

**Petit Basset Griffon Vendéen
Club of America**

**CERTIFICATION PROCEDURES
for HUNT TEST JUDGES**



Approved by Board of Directors

ON

August 12, 2013

Amended 2-15-2022

CERTIFICATION of HUNT TEST JUDGES

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CERTIFICATION of HUNT TEST JUDGES

Chapter 1 – Application for Hunt Test Judge Certification

1. The application for Judge Training and Certification is available online at the PBGVCA web site or by request from the PBGVCA Judges Certification Coordinator.
2. Applicant completes application and mails to PBGVCA Judges Certification Coordinator.
3. An application fee of \$25.00 shall accompany application.
4. PBGVCA Judges Certification Coordinator distributes copies of application to the Hunt Committee and polls committee members on whether to “Fast Track” applicant. (A “fast Track” applicant is one who meets the criterion as defined in the PBGVCA Hunt Test Rules and Standard Procedures, Chapter 5 Section 1)
5. PBGVCA Judges Certification Coordinator sends Training Kit to applicant with either “Fast Track” or “Standard” procedures.
6. PBGVCA Judges Certification Coordinator records applicant’s name and application date on the applicant’s check list which is retained for verification of completion of certification requirements.

Chapter 2 – Hunt Rules Test

A Hunt Test Judge must be familiar with the current PBGVCA Hunt Test Rules so that he may correct or avoid allowing improper actions on the hunt field. A simple “open book” test will assure that the applicant reads the rules.

1. A written Hunt Rules Test is included in the Training Kit.
 - a. The Test will consist of 25 multiple choice and/or true/false questions. Two versions of the test will be available, so there is an alternate ready if a retest is required.
 - b. If the rules are changed, the test should reflect the changes. Certified judges would need to be informed of changes but wouldn’t need to take the test again.
 - c. The applicant will answer the questions on the Hunt Test and send the completed test to the PBGVCA Judges Certification Coordinator, via email or surface mail.
2. A passing score of 22 or better is required for the applicant to become certified.
 - a. The applicant can retake the test one time if they receive a non-passing score.
 - b. A second non-passing score will disqualify the applicant from the training program.
 - c. After one year, an applicant may request reinstatement in the training program with a written request to the PBGVCA Judges Certification Coordinator.
3. The PBGVCA Judges Certification Coordinator will grade the test and notify the applicant of their score.
4. The PBGVCA Judges Certification Coordinator will record the test date and score on the applicant’s checklist.

CERTIFICATION of HUNT TEST JUDGES

Chapter 3 – Hunt Test Judges Training Seminar

1. The Hunt Committee will schedule at least one Training Seminar per year.
 - a. The PBGVCA web site lists the date and location of the Training Seminars.
2. The seminar will focus on Procedure 5 - Standard for Judging from the PBGVCA Hunt Test Rules and Standard Procedures and a brief review of the Certification of Hunt Test Judges procedure.
3. The seminar will be presented in a standard format as approved by the PBGVCA Board of Directors and will include an open discussion period.
4. All registered applicants will receive a handout of seminar materials.
5. The Seminar Moderator sends the PBGVCA Judges Certification Coordinator a list of applicants that attended the training seminar.
6. The PBGVCA Judges Certification Coordinator will record the date of attendance on the applicant's checklist.
7. Other interested people may attend the seminar.
8. "Fast Track" applicants are not required to attend a seminar.

Chapter 4 - Field Observation of Scent Hounds

1. The applicant will attend at least two (2) scent hound events to observe how the hounds hunt, how the Judges manage the runs, and how the handlers work the hounds.
2. The following scent hound breed/events are acceptable for the purpose of this procedure: PBGV, Beagle, Basset Hound, & Dachshund.
3. The applicant fills in the Scent Hound Observation Record and sends a copy to the PBGVCA Judges Certification Coordinator.
4. The PBGVCA Judges Certification Coordinator will record the date and location of the observation in the applicant's checklist.
5. Two Scent Hound Observations are required of each applicant.
6. "Fast Track" applicants are exempt from this requirement.

