



Conformation Apprentice Evaluation Form

Please return to: UKC All-Breed Sports Show Operations, 100 E Kilgore, Kalamazoo, MI 49002 or email to judges@ukcdogs.com

Senior Judge Name _____

Judge # _____

Apprentice Name _____

Date(s) of Assignment _____

Name of Club _____

The Senior Judge **MUST** send this Evaluation Form to UKC no later than 10 business days after the assignment. Failure to submit this form may lead to disciplinary action from UKC. Please keep a copy of this form for your personal records. Your answers on this form should not be shared with the apprentice.

Section 1 - Number of Group Dogs Evaluated

Instructions. Please enter the date and show number along with the number of dogs that were judged in each group. Use separate date boxes if the assignment was completed over multiple shows or days. Do not count absent dogs.

Date(s)	Guard	Scent	Sight	Gun	North	Herd	Terrier	Comp

Section 2 - Timelines and Preparedness

To be completed by the Senior Judge. When answering these questions, consider how well the apprentice shows they can meet their deadlines, show professionalism, and be prepared for the day's event.

All questions answered "No" must be accompanied by an explanation.

Did the Apprentice contact you in an appropriate amount of time when they asked to apprentice under you? Yes No

Comments _____

Did the Apprentice arrive at least 30 minutes prior to the event? Yes No

Comments _____

Did you schedule time to meet with the Apprentice prior to their assignment, and did the apprentice arrive at the pre-scheduled time? Yes No

Comments _____

Was the Apprentice prepared for their assignment? Yes No

Comments _____

Was the Apprentice dress appropriately for the assignment? Yes No

Comments _____

Did the Apprentice act in a professional manner? Yes No

Comments _____

Section 3 - Ring Procedures & Rules

Please check the lines for each topic discussed regarding ring procedures. Please share your personal ring procedures to expose the apprentice to the variety of available ring procedures. Refer to this list throughout the day to be sure all items are covered.

Judging Procedures

Where best to place the examination table

Which patterns you use, and which pattern will provide the best overall impression of the dog

How to approach a dog for the exam

How to go over the dog and what you are looking for

Late arrivals and how you handle them

Handler changes and when they are allowed

Awarding placements and ribbons, including lining up exhibitors and verifying armbands

The proper procedure in setting the wicket and measuring dogs

Which breeds are spanned and the correct spanning procedure

Variety breeds and how they are judged, including class order and reserve wins

Discuss communicating with your steward regarding the following:

How you would like your classes called in

Where the exhibitors should stand after entering the ring and why

How you would like the ribbons laid out (for example, having a second place ribbon available for a class of one)

Verifying the armbands of exhibitors in each class

Miscellaneous Rules and Procedures

Discuss the difference between excusals, mandatory excusals, and breed disqualifications

Discuss the difference between unsportsmanlike conduct and misconduct

Discuss Disqualified for Attacking and the procedures to follow

Discuss how to deal with emotional or angry exhibitors

Discuss the items found in a typical judging contract

Section 4 - Judging Procedures

The apprentice will do the hands-on evaluation and gaiting of dogs during the group judging. The Senior Judge will be close enough to observe the apprentice and should comment below or use extra paper to describe how the apprentice examines the dogs, communicates with exhibitors, and handles themselves in the ring. The apprentice has no say in the Group placements awarded, but will note their placements to discuss with the Senior Judge after the Senior Judge has given their placements. All questions answered "No" must be accompanied by an explanation.

Did the apprentice examine all the Group entries present today, under your supervision? Yes No

Comments _____

Did the apprentice allow enough time for the exhibitor to set up their dog? Yes No

Comments _____

Did the apprentice approach the dogs for examination with confidence? Yes No

Comments _____

Did the apprentice have good examination procedures? Yes No

Comments _____

Blank lined area for writing or notes.

For UKC Use Only

Date: _____ **Processor:** _____