Affiliate and approved by the SHC within two (2) consecutive specified THREE (3) year periods

4.2 Where a name has been removed from the Judges Lists due to failure to comply with Rule 1.8, that person may rectify the situation by attending a “Judges Workshop” to be eligible for re-instatement to the Lists.

4.3 A Judge may be suspended or a name may be removed from the Judges List where the person concerned is found to be in breach of the SHC Rules and Regulations (Refer Clause 1.2).

4.4 A name shall be removed from the Judges List on receipt of a WRITTEN request from the person (Judge) asking that his/her name be removed from the List/s.

4.5 If the Judge is deceased.

### **SECTION B – GENERAL JUDGES LIST – ELIGIBILITY CRITERIA**

To be placed on the ‘General Judges List’ an Applicant shall be required to meet **ONE** of the following Criteria, 1 to 4, **AND** pass the appropriate Examination

#### **1. For an Applicant who is a current or past competitor with a proven Show Record.**

Have competed successfully themselves at Agricultural Shows and/or SHC Shows and/or Hack Associations Shows and/or Official Events recognised by the SHC. The **MINIMUM** Performance is considered to be a total of **SIX (6) 1ST Places** (Open Saddle Horse & Open Show Hunter Classes) riding at least **TWO (2) DIFFERENT** horses in **DIFFERENT** Sections (i.e. Pony, Galloway, Hack) at **DIFFERENT** Shows recognised and approved by the SHC.

The Applicant shall be thoroughly conversant with current standards in Showing and be well respected in Hacking circles.

**OR**

**2. For an Applicant who has been a past competitor with a proven Show Record plus has a record of current and/or recent Judging experience.**

Have, at some time during their life, competed successfully themselves at Agricultural Shows and/or SHC Shows and/or Hack Association Shows and/or Official Events recognised by the SHC.

The **MINIMUM** Performance is considered to be a total of **FOUR (4) 1ST Places** (Open Saddle Horse & Open Show Hunter Classes) riding at least **TWO (2) DIFFERENT** horses in **DIFFERENT** Sections (i.e. Pony, Galloway, Hack) at **DIFFERENT** Shows, recognised and approved by the SHC.

Provide on their written application full details of Judging experience and Sections judged at the appropriate level, at a **MINIMUM** of **THREE (3)** Shows during the past **FIVE (5)** years. The Application is to be accompanied by a **MINIMUM** of **ONE (1) WRITTEN CONFIRMATION** from an Agricultural Show Society and/or Hack Association and/or other Horse Association recognised by the SHC, at which the Applicant has judged during this period.

Provide details of background experience and/or other Qualifications. The Applicant shall also be thoroughly conversant with the current standards in Showing and be well respected in Hacking circles.

**OR**

**3. For an Applicant having extensive experience in areas such as breeding, producing and showing of horses with a proven record of Judging at an Official Level.**

Provide a written application containing full details of judging experience and Sections judged, at the appropriate level, at which the Applicant has judged during the past **FIVE (5)** years.

The application is to be accompanied by **WRITTEN CONFIRMATION** from a **MINIMUM** of **FIVE (5)** Agricultural Show Societies and/or Hack Associations and/or other Horse Association Shows recognised by the SHC at which the Applicant has judged, together with **TWO (2) PERSONAL REFERENCES** from SHC Royal/State/National Event List Judges.

Provide details of background experience and/or other Qualifications. The Applicant shall be thoroughly conversant with current standards in Hacking and be well respected in Hacking circles.

**OR**

**4. Have successfully completed the requirements as set out in SECTION E – Trainee Judges.**

NOTE - This criteria is open to anyone 17 years of age and over.

## **SECTION C – ROYAL/STATE/NATIONAL EVENT JUDGES LIST ELIGIBILITY CRITERIA**

To be placed on the “ROYAL/STATE/NATIONAL EVENT JUDGES LIST” an Applicant shall be required to be on the SHC “GENERAL JUDGES LIST” for a minimum of twelve months, have attained the age of 25 years, meet one of the following two criteria AND pass the appropriate Examination.

### **1. For an Applicant who is a current or past competitor with a proven Show Record at the Level and in the category he/she is applying to judge.**

Have competed successfully themselves at State Capital Royal Shows, Grand National Qualifiers, State HOY and/or Grand National Events recognised by the SHC in the Section they are applying to judge.

The MINIMUM performance for any **SINGLE** Saddle Horse Section is considered to be – TWO performances – gained at **DIFFERENT** State Capital Royals Shows, State HOY, Grand National Qualifiers, or Grand National Shows in **EACH SECTION** they are applying to judge.

