KENNEL UNION OF SOUTHERN AFRICA

KUSA BREED JUDGES LEARNING PROGRAMME

STUDY GUIDE #12: LEVEL 2

HOW TO MAINTAIN YOUR PORTFOLIO

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Edition July 2013

THE KENNEL UNION OF SOUTHERN AFRICA
P O BOX 2659
CAPE TOWN.8000

HOW TO BUILD AND MAINTAIN YOUR PORTFOLIO

The desired outcome of this module requirement is to "organise documentation in a portfolio of evidence"; the main aim, of which, is obviously to build a repository of everything you find, experience, and achieve on your way to becoming a breed judge – and beyond!

How do I choose which format to follow?

As explained in the study guide, your portfolio can take any or many formats, eg. ring file, box folder, CD, DVD, flash drive, or any form of electronic media. So which do you choose?

You were probably sent these portfolio sheets via an email attachment. If you don't have email facilities, you probably received them in print format in the mail. Most people will prefer to store the printed sheets in a ring file – simply because it still remains one of the easiest ways to manage the continual flow of documents and it is easier to consult. The sheets are then filled in by hand by you and the Assessors during the progress of your studies. An alternative would be to fill in the details electronically, and then print the pages and file them. Bearing in mind that the evaluations are likely to be in hard copy, as will many of the forms that need to be filled in by hand, you will probably find that a hard copy file will be the best format to choose. It is also easier to hand over to the Assessor for final assessment.

What if you live far away from your Assessors/PBJSC? Under these circumstances, you may want to choose an electronic method of presentation. So, as far as possible, you will fill in the forms on the computer, but some – like the evaluations and the proof forms, for example – will have to be scanned and saved as pdf files (jpg files are risky because low-res jpgs are very difficult to read). Transporting an electronic file is easiest if saved to a CD, DVD, or flash drive. Email attachments may be very high in bandwidth, and not advisable.

So, given the practical pros and cons, it looks as though the hard copy file will probably be the easiest format for most judges. But, you make the decision……

Having decided on how you will maintain your portfolio of evidence, you also need to decide how you will build and maintain all other records pertaining to your judging. Seminar booklets and hand-outs are best stored in a box file, for example, arranged in groups. Articles and pictures you find on the internet, however, are probably best stored electronically. Books will sit in your bookshelves, and magazines can be stored in boxes or magazine folders. Videos and DVDs form part of your viewing collection, and so on, indicating that building and maintaining your portfolio is going to follow several formats.You will eventually be surrounded by a huge compendium of doggy information – lovely!

Should all my studies go into one file or several?

Once again, this is up to personal choice. Some judges will prefer to use one standard ring file per group, some judges may prefer to use a large lever arch file for all your groups. Or, you may wish to have a separate file for Level 1 studies to the Level 2 studies. Consider the practical implications of keeping one large file in constant use versus one small file in use and the others stored – the choice is yours. All we ask, as Assessors, is that you arrange your portfolio logically and you present it neatly.

How do I submit my portfolio?

If possible, the easiest way to submit the portfolio is to hand it over to a PBJSC member in person. The PBJSC will then assign the portfolio to an Assessor and you will receive it back as soon as possible thereafter.

If you have chosen the electronic way to do it, the best way to submit it is via flash drive, CD or DVD, which you can hand over or post to the PBJSC. Avoid emailing attachments since they are likely to be enormous.

If you live a distance away, you may prefer to post the hard copy to the PBJSC. In this case, remove the file and simply post the contents, which will reduce postage dramatically.

How should I arrange my portfolio file?

Please use file dividers to separate the various sections – this for easy document location. Here follows a list of sections you will need, and you are welcome to include additional sections according to your needs:

- Personal Details
- Assessment Records
- Ring Stewardship
- Judging Appointments
- Evaluations
- Observation
- Seminars
- Breed Assignments
- Breed Standards

When do I have to submit the portfolio?

Make sure you submit your portfolio in good time, in case there is anything that needs reworking.

