



Judging Operations Department  
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September 24, 2018

TO: ALL JUDGES EDUCATION COORDINATOR, JUDGES WORKSHOP STUDY  
GROUPS AND PRESENTERS

FROM: JUDGES EDUCATION DEPARTMENT

Attendees of seminars are no longer required to take and pass breed standard exams to receive educational credit for attending seminars. Effective January 1, 2018, all applications submitted must have on record a successful completion of an open book breed standard examination on each breed for which Permit status is requested. The examination and applicable fee shall be completed on line in AKC's Canine College as required.

Presenters and hosts are required to forward the attendance sheet, seminar report and hands-on worksheet (if applicable) to the Judges Education Department.

- **Seminar & Hands-on Workshop Report**
- **Seminar Attendee Form**
- **Hands-On Workshop Breed Evaluation Form (if applicable)**

Any questions, or concerns, please call Judges Education Department.



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### **CRITERIA: SEMINARS AND WORKSHOPS**

As required in the Board approved *Judging Approval Process*, seminars and workshops must meet AKC criteria for credit. In an effort to establish uniformity and clarify requirements, “Seminars” and “Hands-On Workshops” are specifically defined as follows and accreditation on applications for additional breeds will be assigned under the following conditions:

#### **General**

- AKC affiliated Judges groups and/or clubs hosting breed-specific institutes, seminars or workshops should request from the parent club an approved presenter.
- The host may secure any individual qualified to present the breed under the condition that the material is consistent with the current AKC-approved breed standard.
- Institutes, seminars and workshops must be accessible to AKC Staff including the Executive Field Staff. Judging Operations Staff will be available as a resource, to promote a positive rapport in the judging community and make periodic presentations as Judging Operations considers appropriate and feasible.
- Sponsoring organization must submit a summary and report of each Seminar and Workshop presented with certification of attendance. Report must document having met each condition outlined below. Failure to provide report will result in the denial of educational credit for attendees.
- Weight/value received on applications for attendance of breed specific seminars and workshops is determined by the Judging Approval Process effective at the time of application for that breed.

#### **Seminars**

Educational credit for attendance at a breed specific “Seminar” will be awarded providing its sole purpose is the presentation of information essential to judge that breed and:

- There is a 90 minute or longer presentation that includes history, form and function of the breed, an in-depth consideration of the Standard and a question and answer period.
- The presenter and content are preferably Parent Club approved (see above). Content must be consistent with the currently approved breed standard.
- One or two live dogs are available for illustration.
- Class size should be limited to 35.
- Attendance must be certified and reported to Judging Operations. (see above)

#### **Workshops**

Additional credit will be granted for attendance at an accompanying breed-specific hands-on “Workshop” providing it is a clinical extension of a seminar, is a 60 minute or longer period, and:

- A discussion of the proper prioritization of breed characteristics and how to properly effect a breed specific examination precedes the hands on.
- There is the occasion to rank exhibits presented and explain placements to mentors.
- Mentor/Participant ratio should not exceed 1:10.
- A minimum of four dogs/bitches per group should be present. Exceptions may be considered on a case-by-case basis with **the final determination for acceptance the responsibility of Judging Operations.**
- All dogs must be at least six months of age.
- No dog/bitch should be examined by more than 20 individuals per day.
- The welfare of dogs is an utmost consideration. To accommodate larger workshops, it is permissible to divide attendees into two groups, with each examining half of the dogs and observing all dogs gaiting.
- Attendance must be certified and reported to Judging Operations by the presenter. (Following forms must be submitted to Judging Operations: **Seminar and Hands-On Workshop Report, Hands-On Workshop Breed Evaluations and Seminar Attendance list**).



## ATTENDEE FORM

Presenter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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January 22, 2020

## Seminar and Hands-on Workshop Report

Seminar on: \_\_\_\_\_ One breed per form.  
(breed)

Seminar: Started at: \_\_\_\_\_ Ended at: \_\_\_\_\_  
time time

Workshop: Started at: \_\_\_\_\_ Ended at: \_\_\_\_\_  
time time

\_\_\_\_\_ Number of exhibits present for the Seminar Presentation.

\_\_\_\_\_ Number of exhibits present for the Hands-On Workshop.