For OPEN Saddle Sections the Applicant shall have gained the required Performances of

- 1st to 6th Place in OPEN SADDLE CLASSES at a State Capital Royal Show.
- Or 1st to 3rd Place in NOVICE or RESTRICTED CLASSES (e.g. Lady’s Hack, Gent’s Hack) at a State Capital Royal Show. The RESTRICTED class shall be of equivalent standard in the appropriate Section.
- Or Champion or Reserve Champion at a State HOY
- Or Champion or Reserve Champion Open at a Grand National Qualifier.
- Or 1<sup>st</sup> in an Open Class at other Grand National Qualifying Royal Shows.

The MINIMUM performance for Show Hunters is considered to be – TWO performances – gained in SHOW HUNTER CLASSES at **DIFFERENT** State Capital Royal Shows, Grand National Qualifiers, State HOY, and/or Grand National Shows.

For SHOW HUNTER Saddle Sections the Applicant shall have gained the required Performances of

- 1st to 6th Place in SHOW HUNTER SADDLE CLASSES at a State Capital Royal Show
- Or 1st to 3rd Place in NOVICE or RESTRICTED SHOW HUNTER CLASSES (e.g. Lady’s Hack, Gent’s Hack) at a State Capital Royal Show. The RESTRICTED class shall be of equivalent standard in the appropriate Section.
- Or Champion or Reserve Champion at a State HOY
- Or Champion or Reserve Champion Show Hunter at a Grand National Qualifier.
- Or 1<sup>st</sup> in an Show Hunter Class at other Grand National Qualifying Royal Shows

The MINIMUM performance for RIDING is considered to be TWO (2) Performances – at **DIFFERENT** State Capital Royal Shows, State HOY, Grand National Qualifiers, and/or Grand National Shows gained under **DIFFERENT** Judges.

- 1st to 6th Place – in **OPEN RIDER CLASSES** at a State Capital Royal Show
- OR 1<sup>st</sup> to 3<sup>rd</sup> - in **NOVICE RIDER CLASS** at a State Capital Royal Show
- Or Champion or Reserve Champion at a State HOY

- Or Champion or Reserve Champion Rider at a Grand National Qualifier.
- Or 1<sup>st</sup> in an Open Rider at other Grand National Qualifying Royal Shows

The MINIMUM performance for TURNOUT is considered to be ONE (1) Performances – 1st to 6th Place – gained at a State Capital Royal Show, State HOY, and/or National Show

The Applicant shall be thoroughly conversant with the current standards, at an appropriate level, in the Section he/she is applying to judge and be well respected in Hacking circles.

**OR**

**2. For an Applicant with extensive experience in the areas of breeding, producing and exhibiting of horses at Royal/State/National level and with a proven record of Judging at that level in the Sections they are applying to judge.**

During the past **TEN (10)** years, the Applicant shall have judged in OPEN SADDLE HORSE &/or OPEN SHOW HUNTER &/or RIDING &/or TURNOUT Section/s at a **MINIMUM** of **THREE (3)** at State Capital Royal Shows, State HOY, Grand National Qualifiers and/or National Shows approved by the SHC.

He/she shall provide a full history of judging experience and involvement with showing winning horses (a **MINIMUM OF TWO (2)**) at a Royal, State, or National level, substantiated by at least **FIVE (5)** WRITTEN REFERENCES of recommendation from SHC Royal/State/National List Judges.

Provide details of relevant background experience and other Qualifications. The Applicant shall be thoroughly conversant with current standards in the Section they are applying to judge and be well respected in Hacking circles.

**OR**

**3. Applying for 2010-2011 period only, there is a higher performance criteria for an Applicant who is a current or past competitor with a proven Show Record at the Level and category he/she is applying to judge, where they may not be required to sit the Royal Judges exam. (This will be at the discretion of the SHC Committee)**

In the past ten (10) years they must have competed successfully themselves at State Capital Royal Shows, Grand National Qualifiers, State HOY and/or Grand National Events recognised by the SHC in the Section they are applying to judge.

The MINIMUM performance for any **SINGLE** Saddle Horse Section is considered to be – **FOUR** performances – gained at **DIFFERENT** State Capital Royals Shows, State HOY, Grand National Qualifiers, or Grand National Shows in **EACH SECTION** they are applying to judge.

For OPEN Saddle Sections the Applicant shall have gained the required Performances of

- 1st to 6th Place in OPEN SADDLE CLASSES at a State Capital Royal Show.
- Or 1st to 3rd Place in NOVICE or RESTRICTED CLASSES (e.g. Lady's Hack, Gent's Hack) at a State Capital Royal Show. The RESTRICTED class shall be of equivalent standard in the appropriate Section.
- Or Champion or Reserve Champion at a State HOY

- Or Champion or Reserve Champion Open at a Grand National Qualifier.
- Or 1<sup>st</sup> in an Open Class at other Grand National Qualifying Royal Shows.