Closing date for submission for portfolios:
To write the examination in June: 1 March (Exam registration is 1 May)
To write the examination in November: 1 August (Exam registration is 1 October)

Support

Should you require any advice or assistance, you are welcome to contact a Provincial Breed Judges Sub-Committee member in your area. (Contact the Judges Department at KUSA for contact details)

This pack contains all the forms and portfolio inserts you will need to maintain your portfolio. You will note that there is one version that serves as an example, accompanied by a second version – a blank – for your use. Feel free to copy and/or print these forms as required, or request additional hard copies from the Judges Department at KUSA for a nominal printing fee.

PERSONAL DETAILS

Title: **Mr**	Full name: **John Smith**		
KUSA Membership #: **12345**		Judge's #: **54321**	
Postal address: **P.O. Box 1324**			
Heathfield			
Cape Town		Postal code: **7234**	
Daytime contact #: **(021) 555 1234**		Evening contact #: **(021) 555 4321**	
Cell #: **089 678 9012**		Alternate #: **089 456 1234**	
Email: **johnsmith@heathfield.com**			
Breed judging qualifications already obtained:	**Paper 1, Herding Group**		
Other judging qualifications already obtained:	**Agility**		
Current breed judging studies:	**Hound Group**		
Provincial Council: (tick one)		DOGS PC	ECPC
FSPC	KZNPC	NAPC	✓ WCPC

PERSONAL DETAILS

Title:	Full name:		
KUSA Membership #:		Judge's #:	
Postal address:			
		Postal code:	
Daytime contact #:		Evening contact #:	
Cell #:		Alternate #:	
Email:			
Breed judging qualifications already obtained:			
Other judging qualifications already obtained:			
Current breed judging studies:			
Provincial Council: (tick one)		DOGS PC	ECPC
FSPC	KZNPC	NAPC	WCPC

You will receive your copy from the Assessor

KENNEL UNION OF SOUTHERN AFRICA

PRACTICAL TRAINING MARKSHEET
A01/12

NAME OF CANDIDATE JUDGE: John Smith

DATE: 14/02/2013 **PLACE:** Milnerton, Cape Town

NAME OF ASSESSOR: Mary Brown

Number of attempts to success	1	2	3	4	5
1. Demonstrate how to approach a dog	1	✓2	3	4	5
2. Demonstrate how to calm a nervous dog	✓1	2	3	4	5
3. Demonstrate how to go over a dog	1	✓2	3	4	5
4. Demonstrate how to evaluate gait	✓1	2	3	4	5
5. Explain what to look for when evaluating a dog's movement	✓1	2	3	4	5
6. Identify anatomical and conformational features in the head	1	2	✓3	4	5
7. Identify anatomical and conformational features in the forequarters	1	✓2	3	4	5
8. Identify anatomical and conformational features in the body	✓1	2	3	4	5
9. Identify anatomical and conformational features in the hindquarters	✓1	2	3	4	5
10. Identify a dog's structural angles	✓1	2	3	4	5
11. Explain the cause of basic gaiting faults	1	✓2	3	4	5
12. Explain the concepts of type, balance, soundness and character	✓1	2	3	4	5
13. Mention a selection of unique judging techniques for certain breeds	1	✓2	3	4	5
14. Identify ring management and etiquette techniques	✓1	2	3	4	5

REMARKS It's perfectly understandable that you were a little nervous first, but you coped very well. Have confidence in your ability. You keen to learn and I believe you'll make a success of your judging.

Tip: Make sure you know your anatomical terms thoroughly and know to find them.

FOR OFFICE USE ONLY		
COMPETENT	✓	ASSESSOR'S SIGNATURE Mary Brown
NOT YET COMPETENT		

RING STEWARDSHIP

The form to insert here is L01/12: PROOF OF RING STEWARDSHIP

There is a section for your non-championship ring stewardship and one for the championship appointment. You can cut the document into two sections, or you may leave it as a single sheet. Remember to take this form with you when you serve your ring stewardship so that the Club Secretary can sign it. If you forget to take it with you, you will have to go to the trouble of getting it to him/her later via postage or other means, which is quite bothersome.