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Chapter 5 – Field Mentoring

1. Field mentoring is to take place during a PBGVCA Hunt Test. Standard Track candidates must be mentored during the official trial; Fast Track candidates may be mentored during practice runs.
2. Completion of the Hunt Rules Test, Training Seminar, and Hunt Observation sections of this procedure is required before field Mentoring can start.
3. The applicant will contact a mentoring Judge from the Approved Judges List.
 - a. The applicant and Judge agree on the date and location for the mentoring to take place.
 - b. The applicant is responsible to contact the hosting Hunt Test Committee running the hunt for prior approval of field mentoring during the Hunt Test.
 - c. The hosting Hunt Test Committee has the final approval to allow mentoring during a Hunt Test and determines order of Applicant/Mentor runs.
4. During the Hunt Test:
 - a. An official scoring Judge at the Hunt Test may not mentor an applicant while judging hounds.
 - b. Each Hunt Test day may have a maximum of two applicants/mentors. Only one applicant/mentor allowed on the field during a Hunt Test run.
5. Three positive mentoring evaluations are required for certification under Standard Procedure rule, one positive evaluation for Fast Track (Pack run required for Fast Track).
6. Mentored applicants must score three different Hunt Test runs for certification.
 - a. Runs may be solo, brace, pack or HIT.
 - b. One run must be a pack.
 - c. Only one run may be a HIT.
7. Field mentoring of the applicant by three different mentor Judges is required for certification.
 - a. Mentoring evaluations may occur on at the same location, but on different days, and with different mentoring judges, only one mentoring evaluation per day allowed for credit on applicant's check list.
 - b. The mentor should score the hunt test runs along with applicant so that the applicant's scores can be compared to the mentor's.
8. The applicant sends a copy of the Mentor's Field Assessment Form to the PBGVCA Judges Certification Coordinator.
9. The PBGVCA Judges Certification Coordinator records the date, location and mentor's name on the applicant's check list.

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Chapter 6 – Provisional Judging

1. Upon receiving three positive mentoring evaluations for applicant (one for Fast Track), the PBGVCA Judges Certification Coordinator arranges for two provisional judging assignments.
 - a. PBGVCA Judges Certification Coordinator contacts applicant to determine which upcoming PBGVCA Hunt Tests would match applicant's schedule.
 - b. PBGVCA Judges Certification Coordinator arranges with Hunt Test Committee to have applicant judge event.
2. A provisional judging assignment is for one Hunt Test day.
3. No more than two Provisional Judges are allowed to judge during one Hunt Test day.
4. A Provisional Judge must judge with a Certified Judge on all hunt test runs. The Certified Judge must agree that the Provisional Judge has scored the dogs appropriately (indicated by signature on Provisional Judge's score sheet).
5. Both provisional judging assignments may be at the same location and may be on consecutive days.
6. The applicant obtains the Hunt Test Chairperson's Signature on the Provisional Judging Assignments form.
7. The applicant sends a copy of the Provisional Judging Assignments Form to the PBGVCA Judges Certification Coordinator.
8. The PBGVCA Judges Certification Coordinator records the date and location of provision assignments on the applicant's check list.

Chapter 7 – Certification

1. After completion of the above requirements, the PBGVCA Hunt Committee will review the application. If approved, the Hunt Committee will certify the applicant to judge hunt tests. If not approved, the committee will make recommendations for further training or assessment prior to re-evaluation of the applicant.
2. The PBGVCA Judges Certification Coordinator will add the applicant's name to the List of Approved Judges.
3. The PBGVCA Hunt Committee issues a Certificate to Judge PBGV's to the applicant.

