



Judging Programme



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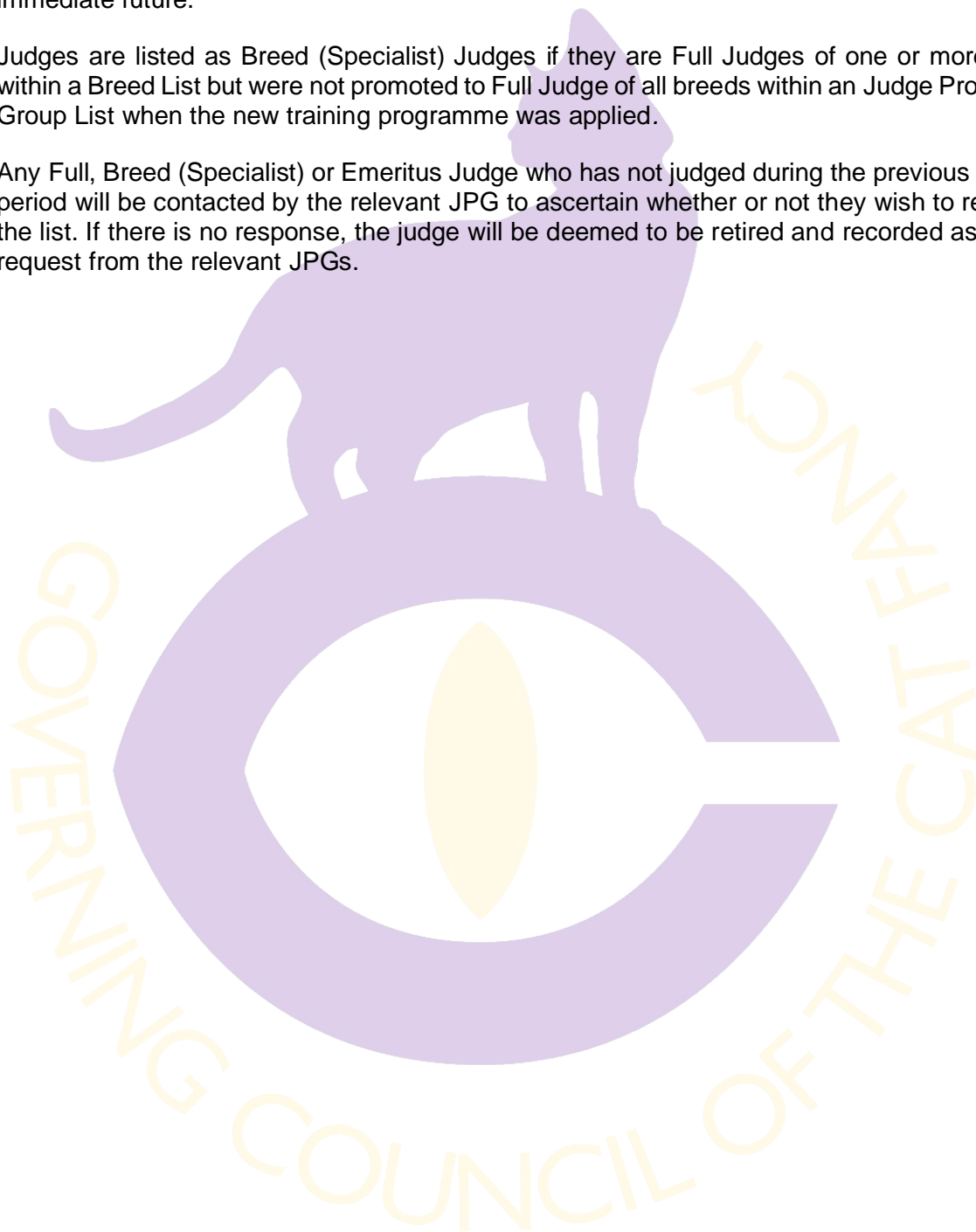
GCCF JUDGING PROGRAMME

GCCF trained judges are greatly respected throughout the world and the whole premise of this training programme is to ensure that GCCF judges remain so while also adapting to the needs engendered by the ever-changing world in the twenty first century.

1 - PROGRAMME OUTLINES

- a) There shall be one unified programme for the appointment of Stewards and Judges applied throughout.
- b) It shall be open and fair to all who participate and operate within identified procedures.
- c) The programme shall be administered by the relevant JPG in conjunction with Breed Advisory Committees (BACs) and Guild of GCCF Judges and Stewards (herein referred to as the Guild).
- d) The programme will provide the 'core' constitutions for both the JPGs and BACs to operate within and the rules of procedure by which all training is governed.
- e) It shall clearly define all requirements expected from applicants and provide them with guidance and assessment of progress.
- f) It must be understood that entry into and progression through the programme does not guarantee that a candidate will eventually be promoted to Full Judge of the chosen Judge Progression Group breeds.
- g) The appointment and dismissal of judges are the prerogative of a JPG and validated by Council to all Judge Progression Group or Specialist Judge lists. This applies to all breeds currently or recognised in the future by the GCCF.
- h) Where a new breed of new breed type or of new hair type of an existing breed type has Preliminary status, all GCCF Full Judges on at least one list, who will be Full or Pupil Judges already qualified to work in the section in which the new breed has been allocated, are to be appointed onto the breeds list of judges as a Full Judge. (Judges may opt out from accepting any such appointment.) GCCF rules, Section 1: 43: e
- i) Applications will only be considered for the appointment and removal of judges to/from an Judge Progression Group list from the relevant JPG.
- j) Any judge who does not wish or is unable to undertake any further judging engagements at any time may request that their names be placed upon the Retired List for any one or all of the Judge Progression Group Lists of which they are Full Judges. Such a change of status shall be permanent.

