



## **SINGAPORE KENNEL CLUB**

### **GROOMING JUDGES TRAINING SCHEME**

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## PURPOSE

The Singapore Kennel Club (“SKC”) Grooming Judges Training Scheme (“GJTS”) establishes criteria and standards for responsible knowledgeable and ethical Judges approved by the Governing Council (“GC”). All Judges enrolled in the scheme are required to abide by the guidelines and Code of Ethics as set forth by SKC.

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## **1. Method of Education**

### **1.1 Self Education**

Judges/Trainee Judges (“Trainees”) are required to educate themselves by studying breed grooming procedures and standards, attending relevant presentations/seminars/talks/lectures arranged by the GJTS Committee (the “Committee”), and acquiring as wide a knowledge as possible by attending Shows, Grooming Competitions and Examinations and obtaining expert opinions.

### **1.2 SKC’s Contribution**

The SKC shall provide presentations covering Grooming certification rules, Grooming seminars, glossary of terms, judging procedures and specific breed Grooming information.

## **2. Teaching Aids/Materials**

### **2.1 SKC Grooming Manual.**

## **3. Eligibility for Entry into the Judges Training Scheme**

### **3.1 The applicant must:**

3.1.1 Minimum age - 25 years at date of application.

3.1.2 Applicants who are Singapore citizens/Permanent residents must have been a member of SKC for a minimum of 3 years at date of application.

3.1.3 The applicant may apply for entry into the GJTS for the Class in which he/she had passed in a recognized Grooming Certification examination, subject to the recommendation of the Grooming Chairman and approval of the Governing Council.

## **4. Qualifying requirements**

### **4.1 Compulsory attendance at the following presentations/seminars/talks/lectures by SKC:**

- 2 Grooming seminars
- 2 Grooming workshops

**4.2 He/She must have obtained his/her “Silver Master” Class Certificate, categories will be based on FCI Grooming Rules.**

4.3 He/She must have had a total of 5 years of grooming experience and 2 years of teaching experience. Total: 7 years

- 4.4 He/She must assist the Grooming Committee at least thrice at the SKC Grooming Examinations/Competitions.
- 4.5 He/She must have “shadow judged” at least thrice at the SKC Grooming Examinations/Competitions.

## 5. Overseas Transfers to the Judges Training Scheme

5.1 The SKC may consider an application from a person transferring from overseas who can provide evidence that his/her grooming experience exceeds a minimum period of five (5) years and was a member of the canine controlling body in the country of prior residence.

5.2 Applicants must have at least A Class Certificates in 3 different categories (categories will be based on FCI Grooming Rules) to be eligible for entry. In the case of candidates holding the A Class / Instructor Certificate and transferring from another kennel club recognized by the SKC, he/she must:

- Complete the SKC Grooming Judges Training Scheme Transfer Application Form.
- Make the required payment of S\$.....
- A GJTS / GOVERNING COUNCIL panel will interview the applicant prior to admitting him/her as a trainee/judge.
- Subject to the approval of the Governing Council.

**5.3 The only Certificates that will be recognized for conversion are from the Japan Kennel Club, China Kennel Union, Malaysian Kennel Association, Kennel Club of Taiwan, Korean Kennel Federation, Philippine Canine Club Inc, Vietnam Kennel Association and Kennel Association of Thailand.**

## 6. Participation in the Grooming Judges Training Scheme

- 6.1 All licensed Judges and Trainees should actively participate in the GJTS by attending presentations/seminars/talks/lectures provided by the SKC or by overseas judges organized by Grooming Committee/Appointed Grooming Establishments, assist at Grooming Competitions and be available, when invited for judging at SKC Grooming Examinations/Competitions. Attendance at Grooming Examinations/Competitions in Singapore and other countries is greatly encouraged.
- 6.2 Before granting any license, the Governing Council must be satisfied that the integrity of the person and his/her attitude towards dogs, among other things, is of high calibre. The Governing Council must also be satisfied that the person shows a special flair for Grooming and that his/her judging will be a credit to the SKC.
- 6.3 A judging license granted by SKC is only valid whilst the judge is a resident of Singapore. Except in the case of transferring judges, a ‘resident’ means residing in Singapore for 3 years immediately preceding the application of the trainee judge.