CERTIFICATION of HUNT TEST JUDGES

Chapter 8 – Misconduct

1. All complaints against a judge at an event which are not directly related to judging procedures and responsibilities will be handled by the Hunt Event Committee according to the PBGVCA Hunt Test Rules and Standard Procedures, Chapter 6, Section 5. Documentation of any complaints and subsequent event committee hearings or actions must be included in the Chairman's Report for the hunt test where the incident occurred.
2. All complaints against a judge at an event which involve deviation from standard judging procedure and responsibilities will be reported to the PBGVCA Hunt Committee and handled as follows:
 - a. The complaint will be investigated by the PBGVCA Hunt Committee. This includes conduct addressed by an Event Committee involving a judge where further review by the PBGVCA Hunt Committee determines additional action may be warranted specific to the person's judging privileges.
 - b. Information will be gathered relative to the complaint and a written notice of the complaint will be sent to the accused (by US mail and/or email) giving ample time for a response.
 - c. If the matter requires investigation beyond the ability and resources of the PBGVCA Hunt Committee, the committee may request assistance from the PBGVCA Board.
 - d. If the PBGVCA Hunt Committee determines disciplinary action is warranted, the accused individual will be notified in writing of the allegations and recommendation. The committee's recommendation (including but not limited to reprimand, suspension of judging privilege, revocation of judging certification) is then presented to the PBGVCA Board for adjudication.
 - e. If the PBGVCA Board concurs with the PBGVCA Hunt Committee's recommendation, the accused individual will be notified in writing of the Board's action. The effective date for a suspension of judging privileges is ordinarily 30 days from the date of notification of the Board's action. Extenuating circumstances and/or extreme transgressions may warrant an immediate effective date. Final determination of discipline imposed to affect one's judging privileges is the authority of the PBGVCA Board.
 - f. The accused individual will have 30 days from the date of the Board's letter to file an appeal with the PBGVCA Board. Receipt of appeal will delay any suspension until after the Appeals Hearing. If an appeal is filed, the PBGVCA Board Hunt Committee Liaison will convene an Appeals Committee following the PBGVCA Member Complaint Hearing Procedure. Any recommendation by the Board Appeals Committee requires the approval of the full Board.
 - g. Once the appeals process is concluded, the accused individual will be notified in writing of the decision and the results published in Sabertails.
 - h. Except in the case that all disciplinary action is overturned, the effective date for suspension following an appeals hearing is immediate.

CERTIFICATION of HUNT TEST JUDGES

Application

JUDGES HUNT TEST CERTIFICATION APPLICATION



Applicants Name: _____

Address: _____

Phone #: _____

Email: _____

History relating to dogs:

- Years of involvement _____
- Breeds _____

Hunting Experience with scent hounds: _____

Dogs titled in Hunting: _____

Dogs titled in other venues: _____

Do you have a license to Judge Hunting Dogs?

- What breed(s)? _____
- What organization(s)? _____

Do you have a license to Judge in other venues?

- What breed(s)? _____
- What organization(s)? _____

Additional comments: _____

Application Fee - \$ 25.00

Send application and fee to:

PBGVCA Judges Certification Coordinator.

See PBGVCA web site for current Name and Address

Make check payable to PBGVCA

CERTIFICATION of HUNT TEST JUDGES

Standard Procedure

Standard Procedure

	Applicant	Committee	NOTES
1. Application	Completes application for Judge's Certification and sends to designated committee person along with application fee	Reviews application and determines if applicant is qualified for fast tracking. Sends Judge's Training Kit to applicant with standard or fast track procedures. Records application date on checklist.	PBGVCA web site On-line application
2. Hunt Rules Test	Reads PBGVCA Hunt Test Rules. Takes Rules Test and sends to designated committee person	Grades test and notifies applicant of score. Records date of passing score on checklist.	Rules Test included in Kit If required, a second test is allowed
3. Training Seminar	Participates in scheduled Judge's Training Seminar. Has Seminar Participation Form signed by Seminar Chairman. Forwards copy to designated committee person	Schedule Training Seminars, minimum of one per year, at PBGVCA National or PBGVCA Hunt Test location. Records date of attendance at seminar on checklist.	Seminar Participation Form included in Kit
4. Scent Hound Event Observation	Observes at least two (2) events. Fills out observation form, signs, and dates form. Forwards copy to designated committee person	Records date and location of attendance at Scent Hound Event Observations on checklist.	Scent Hound Event Observation form included in Kit
5. PBGV Field Mentoring	Pre-arranges to be mentored at PBGVCA Hunt Test. Selects mentor from list of Judges that will mentor. A minimum of three (3) different mentors are required. Has mentor sign and date Field Mentoring Form. Forwards copy to designated committee person	Provides a list of Judges that have agreed to mentor. Records date and location of mentored Scent Hound Events on checklist.	Mentor Field Assessment Form included in Kit Training seminar, scent hound observation and rules test must be completed before field mentoring.
6. PBGV Provisional Judging Assignment	Fills out PBGV Provisional Judging Assignment form and has Hunt Chairperson sign and date. (2 required)	Arranges for applicant to Judge two (2) PBGVCA Hunt Tests. Records date and location of PBGVCA Hunt Tests on checklist.	PBGV Provisional Judging Assignment form included in Kit
7. Certification		Issues PBGVCA Judging Certificate Enters applicant's name in Approved Judges List. Records date of certification on checklist. Retains checklist for record.	

