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# **THE CANINE ASSOCIATION OF WESTERN AUSTRALIA (INCORPORATED)**



## **REGULATIONS**

### **SECTION 'F'**

## **CONFORMATION JUDGES TRAINING & EXAMINATION PROGRAMME**

All parts of the CAWA Regulations must be read in conjunction with the Australian National Kennel Council Ltd (ANKC) Regulations, which will take precedence. Only those regulations that add to the ANKC regulations Part 3 Judges Training and Examinations are included in the CAWA "F" regulations. The numbering in these regulations reflect those in the ANKC Regulations Part 3 Judges Training and Examinations,



*CAWA Latest Amendment: January 2026*

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## **CAWA REGULATIONS - SECTION 'F'**

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**Any breach of the regulations in this section is an offence. (08/20)**

**All parts of the CAWA Regulations are to be read in conjunction with the Australian National Kennel Council Ltd (ANKC) Regulations, which will take precedence. Only those regulations that add to the ANKC regulations Part 3 Judges Training and Examinations are included in the CAWA “F” regulations.**

**F1. Terminology**

- 1.1 Member Body. The Canine Association of Western Australia (CAWA) or Dogs West..
- 1.2 ANKC. Australian National Kennel Council.
- 1.3 CJTWP. Conformation Judges Training Working Party.
- 1.4 Mentor. An ANKC Championship Show Judge who has completed the ANKC Examiner/Assessor Accreditation Programme as outlined in Section 9 of these regulations.

**F2 Method of Education**

- 2.3 Record Keeping
  - 2.3.1 Trainees are responsible for keeping a record of all open shows and parades judged – the number of dogs and breeds judged. When applying for elevation a summary of the relevant records must be included unless otherwise specified on the appropriate form. Trainee judges must complete a Trainee Judges Record Form (J4) in duplicate after each appointment. One copy must be forwarded to the CJTWP through the Dogs West office within ten (10) working days of the open show or parade, the other copy to be retained for the Trainee Judge’s own records. Forms not submitted within the time limit as required shall be rejected and the numbers for that appointment will not be counted. All dates as included in the annual CJTWP calendar issued to trainees are to be complied with.

**F4. Aspiring Judge Entrance Programme (1<sup>st</sup> Group)**

- 4.1 Aspiring Judge Entrance Program (1st Group or Single Breed)
  - 4.1.1 To enrol in the Program as an Aspiring Judge, a member must fulfil the following criteria:
    - 4.1.1.5(a) Dispensation may be granted from ANKC Regulation 4.1.1.3 or 4.1.1.4 on production of evidence from the applicant that they reside in an area that prohibits the breeding of dogs by State or Local Authority law.
    - 4.1.1.6 (c) Have successfully completed the Dogs West Stewards’ Course and have acted as ring and gate steward - on no less than six (6) occasions of which three (3) must be full groups at Championship Shows - for a minimum of three hundred (300) dogs within the two (2) years preceding application. (01/14)

**F6 Trainee Judge Program (1st and Subsequent Groups)**

- 6.1.1 Module 1. Breed Lectures / Field Events / Seminars
  - 6.1.1 (a) A Trainee judge must attend a minimum of seven (7) lectures per group per year.  
One of the lectures must be a Mock Practical Assessment.  
Trainees must attend the Information Lecture.  
Any missed lectures require an essay as per ANKC Reg 6.1.1 (b).

A Trainee who fails to comply with ANKC 6.1.1 (b) will be ineligible to sit either the Theory or Practical exams in the current training year.

The essay must be submitted prior to any application to take an examination.

- (i) If a Trainee is unable to attend the compulsory Mock Practical Lecture, the Trainee is required to:
  - do an essay of 1000 words on a breed lecture given on that night using the approved cover sheet which appears on the website (08/16)
  - supply a Medical Certificate, if it is for health reasons, or
  - submit satisfactory evidence in writing if it is for another reason
  - On written acceptance of either a medical certificate or satisfactory evidence, the Trainee must be available prior to the Group Theory Examination to attend a Mock Practical for that group to be held at a time arranged by the Group Convenor/s. (07/15)
- (ii) If a Trainee is unable to attend the compulsory Information Lecture they must inform the conformation training coordinator in writing to the Administration office, stating the reason for non-attendance.  
The reason will be assessed by the coordinator.