- k) A judge may apply to be placed upon the Emeritus List for all of the Judge Progression Group breeds of which they are a Full Judge. This shall be taken as an indication that, although not generally available to judge those Judge Progression Group breeds, they may accept engagements for occasional shows, or that they are unable to accept engagements in the immediate future.
- l) Judges are listed as Breed (Specialist) Judges if they are Full Judges of one or more breeds within a Breed List but were not promoted to Full Judge of all breeds within an Judge Progression Group List when the new training programme was applied.
- m) Any Full, Breed (Specialist) or Emeritus Judge who has not judged during the previous five-year period will be contacted by the relevant JPG to ascertain whether or not they wish to remain on the list. If there is no response, the judge will be deemed to be retired and recorded as such by request from the relevant JPGs.



2 - CONSTITUTION FOR JUDGE PROGRESSION GROUP COMMITTEES

- a) There will be only one Judge Progression Group per Imperial or Grand class. All JPGs stand-alone from any of their constituent BACs.
- b) In the event of Imperial or Grand Groups being unable to form or sustain an effective working JPG, the JPG must approach the Board for assistance to resolve the issues. This must be done at the earliest opportunity and no later than twenty-eight days after the issue is raised.
- c) A JPG exists to monitor the training and performance of all Full Judges and Pupil Judges of breeds within its group. It must ensure that appropriate advice is given to them via the aegis of relevant input from the constituent BAC(s) Delegate/s to the JPG.
- d) Judge Progression Groups will consist of delegate/s of the relevant BACs catering for breeds included in the Judge Progression Group list.
- e) Judge Progression Group members must welcome and respect their fellow delegate/s input on candidates at JPG meetings. The approved delegate/s must be able to confidently put forward their BACs advice/concerns in all matters pertaining to judges of the Judge Progression Group to the other Judge Progression Group breed delegates. It is recommended that such delegates are well versed in all matters pertaining to the GCCF with special emphasis on show procedures and judge participation.
- f) A JPG is the forum for discussion between its constituent BACs. The BAC delegates, who shall be appointed by the BAC, must represent the views of their BAC to the JPG. In order to do so JPG delegates must be BAC members. Delegates are not to be mandated by their BAC since any discussion during the JPG meeting must be taken into consideration when voting. A delegate can only be such for one BAC at any given meeting.
- g) Once a JPG has been formed, no other group will be recognised as the advisory/recommending body for the judges within it. Should any of the BACs involved be unable to participate in the business meetings of the JPG then that BAC will forfeit its right to participate in the decision-making process concerning any judges within that JPG.
- h) Judge Progression Groups, via the approved BAC delegate/s, must liaise with the BAC for the breed/s in the group in regard to any unforeseen issues pertaining to Pupil/Full/Specialist Judges.
- i) Judge Progression Groups must liaise with constituent BACs to provide joint seminars, primarily for all breeds within Judge Progression Group and, if feasible, cross-section seminars.

2:1 – JUDGE PROGRESSION GROUP COMMITTEE MEMBERSHIP

- a) A JPG will be composed of delegates of all relevant BACs catering for breeds within the Judge Progression Group Breeds List.
- b) All BACs eligible for membership will automatically have the right to participate.
- c) Any eligible BAC that is approved during the calendar year shall be entitled to send delegates to the next meeting of the JPG and shall be entitled to receive paperwork circulated since the start of the calendar year, to enable them to participate fully in discussion at the next meeting. Alternatively, the BAC may choose to delay membership of the JPG until the following January 1st.
- d) Any BAC which does not wish or is unable to participate fully in the JPG may elect to be an Associate Member. Any such BAC will receive only agendas and minutes and may make written representation upon any matter concerning a judge/steward under discussion but will have no vote.
- e) In the case of delegates to the JPG, it is hoped that all will have considerable experience and current active involvement (i.e., breeding, showing, stewarding or judging) with the JPG breed(s).
- f) Each participating constituent BAC shall have equal representation. It is the responsibility of delegates to make themselves aware of matters pertaining to **all** breeds catered for by their JPG and the candidates within their scheme, to represent the views of their BAC to the JPG and to represent the views of the JPG to their BAC.
- g) In the case of JPGs with four or more participating constituent BACs, each BAC shall have no more than two delegates.
- h) In the case of JPGs with two or three participating constituent BACs, each BAC shall have no less than two delegates and no more than three.
- i) Any constituent BAC which fails to be represented at a meeting of the JPG without sufficient warning or justifiable reason - and thereby renders the meeting inquorate - shall automatically forfeit membership of the relevant JPG for a period of one year.
NB: In the case of a two BAC JPG this means that JPG meetings held during this period would be conducted by the remaining BAC. JPG (_____) will have (___) delegates per BAC.
- j) No delegate shall attend an JPG meeting at which his/her own application for promotion to PJ/FJ or that of a member of his/her household or family member is to be considered.
NB: It is recommended that PJs/FJPs only attend as delegates in extreme circumstances.