Checklist: (tick off as you complete the assignment – this for your own record)

Non-championship Ring Stewardship	✓
Championship Ring Stewardship	✓

RING STEWARDSHIP

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Checklist: (tick off as you complete the assignment – this for your own record)

Non-championship Ring Stewardship	
Championship Ring Stewardship	

KENNEL UNION OF SOUTHERN AFRICA

PROOF OF RING STEWARDSHIP
L01/12

NON-CHAMPIONSHIP SHOW	
SHOW:	Westland Kennel Club
DATE:	05/03/2013
GROUP/BREED:	Hound
NAME OF LEARNER JUDGE:	John Smith
NAME OF OFFICIATING JUDGE:	Mr Gray Brown

This is to confirm that _____ John Smith _____
served a Ring Stewardship appointment, as stated above.

SIGNED – CLUB SECRETARY: _____ Claire de Lune
_____

CHAMPIONSHIP SHOW	
SHOW:	Eastwick Kennel Club
DATE:	15/05/2013
GROUP/BREED:	Hound
NAME OF LEARNER JUDGE:	John Smith
NAME OF OFFICIATING JUDGE:	Mrs Scarlett O'Hara

This is to confirm that _____ John Smith _____
served a Ring Stewardship appointment, as stated above.

SIGNED – CLUB SECRETARY: _____ Jane Eyre _____

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APPROVED / NOT APPROVED	ASSESSOR'S SIGNATURE
Approved	Mary Brown

KENNEL UNION OF SOUTHERN AFRICA

PROOF OF RING STEWARDSHIP

L01/12

NON-CHAMPIONSHIP SHOW
SHOW:
DATE:
GROUP/BREED:
NAME OF LEARNER JUDGE:
NAME OF OFFICIATING JUDGE:
This is to confirm that _____ served a Ring Stewardship appointment, as stated above.
SIGNED – CLUB SECRETARY: _____

CHAMPIONSHIP SHOW
SHOW:
DATE:
GROUP/BREED:
NAME OF LEARNER JUDGE:
NAME OF OFFICIATING JUDGE:
This is to confirm that _____ served a Ring Stewardship appointment, as stated above.
SIGNED – CLUB SECRETARY: _____ _____

FOR OFFICE USE ONLY	
APPROVED / NOT APPROVED	ASSESSOR'S SIGNATURE

JUDGING APPOINTMENTS

The forms to insert here are A02/12: JUDGING ASSESSMENT & A03/12: POST-JUDGING ASSESSMENT FEEDBACK

The first form in this section is the assessment your Assessor will provide for your first judging appointment only. You will not need to have a judging assessment done after you have passed your first Level 2 exam.
The Assessor will complete this form in handwriting at the show and discuss the assessment with you afterwards.
The other form is the feedback form – this is where the Assessor will record your impressions of your first judging appointment. Keep this form – you are going to find it enormously interesting in years to come as you gain experience!

Checklist: (tick off as you complete the assignment – this for your own record)

Judging Assessment	✓
Post-Judging Assessment Feedback	✓

JUDGING APPOINTMENTS

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Checklist: (tick off as you complete the assignment – this for your own record)

Judging Assessment	
Post-Judging Assessment Feedback	

You will receive your copy from the Assessor

KENNEL UNION OF SOUTHERN AFRICA

JUDGING ASSESSMENT
A02/12

SHOW:	Frontierland Kennel Club
DATE: 16/06/2013	**GROUP/BREED:** Hound
NAME OF LEARNER JUDGE:	John Smith
NAME OF ASSESSOR:	Mary Brown