Trainees who do not submit a reasonable excuse will be required to:

- complete a further twenty (20) critiques over and above those already required and,
- steward for one hundred (100) dogs at at least two (2) shows during the following six (6) months – this requirement to be over and above the stewarding component already listed and also to be completed by those not required to steward to be eligible for a practical examination.

When the reason for non-attendance is considered appropriate by the Coordinator, the trainee is advised and a timeframe is agreed with the Trainee to carry out an online information process.

The online information process is done via email and consists of:

- Provision of a copy of the judges training regulations and paperwork as presented at the information evening
- A questionnaire on the paperwork provided

A section for questions the Trainee may have of the training committee.

The Trainee must return the completed questionnaire to the Administration office within 14 calendar days from the date it is sent to the Trainee.

Failure to complete and return the questionnaire will result in the trainee having to:..

- complete a further twenty (20) critiques over and above those already required and,
- steward for one hundred (100) dogs at at least two (2) shows during the following six (6) months – this requirement to be over and above the stewarding component already listed and also to be completed by those not required to steward to be eligible for a practical examination.

The training coordinator has 14 calendar days to respond in writing to the Trainee to:

- Provide feedback on the completed questionnaire to the Trainee
  - Answer any questions raised
- (Refer to ANKC Part 3 Regulation 6.1.1 (b) & (c) **(12/15)**)

- 6.1.1(d) Essays must be lodged in duplicate with the Dogs West office for recording with one to be forwarded to the relevant convenor and the other copy to the trainee. On receipt of an essay, the convenor will mark and return it to the trainee OR if deemed to not meet CAWA 'F' Regulations requirements, refer it to the committee for confirmation that the essay needs to be returned to the Trainee for amendment and resubmission within fourteen (14) days. If the essay is submitted by email, then the submission is taken to have been made at the time the email was sent, as per the time and date indicated on the senders email when received by the Dogs West office. Acknowledgement will be by return email. (03/13)
- 6.1.1 (e) In extenuating circumstances, trainees may apply to the convenor, before the due date, for an extension for submission of an essay. An extension may be granted after consultation with the Chair/Coordinator regarding the reason for the extension. If an extension is granted, then the date by which the essay must be submitted will be advised to the trainee. **(08/20)**
- F6.1.1(f) Failure to submit essays by the due date or the amended due date will render the Trainee ineligible to sit the next Theory Exam (parts A and/or B) for the Group in which the essay/s have not been submitted. Where the trainee has already passed the Theory Exam, then they will be penalised by being made ineligible to take the next Practical Exam in the Group for which the essay/s have not been submitted. Submission of an essay/s after the due date or amended due date will not mitigate the penalty and the trainee will be required to enrol in and complete the next or a subsequent training programme for the Group in which the essay/s have not been submitted. **(12/20)**
- 6.1.1(g) Failure to submit essays will render the Trainee ineligible to take an Examination until the missed Breed lectures are attended.
- 6.1.1(h) There will only be one extension and one resubmission per essay.
- 6.1.2 Module 2. Practical Experience
- 6.1.2(a) No Trainee may judge in excess of 200 Exhibits without permission of the President and/or the Vice President on the recommendation of the Conformation Judges Training Working Party) (11/12)

### 6.1.3 Module 3 Breed Specialty Show

Trainee judges are to attend a minimum of one (1) Breed Specialty Show for the Group or other numbers set by the Member Body. Where a Group has limited numbers of Breed Specialty Shows permission may be granted by the CJTWP for a trainee to complete the specialty critiques at Group or Multibreed Specialty shows. A written critique of five (5) dogs examined at each event is to be retained by the Trainee and submitted at the time of an application for a Practical Exam.(03/23)