2:2 – JUDGE PROGRESSION GROUP OBJECTIVES

- a) To monitor the ability and progress of Pupil Judges under the aegis of the JPG and to provide training, tuition and advice as determined by the relevant BAC delegates via the JPG as required.
- b) To recommend persons who have satisfied the JPG as to their suitability to be appointed as a Pupil or Full Judge of the breeds within that JPG breed list.
- c) To maintain and improve the quality of judging of the Judge Progression Group breed lists by educating and advising judges of all levels.
- d) To organise seminars to communicate and debate current breed topics with all judges on their Judge Progression Group list and to facilitate practical demonstrations and training for judges. This will be done in conjunction with the relevant BACs and Judges Guild.

2:3 – JUDGE PROGRESSION GROUP OFFICERS

- a) The officers of each JPG shall be a Chairman, Vice-Chairman and Secretary. An Assistant Secretary may be appointed if required. The officers shall be responsible for calling the required meetings.
- b) The Chairman shall not be a member of any of the constituent BACs or breed club committee member, and shall be elected annually. He/she shall not have a right to vote.
- c) The Secretary shall not be a BAC delegate or a constituent BAC member and shall be elected annually. He/she shall not have a right to vote. The Secretary shall be responsible for the administration of the JPG and shall, in consultation with the Chairman, be responsible for convening meetings. The Secretary shall provide the GCCF Office with a list of the names and addresses of the JPG officers immediately after each electoral meeting and shall inform the GCCF Office of any changes to this list.
- d) In the event of equality of votes for any office, the result shall be determined by lot.
- e) The Chairman and Secretary must have “presence”, sound knowledge of the Cat Fancy, the GCCF and its Rules and Procedures, and should be familiar with the show world and have a reputation for principle and impartiality. They need not be members of any constituent clubs nor need they have any direct connection with the JPG breeds.
- f) The Vice Chairman shall be elected annually from the BAC delegates. In the absence of the Chairman, the Vice-Chairman shall conduct the meeting and shall have a vote.
- g) The JPG shall appoint one of its officers or delegates who is also a GCCF delegate to speak for the JPG in Council.

2:4 – FINANCE

- a) Zoom licences required to hold meetings virtually will be financed, upon application to GCCF and approval of the finance committee, by the GCCF.
- b) All application fees, according to the table attached, will be payable to the GCCF NOT the JPG applied for.
- c) Breed clubs and area clubs will pay a yearly fee to the GCCF to support the work of the JPGs work in developing GCCF Judges.
 - Breed Clubs £30
 - Area Clubs £35

2:5 - MEETINGS

- a) A meeting of the JPG for electoral and other purposes shall be held annually but no later than the previous year's election meeting. **Meetings will be held electronically** and must be held a minimum of three times a year. Further meetings may take place as required.
N.B. It is required that all dates for the mandatory three meetings per annum be agreed at the first meeting of the year.
- b) The dates and agendas for all meetings, together with all paperwork relating to agenda items (unless already circulated) will be circulated by the JPG Secretary the Secretary of each constituent BAC. **It is the BAC Secretary's responsibility to circulate these to the secretaries of the BAC's constituent club/s.** Paperwork received after the circulation date which is relevant to a candidate's application being considered at the next JPG meeting may be circulated after that date or tabled at the meeting for the consideration. All such paperwork will be sent electronically.
- c) A draft copy of the minutes of each meeting shall be sent to the BAC Secretaries within six weeks following the meeting for distribution to their constituent clubs. These copies will be sent electronically.
- d) The progress of Pupil Judges, together with any matters relating to the performance of Full Judges, will be reviewed at each full meeting of the JPG and relevant advice agreed upon to be distributed to the Full Judge and Pupil judge by the JPG Secretary.
- e) The JPG may invite other persons to attend JPG meetings at which their particular expertise is required but they shall have no vote. No other person has any right to attend.
- f) A constituent BAC may submit, in writing, to the JPG Secretary, matters relating to Full and Pupil Judges on the JPG Breed List, to be included on meeting agendas. If a constituent BAC delegate is not present at a meeting, any item submitted solely by that BAC may be deferred.
- g) All matters relating to the promotion of judges shall require a ballot. Ballots will be held electronically. Votes are to be sent directly to the Chair or other independent person, or via a poll system if available, as agreed by the JPG. Other matters may be decided by show of hands. The chair will have the casting vote in the event of a tied delegates vote.
- h) The quorum for a meeting of the JPG shall be as follows:

- i) In the case of JPGs, all active BACs have the right to be represented at a meeting. For JPGs with three or more BACs, the delegates present at the meeting must represent at least two-thirds of the participating constituent BACs.
- j) In the case of a two breed JPG then it is preferable that the quorum is a cross section of representation of the breeds but a minimum of three delegates from either constitutes the quorum.
- k) If a JPG meeting is cancelled or abandoned for lack of a quorum or lack of an essential officer, a new date, which shall be within four weeks, shall be set for that meeting.

2:6 - CIRCULATION OF DOCUMENTS

- a) All Application Forms, Show Reports of all breeds, Veterinary Assessment Forms, Pupil Judge Assessment Forms and Tutorials received and any relevant correspondence from candidates will be circulated by the JPG Secretary to the Secretaries of the constituent BACs. It is the responsibility of the constituent BAC secretaries to circulate to the BAC delegates. Circulation will be electronic.
- b) Any documents received need not be sent as soon as they are received from the JPG Secretary. They should, however, be sent at intervals between meetings, depending on the number of documents received, and should not accumulate to be sent with the agenda for the next meeting.
- c) If no recent documents have been received and a BAC meeting is imminent, the BAC Secretary must contact the JPG Secretary to request that any outstanding documents be sent in time for the BAC to discuss prior to the meeting.

2:7 - TRAINING AND MONITORING SYSTEMS

- a) The JPG and its constituent BACs will monitor the show reports, tutorials, performance and development of Pupil Judges, including adherence to GCCF Rules and Code of Conduct for Judges and provide advice and tuition throughout the training period.
- b) The JPG should be monitoring the performance of all judges on its Imperial/Grand List and should notify them of any misunderstanding of Standards of Points or errors that may occur whilst judging any of the JPGs breeds.
- c) The JPG, in conjunction with the relevant BACs and their constituent clubs, will be responsible for organising a minimum of one seminar (face-to-face/virtual) every two years to educate and train all judges on their Judge Progression Group list by facilitating practical training, demonstrations, presentations and assessment opportunities. Face-to-face seminars may be arranged to take place at GCCF shows with the agreement of the Show Manager.
- d) Consideration should be given, if organising a face-to-face seminar, to the geographical area of the venue, with a minimum notification of 28 days prior to the event. When possible, it is recommended that the seminar is recorded and remote access available post event.

- e) Seminars, if not held within a GCCF show, must conform to the same veterinary rules as GCCF shows with respect to health checks, rejections etc. Permission must be sought from the GCCF Office by the JPG to hold a seminar on a specific date. Permission for up to 25 cats may be granted automatically by the GCCF Office; greater numbers require the permission of the Board and therefore time should be allowed for such an application.
- f) All JPGs, in conjunction with their constituent BACs, should actively pursue the provision of virtual webinars. These should be recorded where possible and should be available to view via the GCCF website.

2:8 - COMPLAINTS/APEALS PROCESS

- a) There is a right of appeal, where any candidate believes a lack of progress has been brought about through specific action or non-action by a JPG/BAC.
- b) The right of appeal, in the first instance, shall be via the Investigations Committee (IC)/Disciplinary Committee (DC) Secretary to the Appeals Committee (AC), who will attempt to facilitate negotiations between the parties to bring about resolution of the dispute in accordance with Byelaw 11(7).
- c) Prior to referring a dispute to the AC, the parties must make every effort to resolve the matter between them.
- d) The Appeals Process is not intended to be protracted, confrontational or to follow the format of the IC/DC Process and as such the JPG/BAC and judge are not to be viewed as on opposing sides. AC may seek guidance on the interpretation of the rules or Accelerated Scheme document from the Judges Appointment Scheme Review Group or Board of Directors.
- e) No fee is charged for the Appeals Process.
- f) In order to keep costs to a minimum and to avoid a protracted process, there will be no face-to-face meetings with the parties. All communication with the parties will be by email, all submissions must be written and the AC will conduct the matter via email and online meetings between themselves.
- g) On receipt of an appeal, the AC shall inform the relevant JPG/BAC of the appeal and set a timetable for the disclosure of information in support by each party so that both parties have the opportunity to put their case forward. The aim is for a fast turnaround with disputes resolved by the AC within 8-10 weeks from receipt of the appeal.
- h) In the event that the AC is unable to achieve resolution of the dispute, or if the AC finds that the JPG/BAC is failing to support the candidate adequately, or making demands for additional training without supplying any justifiable reason, then the AC shall refer the matter to the Board, who will appoint a panel of 5 Judges who will, if necessary, complete the Appellant's training and determine promotion in place of the JPG/BAC.
- i) The decision of the Panel of Judges shall be final and binding to prevent the process being protracted.