1. Is the judge appropriately dressed?	✓ YES	PARTIALLY	NO
2. Is the judge's manner friendly and professional?	✓ YES	PARTIALLY	NO
3. Is the judge considerate towards young dogs?	✓ YES	PARTIALLY	NO
4. Is the judge tolerant of inexperienced handlers?	✓ YES	PARTIALLY	NO
5. Does the judge give clear instructions?	YES	✓ PARTIALLY	NO
6. Is the judge clearly in control of the ring?	✓ YES	PARTIALLY	NO
7. Does the judge organise proceedings in a logical manner?	✓ YES	PARTIALLY	NO
8. Is the judge consistent in his/her ring procedure?	YES	✓ PARTIALLY	NO
9. Does the judge approach the exhibits appropriately for the breed?	YES	✓ PARTIALLY	NO
10. Does the judge perform a proper examination of anatomy?	✓ YES	PARTIALLY	NO
11. Is it apparent that the judge is examining specific breed characteristics?	✓ YES	PARTIALLY	NO
12. Is the judge attentive during the observation of gait?	✓ YES	PARTIALLY	NO

REMARKS A good first effort, John, and I noticed that you settled into your judging quite quickly after the initial shock. Be careful to make clear instructions – the handler with the Greyhound wasn't sure what you wanted her to do. You were very supportive of the novice handlers; and friendly, which always makes a big difference. Remember to follow the same judging procedure for all exhibits – consistency is important to build your own and exhibitor confidence, and each dog deserves the same treatment. Also beware of how you approach a Sightound – they are supposed to be aloof and wary, so show confidence but avoid rapid, jerky glaring eye hand movement.

All in all a good effort – well done!

FOR OFFICE USE ONLY

COMPETENT	✓	ASSESSOR'S SIGNATURE
NOT YET COMPETENT		Mary Brown

You will receive your copy from the Assessor

KENNEL UNION OF SOUTHERN AFRICA

POST-JUDGING ASSESSMENT FEEDBACK
A03/12

SHOW:	Frontierland Kennel Club		
DATE:	16/06/2013	**GROUP/BREED:**	Hound
NAME OF LEARNER JUDGE:	John Smith		
NAME OF ASSESSOR:	Mary Brown		

1. How would you evaluate your first performance today in the ring as a judge?

Very nervous to begin with, felt like everyone was watching felt better when I was concentrating on the dogs

2. What did you like most about your Group/Breed winner(s)?

The Afghan had "a style of high order" – he moved effortlessly and showed himself with pride. I also liked the Basenji's gazelle-like

3. Is there anything that you would like to do differently next time you judge?

I must practice approaching Sighthounds because some of them away. Also, give clearer instructions.

4. Which procedures did you find worked particularly well, and why?

I liked making the dogs go around first before I judged them – it to settle them and I had a good first impression.

5. Were there any judging decisions that you found particularly difficult?

The Mini-long Dachshunds were very similar in style and quality - it was a battle to select one. Not sure about the Greyhound's length of

6. Are there any other procedures or decisions you'd like to discuss?

If an exhibitor asks why I didn't put his dog up, what to say?
Is it wrong to judge the Best Puppy class before Best of Breed?

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COMPETENT	✓	ASSESSOR'S SIGNATURE Mary Brown
NOT YET COMPETENT		

EVALUATIONS

The forms to use are L02/12: EVALUATION FORM

You must use this form for your evaluations – any other format will not be permitted. You may handwrite your comments or type them. Make sure that you fill in all the fields.
Print off as many evaluation forms as you think you may need at the show – some or all of the content may be filled in while you are judging with the balance (if any) completed thereafter. You must submit your completed forms within 1 month to your PBJSC. You can mail them in a package or hand them over personally. On their return, they must be filed in this section.

Checklist: (tick off as you complete the assignment – this for your own record)

Evaluation package 1	✓
Evaluation package 2	
Evaluation package 3	
Evaluation package 4	
Evaluation package 5	
Evaluation package 6	

EVALUATIONS

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Print off as many evaluation forms as you think you may need at the show – some or all of the content may be filled in while you are judging with the balance (if any) completed thereafter. You must submit your completed forms within 1 month to your PBJSC. You can mail them in a package or hand them over personally. On their return, they must be filed in this section.

