

APPOINTMENT TO & MAINTENANCE OF SHCA JUDGES LISTS OPERATING PROCEDURES

General List

Applications for Appointment to the General List are available from the SHCA web site.

Applicants should submit the application and the exam directly to the Judges Coordinator at the SHCA Office.

Eligibility for appointment is checked:

- If eligibility is not clear, a request for more information will be forwarded to the applicant.
- If it appears that the person meets the criteria for appointment, the application is circulated to the Judges Sub-Committee. If a majority agree that the criteria have been met, the exam paper will be marked.

All applicants who have met the criteria and passed the exam will be submitted to the next available meeting of the SHCA Committee for approval to be appointed to the General List.

Once approval has been granted, the Judges Coordinator will notify the applicant and any relevant interstate Judges Coordinator.

Royal List

Applications for Appointment to the Royal List are available from the SHCA web site.

Applicants should submit the application directly to the Judges Coordinator at the SHCA Office.

Applications are circulated to the Judges Sub-Committee. If a majority agree that the criteria have been met, an examination paper will be sent to the applicant for completion. If more information is required before a decision re eligibility can be made, the Sub-Committee will ask that the applicant be contacted and advised.

When the completed examination paper is received at the SHCA Office, it will be circulated for marking.

All applicants who have met the criteria and passed the exam will be submitted to the next available meeting of the SHCA Committee for approval to be appointed to the Royal/National List.

Once approval has been granted, the Judges Coordinator will notify the applicant and any relevant interstate Judges Coordinator.

Judges Seminars

Any Affiliate conducting a Judges Workshop or Seminar must advise the Judges Coordinator at the SHCA Office of a list of attendees and presenters.