2:9 - JUDGE PROGRESSION GROUP CONSTITUENT BACS

The JPG constituent BACs together with the breeds for which they cater are:

Associate BACs are:



3:1 - CONSTITUTION FOR BREED ADVISORY COMMITTEES

- a) There will be only one BAC per breed list. Each BAC should be as fully representative as possible of all areas of the Cat Fancy.
- b) In the event of constituent clubs of any breed being unable to form or sustain an effective working BAC, the BAC must approach the Board for assistance to resolve the issues. This must be done at the earliest opportunity and no later than twenty-eight days after the issue is raised.
- c) Clubs catering for a new breed must set up a BAC, the constitution of which must be agreed by the Board. Any future application of that breed to Championship status depends on that fact (rule 1: 46). The Board will allocate the breed to the appropriate Judge Progression Group under whose aegis it will educate and advise judges of the breed.
- d) A BAC exists to work in the interests of the cats of its breed list by reviewing both its Registration, Breeding policies and Standard of Points and amending them if and when required, with due consideration to the health and future of the breed(s). It is the sole responsibility of the BAC to review and revise all such documentation.
- e) A BAC monitors the training and performance of the judges within its list and candidates within the scheme, and ensures that appropriate advice is given to them via the aegis of the relevant JPG.
- f) A BAC must appoint a delegate/s to represent it at JPG meetings. The approved delegate/s must be able to confidently put forward the BAC's advice/concerns in all matters pertaining to judges of the Judge Progression Group to the other breed delegates of the JPG. It is recommended that such delegates are well versed in GCCF procedures and processes pertaining to breeding, showing, stewarding or judging. A delegate may only represent one constituent BAC of its JPG at any given time
- g) Breed Advisory Committees will consist of representatives of the Breed Clubs (with membership of the GCCF), catering for breeds included in the breed list.
- h) A BAC is the forum for discussion between its constituent clubs. The club representatives, who shall be appointed according to the rules of their respective clubs, must represent the views of their Club Committee to the BAC. In order to do so it is desirable that representatives are Committee members or attend Club Committee meetings. Representatives must not be mandated by their club since any discussion during the meeting must be taken into consideration when voting. Any decision as to the extent of consultation with the individual club members is the responsibility of the Club Committee.
- i) Once a BAC has been formed and approved by the Board, no other group will be recognised as the advisory/recommending body to Council for all issues pertaining to the breed other than judge promotion for the breed(s) concerned. Should any of the clubs involved be unable to participate in the business meetings of the BAC, then that club will forfeit its right to make proposals to Council relating to Standards of Points, Registration/Breeding Policies and new breeds of the breed list, which are the sole prerogatives of BACs. Such a club will not, however, lose its right to speak on any matter relating to the breed(s) for which it caters.
- j) Breed Advisory Committees, via their approved delegate/s, must advise and liaise with the JPG for their breed/s on all issues pertaining to Pupil/Full or Breed (Specialist) Judges.

- k) Breed Advisory Committees may be combined to form Joint BACs, either where the breeds covered are of the same breed type but of differing coat pattern or length, or where the BACs have constituent clubs in common. The breed judge lists will not be combined and only the constituent clubs of the relevant individual BAC may vote on matters specific to the BAC breeds or judges.
- l) Breed Advisory Committees covering breeds of the same basic type should liaise over proposals to amend Standards of Points or Registration and Breeding Policies.
- m) Judge Progression Group BACs should liaise with each other within JPG meetings and aim to hold joint seminars for all breeds within an Imperial/Grand Group, and, if applicable, partake in cross section seminars.
- n) The constitution of each BAC must adhere to the core Constitution, without additional clauses. Allowance for some variations is written into the core Constitution to take account of the varying numbers of constituent clubs and varying workloads of different BACs.
- o) All BACs are encouraged to hold all meetings electronically. Should the members choose to continue to hold face-to-face meetings', the BAC will charge the constituent clubs an annual levy as determined by the BAC treasurer. **This will only be applicable if a BAC opts to continue with face-to-face meetings.**
- p) Allowance is made for some variation on club representation:
 1. In the case of BACs or Joint BACs with ten or more participating constituent clubs each club shall have one representative.
 2. In the case of BACs or Joint BACs with five or more participating constituent clubs each club may have up to two representatives.
 3. In the case of BACs or Joint BACs with two or four participating constituent clubs the BAC may have three or four representatives per club such that the total number of representatives shall be not less than 6.
 4. In the case of BACs with only a single constituent club the Club Committee shall constitute the BAC. The BAC may invite anyone whom has specialist expertise with the breed(s) to join the BAC meetings as required.

3:2 - MEMBERSHIP

- a) A BAC Committee will be composed of representatives of all breed clubs (with membership of GCCF) catering for breeds within the breed list of that BAC.
- b) All clubs eligible for membership will automatically have the right to participate.
- c) Any eligible club whose membership is approved during the calendar year shall be entitled to send representatives to the next meeting of the BAC and shall be entitled to receive paperwork circulated since the start of the calendar year, to enable them to participate fully in discussion at the next meeting. Alternatively, the club may choose to delay membership of the BAC until the following January 1st.

