

**Job Title:** NWCC Judges Coordinator

**Term:** Upon notification, not to be later than 1 week after selection at the annual meeting (usually held in December), through December 31 the following year. This allows for a transition, if applicable, to a new Judges Coordinator.

**General Purpose:** Track and provide periodic posting of the judges selected, in negotiations, and contracted/hired by the NWCC member regional clubs for their NWCC/APHA approved shows, in order to widely and frequently communicate to those member clubs, and in order to **avoid duplication** of any judge used more than one time in one show season by any member club.

**Selection Process:**

1. Any APHA member in good standing who wants the job shall submit a proposal at or before the annual meeting (December) to the NWCC Secretary
2. The proposal should at a minimum provide an explanation of why he/she would like the job, and a brief biographical with relevant information which might include his/her tools, knowledge, skills, and experience with NWCC, the show approval system
3. NWCC Secretary will record the proposals submitted as correspondence, and then distribute each proposal to the committee for review
4. If more than one proposal is submitted, NWCC will vote to select an individual to perform the job
5. If no proposals are submitted, the selection process will be deferred until the Spring meeting (usually held in January)

**Compensation:** The Judges Coordinator is a volunteer position and does not receive compensation

**Detailed Responsibilities:**

1. Provide an email address and phone number for publication on the website, the Directory, in official NWCC documents, and for distribution to NWCC member clubs
2. Create a chronological list of events sponsored by NWCC member clubs
3. Update the list for the current show season with every change submitted by a representative of that member club
4. Distribute the list 1) whenever there is a change, 2) before each horseshow, and 3) at least the first week of each month to A) the Points Keeper, B) NWCC Executive Board, C) all member club presidents and D) their secretaries
5. Include the NWCC approved shows first on the list, and all other events shall be listed chronologically after the complete list of horseshows
6. Include the inclusive horseshow dates, sponsoring club, show location, judges names, and the show manager (more information about each judge and their resume can be found in the Judges Directory here: <http://www.aphaonline.org/aphaonline/PUB/JudgesDirectory.aspx>)
7. Number all the judges continuously and consecutively
8. Understand the points system and the impact of duplicate judges and immediately notify a member club and the NWCC Executive Board if that member club submits a judge for the list that already exists on the list
9. Identify the duplicate noting such on the horseshow list as this judge will not be considered finalized until the member club makes every attempt to submit a replacement name
10. If any issue occurs that is not within the written rules or guidelines or job description, the Judges Coordinator will notify only the NWCC Board and only the Board shall make a determination for the method to resolve the issues
11. If any communications are received from member club representatives or horseshow managers, or the Judges Coordinator receives challenges to any judge listed, those persons will be referred to the NWCC Board for resolution

Signed: \_\_\_\_\_

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