Name of Presenter: \_\_\_\_\_

Date: \_\_\_\_\_

City/State: \_\_\_\_\_

Host/Sponsored by: \_\_\_\_\_

### Seminar

- There is a 90 minute or longer presentation that includes history, form and function of the breed, an in-depth consideration of the Standard, a question and answer period.
- The presenter and content are preferably **Parent Club Approved**. Content must be consistent with the current approved breed standard.
- One or two live dogs are available for illustration and examination.
- Class size should be limited to 35.
- Attendance must be certified and reported to Judging Operations by the presenter. (The following forms must be submitted to Judging Operations: **Seminar and Hands-On Workshop Report, Hands-On Workshop Breed Evaluation and Seminar Attendance list**).

### Workshop

- A discussion of the proper prioritization of breed characteristics precedes the hands on.
- There is a 60 minute or longer period that includes instructions on how to properly effect a breed specific examination.
- There is the occasion to rank exhibits presented and explain placements to mentors.
- Mentor/Participant ratio should not exceed 1:10.
- A minimum of four dogs/bitches per group must be present. All must be at least six months of age. No dog/bitch may be examined by more than 20 individuals per day.
- Attendance must be certified and reported to Judging Operations

I attest that all the information given on this form is true and correct.

\_\_\_\_\_  
Signed (presenter)

\_\_\_\_\_  
Dated



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Hands-On Workshop Breed Evaluation Form  
**Must be completed in full and returned to Presenter for their signature**  
*Subject to be reviewed by Judging Operations Department for credit.*

Breed \_\_\_\_\_

Applicant/Judge Name: \_\_\_\_\_ Judges' #: \_\_\_\_\_ Date: \_\_\_\_\_

*Please Print ~ Breed Specific terminology is required*

Dog	Ranking	Reasons and Observations
A		
B		
C		
D		
E		
F		

Presenter print name /Signature \_\_\_\_\_

*Presenter: please return to Judging Operations Department with Attendance form, Seminar & Hands-on Workshop report  
September 24, 2018*



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### **CRITERIA: BREED WEBINARS**

Per the Board approved *Judging Approval Process*, attendance of a breed webinar may be submitted for educational credit on an application for additional breeds. To be accepted, the webinar must meet AKC criteria for credit.

In an effort to establish uniformity and clarify requirements, a ‘webinar’ is defined as follows and accreditation on applications for additional breeds will be assigned under the following conditions:

- AKC affiliated Judges groups and/or clubs may host breed specific webinar(s) for the purpose of judges education. The sole purpose of the webinar is the presentation of information essential to judge that breed.
- Webinar must be live and provide the opportunity for interaction with attendees.
- Webinar should be approximately 90 minutes in length to include history, form and function of the breed, an in-depth consideration of the Standard and a question and answer period.
- Webinar must be presented by a parent club approved presenter.
- Presentation must utilize parent club approved material.
- Material must be consistent with the current approved AKC standard for the breed.
- Webinar offering must be accessible to AKC Staff including the Executive Field Staff
- Group or club hosting webinar must submit a summary and report of each webinar to include metrics report from webinar platform to include start and finish time of webinar and attendee data. Examples of attendee data that should be provided include name, email and/or judges number, time in session, interest ratings and any engagement activity such as polls and questions asked.
- Recording of webinar should be available to the AKC upon request.
- Report must document having met each condition outlined above. Failure to provide report will result in the denial of educational credit for attendees.
- Weight/value received on applications for attendance of breed specific webinars, seminars and workshops is determined by the Judging Approval Process effective at the time of application for that breed.



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## Webinar Report

**Webinar host:** \_\_\_\_\_  
(judges group or club name)

**Breed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Webinar: Started at:** \_\_\_\_\_ **Ended at:** \_\_\_\_\_  
time time

**Webinar platform used:** \_\_\_\_\_

**Name of Presenter:** \_\_\_\_\_

**Presenter parent club approved:** Yes ☐ No ☐

**Parent Club Material Utilized:** Yes ☐ No ☐

**Webinar presented live:** Yes ☐ No ☐

**Reporting from webinar platform provided:** Yes ☐ No ☐

### Webinar

- Webinar must be live and provide the opportunity for interaction with attendees.
- Webinar should be approximately 90 minutes in length to include history, form and function of the breed, an in-depth consideration of the Standard and a question and answer period.
- Webinar must be presented by a parent club approved presenter.
- Presentation must utilize parent club approved material.
- Material must be consistent with the current approved AKC standard for the breed.
- Group or club hosting webinar must submit a summary and report of each webinar to include metrics report from webinar platform to include start and finish time of webinar and attendee data. Examples of attendee data that should be provided include name, email and/or judges number, time in session, interest ratings and any engagement activity such as polls and questions asked.
- Recording of webinar should be available to the AKC upon request.