- d) Any club which does not wish to participate fully in the BAC may elect to be an Associate Member. Any such club will receive only agendas and minutes and may make written representation upon any matter under discussion but will have no vote. Any such club will forfeit its right to make proposals to Council on matters which are the sole prerogatives of BACs but will not, however, lose its right to speak on any such proposal in Council.
- e) Each participating constituent club shall have equal representation. It is the responsibility of representatives to make themselves aware of matters pertaining to the breeds catered for by their BAC and the candidates within JPG, to represent the views of their club committee to the BAC and to represent the views of the BAC to their club committee.
- f) In the case of BACs or Joint BACs with ten or more participating constituent clubs each club shall have one representative.
- g) In the case of BACs or Joint BACs with five or more participating constituent clubs each club may have two representatives.
- h) In the case of BACs or Joint BACs with two, three or four participating constituent clubs the BAC may choose to have three or four representatives per club such that the total number of representatives shall be not less than 6 and not more than 16.
- i) In the case of BACs with only a single constituent club the Club Committee shall constitute the BAC.
- j) Where BACs meet together as a Joint BAC the clubs shall still send only the permitted number of club representatives, who shall represent their club on each relevant breed within the Joint BAC.
- k) In the case of BACs with more than one constituent Club, all representatives must have had a minimum of one year's membership of a club catering for the BAC breed(s). At least 50% of the representatives of each constituent Club must have had a minimum of two years current active involvement (i.e. breeding, showing, stewarding or judging) with the BAC breed(s) or have had at least five consecutive years of active involvement with the breed even if not currently breeding, exhibiting or judging.
- l) Any constituent club which fails to be represented at a meeting of the BAC, without sufficient warning or justifiable reason, and thereby renders the meeting inquorate shall automatically forfeit membership of the relevant BAC for a period of one year.
N.B. In the case of a two club BAC this means that BAC meetings held during this period would be conducted by the committee of the remaining club.
- m) No Pupil Judge or Steward within the JPG Scheme shall be present at a BAC meeting during any discussion of their progress within this Scheme.

3:3 BAC OBJECTIVES

- a) To maintain and improve the health, well-being and beauty of their breed(s) by regularly reviewing Standards of Points, Breeding, Registration Policies and, via the aegis of the JPGs, educating and advising judges of all levels.
- b) To advise the relevant JPG on all relevant issues pertaining to the BAC breed/s to enhance the education of all candidates. Via the JPG it should maintain contact with judges on their breed judge List to keep them aware of any objectives in the development of the breed(s) and any amendments to the Standards of Points.
- c) Via the JPG, monitor Full Judges, Pupil Judges and provide training, tuition and advice as required.
- d) To organise seminars, in conjunction with the relevant JPG, to educate and train all judges on their JPG breed list by facilitating practical training, demonstrations, and assessment opportunities.
- e) In relation to breeds for which the BAC caters, to discuss and make proposals to the GCCF Board on matters relating to Standards of Points, Registration/Breeding Policies, advancement of status and applications for new breeds. Such proposals are the sole prerogative of the BAC, with the exception that the Board may make proposals supported by independent expert advice for reason of breed welfare
- f) To discuss and make proposals to the GCCF on any other matters relating either to breed/s that is not related to judge training, for which the BAC caters.

3:4 - BAC OFFICERS

- a) The officers of each BAC or Joint BAC shall be a Chairman, Vice-Chairman, Secretary and Treasurer. An Assistant Secretary may be appointed if required. The officers shall be responsible for calling the required meetings.
- b) The Chairman, who **preferably**, shall not be a club representative, shall be elected annually. He/she shall not have a right to vote.
- c) The Secretary shall be elected annually. He/she shall not have a right to vote. The Secretary shall be responsible for the administration of the BAC, communication with the relevant JPG and shall, in consultation with the Chairman, be responsible for convening meetings. The Secretary shall provide the GCCF Office with a list of the names and addresses of the BAC officers immediately after each electoral meeting and shall inform the GCCF Office of any changes to this list.
- d) The Chairman and Secretary must have "presence", sound knowledge of the Cat Fancy, the GCCF and its Rules and Procedures, and should be familiar with the show world and have a reputation for principle and impartiality. They need not be members of any constituent clubs nor need they have any direct connection with the BAC breeds.
- e) The Vice Chairman shall be elected annually from the club representatives. In the absence of the Chairman, the Vice-Chairman shall conduct the meeting and shall have a vote. In the event of the prior knowledge of the absence of the Chairman, the Vice-Chairman shall conduct the meeting and shall retain their vote.