Checklist: (tick off as you complete the assignment – this for your own record)

Evaluation package 1	
Evaluation package 2	
Evaluation package 3	
Evaluation package 4	
Evaluation package 5	
Evaluation package 6	

KENNEL UNION OF SOUTHERN AFRICA

EVALUATION FORM
L02/12

SHOW: Frontierland Kennel Club		
DATE: 16/06/2013	**GROUP:** Hound	
BREED: Saluki		
CLASS: Champion	**SEX:** Bitch	**NO:** 56
COLOUR / PATTERN: Sabled fawn		
PLACEMENT: 1st in class; RBOB		

REASON FOR PLACEMENT: Good breed type, well-balanced, but preferred BOB's almost flawless type and action . Made a good impression in of minor flaws.

REMARKS: Quality head, long & narrow - high-set ears - dark, oval, seeing eyes - wary expression - incorrect level bite - long, crested - well-angled shoulders - front assembly set well back - moderately front - oval bone - hare foot - deep chest, tight tuck-up - soft topline the stack, but level & firm on the move - moderate turn of stifle, not over-angulated - low-set tail, carried in curve behind - light & action , not exaggerated - not too fast, no overtracking - small,

JUDGE'S NAME: John Smith

JUDGE'S SIGNATURE: JS

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APPROVED	✓	ASSESSOR'S SIGNATURE Mary Brown
NOT YET APPROVED		

KENNEL UNION OF SOUTHERN AFRICA

EVALUATION FORM
L02/12

SHOW:		
DATE:	**GROUP:**	
BREED:		
CLASS:	**SEX:**	**NO:**
COLOUR / PATTERN:		
PLACEMENT:		
REASON FOR PLACEMENT:		
REMARKS:		
JUDGE'S NAME:		
JUDGE'S SIGNATURE:		

FOR OFFICE USE ONLY		
APPROVED		ASSESSOR'S SIGNATURE
NOT YET APPROVED		

OBSERVATION

The forms to insert here are L03/12: LEARNER JUDGE'S OBSERVATION REPORT & L04/12: PROOF OF OBSERVATION

During your observation, you will record your comments on the form, L03/12. Remember to sign it on completion. Remember that the object of this task is not to critique the Officiating Judge, it is to observe and identify judging techniques that you may employ during your future appointments.
The other form, L04/12, needs to be endorsed by the Officiating Judge. Both forms must be filed in this section.

Checklist: (tick off as you complete the assignment – this for your own record)

Learner Judge's Observation Report	✓
Proof of observation	✓

OBSERVATION

The forms to insert here are L03/12: LEARNER JUDGE'S OBSERVATION REPORT & L04/12: PROOF OF OBSERVATION

During your observation, you will record your comments on the form, L03/12. Remember to sign it on completion. Remember that the object of this task is not to critique the Officiating Judge, it is to observe and identify judging techniques that you may employ during your future appointments.
The other form, L04/12, needs to be endorsed by the Officiating Judge. Both forms must be filed in this section.

Checklist: (tick off as you complete the assignment – this for your own record)

Learner Judge's Observation Report	
Proof of observation	

KENNEL UNION OF SOUTHERN AFRICA

LEARNER JUDGE'S OBSERVATION REPORT
LO3/12

SHOW:	Starlight Afghan Hound Club		
DATE:	13/08/2013	**PLACE:**	Johannesburg
BREED / GROUP:	Afghan Hound		
JUDGE BEING OBSERVED:	Mr Sonny Glasses		

Observe and comment on the following techniques and ring procedures:

1. How to approach this breed / specific breeds in this group.

Judge approached from the diagonal front, no eye contact, rubbed with right hand, no holding slackhand to sniff nonsense!

2. How to examine specific breed characteristics / hallmarks.

Examined feet last. Held hand on croup to measure tail set. Measured fingers between withers and pelvis. Parted hair to see turn of stifle.