- 6.4 No one is allowed to judge a Grooming Examination /Competition that he or she is not licensed for, unless otherwise approved by the Governing Council.
- 6.5 Upon a judging license is granted by SKC, the judge has to be licensed for at least 2 years and judge in 2 certifications/competitions organized by SKC before he/she can accept overseas invitations subject to Governing Council's approval.
- 6.6 All judging invitations must be approved by the Governing Council prior to the Judge(s) accepting them.
- 6.7 A Judge shall not decline/refuse 3 consecutive judging assignments in Singapore.

## **7. Discipline/Compliance with Code of Ethics**

- 7.1 Each applicant, upon signing a GJTS Application Form, Renewal of the Judges' License or the SKC Grooming Judges Training Scheme Transfer Application Form shall, in addition to agreeing to be bound by the Memorandum and Articles of Association, Rules and Regulations of the SKC and the Code of Ethics relating to Judges' conduct as set out under Clause 8.
- 7.2 All licensed Grooming Judges and Trainees are subject to discipline by the Governing Council for any violation of its Rules and Regulations. The Governing Council will be in charge of investigating complaints against Grooming Judges and it will be the responsibility of the Governing Council to appoint a Disciplinary Committee to determine the procedures for dealing with the violations. Failure by a Grooming Judge to comply with the Code of Ethics may result in the loss of the Judging License as well as possible suspension of SKC privileges, if the violation/s is/are determined to be valid.
- 7.3 The disciplinary action may result in a letter of warning, suspension/revocation of license or fine and in very serious cases may result in the termination of his/her SKC membership.

## **8. Code of Ethics for SKC Grooming Judges**

The honor and dignity of a Grooming Judge lies in his/her integrity to make valid and impartial decisions, with courage to stand by his/her convictions at all times. The purpose of the Code of Ethics is to ensure the community, that a Grooming Judge has thorough knowledge of all the grooming breeds he/she is licensed to judge and his/her character is beyond reproach.

Fundamentally, there are 4 guiding principles for a Grooming Judge:

- 8.1 To conduct himself/herself with decorum, honesty and integrity, both in and outside the Ring at all times.

- 8.2 To have a detailed knowledge of the relevant breed standard and the grooming procedure laid down for each breed that he/she is judging.
- 8.3 To possess the determination and dedication to keep abreast of new or amended breed standards, grooming procedures and to changes and to familiarize himself/herself with the Rules of the Grooming Examination/Competition at which he/she is to judge.
- 8.4 To not seek any form of personal advantage/gain.

## **9. Code of Ethics/Behavior**

The SKC expects strict adherence to the Code of Ethics and blatant disregard for the standards set out in this Code will not be condoned. Grooming Judges who violate their responsibilities will be removed from the SKC to preserve its integrity.

A Grooming Judge shall act with decorum at all times.

- 9.1 A Grooming Judge shall conduct himself/herself in good sportsmanlike manner at all times in their relationships with fellow Grooming Judges, which includes courteous verbal interchanges and an appropriate appearance.
- 9.2 A Grooming Judge shall give every contestant, fair and equal opportunities in each and every Class.
- 9.3 A Grooming Judge shall show courtesy whilst carrying out each judging appointment.
- 9.4 A Grooming Judge shall present himself/herself in attire that is acceptable, appropriate and comfortable for each judging appointment.
- 9.5 A Grooming Judge is required to be punctual in reporting so as to fulfill his/her judging appointment.
- 9.6 A Grooming Judge should be able to handle unusual situations when officiating.
- 9.7 A Grooming Judge is not allowed to judge in a Grooming Examination/Certification/Competition if his/her student/s is/are participating.
- 9.8 Should any contestant offer information to the Grooming Judge that may be regarded as designed to influence the Grooming Judge, the Grooming Judge shall excuse the contestant from the Examination / Competition and report the matter in writing to the SKC immediately.
- 9.9 Should a Grooming Judge be approached to favor or disfavor a particular contestant, the matter is to be reported in writing to the SKC immediately.