CERTIFICATION of HUNT TEST JUDGES

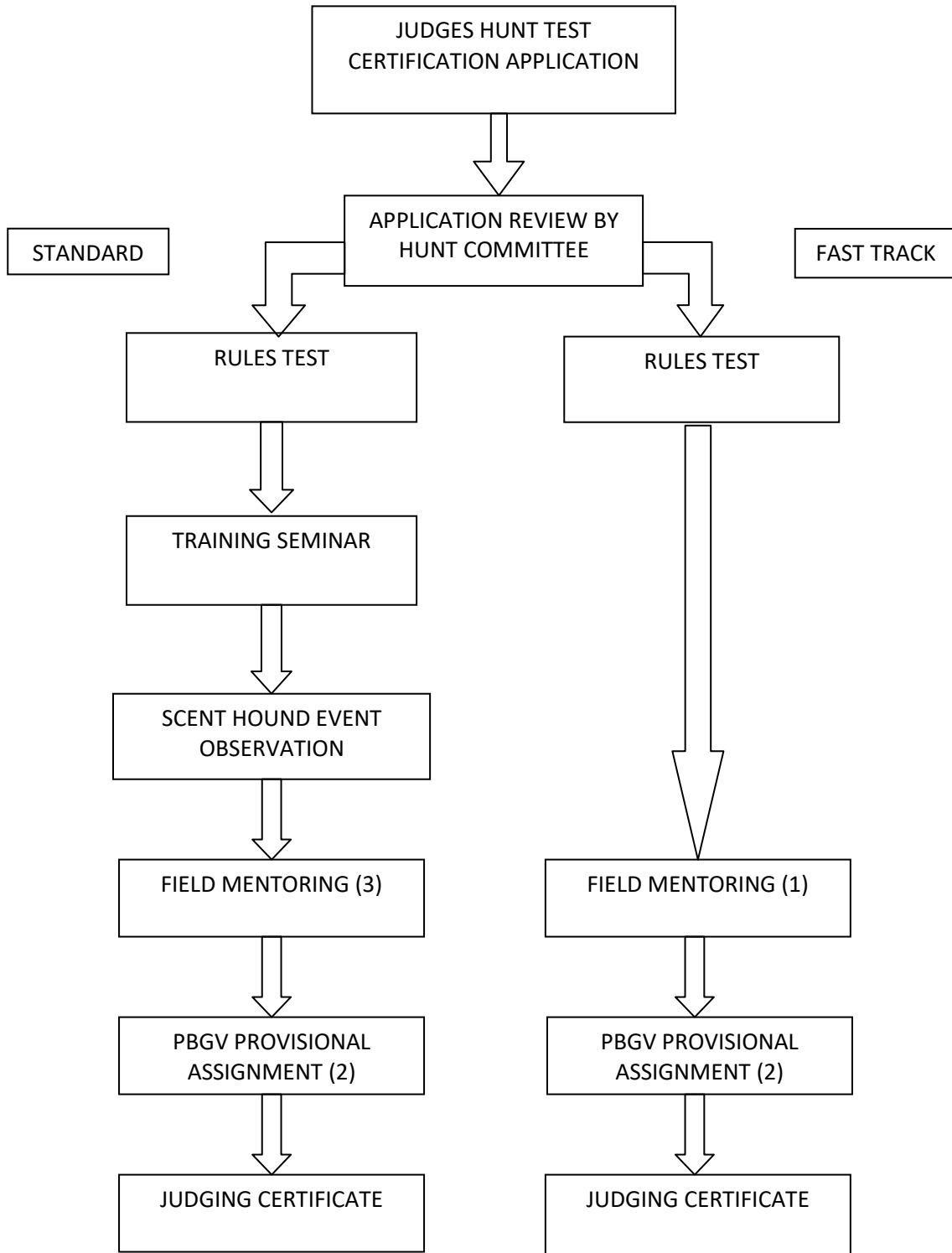
Fast Track Procedure (defined in Chapter 1)