The MINIMUM performance for Show Hunters is considered to be – FOUR performances – gained in SHOW HUNTER CLASSES at **DIFFERENT** State Capital Royal Shows, Grand National Qualifiers, State HOY, and/or Grand National Shows.

For SHOW HUNTER Saddle Sections the Applicant shall have gained the required Performances of

- 1st to 6th Place in SHOW HUNTER SADDLE CLASSES at a State Capital Royal Show.
- Or 1st to 3rd Place in NOVICE or RESTRICTED SHOW HUNTER CLASSES (e.g. Lady's Hack, Gent's Hack) at a State Capital Royal Show. The RESTRICTED class shall be of equivalent standard in the appropriate Section.
- Or Champion or Reserve Champion at a State HOY
- Or Champion or Reserve Champion Show Hunter at a Grand National Qualifier.
- Or 1<sup>st</sup> in an Show Hunter Class at other Grand National Qualifying Royal Shows

The MINIMUM performance for RIDING is considered to be FOUR performances – at **DIFFERENT** State Capital Royal Shows, State HOY, Grand National Qualifiers, and/or Grand National Shows gained under **DIFFERENT** Judges.

- 1st to 6th Place – in **OPEN RIDER CLASSES** at a State Capital Royal Show
- OR 1<sup>st</sup> to 3<sup>rd</sup> - in **NOVICE RIDER CLASS** at a State Capital Royal Show
- Or Champion or Reserve Champion at a State HOY
- Or Champion or Reserve Champion Rider at a Grand National Qualifier.
- Or 1<sup>st</sup> in an Open Rider at other Grand National Qualifying Royal Shows

The MINIMUM performance for TURNOUT is considered to be ONE (1) Performances – 1st to 6th Place – gained at a State Capital Royal Show, State HOY, and/or National Show.

The Applicant shall be thoroughly conversant with the current standards, at an appropriate level, in the Section he/she is applying to judge and be well respected in Hacking circles.

### **AND YOU MUST ALSO HAVE**

During the past **FIVE (5)** years, the Applicant shall have judged in OPEN SADDLE HORSE &/or OPEN SHOW HUNTER &/or RIDING &/or TURNOUT Section/s at a **MINIMUM** of **ONE (1)** State Capital Royal Show, State HOY, Grand National Qualifier, and/or National Shows approved by the SHC.

## SECTION D - TRAINEE JUDGES

**For Applicants who do not have sufficient performance or experience to qualify as a General Judge under criteria 1, 2 or 3.**

**Prior to being placed on the “Trainee Judges List”, an Applicant must meet the following requirements.**

### STAGE 1

- a) Have reached seventeen (17) years of age.
- b) Complete a General Judges List Application Form.
- c) Commence an SHC Log Book (similar to Pony Club Log Book).
- d) Attend a “Judges Workshop” conducted by the SHC and/or a Hack Association and approved by the SHC.
- e) Have appropriate horsemanship experience.
- f) Pass an “Entrance Examination” set by the SHC Judges Sub-Committee.  
Please note: In the case of a Fail mark, the Application will be considered lapsed if the Applicant does not advise the Co-ordinator, within twelve months of the date of the sitting the Exam, of his/her intention to sit the Exam again.

**AT THE COMPLETION OF STAGE 1, AN APPLICANT’S NAME WILL BE PLACED BEFORE THE SHC AND, IF APPROVED, WILL BE PLACED ON THE “TRAINEE JUDGES LIST”.**

### STAGE 2

- a) Maintain the SHC Log Book entering all Schools, Workshops, Judging appointments and relevant reports from these appointments, competition experience, general riding experience and horsemanship.
- b) A Trainee Judge’ must attend one (1) “Judges Workshop” in addition to that attended in Stage 1.
- c) A ‘Trainee Judge’ is required to officiate as a Judge at **TWO (2) UNOFFICIAL** Events, i.e. Gymkhanas, Pony Club etc. **EVERY TWELVE (12) MONTHS** until such time as he/she is accepted as a Judge on the “General Judges List” or the Trainee Application has lapsed. He/she is to submit a **WRITTEN** report from the Event organisers.
- d) A ‘Trainee Judge’ must attend a minimum of **TWO (2) OFFICIAL** Judging appointments as an observer with an SHC accredited Judge from the Assessor Judges Panel. The Assessor Judge will ask the ‘Trainee Judge’ questions and will present a written report on the ‘Trainee Judge’ to the SHC.
- e) A Trainee is required to complete all elements of Stage two within his/her first full specified Three year period or their Application as Trainee will be considered lapsed.

**ARRANGEMENTS FOR ATTENDING AN OFFICIAL EVENT AS A ‘TRAINEE JUDGE’ WITH A SHOW HORSE COUNCIL ASSESSOR JUDGE WILL BE MADE THROUGH THE JUDGES CO-ORDINATOR.**

## **STAGE 3**

At the completion of **STAGES 1 & 2** the 'Trainee Judge' shall provide his/her Log Book to the Judges Co-ordinator, accompanied by a written request to sit a final Judges examination.