- 9.10 Should a Grooming Judge be approached with an inducement and/or bribe to advantage or disadvantage a contestant, the Grooming Judge is to report the matter in writing to SKC immediately.
- 9.11 A Grooming Judge shall not solicit for any Grooming judging appointment.
- 9.12 Grooming Judges shall promptly complete all requirements of the Judging Contract. Any verbal acceptance of an appointment by a Grooming Judge shall be subject to the receipt of the Judging Contract within fourteen (14) days.
- 9.13 At the time of accepting a Judging Contract, the Grooming Judge shall inform the contracting body of any disability or limitation that would restrict him/her or help in carrying out the appointment.
- 9.14 A Grooming Judge shall honor each Judging Contract and is not free to accept an alternative contract that will affect his/her availability to fulfill the original contract, except with the written dispensation of the original contracting body.
- 9.15 Accommodation provided to the Grooming Judge to fulfill an appointment is for the Grooming Judge only, except where a prior mutual agreement has been reached with the contracting body for any variation.
- 9.16 A Grooming Judge shall be responsible for the cost of all personal telephone calls, alcoholic beverages and any personal laundering, except where a mutual agreement had been reached with the contracting body at the time the Contract was accepted.
- 9.17 A Grooming Judge who withdraws from a Contracted appointment shall not be permitted to judge at any other Grooming Examination/ Certification/Competition wherever held on a date, which would prevent him/her from attending the original Contracted event.
- 9.18 Grooming Judges shall judge Grooming Examinations/ Certifications/Competitions in accordance with the current Rules and Regulations.
- 9.19 Grooming Judges shall not openly discuss with any other persons the decision of any other Grooming Judge.
- 9.20 A Grooming Judge shall use his/her license for the purpose of Grooming Examinations/ Certification/Competitions at official and/or sanctioned events of the SKC only, and not for any other personal and/or commercial purposes. Any advertisement or profiling (printed or otherwise) used for personal and/or commercial purposes will result in the Judging License being revoked immediately and a fine of no less than S\$500. No appeals will be entertained.
- 9.21 All Grooming Judges are required to inform the SKC promptly, of any change in their residential address, telephone number, or other contact details.

## **10. List of Approved Judges**

- 10.1. A listing of all SKC Grooming Judges shall be prepared annually by the Grooming JTS Committee.
- 10.2. Where an approved Grooming judge leaves Singapore to reside overseas, such a Grooming Judge may remain on the SKC Grooming Judges List for a period of three years, provided the person remains a member of the SKC and his/her license renewal fees are paid accordingly. On returning to Singapore, they may maintain the same license status.
- 10.3. The date of birth of a Grooming Judge shall not be included on the SKC Grooming Judges List.

## **11. Grooming Judging Appointments/Invitations to assist in grooming events**

- 11.1. Grooming Judges approved by the SKC are not authorized to officiate or assist at any Grooming events organized by associations not approved by the canine controlling authority of the country and that before accepting an appointment/invitation the Grooming Judge must obtain permission from the SKC to accept the appointment. In the event that there is no canine controlling authority affiliated to those recognized by the SKC e.g. FCI, AKU, AKC, KC, etc. in the country, the Grooming Judge may judge in his personal capacity and not as a representative of the SKC. Normal procedure of informing the SKC of the invitation and seeking SKC's advice in respect of the appointment should be followed.
- 11.2. A copy of the Grooming judging Contract or Agreement must be submitted to the SKC and the GJTS Chairperson prior to the confirmation of acceptance of the appointment.
- 11.3. A written approval shall be sought from the Governing Council by recommendation of the GJTS Chairperson prior to the acceptance of the appointment.
- 11.4. The SKC is responsible for ensuring that the inviting Club is affiliated to the recognized canine controlling authority of the relevant country.
- 11.5. Only licensed Grooming Judges may be approved for overseas judging appointments and only for the Class /Classes for which they are licensed.
- 11.6. If requested, the SKC shall provide a notification to the overseas contracting body stating exactly the person's current SKC Grooming judging qualifications.
- 11.7. Any Grooming Judge who accepts and completes a judging appointment for which he/she is not eligible, will have his/her license revoked immediately.