The critique is to be countersigned by the Breed Specialty Judge or a recognised Assessor for the Group, who is not a trainee judge currently enrolled in the scheme and who has examined the said dogs on the day. Critiques may be completed at shows out of the State provided that the CJTWP have arranged for a suitable assessor to be present to countersign critiques. (02/19)

Distance Trainees are to submit photos of five (5) dogs of five (5) specified breeds in the group accompanied by critiques on each of the dogs. These may be obtained from the Internet. Mentors will be appointed (where possible) to countersign the critiques for the Trainees. (03/23)

## **F7 Single Breed Training Programme**

7.1.5 Where there is a Breed Club in the State, judging at that breed club's Open Show, Parade or Members Competition, to gain practical experience is to be desired. If not possible, Group and All Breeds Clubs are to be encouraged to invite the Single Breed Trainee to judge their breed at one of their Open Shows to enable them to meet the required number of 25 dogs needed to be judged. Where there are insufficient numbers in the breed the trainee judge may apply to the CJTWP for dispensation from this regulation requirement.

Where conducted, attend (at the discretion of the Member Body) the Breed club's Open and Championship Show, the Group club's Open and Championship Show and the breed judging at an approved major Show. i.e.: Royal Show or the major non-Royal show in each State.

Where dispensation is granted, the trainee judge must critique 25 dogs, countersigned by an accredited assessor for the breed, who is not currently a trainee judge enrolled in the scheme, who has examined the said dogs on the day. (02/19)

## **F9 Theory Examinations**

F9.1.1 The Theory Examination may be divided into two (2) parts i.e. (A) and (B), both of which must be completed. Part A may be undertaken followed by Part B, or Part B may be undertaken followed by Part A. Irrespective of the order in which the parts are taken, both parts must be completed within the current training programme for which the Trainee is enrolled. If both Parts A & B are not able to be completed within the current training programme, the trainee must re-enrol for a further training programme.

9.1.1.1 A pass in the theory exam will be achieved with a combined 75% mark from the two parts.

9.1.1.2 A fail in the Theory Exam requires both parts A and B be repeated. This will require the Trainee to enrol in a new two year training programme.

9.1.1.3 Examinations will be offered in July and October of the same Calendar Year.

9.1.1.4 The effective dates for breed standards to be used in the July and October examinations will be 31st May and 31st August respectively of the Calendar Year. **(12/20)**

9.1.2 Single Breed Theory Examinations shall include questions requiring answers in more depth than Group Theory Examinations. Key phrases from the Breed Standard will be essential and may include phrases from the Breed Standard Extension.(10/11)

9.1.3 A candidate who has taken a Theory Examination can make an appointment to see their paper in the presence of the Co-ordinator or their Group Convenor, or a person delegated by the Co-ordinator. All requests for appointments are to be made to the Dogs West office. (01/17)

9.1.4 Trainee judges who fail examinations (theory or practical) are required to continue to attend all lectures until licensed. In the event of persons being unable to attend any scheduled lecture, they are required to submit an essay of 1000 words (within the prescribed time) in its place

## **F11 General**

### **11.6 Examination Protocols**

Trainees and Aspirants during the conduct of Theory and Practical examinations shall do so without referring to any information that relates to their examination – this includes, but is not limited to breed standards, notes, electronic information, advice from others.

Where examinations are to be conducted as Open Book Examinations all participants will be so advised in writing by Dogs West either in the curriculum, by letter or by e-mail prior to that examination.

Any breach of this regulation will result in the suspension of the trainee or aspirant from the conformation judges' training programme for a twelve (12) month period.

11.6.1 Results of Theory and Entrance Examinations will be available from the Association from 2.00pm on the working day after the conclusion of the examinations.