**I attest that all the information given on this form is true and correct.**

---

Webinar (presenter)

Dated



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## Criteria for Comparison Seminars

1. Comparison seminars will be accepted for credit as breed education for those breeds previously approved by the AKC Judging Operations Department.
2. Comparison Seminars must include a 90-minute comparison presentation on all breeds.
3. 90-minute presentation must be followed by a 90-minute hands-on workshop.
4. Work shop must meet the following criteria:
  - a. There is a 90-minute or longer period that includes instructions on how to properly effect a breed specific examination.
  - b. There is the occasion to rank exhibits presented and explain placements to mentors.
  - c. Mentor/Participant ratio should not exceed 1:10.
  - d. A minimum of four dogs/bitches per breed and/or variety must be present. All must be at least six months of age. No dog/bitch may be examined by more than 20 individuals per day.
  - e. Attendance must be certified and reported to Judging Operations by the presenter. (Following forms must be submitted to Judging Operations: **Seminar and Hands-On Workshop Report, Hands-On Workshop Breed Evaluation and Seminar Attendance list**).
5. Institutes, seminars and workshops must be accessible to American Kennel Club Staff including the Executive Field Staff. Judging Operations Staff will be available as a resource, to promote a positive rapport in the judging community and make periodic presentations as Judging Operations considers appropriate and feasible.
6. Sponsoring organization must submit a summary and report of each Seminar and Workshop presented along with certification of attendance. Report must document having met each condition outlined above.
7. Additional credit for "Mentoring" will not be given for experience at the institute. "Mentoring" credit will be considered for relationships established at institutes/seminars/workshops and documented as ongoing.





## Hands-On Workshop Guidelines

The intent of the hands-on workshop has long been an opportunity for the student to apply the information gained during the seminar presentation to a live group of dogs. As proper judging is the recognition of desired breed characteristics and awards are to be based on the assimilation of the positive attributes; emphasis in the hands-on workshop must be on the recognition of the positive attributes of the exhibits.

All too often, when attendees of hands-on workshops were asked to provide commentary on all exhibits in the class, their comments would either be generic in nature or focus on the negative points rather than the identification of desired characteristics. This was found to be especially true once beyond the top two or three examples. Following is a modified structure for conducting the hands-on workshop portion of the seminar to better accomplish the goal of recognition of desired breed specific characteristics.

1. All dogs should be present at the same time with a handler for each dog if possible.
2. Presenter should demonstrate a breed-specific examination for the breed including the proper oral exam.
3. The attendees (presenter included) should view the class of dogs in profile as a group for an overall picture of each individual dog and a comparison of all.
4. For larger classes – extra dogs should be present to enable the class to be divided into smaller groups.
5. Each dog should then be examined individually by all attendees including the presenter. Exam should be breed specific and should take the same approximate time as if judging each entry at an event.
6. **During examination there should be nothing in the student's hands while examining the exhibits. Any clipboards/forms should be kept to the side to prevent startling any of the exhibits.**
7. After all dogs have been examined, each dog should be gaited individually permitting all attendees as a group (including the presenter) to observe each dog gaiting from the front, rear and the side. Space permitting, the dogs should be gaited together once as a group.
8. Once all dogs have been examined individually by all attendees, and viewed gaiting as a group; each attendee should complete their form indicating their 1<sup>st</sup> and 2<sup>nd</sup> place (or BOB & BOS) for the class. Breed specific comments should be provided for the two placements. Comments are to accentuate the positive and must be focused on the recognition of the positive attributes observed. The presenter may permit attendees to examine or re-gait an entry an additional time, but should be kept to a minimum as all should be cognitive of the stress placed upon the dogs in this atmosphere.
9. Once all attendees have finished their worksheets, and BEFORE the group discussion on the individual dogs transpires, all dogs and their handlers should be excused from the room.
10. After all dogs and handlers have been excused, the presenter should lead a discussion on dogs examined. Attendees should be asked to indicate their placements and what their decisions were based upon. Emphasis must be on the positive attributes and breed specific characteristics of each dog discussed. The presenter should also share how they would have placed the class and their breed specific reasons as to why. While this discussion is taking place, all of the attendees should have completed their worksheets and thus no writing should be taking place.
11. At the completion of the discussion, all worksheets are to be collected by the presenter, signed and then submitted to the monitors. Completion of the worksheets is required for the attendee to receive educational credit for the workshop.