3. Ring management techniques appropriate for this breed / group.

Examined on the stack in the corner. Waiting dogs were relaxed on Ring Steward brought next dog into position during gaiting of first

4. Gaiting patterns appropriate for this breed / group.

Gaited the dogs once around as they entered. Sent away and back, around the ring. Final decision on profile movement, not away and

5. Any other procedural observations that you would like to try in the future.

In final line-up, walked the dogs to the far side, called for a free then gaited dog around and back to place. This for balance.

LEARNER JUDGE'S NAME:	John Smith
LEARNER JUDGE'S SIGNATURE:	**JS**

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APPROVED	✓	ASSESSOR'S SIGNATURE
NOT YET APPROVED		Mary Brown

KENNEL UNION OF SOUTHERN AFRICA

LEARNER JUDGE'S OBSERVATION REPORT

LO3/12

SHOW:	
DATE:	**PLACE:**
BREED / GROUP:	
JUDGE BEING OBSERVED:	

Observe and comment on the following techniques and ring procedures:

1. How to approach this breed / specific breeds in this group.
2. How to examine specific breed characteristics / hallmarks.
3. Ring management techniques appropriate for this breed / group.
4. Gaiting patterns appropriate for this breed / group.
5. Any other procedural observations that you would like to try in the future.

LEARNER JUDGE'S NAME:
LEARNER JUDGE'S SIGNATURE:

FOR OFFICE USE ONLY		
APPROVED		ASSESSOR'S SIGNATURE
NOT YET APPROVED		

KENNEL UNION OF SOUTHERN AFRICA

PROOF OF OBSERVATION
L04/12

SHOW:	Starlight Afghan Hound Club
DATE:	13/08/2013
GROUP/BREED:	Afghan Hound
NAME OF LEARNER JUDGE:	John Smith
NAME OF OFFICIATING JUDGE:	Mr Sonny Glasses

This is to confirm that _____ John Smith _____
observed my judging assignment, as stated above.

SIGNED – OFFICIATING JUDGE: ____ Sonny Glasses
_____

FOR OFFICE USE ONLY		
APPROVED	✓	ASSESSOR'S SIGNATURE
NOT YET APPROVED		Mary Brown

KENNEL UNION OF SOUTHERN AFRICA

PROOF OF OBSERVATION

L04/12

SHOW:
DATE:
GROUP/BREED:
NAME OF LEARNER JUDGE:
NAME OF OFFICIATING JUDGE: ses
This is to confirm that _____ observed my judging assignment, as stated above.
SIGNED – OFFICIATING JUDGE: _____

FOR OFFICE USE ONLY		
APPROVED		ASSESSOR'S SIGNATURE
NOT YET APPROVED		

SEMINARS

Remember to sign the register at the seminar so that KUSA has a record of your attendance.
If you attend a private breed discussion you need an endorsement from the presenter.

Try to attend as many seminars as possible – more than the required minimum of 3. Record your attendance in this section and store your seminar notes/handouts here or in another format, as desired.

Checklist:

	PLACE	TOPIC	DATE
1	**Cape Town**	**Anatomy of a standard**	**10/05/09**
2			
3			
4			
5			
6			
7			
8			
9			
10			

SEMINARS

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If you attend a private breed discussion you need an endorsement from the presenter.

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Checklist:

	PLACE	TOPIC	DATE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

BREED ASSIGNMENT

Your breed assignments may follow any style or format, but you are advised to follow the guidelines in the Study Guide: How to prepare the Breed Assignments. It is best for you to print them and file them in this section to ensure easy assessment by the Assessor.	
Checklist: (tick off as you complete the assignment – this for your own record)	
Breed hallmarks	✓
Table of characteristics	

BREED ASSIGNMENT

Your breed assignments may follow any style or format, but you are advised to follow the guidelines in the Study Guide: How to prepare the Breed Assignments. It is best for you to print them and file them in this section to ensure easy assessment by the Assessor.

Checklist: (tick off as you complete the assignment – this for your own record)

Breed hallmarks	
Table of characteristics	