**OPJA Licensing of Judges Protocol**

Introduction: The Ontario Poultry Judging Association may grant a general license to judge poultry to qualified individuals with a background and knowledge of Exhibition Poultry with the following qualifications being met. In all cases the current edition of the American Poultry Association Standard of Perfection will be used as the reference for all matters of judging and guidance.

1. The individual interested in becoming a judge, shall be involved with Exhibition Poultry as an exhibitor or breeder for a minimum of 3 years and be of the minimum age of 19 years old. The individual shall be of good moral character and not be previously convicted of a criminal offense. Three references shall be provided by the applicant to the committee. These references should be from individuals currently involved in the exhibition poultry hobby (exhibitor, Breeder or licensed judge that is not currently involved with the OPJA Committee) that can verify the poultry experience and background of the Apprentice. The applicant is to list the breeds and varieties that he/she has knowledge of and had experience with in the space provided on the application.
2. The applicant shall complete the application provided by the Association and submit it accompanied by the application fee in full prior to the closing date for applications for the current program session. Upon receipt of the application and accompanied fee the applicant will be notified by the Secretary of the Association of acceptance to the Ontario Poultry Judges Association’s apprenticeship program. This is a two-year apprenticeship program. The Association will not grant a license to an apprentice until the program is completed in full. The program will be limited to 10 apprentices per session with the understanding adjustments to this rule can be made upon the discretion of the committee. All apprentices will start the program and finish the program with in the two-year session period as a group. Should the apprentice be turned down for acceptance into the program, all fees will be returned to the applicant with in 30 days. If the applicant is removed from the program at any point during the term of the program for disciplinary or other reasons or in the case of an apprentice volunteering to with drawl from the program no fees will be returned.
3. Upon the receipt of the application to the program the applicant will be given outlines, handouts, study materials, home work, a schedule of seminar(s) and events the apprentices will be expected to take part in. Failure to complete assignments or participate will result in the removal of an apprentice from the program.
4. This program may not run ever two years. It will be offered only when demand is apparent and is warranted.
5. Upon acceptance to the program the Apprentice will be required to take part in an annual seminar. These seminars will be held in different parts of the province depending on centrality to the current locations of the apprentices and the convenience of the judge’s panel. These seminars will include some written and oral exercises as well as lessons from the Standard of Perfection. Trial /mock judging exercises with groups of birds will also be part of these seminars. Apprentices may be asked to bring specimens to be evaluated at these events if possible. The apprentices will be required to do a minimum of 5 clerking sessions with 5 different licensed judges during the session of the program. An alternative to this 2 of these 5 clerking sessions can be in the form of a mentoring session at a show. These sessions must be with a licensed judge, and are to be of minimum of 4 hours in duration and must be prearrange with show management and the judge prior to the show with all parties being in favor.
6. The clerking sessions can not be retroactive but must be done during the period of the program. Clerking sessions must include above and beyond recording of the judge’s results, but are to include asking questions of the Judge pertaining to the classes being judged, and trial judging is encouraged and expected. The Apprentice is to fill out the Clerking session sheets with the apprentice’s name, judges name, name of the show and classes covered. This is to be presented to the judge upon completion of the clerking session and is to be given to the judge to fill out the judge’s portion. Apprentices are to provide a self addressed stamped envelope addressed to the Judges committee chairperson. It is the responsibly of the judge to fill the judge’s portion. The judge is not required to provide the apprentice with his/her remarks but rather should fill out and place in the provided stamped envelope. In all cases clerking sessions must be prearranged with Show management and with the officiating judge. It is the responsibility of the Apprentice to make the judge aware that you are in the program and that interaction with them is required. It is advised that an Apprentice shall not show at the same show where they are completing a clerking session and under no circumstances can the Apprentice show in the same classes in which they are clerking as to avoid a conflict of interest situation. Clerking forms must be submitted to the Judges chair with in 30 days of completion please make your judge aware of this.
7. In the second year of the program, the apprentices will be given an open book test to prepare them for the final exam. This will be sent out by email/postal mail to the apprentices by the judge’s panel. This must be filled out and returned with in 14 days of receipt of said test. Once the test is returned it will be graded by the judge’s panel. The final step of the program will take part as follows: A test date(s) will be announced for the final exam to take place. The Apprentice is to advise the judges panel of which date(s) they wish to take part in if more than one date is announced. The test location will be geographically centrally located to best proximity of the Apprentices as much as possible. This will be supervised by the judge’s panel. Part of the testing will be the oral/practical examination. This will be conducted by a licensed judge(s) at a show which will be arrange with the Apprentice and the Judges panel. This examining show should be a of relatively large in size with a broad variety of birds on exhibit to ensure the Apprentice is tested on their knowledge of a full spectrum of specimens. The examining judge will not be officiating at said show in order to allow for sufficient time to be spent with the Apprentice.

\*\*\* The final show room test may take the form of a staged /mock show with select classes in a central location to allow enough time for each Apprentice to efficiently and effectively be examined, this will be determined by the judge’s panel.

1. The following will be determining passing grades

Open book Test a mark of 95% must be achieved to pass this exam

Final Exam Test a mark of 80% must be achieved to pass this exam

Showroom Exam a mark of 80% must be achieved to pass this exam

Successful Apprentices will be notified by mail with a numbered license issued with in 30 days of the final exam date. At no time will scores be announced but rather a Pass or Fail will be indicated. If an apprentice who fails chooses to retake the exam (Final or showroom) they may do so the following year or next session upon paying the retake fee set by the Association. The Judges panel will review the areas that need to be improved and advise the apprentice privately in writing.

I)A judge may be reprimanded or have his/her license suspended or revoked by the Committee of the OPJA for reason of fraud, gross incompetence, conduct not becoming of the Association (Code of Conduct) , failure to handle non-waterfowl birds (with the exception of diseased or definitely inferior specimens as stated in the standard) or for any other action not becoming of the Association. Any judge so charged may appeal to the Committee with majority decision of the committee to be final.

J) The Association will communicate with all licensed OPJA judges of any new breeds, varieties or changes to the Standard as they become available. All OPJA judges are encouraged to keep current with all additions and changes to the standard to keep current with the live hobby we officiate over.

H) All Apprentices are expected to take part in all activities of this program. This will include but is not limited to, attending seminars, returning assignments (home work) on time, attendance at seminars or events as requested by the judges committee. Full participation will ensure the apprentice has every opportunity to be successful in becoming a Poultry Judge.

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