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## **GUIDE TO** **THE CLASSROOM-PRESENTATION**

Revised - September 8, 2008

### **GOALS:**

- To help create a clear mental image of correct breed type according to the standard. This mental image is necessary for good judging – sometimes the correct dog may look different from the others. A presenter has to be able to verbalize this mental image in easy to understand terms.
- Clarify the breed standard. What does it call for? Where is the emphasis? Where do you “give” when judging this breed? Or what are you willing to “forgive” and why?
- Reveal what longtime breeders think and value. What are the hard to get virtues that are treasured and what is the drag of the breed? What are the hallmarks of the breed?
- Familiarize the participant with the development of the breed including its history and purpose and the evolution of breed type. Discuss those features important in a breed relative to its purpose, i.e. a herding dog’s ability to be sure-footed and swift, or a bloodhound having enough extra skin to reach the ground in order to detect scent.
  - Provide BREED SPECIFIC exam techniques such as bite, mouth, the approach, eyes etc...
- Why do you use your hands the way you do and what specifically are you checking for?
- Answer questions regarding the breed and clear up any confusion regarding the standard, breed type and character. Personality: Aloof, overly friendly? What should you expect as a judge when going over a breed? What is acceptable behavior (for example, Min Pins hardly ever stand still).
- Finally, to inspire the prospective judge with the beauty and uniqueness of the breed so that he or she WANTS to judge the breed.

## **PACKETS**

The packets serve as an ongoing reference. Packets are handed out at the conclusion of the classroom session to avoid distraction from the speaker. The packet should be designed to reinforce and coincide with the material that was presented in the classroom.

Some items for inclusion in the packet:

- AKC Breed Standard
- Illustrated or Pictorial Standard
- Abbreviated standard such as Snapshots or Two-Minute Standard
- The Breeder's Perspective
- Key articles regarding breed type and judging and any other material selected by the Judges Education Committee.
- Bibliography of educational materials
- National club website information including approved Mentors list.

## **HANDS ON**

The better the quality of the dogs the more powerful the presentation. Be sure to include dogs with strong virtues - these qualities will be much better understood if they are seen in the flesh. It is best to provide a wide age range of acceptable type (including color) for the attendees. Use the room provided as a ring and take charge of it as you would if you were actually judging.

If the Breed specific examination has not been covered in the classroom it should be done first.

- What is the best way to approach the breed and what are its idiosyncrasies of temperament?
- Why do you use your hands the way you do and what specifically are you checking for?
  - Provide BREED SPECIFIC exam techniques such as bite, mouth, the approach, eyes etc...

After the individual examination demonstration has been completed, line up a class of three or more dogs. Have the participants look at the dogs from across the room. This is the time to discuss and compare balance, proportion and shape. Next have the participants walk in line in front of the dogs to take a closer look at expression.

Repeat the above with a class of bitches and field any questions that arise.

Have half the participants go to one end of the room and half go to the other. Move the dogs down and back and field any questions regarding coming and going movement.

Next, have the participants go to one side of the room and move the dogs one at a time to assess side-gait. Ask them to go at least twice so the differences between the dogs are more apparent. Mention appropriate speed, reach, drive, foot timing, topline and efficiency. Turn any questions into a discussion and encourage the attendees to participate. If they are comfortable they will be less hesitant to ask their questions.

Line up the dogs in the center of the room so that participants can go over each one. Work with them individually on the examination and answer their questions.

After the participants have evaluated all the dogs request that they go and stand in front of the dog that is their "best" or class winner. Ask them to speak about the virtues that their choice possessed and encourage discussion at this point. If time permits ask the participants to move to their runner-up and elaborate on the virtues of these dogs. Keep the tone positive at all times and make it enjoyable as well as educational.

*Authors: Rosalind Kramer and Thomas Coen*



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## **Presentable Presentations**

The components of a good breed workshop or seminar

The development and growth of the Judges' Breed Study Groups and Judges' Workshop Groups have been overwhelming. The American Kennel Club continues to support and encourage these programs and will develop new ones as the need arises. We have had the opportunity to attend some of the educational programs presented throughout the year and would like to attend more, time permitting.

Most of the presentations thus far have been well-organized and have included: written material for use during and/or after the seminar; live dogs for illustration and examination; a variety of prepared visual aids to clarify the formal presentations.