Fast Track Procedure

	Applicant	Committee	Notes
1. Application	Completes application for Judge's Certification and sends to designated committee person along with application fee	Reviews application and determines if applicant is qualified for fast tracking. Sends Judge's Training Kit to applicant with standard or fast track instructions. Records application date on checklist.	PBGVCA web site On-line application
2. Rules Test	Reads PBGVCA Hunt Test Rules. Takes Rules Test and sends to designated committee person	Grades test and notifies applicant of score. Records date of passing score on checklist.	Rules Test included in Kit If required, a second test is allowed
3. PBGV Field Mentoring	Pre-arranges to be mentored at PBGVCA Hunt Test Event. Selects mentor from list of Judges that will mentor. Has mentor signed and date Field Mentoring Form. Forwards copy to designated committee person	Provides a list of Judges that have agreed to mentor. Records date and location of PBGVCA Hunt Tests on checklist.	Mentor Field Assessment Form included in Kit Mentoring may occur during practice runs
4. PBGV Provisional Judging Assignment	Fills out PBGV Provisional Judging Assignment form and has Hunt Chairperson sign and date. (2 required)	Arranges for applicant to Judge two (2) PBGVCA Hunt Tests. Records date and location of PBGVCA Hunt Tests on checklist.	PBGV Provisional Judging Assignment form included in Kit
5. Certification		Issues PBGVCA Judging Certificate Enters applicant's name in Approved Judges List. Records date of certification on checklist. Retains checklist for record	

CERTIFICATION of HUNT TEST JUDGES

Time Line



CERTIFICATION of HUNT TEST JUDGES

CHECK LIST

Applicant's Name _____

	Date	Location	Notes
1. Application		-----	
2. Rules Test	1st _____	-----	Score _____
	2nd _____		Score _____
3. Training Seminar (Not required for fast track)			Seminar Moderator's Name
4. Scent Hound Event Observation (2 required, 0 for fast track)	1.		
	2.		
	3.		
5. Field Mentoring (3 positive evaluations required at PBGVCA Hunt Test, 1 for fast track)	1.		Mentor's Name
	2.		Mentor's Name
	3.		Mentor's Name
6. PBGV Provisional Judging Assignment	1.		Hunt Test Chairman's Name
	2.		Hunt Test Chairman's Name
7. Certification		-----	Hunt Chairman's Name

CERTIFICATION of HUNT TEST JUDGES

Judges Hunt Test – Examples



Judges Hunt Test Certification Rules Test

Name: _____ Date: _____

*Carefully read each question and then circle the letter of the correct answer. A passing score is 22 out of 25.
Open Book Test. Mail or email copy to: PBGVCA Judges Certification Coordinator. See PBGVCA web site
for current name and address*

1. Which of the following titles can be awarded posthumously?
 - a. PCMHX
 - b. PCSHX
 - c. ELITE

2. A qualifying score for a Certificate or Title can be earned at Licensed PBGVCA Hunt Test. Which of the following titles requires a minimum score of 140 for two legs?
 - a. PCJHX
 - b. PCSHX
 - c. PCMHX