Results of Practical Examinations will be available from the Association from 2.00pm on the second (2<sup>nd</sup>) working day after the conclusion of said practical examination. (11/15)

### **11.7 Stewarding Requirements**

11.7.1 All Trainee Judges must steward for a minimum of 300 dogs. This is to be done at no fewer than three shows per year during the two (2) years prior to applying for a Practical Exam for their first and subsequent groups, with such stewarding to be performed at least once every 4 months throughout the year (ie January to April/May to August/September to December).

11.7.2 On the third and subsequent groups trainees must steward at a minimum of three (3) shows for each group in which they are training (the stewarding does not necessarily have to be for the groups in which they are training), at All Breeds or Group Specialty Championship Shows prior to the application for a Practical Exam.

11.7.3 Evidence of all stewarding is to be kept using Form SJ7. On completion of each stewarding appointment the trainee must complete the Form SJ7 and such form must be signed by the Chief Steward on the day of

the event. If the Chief Steward is a Trainee Judge then the form must be signed by an executive committee member of the club running the event or the relevant Group Convenor if in attendance at the show. No Trainee Judge may sign off on another Trainee Judge's Stewarding Numbers. Where possible, stewarding numbers are to be verified by the use of ShowManager.

- 11.7.4 Trainee Judges are responsible for maintaining their own records and submitting these records to the office for collation at the time of applying for a practical examination. Applications including incomplete or incorrect SJ7 Forms will not be accepted.(01/26)

## **F12 Appeals**

- 12.2** Where a Trainee Judge believes that the Practical Examination for which they were a participant was not conducted in accordance with the Regulations, they must lodge an appeal with the Member Body. This appeal must be lodged by 2.00pm on the second working day after the conclusion of said practical examination and should detail the Regulation/s that are alleged to have been breached. Appeals received after this time will not be considered. (03/13, 11/15)

## **F14 Applications and Renewals**

- 14.1 Applications for 1st and subsequent groups to be made on the appropriate form accompanied by relevant fee and submitted to the Canine Association of Western Australia (Dogs West office) not later than 1st December, or where this falls on a weekend or public holiday, by close of business on the next working day, each year. (02/19)
- 14.2 Application for renewal of Trainee Judge status shall be made on the appropriate form accompanied by relevant fee and submitted annually to the Canine Association of Western Australia (Dogs West office) not later than 1st December or where this falls on a weekend or public holiday, by close of business on the next working day. (02/19)
- 14.2.1 In the event that the application is not received by the required date, an additional late fee, as prescribed in the list of charges, will accompany the application for renewal up until 10<sup>th</sup> December each year. **(01/25)**
- 14.3 Trainees judges may formally withdraw from the conformation judges' training programme at any time during the training year but not later than 1<sup>st</sup> December. Formal withdrawal must be approved by the CJTWP.
- 14.3.1 Trainee judges who have formally withdrawn from the conformation judges' training programme may apply to re-enter the scheme at any time, subject to the approval of the CJTWP and are also subject to all requirements regarding lecture attendance and other matters.
- 14.4 Application to sit the Theory Exam Parts "A" and "B" shall be made on the appropriate form and accompanied by the relevant Fee and submitted to the Canine Association of Western Australia (Dogs West office) by the first Wednesdays in July and October each year. 08/11
- 14.4.1 Trainees wishing to view Theory Exam results must apply to do so within ten (10) working days of sitting the examination.



- 14.5 Applications to sit a Practical Examination shall be made on the Application Form-Application and Assessment (form J1), accompanied by the relevant fee and other supporting evidence (as listed on J1) and submitted to the office not later than 1st November. Where this falls on a weekend or public holiday, by close of business on the next working day, each year, pending successful results of the Theory Exam. **(08/20)**
- 14.6 All applications shall be made on the appropriate Canine Association of Western Australia form and accompanied by the prescribed fee:
- a) All applications not lodged by the due date will not be accepted
  - b) All applications not accompanied by correct fee will not be accepted.
  - c) Each application must be lodged on a separate form (09/08)