- f) In the event of a BAC deciding to maintain face-to-face meetings, a Treasurer shall be elected annually and may be a club representative, in which case he/she shall have a vote. The Treasurer shall be responsible for the collection of fees from constituent clubs and for the payment of expenses incurred and shall submit the required accounts annually to the constituent clubs before 1st May each year.
- g) In the event of equality of votes for any office, the result shall be determined by lot.
- h) The BAC shall appoint two but not more than three (number as determined by the relevant JPG) of its members to speak for the BAC in JPG meetings.
- i) The BAC shall appoint one of its officers or members who is also a GCCF delegate to speak for the BAC in Council. If there is no GCCF delegate on the BAC, the delegate of a constituent club shall be asked to speak for the BAC.

3:5 – FINANCE

All BACs are encouraged to hold their meetings via electronic platforms.

- a) Zoom licences required to hold meetings virtually will be financed by the GCCF upon application.
- b) Application to the GCCF must be renewed on a yearly basis.

In the event of a BAC deciding to maintain face-to-face meetings **then** each BAC or Joint BAC shall maintain a bank or building society account in the name of the BAC. The financial year shall be the calendar year. The BAC shall submit to the constituent clubs, before 1st May each year, a copy of the Accounts of the BAC or Joint BAC for the previous year in the form of an Income and Expenditure Account with a supporting Balance Sheet, which have been examined and signed by a suitable independent person.

- a) Each constituent Club of the BAC or Joint BAC shall pay an annual levy as agreed by the constituent clubs irrespective of membership numbers. This levy will be due on January 1st of each year. Any constituent Club that fails to pay the levy by 31st January or the beginning of the first meeting after 1st January, whichever is the sooner, shall automatically be suspended from membership until the levy is paid.
- b) Any Club which chooses only to have Associate Membership shall pay no levy.
- c) The BAC shall be responsible for the following expenses: the hire of rooms for meetings; the copying and circulation of all paperwork to the Constituent Clubs; the expenses, including travelling expenses, incurred by its Officers on behalf of the BAC; the travelling expenses of Judges or other persons who are invited to attend BAC meetings and who are not Club representatives; the examiner's fee or gift.
N.B. Photocopying, if required, should be achieved as economically as possible and GCCF will not be responsible for any costs incurred.
- d) The BAC shall not be responsible for the following expenses: the travelling expenses of Club representatives, this being the responsibility of the constituent Clubs, any other honoraria or gifts.

- e) If the accounts submitted show that the income of the BAC exceeded the expenditure, the BAC may decide to reduce the Club levy for the following year or to make partial repayment of the levy to the constituent Clubs. If any such reduction or repayment results in, or contributes to, a deficit for the year, this portion of the deficit will be shared equally between the BACs constituent clubs.
- f) Any seminar arranged solely by the BAC, will be self-supporting.

3:6 - MEETINGS

- a) A meeting of the BAC for electoral and other purposes must be held once in any given year. Meetings should be electronic and must be held a minimum of three times in a year to correlate with the JPG meetings', further meetings may take place as required.
N.B. It is required that BAC meetings be co-ordinated with JPG meetings to ensure a comprehensive and co-ordinated approach within the judging programme, ideally prior to two weeks of the JPG.
- b) If a BAC chooses to hold face-to-face meetings, then it is fully responsible for any expenses incurred.
- c) The dates, venues and agendas for all meetings, together with all paperwork relating to agenda items (unless already circulated) will be circulated to the officers and the Secretary of each constituent prior to the meeting.
- d) The Club Secretaries must circulate these to their representatives and may also, if required by the club committee, circulate them to other members of the committee. Paperwork received after the circulation date which is relevant to a candidate's application being considered at the next JPG meeting may be circulated after that date or tabled at the meeting for the consideration so that any relevant information can be tabled by the BAC delegate at the appropriate JPG meeting.
- e) If agreed by the majority of representatives, the circulation of all relevant documents may be sent by the BAC secretary directly to the club representatives. Should this route be taken, it must be reviewed annually.
- f) A draft copy of the minutes of each meeting shall be sent to the Secretary or to a recipient nominated of each constituent Club within six weeks following the meeting for distribution to the representative. These copies will be sent electronically unless agreed otherwise.
- g) The progress of Pupil Judges together with any matters relating to the performance of Full Judges will be reviewed at each full meeting of the BAC and relevant advice agreed upon to be taken forward to the JPG meeting.
N.B. It is expected that BAC Secretaries will note all advice given per candidate and send these to the JPG Secretary.
- h) The BAC may invite other persons to attend BAC meetings at which their particular expertise is required but they shall have no vote. No other person has any right to attend.
- i) A constituent club may submit, in writing, to the BAC Secretary, matters relating to breeds catered for by the club or to judges of the BAC breed list, to be included on meeting agendas. If a constituent club is not present at a meeting, any item submitted solely by that club may be deferred.

