

# USPCA CHIEF JUDGE RESPONSIBILITIES

## BEFORE TRIALS BEGIN:

1. When asked to be a chief judge, you have to be on the eligible list before accepting. If unsure, check with the National Judges chairperson or the National Secretary.
2. Ensure that the host has confirmed memberships are current for all participants and judges.
3. Verify that the host has all equipment, testing substances and amounts needed.
4. Confirm that the scorekeeper has a current scoring program and/or all paperwork needed.
5. Personally check testing locations, rooms and vehicles to be usable and safe.
6. Review with host all logistic issues.
7. Make sure that the scorekeeper(s) have suitable, comfortable facilities.
8. Assign judges, confirming that you have one certified judge on each event.
9. Assign a lead judge for each event to resolve minor issues.
10. **EXPLOSIVE CERTIFICATIONS:** Verify all equipment is available for the ORT test. Chief Judge must have handled or trained an explosive detection dog(s) or have completed the ATF evaluator's course. The Chief Judge or lead judge (with like qualifications) will place all explosive aids.
11. Determine the number of stewards needed and verify availability.
12. If there are any issues with judges, it is the Chief Judges responsibility to document it and send it to the Judges Committee Chair.

## AFTER THE TRIALS ARE OVER:

1. All final paperwork is the responsibility of the Chief Judge. (not the Chief Scorekeeper) TRIAL PROGRAMS and PAPERWORK must be reviewed by the Chief Judge for accuracy and completeness.
2. Trial paperwork should be uploaded or emailed to the National Secretary within 30 days of the end of the trial.
3. Required paperwork: If a scoring program is used, please upload the entire program to the National Secretary. She will insert the Chief Judges signature. If sending paper forms, we need:
  - A. *Judges and Scorekeepers list*
  - B. *Master Score Sheet*
  - C. *ORT Sheet (if EXPLOSIVE test)*
  - D. *High/low sheets showing recorded judges scores from all phases, including one for false start and one for recall.*
4. Additional copies of all paperwork should be kept by the Chief judge as well as the Region for their records.

Additional: **Chief Judges are responsible for the paperwork/programs submitted to the National Office. Chief Judges who do not follow guidelines and rules of the USPCA can have their name removed from the Chief Judges list until such time as the issues are corrected.** The Chief Judge does not rule on trophies or questions of award(s) eligibility and criteria. Trophies and awards are the sole responsibility of the host region. Any deviation from trial rules and requirements will be noted on the master score sheet.