The following guidelines might be helpful in preparing a breed-specific workshop or seminar. First, here is a basic outline:

- I. Presentation
  - A. History
  - B. Interpretation of the standard
  - C. Examination technique
  - D. Examination of dogs
  - E. Breed problems
  - F. Written supplementary materials
  - G. Question and answer session
- II. Avoid Potential Pitfalls
  - A. Preparation
  - B. Practice
- III. Purpose of Seminar
  - A. Learning, not teaching

### **Preparation Is Universal**

It's not just the individual giving the presentation who needs to prepare. Individuals attending a seminar should do some preliminary preparation as well. They should familiarize themselves with the breed standard and, if possible, view the breed video. This is an excellent tool and a great introduction to individual breeds.

As for the program coordinator, he or she should secure a short biography of the presenters in order to prepare pertinent introductions for the beginning of the seminar. Among the information included in a biography should be the presenter's background with regard to the breed.

A logical starting point for seminar or workshop is a brief background on the history of the breed. The presenter should discuss the original purpose and development of the breed, as well as how it may have changed and its current function and level of activity.

Next might come an interpretation of the breed standard. During the discussion of the standard, slides or overhead transparency drawings are especially helpful. These provide a large image of the breed that

can easily be seen by an audience. Slides or transparencies also allow the presenters to show a wide range of examples of different breed characteristics. One important component of a seminar is defining the essentials of breed type. What is it that makes one breed different from another? What are the breed's key characteristics? At the conclusion of the discussion of the breed standard, you can review and explain any recent or planned changes to the standard.

Where disqualifications exist within the standard, it is important to explore them in detail. If measurement is involved in disqualifying a dog in the ring, this should be demonstrated at the seminar. It is especially interesting to explain the history of disqualifications to workshop attendees who may be unfamiliar with the breed.

Areas that might also be addressed while discussing the breed standard are: current problems of the breed; variations of the type; variations between the conformation and field animal; differences that may exist between the sexes within the breed; color; coat conditions; and temperament in and out of the ring.

The standard should include a section on gait. It is recommended to have a film or video on hand to portray proper movement, or at the very least, slides. It is often difficult to give an adequate demonstration of movement with a live dog within the confines of the presentation room.

Demonstrating the appropriate examination technique for the breed should focus on the areas of approach, mouth examination, eye examination, coat/texture and size. The presenter may also use a live dog to demonstrate any variations in grooming techniques.

### **Hands On and Hand Outs**

Have several examples of the breed present for workshop attendees to examine. Observe their examination technique and correct an approach that might be problematic. Provide several examples of the breed and allow participants to examine all and place as a class. Encourage discussion of the placements among attendees and presenters.

It is important also to discuss any medical or genetic problems the breed might have, such as PRA, hip dysplasia, thyroid problems, deafness or CVI, among others.

Be sure to provide the group with supplementary materials. Consult with the parent club education committee and obtain prior permission if you wish to reprint anything to hand out. Many breed clubs have successfully compiled packets of information that are available through the judges' education coordinator. Among the important items to include are: parent club information on the standard; an illustrated standard or explanation; a history of the breed's development. Other pertinent information might consist of a list of specialties, a breeder's directory and a bibliography of other source materials on the breed.

### **Avoiding Pitfalls**

Potential pitfalls can be avoided by providing adequate attention to details such as time, audio-visual equipment, a presentation outline, room space, use of live dogs, alternative interpretation of the standard and alternative views of live dogs. With regard to the last two points, in the spirit of genuine comprehension, reasonableness must prevail. When two presenters disagree, an opportunity for real education exists; this is neither to be avoided nor permitted to elevate to unprofessional heights, since the informal audience will always decide in the end anyway. Holding a question-and-answer session is also a good idea.

It is helpful for the presenters to do a practice run-through of their program. This allows them to assess their thoughts, materials and the dogs they may be using. It will also give you a running time for the program, as well as an opportunity to iron out any problems.

Always check your audio-visual equipment in advance and preview the slides you will be using. The person in charge of this equipment should also have spare bulbs and an extension cord handy.

### **Learning, Not Teaching**

It is important to keep in mind the spirit of the presentation—an educational experience on a specific breed. Throughout the entire process we are all “learners.” In preparing, organizing, sharing and responding to the audience, learning is continuous, not only for the audience, but for those giving the presentation. Someone may ask a question that causes you to reflect in a new way. The results (hopefully) can only be positive.

These are merely recommendations for putting together a breed-specific program. The idea is to plan and organize in advance, be confident about your subject matter, and have the appropriate supplementary materials. All of these components add up to a positive learning experience for everyone involved.

We look forward to enjoying the rapidly growing number of breed presentations happening nationwide.

Author: Marie E. O'Neill