The SHC Judges Sub-Committee shall assess the Log Book and, if it considered that all elements of Stage 2 have been satisfactorily completed within the full specified Three-year period, the 'Trainee Judge' will be advised that he/she is eligible to sit the General Judges Examination. Approval as an SHC Judge will be in accordance with Section 2.

## **SECTION E – S.H.C. JUDGES EXAMINATIONS**

**1.0** Examinations may only be carried out at Official WORKSHOPS approved by Show Horse Council. The content of the Workshop shall include elements from the following:

- Conformation and Soundness
- Paces and Movement
- Judging of Led, Hack & Show Hunter Classes
- Riding Classes, Turnout Classes and Smartest on Parade
- Workouts
- Protocol
- Rules

**2.0 GENERAL JUDGES EXAMINATION:**

The Examination, based on the subjects in E. 1.0. shall be a written Examination and may include an oral component.

Each candidate will be issued with a copy of a Master List of questions & answers, from this List a selected number of questions will make up Part 1 of the Examination. Part 2 of the Examination will consist of questions selected to evaluate the Applicant's judging technique and ability

Required reading:

S.H.C. Judges Scheme Rules & Regulations  
The SHC's 'Guide To Showing' Manual  
Competition Rules and General Rules of the SHC  
Master List of Questions & Answers

**3.0 ROYAL/STATE/NATIONAL EVENT JUDGES EXAMINATION:**

The Examination, based on the subjects in E 1.0. shall be a written Examination and may include an oral component. The Paper will be set at a more advanced level than expected for General Judges and may include special subjects which are considered by the SHC as appropriate to the level of judging required.

Required reading:

S.H.C. Judges Scheme Rules & Regulations  
The SHC 'Guide To Showing' Manual  
Competition Rules and General Rules of the SHC  
Master List of Questions & Answers

## **SECTION F – DUTIES OF THE JUDGES CO-ORDINATOR**

### **The Judges Co-ordinator shall, on behalf of the SHC:**

1. Call Meetings of the Judges Sub Committee as necessary, notification to be given.
2. Attend to all correspondence pertaining to Show Horse Council Judges Scheme & Lists.
3. Maintain a Computer List of SHC approved Judges for compilation of a printed Judges List.
4. Hold records on all Judges and their Workshop attendances and provide a copy of these records to the SHC Secretary to also hold.
5. Refer to the SHC Judges Sub-Committee for consideration, the names of SHC Judges who have not attended “Judges Workshops” in accordance with Rules & Regulations, Section 3 and Section 4.
6. Distribute Judges Application Forms and/or other relevant documents as required prior to a “Judges Workshop”.
7. Maintain a record of payment by all Non-Member Judges required to pay the appropriate ‘Administration Fee’ as set by the SHC.
8. Ensure that if the Applicant is a Non-Member, payment of the Non-Member Postage & Handling Fee accompanies the completed Judge Application Form.
9. Assess Applications to ensure that the Applicant meets all requirements of the ‘Eligibility Criteria’ and refer to the SHC Judges Sub-Committee for acceptance. If time does not permit consideration by the Sub Committee, Applications to be referred to two designated members of the Judges Sub Committee.
10. Any Applicant deemed under Rule 9 as not meeting the Eligibility Criteria, shall not be eligible to sit the Judges Examination. He/she is, however, welcome to attend the Workshop. In any event, unsuccessful Applications shall be tabled at a meeting of the Judges Sub Committee.
11. The specific Exam Paper set for each Approved Workshop shall be compiled by a minimum of three representatives (Judges) appointed from the Judges Sub Committee, their decisions to be ratified by the Sub Committee and the SHC.
12. Arrange for the Judges Theory Examination Papers to be at the examination centre (Judges Workshop) and, following the Workshop, arrange for the examination papers to be returned for marking.
13. Arrange for any other relevant documents to be available at the “Judges Workshop”. (Attendance Records, completed Application forms etc).

14. Collate the Judges Theory Examination papers and co-ordinate the marking of the examination papers by not less than three markers.
15. n three members of the Judges Sub-Committee.  
These appointed markers may assess individually or collectively as required but shall all be present at the marking of Exam Papers. The outcome of the marking shall be presented to Judges Sub Committee. The Pass Mark minimum requirement shall be 75%.
16. Prepare a list of the successful and unsuccessful applicants and place before a meeting of the Judges Sub Committee, along with relevant information re the examination, prior to its presentation for ratification at a meeting of the SHC
17. Prepare appropriate Form letters to be sent on behalf of the SHC to all applicants advising their success or otherwise.
18. Present accounts of incurred expenses for reimbursement from SHC.