## **F15 Training Year**

- 15.1 The show judges training year shall be contained within a calendar year as specified in Clause 17.1 and be defined as follows:
- 15.1.1 The training year for Aspirant Judges shall commence on the date of the Rules and Regulations lecture for registered Aspirant Judges for that year and conclude on the date of the practical exams of the same year.
  - 15.1.2 The training year for trainee Judges shall commence on the date of the Information Night for Trainee Judges and shall conclude on the date of the practical exam for Trainee Judges of the same year.
- 15.2 Assessments
- 15.2.1 For the first four (4) Groups each Trainee Judge must be assessed on two(2) occasions, the first (where possible) by the Convenor for each group in which they are training and the second by two or three Assessors. In the 5th and subsequent groups only one (1) assessment will be required. The Assessor/s shall recommend either a Pass or a further period of training followed by another assessment.
- Clarification:** *Except for Single Breed Trainees, all assessments will be conducted at All Breeds or Group Clubs Open Shows and/or Parades. **05/14***
- 15.2.2 Trainee Judges must apply to the Administrative Officer of the Canine Association of Western Australia (Inc) on the prescribed form (J1) for assessment at least one (1) month prior to the appointment. (09/08, 08/11)
- 15.2.3 When assessing a Trainee Judge, the following aspects will be considered:
- a) Dress (is it appropriate?)
  - b) Punctuality
  - c) Ring Control
  - d) Manner with dogs
  - e) Manner with exhibitors
  - f) Judging method
  - g) Judging speed
  - h) Application of standards
  - i) Overall performance. (09/08)

## **F16 Trainee Judges Appointments**

- 16.1 No judging appointment may be accepted for any group until the relevant status has been granted.

- 16.2 Trainee Judges shall not judge any group at Open Shows or Parades for which they hold championship status except at Open Shows or Parades over 75kms from Perth GPO or with permission of Council, on the recommendation of the Conformation Judges Training Working Party.
- 16.3 A Trainee Judge may judge an entire Parade or Open Show including General Specials held more than 75km from Perth GPO if they are qualified to judge at least five (5) Groups, of which at least two (2) are Championship Show Group status.
- 16.4 Trainee Judge may judge General Specials at a Parade or Open Show if they are qualified to judge at least five (5) Groups, of which at least three (3) of them are at Championship Show Group status. (01/11)
- 16.5 A Trainee Judge may not judge the same complete Group or All Breeds General Specials during a period of three (3) months at any Open Show or Parade, which is to be held within a radius of 75km of the venue of the prior appointment.
- 16.6 Where no suitably qualified Trainee Judge is available, the Conformation Judges Training Working Party may give permission for a Trainee Judge to judge at a show within not less than two (2) months of another judging appointment in that group.
- 16.7 Should a Trainee Judge elect to withdraw from the Conformation Judges Training Scheme they may not accept any new appointments and may only honour prior appointments up to six (6) months following the date of notification of their withdrawal. (12/09, 10/11)

#### **F17 Conformation Judges Training Working Party**

- 17.1 The Conformation Judges Training Working Party year shall commence on 1 January of a single calendar year and conclude on 31 December of that same year.
- 17.2 The Coordinator shall be appointed annually by the Chair of the Training Committee. (09/08, 10/11)
- 17.3 The Conformation Judges Training Working Party shall consist of:
- (a) The Coordinator
  - (b) a Secretary (optional) and
  - (c) the Convenors and/or assistant convenors of each group (01/17)
- 17.4 Positions on the Conformation Judges Training Working Party shall be filled by invitation from the Co-ordinator, and ratified by Governing Council, to Championship Judges of at least 5 years panel status experience in the relevant group, except for the Secretary, where the Secretary is not a Convenor (01/17)
- 17.5 Where there are insufficient qualified judges available to fill the vacant positions on the Working Party, positions may be filled by Championship Judges who are currently training for another group. (09/08, 10/11)
- 17.6 It is desirable that the Coordinator be an All Breeds Judges (01/17)
- 17.7 The overall supervision and/or setting of written examinations be the responsibility of the Coordinator of the Conformation Judges Training Working Party. This is to include the production and storage of all papers, including past papers.