Score: _____ Scored by: _____

PBGVCA Judges Certification Coordinator

CERTIFICATION of HUNT TEST JUDGES



**CERTIFICATION of HUNT TEST JUDGES
Seminar Attendance**

Location: _____

Date: _____

Moderator: _____

Applicant Name: _____

Address: _____

Email: _____

Phone: _____

Moderator's Signature: _____

EXAMPLE

CERTIFICATION of HUNT TEST JUDGES

Training Seminar – List of Attendees

Location: _____
 Date: _____
 Moderator: _____

Applicant or Attendee <small>(Circle one)</small> Name:	Email: Phone:	Address:
Applicant or Attendee <small>(Circle one)</small> Name:	Email: Phone:	Address:
Applicant or Attendee <small>(Circle one)</small> Name:	Email: Phone:	Address:
Applicant or Attendee <small>(Circle one)</small> Name:	Email: Phone:	Address:
Applicant or Attendee <small>(Circle one)</small> Name:	Email: Phone:	Address:
Applicant or Attendee <small>(Circle one)</small> Name:	Email: Phone:	Address:
Applicant or Attendee <small>(Circle one)</small> Name:	Email: Phone:	Address:
Applicant or Attendee <small>(Circle one)</small> Name:	Email: Phone:	Address:
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Applicant or Attendee <small>(Circle one)</small> Name:	Email: Phone:	Address:
Applicant or Attendee <small>(Circle one)</small> Name:	Email: Phone:	Address:
Applicant or Attendee <small>(Circle one)</small> Name:	Email: Phone:	Address:

CERTIFICATION of HUNT TEST JUDGES

Field Observation



Judge Hunt Test Certification
Scent Hound Hunt Observation Record

Quarry: Rabbit

Applicant's Name: _____

Date: _____

Location: _____

Type of Event (circle one):

AKC Basset Field Trial - AKC Beagle Field Trial - AKC Dachshund Field Trial

BHCA Hunt Test - PBGVCA Hunt Test - AKC Two Couple Hunt Test – Nat.Reg.Foot Hound Pack Hunt

Other _____

Breed(s) observed (circle all that apply): PBGV - Bassett - Beagle - Dachshund

Number of hounds observed on the field hunting: _____

Number of quarry found by hounds: (Circle one) Low (0-2) Fair (3-6) Good (7-9) Excellent (10+)

Total time spent observing hounds hunting on the field: _____

Temperature (F) (Low / High) _____

Field Conditions: _____

(Dense cover, dry, icy, etc)

Your assessment of the event: (if needed, continue on a separate sheet and attach to this form)

Minimum 100 words.

My signature testifies to the truth and accuracy to my statements herein.

Signature

Date

CERTIFICATION of HUNT TEST JUDGES

Field Mentoring



Judge Hunt Test Certification
Mentor's Field Evaluation Form

Quarry: Rabbit
Type of Event: PBGVCA Hunt Test

Applicant's name: _____
Location: _____
Date: _____

Mentor's information:

Name: _____
Phone #: _____
E-mail: _____

Applicant scored tests. Yes ___ No ___ Number of Tests ___
Number of Stakes scores: Pack ___ Brace ___ Solo ___ HIT ___

Mentor's Comments:

(Assessment of applicant's capability to judge hounds; needs more experience; ready now; etc.)

In my opinion the above applicant is (circle one) **READY NOT READY** to judge PBGVCA Hunt Tests

Mentors Signature

Date

CERTIFICATION of HUNT TEST JUDGES

Provisional Assignments



Judges Hunt Test Certification Provisional Judging Assignments

Applicant's Name: _____

Assignment # 1: _____

• Date: _____

• Location: _____

• Number of Runs Judged: Pack Brace Solo HIT _____

• Hunt Test Chairperson's evaluation: Provisional Judging was (circle one) **Satisfactory** **Unsatisfactory**

• If unsatisfactory, what are your concerns:

Hunt Test Chairperson's Signature: _____

Assignment # 2:

• Date: _____

• Location: _____

• Number of Runs Judged: Pack Brace Solo HIT _____

• Hunt Test Chairperson's evaluation: Provisional Judging was (circle one) **Satisfactory** **Unsatisfactory**

• If unsatisfactory, what are your concerns:

Hunt Test Chairperson's Signature: _____

Applicant's Signature: _____ Date _____

CERTIFICATION of HUNT TEST JUDGES

Certificate



This Certifies That
Name
Having Completed the Requirements
Has Been Officially Recorded a
Certified PBGVCA Hunt Test Judge
By the Petit Basset Griffon Vendéen Club of America
Date

Presient

Hunt Committee Chairperson