11.8 Where any Grooming Judge, due to illness or other serious occurrence prior to the contracted appointment and knows that he/she will not be able to fulfill the assignment; should immediately notify SKC's Senior Executive Officer.

## **12. Cancellation of Judging Appointments**

12.1 Where any Grooming Judge cancels an agreement to judge at any Grooming Examination/ Certification/Competition, he/she will be required to submit full details of the reason(s) for the cancellation to the SKC, within seven days.

12.2 A Judge who withdraws from a contracted appointment shall not be permitted to judge at any other Grooming Examination/ Certification/Competition, wherever held on a date which would prevent him/her from attending the original contracted event.

12.3 The Governing Council shall be required to investigate the reason for cancellation and if necessary, take appropriate action.

## **13. Misconduct**

13.1 Where a Grooming Judge is suspended in any country, he/she will be ineligible to fulfill any judging contracts in Singapore, or in any country until the suspension is lifted.

13.2 If a Grooming Judge is accused of misbehavior outside Singapore, an inquiry shall be conducted by the Governing Council, into the allegations and a report forwarded to the home body, who shall deal with the Judge, if any discipline is necessary.

13.3 The SKC will endeavor to limit its liability from lawsuits from contracting bodies inviting a SKC Grooming Judge by publishing appropriate disclaimers in all educational materials, Grooming catalogs and on the Judge's application. The disclaimer will state that the SKC's Grooming Judge had met the prescribed criteria for experience as of the specific date of licensing, but that the SKC is not responsible in any way for the individual acts of the Grooming Judge. Disputes between a Grooming Judge and the contracting body will be dealt with, by legal procedures instituted by the parties involved. The SKC assumes no additional liability as a result of the suspension of any individual who commits an offence, regardless of whether that person is a Grooming Judge or not.

## **14. Relations with the Community**

14.1 A Grooming Judge may select his assignment which must be approved by the SKC but once he/she has accepted the invitation, he/she must make every effort to fulfill it. He/She should not solicit or tout for assignments.

14.2 Advertising - the guiding principle in advertising is that it shall not be detrimental to all SKC Judge's or of such a nature so as to lower the status of all SKC Judges in the eyes of the public.

14.3 Newspapers – Grooming Judges should not solicit for newspaper publicity or request for clubs/societies to advertise their judging appointments unnecessarily. Articles on judging reports

may be published in the press with the name of the Grooming Judge, but must not contain any advertising matter, which would be to the advantage of the Grooming Judge.

- 14.4 Public presentation, television and radio broadcasts - these are subject to the same provisions as laid down for newspaper articles.

**14.5 A Grooming Judge is required to conduct at least one seminar or workshop every two years locally.**

## **15. Grooming Judges' License**

- 15.1 A license fee is payable yearly (calendar year) as per the schedule below, regardless of whether it is a new application or a renewal.

- **Application - \$350.00**
- Renewal - \$250.00

No refunds will be made in the event of a cancellation of an application, renewal, suspension, and/or revocation of a license.

- 15.2 Grooming Judging licenses expire on the 31<sup>st</sup> December of each calendar year and Grooming Judges wishing to renew their licenses shall do so, on the relevant Form as prescribed by the SKC on or before the 31<sup>st</sup> December of each calendar year. Licenses not renewed within 12 months will be terminated.

- 15.3 Applications for admittance into the Grooming Judges Training Scheme shall be made on the prescribed Form and submitted to the SKC with the requisite payments. License fees will not be pro-rated. Incomplete Forms will not be entertained.