- j) A constituent BAC may submit, in writing, to the JPG Secretary, matters relating to judges on the BAC Breed List, to be included on meeting agendas. If a constituent BAC representative is not present at a meeting, any item submitted solely by the BAC may be deferred.
- k) All matters relating to Standards of Points, Registration/Breeding Policies or applications for recognition or advancement of any breed shall require a ballot. Other matters may be decided by show of hands.
- l) All ballots will be electronic unless the BAC has opted for face-to-face meetings in which case a paper ballot will be held. In the case of the former, votes are sent directly to the Chair or other independent person as agreed by the BAC
- m) The quorum for a meeting of the BAC or Joint BAC shall be as follows:
 1. In the case of a BAC with a single constituent club, the quorum shall be the number that is required in the Club Rules for a committee meeting of the club.
 2. In the case of a BAC with two or more participating constituent clubs, a minimum of six representatives must be present at the meeting. AND these must represent at least two-thirds of the participating constituent clubs.
 3. In the case of a Joint BAC the minimum number of representatives for the joint meeting shall be six but each BAC within the Joint BAC requires two-thirds of its own participating clubs to be represented in order to be quorate.
- n) If a BAC meeting is cancelled or abandoned for lack of a quorum or lack of an essential officer, a new date, which shall be within two months, shall be set for that meeting.

3:7 - CIRCULATION OF DOCUMENTS

- a) Copies for the BAC representatives of all Application Forms, Stewarding Certificates, Show Reports, Veterinary Assessment Forms, Tutorial forms, Pupil Judge Assessment Forms and any relevant correspondence from candidates will be sent electronically by the JPG Secretary to the Secretary of the BAC who will circulate to the Secretary of each constituent Club, or to a recipient/s nominated by the Club Secretary. Circulation will be electronic unless agreed otherwise but if it is agreed that the BAC Secretary sends out standardised printed copies to individual club representatives the cost of this is a club responsibility.
- b) These documents need not be sent as soon as they are received from the JPG or BAC Secretary. They should, however, be sent at intervals between meetings, depending on the number of documents received, and should not accumulate to be sent with the agenda for the next meeting.
- c) It is the responsibility of the BAC Secretary, or nominated recipient, to ensure the BAC discusses any documents received from the JPG and to convey the views of the BAC to the BAC delegates and/or JPG, in writing, prior to all meetings.
- d) If no recent documents have been received and a BAC meeting is imminent, the BAC Secretary must contact the JPG Secretary to request that any outstanding documents be sent in time for the meeting
- e) If no recent documents have been received and a club committee meeting is imminent, the Club Secretary must contact the BAC Secretary to request that any outstanding documents to hand be sent in time for the meeting.

3:8 - TRAINING AND MONITORING SYSTEMS

- a) The BAC and its constituent clubs will monitor the show reports, tutorials, performance and development of Pupil Judges, including adherence to GCCF Rules and Code of Conduct for Judges and, via their delegate/s to the JPG, provide advice and tuition throughout the training period.
- b) The BAC should be aware of the performance of all judges on its list and should notify them, via their delegate to the JPG, of any misunderstanding of Standards of Points or errors that may occur whilst judging any of the BAC's breeds.
- c) The relevant BAC, their constituent clubs in conjunction with the relevant JPG, will be involved in organising a minimum of one seminar every two years to educate and train all judges on their breed list by facilitating practical training, demonstrations and assessment opportunities.

3:9 - COMPLAINTS/APEALS PROCESS

- a) There is a right of appeal, where any candidate believes a lack of progress has been brought about through specific action or non-action by a BAC.
- b) The right of appeal, in the first instance, shall be via the Investigations Committee (IC)/Disciplinary Committee (DC) Secretary to the Appeals Committee (AC), who will attempt to facilitate negotiations between the parties to bring about resolution of the dispute in accordance with Byelaw 11(7).
- c) Prior to referring a dispute to the AC, the parties must make every effort to resolve the matter between them.
- d) The Appeals Process is not intended to be protracted, confrontational or to follow the format of the IC/DC Process and as such the BAC and candidate are not to be viewed as on opposing sides. AC may seek guidance on the interpretation of the AS document from the Judges Appointment Scheme Review Group or Board of Directors.
- e) No fee is charged for the Appeals Process.
- f) In order to keep costs to a minimum and to avoid a protracted process, there will be no face-to-face meetings with the parties. All communication with the parties will be by email, all submissions must be written and the AC will conduct the matter via email and online meetings between themselves.
- g) On receipt of an appeal, the AC shall inform the relevant BAC of the appeal and set a timetable for the disclosure of information in support by each party so that both parties have the opportunity to put their case forward. The aim is for a fast turnaround with disputes resolved, by the AC, within 8-10 weeks from receipt of the appeal.

- h) In the event that the AC is unable to achieve resolution of the dispute, or if the AC finds that the BAC is failing to support the candidate adequately, or making demands for additional training without supplying any justifiable reason, then the AC shall refer the matter to the Board, who will appoint a panel of 5 Judges who will, if necessary, complete the FJ(P) Appellant's training and determine promotion in place of the BAC.
- i) The decision of the Panel of Judges shall be final and binding to prevent the process being protracted.

BAC Constituent Clubs:

BAC Associate Clubs:

