

TRAINING AND ACCREDITATION GUIDELINES FOR JUDGES IN REGION 17 AMERICAN IRIS SOCIETY

AMENDED IN 1993, 1995, 2010, 2011

There are three steps to becoming a fully accredited American Iris Society (AIS) judge in Region 17.

Step 1 – application to the AIS Judges Training Program.

Step 2 – fulfilling the CANDIDATE requirements.

Step 3 – fulfilling the APPRENTICE JUDGE requirements.

Each step has requirements set forth by the AIS, and additional requirements set forth by Region 17.

Once a fully accredited AIS judge, there are requirements to maintain accreditation set forth by the AIS, and additional requirements set forth by Region 17.

1. APPLICATION: REQUIREMENTS TO BECOME A CANDIDATE FOR JUDGESHIP

- A. AIS members residing in Region 17 who wish to participate in the Judges Training Program as a Candidate for Judgeship should notify the Judges Training Chairperson and the RVP.
- B. Prospective Candidates will be furnished with an application which, when completed, should be returned to the Judges Training Chairperson.
- C. The Judges Training Chairperson will evaluate the application and advise the Candidate of the requirements to be fulfilled.
- D. The period of candidacy will begin on the date the application is accepted by the Judges Training Chairperson.

2. CANDIDATE: REQUIREMENTS TO BECOME AN APPRENTICE JUDGE

The Judges Training Chairperson will maintain a master file of all the Candidate's records, recommendations and certifications. The Candidate is to also keep track of their progress.

All training/tutoring sessions require that a completed Judges Training Certificate be sent to the Judges Training Chairperson. These forms may be obtained from the Judges Training Chairperson or from the Region 17 web site - www.aisregion17.org. The Candidate is to bring a blank copy of the certificate and a stamped envelope, addressed to the Judges Training Chairperson, to the training session and furnish them to the instructor/tutor. It is the responsibility of the instructor/tutor to mail it to the Judges Training Chairperson.

- A. The Candidate has three (3) judges' years in which to complete these requirements. The three years begin on the date the Candidate's application is accepted by the Judges Training Chairperson and end on the third July 31st that follows. Failure to complete all requirements during that period will result in the candidate being dropped from the training program. Special permission for an extension to the period of candidacy, because of extenuating circumstances, may be granted by the Judges Training Chairperson or the RVP.
- B. The Candidate must be in possession of a copy of the most recent *AIS Handbook for Judges*.
- C. The Candidate must have been an AIS member for three (3) consecutive years immediately prior to July 31st of the year they complete the Candidate requirements to advance to Apprentice Judge.
- D. The Candidate must maintain continuous membership in AIS. If dues are not received

within the 30 day AIS grace period, the three year membership requirement must begin anew, beginning with the date membership is re-instated. No credit is given for hours or requirements completed prior to the membership reinstatement.

- E. The Candidate must complete a minimum of eighteen (18) hours of instruction:
1. A minimum of ten (10) hours of formal classroom instruction in approved judges training schools, divided into at least two sessions with a passing test grade of at least 75 points in each session. The instructor can be a family member.
 2. A minimum of four (4) hours of tutored practice judging of **tall bearded** irises:
two (2) hours garden judging
two (2) hours of exhibition judging
These can be in as few as two (2) sessions or as many as four (4) sessions. These sessions must be actual hands on, one-on-one, tutoring by an AIS judge. Under no circumstances shall the tutor be a family member.
 3. A minimum of four (4) one (1)-hour training sessions in judging **other than tall bearded** irises. These sessions must be actual hands on, one-on-one, in-garden or exhibition tutoring by an AIS judge. Under no circumstances shall the tutor be a family member.
- F. The Candidate must attend two (2) Region 17 meetings prior to becoming a Garden/Exhibition Judge. This can be done anytime while a Candidate or Apprentice Judge.
- G. The Candidate must complete the annual activity report received from the Judges Training Chairperson, and mail it to the Judges Training Chairperson by August 15th of each year.
- H. Upon completion of training, the Candidate must secure letters of recommendation from at least five (5) of the AIS Judges who have tutored the Candidate. The Candidate should give each Judge a stamped envelope addressed to the Judges Training Chairperson when they request their letter of recommendation.
- I. Credit for any or all training received in a region other than Region 17 will be allowed. To receive credit for out of Region 17 training, the Candidate must return a completed **Out of Region** Judges Training Certificate form to the Judges Training Chairperson, signed by the instructor, within 10 days of the date of the school. These forms may be obtained from the Judges Training Chairperson or from the Region 17 web site - www.aisregion17.org.
EXCEPTION: judges training classes offered by AIS National Conventions do not need a completed **Out of Region** Judges Training Certificate.
- J. If a Candidate acquires extra credit-hours during their efforts to meet the Candidate requirements, the Judges Training Chairperson may allow the extra hours of training to carry over and be used to meet Apprentice Judge training requirements.

When all requirements are completed, the Judges Training Chairperson will recommend the Candidate for advancement to Apprentice Judge, effective January 1st of the year following the July 31st of the year in which the requirements are completed.

3. APPRENTICE JUDGE: REQUIREMENTS TO BECOME A GARDEN/EXHIBITION ACCREDITED AIS JUDGE

The Judges Training Chairperson will maintain a master file of all the Apprentice Judge's records and certifications. The Apprentice Judge is to also keep track of their progress.

All training/tutoring sessions require a completed Judges Training Certificate be sent to the

Judges Training Chairperson. These forms may be obtained from the Judges Training Chairperson or from the Region 17 website - www.aisregion17.org. The Apprentice Judge is to bring a blank copy of the certificate and a stamped envelope addressed to the Region 17 Judges Training Chairperson to the training session and furnish them to the instructor/tutor. It is the responsibility of the instructor/tutor to mail it to the Judges Training Chairperson.

- A. The Apprentice Judge has three (3) judges' years in which to complete these requirements. The three years begin August 1st of the year they complete their Candidate requirements and end on the third July 31st that follows. Apprentice Judges who fail to complete the requirements within these three (3) years must wait a full judges' year before being eligible to seek re-appointment as an Apprentice Judge. No credit is given for hours or requirements completed prior to reinstatement. Special permission for an extension to the period of Apprenticeship, because of extenuating circumstances, may be granted by the Judges Training Chairperson or the RVP.
- B. The Apprentice Judge must be in possession of a copy of the most recent *AIS Handbook for Judges*.
- C. The Apprentice Judge must have maintained continuous membership in AIS for three (3) years immediately prior to being appointed Apprentice Judge.
- D. The Apprentice Judge must maintain continuous membership in AIS. If dues are not received within the AIS 30 day grace period, the Apprentice Judge shall be dismissed from the program. After reestablishing three years of continuous membership, the Apprentice Judge may apply for readmission to the program, and start over at the Candidate level.
- E. If not completed as a Candidate, the Apprentice Judge must attend the necessary number of Region 17 meetings to total two (2).
- F. The Apprentice Judge must receive exhibition training by being assigned to a judging panel at two (2) different AIS accredited iris shows, under the tutorship of different fully accredited AIS judges on each occasion. The tutoring judge will certify this training by completing and mailing the Judges Training Certificate form, which must be supplied by the Apprentice Judge along with a stamped envelope addressed to the Regional Judges Training Chairperson. This form must be signed by all the judges on the panel. This form may be obtained from the Judges Training Chairperson or from the Region 17 web site www.aisregion17.org.
- G. The Apprentice Judge must complete a minimum of two (2) in-garden tutoring sessions of two (2) hours each, on **judging seedlings and new varieties** during bloom, under the tutelage of an AIS Judge. The same AIS judge cannot tutor the Apprentice Judge in both sessions.
- H. The Apprentice Judge must attend one (1) approved judges training school per year while an Apprentice Judge, with a passing test grade of at least 75. This can be either in-garden or formal classroom instruction.
- I. The Apprentice Judge must complete a minimum of four (4) hours of judges training school, with a passing test grade of at least 75 each, on the following topics:
 - A. One (1) hour in AIS Show Rules, as pertains to Judges. A judges training school on AIS Show Rules taken during the Candidate period can be counted to satisfy this requirement, provided it was NOT used to satisfy a Candidate requirement.
 - B. Two (2) hours in the latest AIS Awards & Balloting. A judges training school on Awards and Balloting taken during the Candidate period can be counted to satisfy this requirement, provided it was NOT used to satisfy a Candidate requirement.
 - C. One (1) hour in Ethics. A judges training school on Ethics taken during the

Candidate period can be counted to satisfy this requirement, provided it was NOT used to satisfy a Candidate requirement.

- J. Upon completion of the AIS Show Rules class, the Apprentice Judge must create a show schedule and submit it to the Judges Training Chairperson or serve as a Show Chairperson in a local society.
- K. The Apprentice Judge must complete the annual activity report received from the Judges Training Chairperson, and mail it to the Judges Training Chairperson by August 15th of each year.
- L. Credit for any or all training received in a region other than Region 17 will be allowed. To receive credit for out of Region 17 training, the Apprentice Judge must return a completed **Out of Region** Judges Training Certificate form to the Judges Training Chairperson, signed by the instructor, within 10 days of the date of the school. These forms may be obtained from the Judges Training Chairperson or from the Region 17 web site www.aisregion17.org.
EXCEPTION: judges training classes offered by AIS National Conventions do not need a completed **Out of Region** Judges Training Certificate.

After the Apprentice Judge has satisfactorily completed all apprentice training, the Judges Training chairperson will recommend them for advancement to accredited Garden/Exhibition Judge and the RVP will certify their name to the AIS Board for the list of Accredited Judges. Appointment is effective January 1st of the year following the July 31st of the year in which the requirements are completed.

4. GARDEN/EXHIBITION JUDGE: REQUIREMENTS TO MAINTAIN ACCREDITED STATUS

- A. The Garden/Exhibition Judge must be in possession of a copy of the most recent *AIS Handbook for Judges*.
- B. The Garden/Exhibition Judge must maintain continuous membership in AIS. If dues are not received within the AIS 30 day grace period, the Garden/Exhibition Judge shall be dismissed from the program. After reestablishing three years of continuous membership, the Garden/Exhibition Judge may apply for readmission to the program as a Garden/Exhibition Judge, with the written recommendation of the RVP and five (5) other Region 17 judges and the full approval of the AIS Board of Directors, provided they have earned the required yearly hours of approved training since being dropped.
- C. The Garden/Exhibition Judge must vote the National Awards Ballot each year before the deadline. Failure to do so for two (2) consecutive years is automatic grounds for dismissal.
- D. The Garden/Exhibition Judge must attend one (1) approved judges training school per judges' year with a minimum of two (2) hours of credit, and have a passing test grade of at least 75. This can be classroom or in-garden instruction. During each rolling three (3) year period, consisting of the current judges' year and the two (2) prior years, at least two (2) of the six (6) hours of required judges training schools must be **in-garden** training hours. Taking part in a school as an instructor will be deemed the same as attending.
- E. The Garden/Exhibition Judge must exhibit in at least one (1) AIS accredited show per judges' year. Tutoring a Candidate or an Apprentice Judge is an acceptable alternate.
- F. The Garden/Exhibition Judge must complete the annual activity report and mail it to the Judges Training Chairperson by August 15th of each year. Failure to do so for two (2) consecutive years is automatic grounds for dismissal.
- G. Although not required, it is highly recommended that an Out of Region Judges Training Certificate be obtained and sent to the Region 17 Judges Training Chairperson for any

out-of-region training taken to ensure credit is received for the class. This form may be obtained from the Judges Training Chairperson or from the Region 17 web site www.aisregion17.org.

- H. Failure to meet any of the above requirements will be deemed unsatisfactory performance and the Garden/Exhibition Judge shall be dismissed from the Accredited Judges list on recommendation of the RVP to the AIS Board of Directors. Dismissed judges become Retired Judges. Retired Judges may not judge, tutor or teach a judges training class.

5. MASTER JUDGE: REQUIREMENTS TO MAINTAIN ACCREDITED STATUS

- A. The Master Judge must be in possession of a copy of the most recent *AIS Handbook for Judges*.
- B. The Master Judge must maintain continuous membership in AIS. If dues are not received within the AIS 30 day grace period, the Master Judge shall be dismissed from the program. The Master Judge may be reinstated upon payment of dues and a request for reinstatement in writing to the RVP.
- C. The Master Judge must vote the National Awards Ballot each year before the deadline. Failure to do so for two (2) consecutive years is automatic grounds for dismissal.
- D. The Master Judge must attend one (1) approved judges training school per judges' year with a minimum of one (1) hour of credit, and have a passing test grade of at least 75. This can be classroom or in-garden instruction. During each rolling three (3) year period, consisting of the current judges' year and the two (2) prior years, at least one (1) of the three (3) hours of required judges training must be **in-garden** training hours. Taking part in a school as an instructor will be deemed the same as attending. When a Master Judge tutors a Candidate or Apprentice Judge, the Candidate or Apprentice Judge will receive credit for the hours tutored; however, these hours will not count toward the three (3) hours required for the Master Judge to meet this requirement.
- E. The Master Judge must complete the annual activity report and mail it to the Judges Training Chairperson by August 15th of each year. Failure to do so for two (2) consecutive years is automatic grounds for dismissal.
- F. Although not required, it is highly recommended that an Out of Region Judges Training Certificate be obtained and sent to the Region 17 Judges Training Chairperson for any out-of-region training taken to ensure credit is received for the class. This form may be obtained from the Judges Training Chairperson or from the Region 17 web site www.aisregion17.org.
- G. Failure to meet any of the above requirements will be deemed unsatisfactory performance and the Master Judge shall be dismissed from the Accredited Judges list on recommendation of the RVP to the AIS Board of Directors. Dismissed judges become Retired Judges. Retired Judges may not judge, tutor or teach a judges training class.

6. EMERITUS JUDGE - REQUIREMENTS TO MAINTAIN ACCREDITED STATUS

- A. Emeritus Judges are lifetime appointments and have no requirements to fulfill, except for maintaining continuous AIS membership.

7. RESIGNATION / REINSTATEMENT OF JUDGES

- A. A judge wishing to resign their judgeship must notify the Judges Training Chairperson in writing.
- B. All reinstatement requests must be accompanied by a written recommendation of the

RVP and five (5) other Region 17 accredited judges.

- C. An Apprentice Judge who resigns or is dismissed for cause other than payment of AIS dues, can be reinstated only under the guidelines for new Candidates.
- D. An Apprentice Judge who is dismissed for failure to pay AIS dues on time must wait three (3) full years before applying for readmission to the judges training program and must begin anew at the Candidate level
- E. A Garden/Exhibition Judge who resigns or is dismissed for cause other than payment of AIS dues can be reinstated as a Garden Exhibition Judge upon the completion of the required hours of training since being dismissed.
- F. A Garden/Exhibition Judge who is dismissed for failure to pay AIS dues on time must wait three (3) full years before applying for reinstatement as a Garden/Exhibition Judge, and must be current with the required hours of training since being dismissed.
- G. A Master Judge who resigns or is dismissed for cause other than payment of AIS dues can be reinstated as a Master Judge upon the completion of the required hours of training since being dismissed.
- H. A Master Judge or Emeritus Judge who is dismissed for failure to pay AIS dues on time, can be reinstated upon payment of those dues.
- I. Dismissed accredited judges become Retired Judges. Retired Judges may not judge, tutor or teach a judges training class.
- J. It is within the discretion of the AIS Judges Training Chairperson to allow exceptions to these rules for extenuating circumstances upon written request of the RVP and/or the Region 17 Judges Training Chairperson.

NOTES:

1. The AIS judges' year is August 1st thru July 31st.
 - Requirements for Apprentice, Garden/Exhibition and Master Judges are governed by the judges' year.
 - For Candidates, the judges' year and your membership date will affect when you are appointed an Apprentice Judge after you complete your requirements. Appointment is always January 1st of the year following the AIS judges' year in which the requirements were completed. Because three (3) years of continuous AIS membership is a requirement, the appointment date could be a year farther out than expected.
 - EXAMPLE 1: Candidate joined AIS in July of 2006. The three years of continuous membership would be thru June, 2009. Providing they completed their other Candidate requirements by July 31, 2009, the earliest they could be appointed an Apprentice Judge would be January 1, 2010.
 - EXAMPLE 2: Candidate joined AIS in August of 2006. The three years of continuous membership would be thru July, 2009. They completed their non-membership requirements on July 17, 2009, but they must wait until August to satisfy their membership requirement. They are now in the next judges' year, so the earliest they could be appointed an Apprentice Judge would be January 1, 2011; the January 1st following the July 31st of the judges' year in which the requirements were completed.
2. Classroom instruction –this means formal classroom instruction with a 'desk and chair', and a test. In-garden classes qualify provided they have the depth of classroom instruction and there is a formal test.

3. Approved judges training school - a structured in-classroom or in-garden instruction of two or more participants, presented by a fully accredited AIS judge. All training classes must have an exam of at least 10 questions per hour of instruction. Students must pass the exam with a grade of at least 75 to be given credit for the class. School must be approved by the Judges Training Chairperson and/or the RVP. The instructor can be a family member.
4. Tutored session – a one-on-one session, with a fully accredited AIS judge, of either in-garden or in-exhibition training. No test is required. A Certificate of Training is required for Candidate and Apprentice Judges, and must be supplied by the student. This form may be obtained from the Judges Training Chairperson or from the Region 17 web site - www.aisregion17.org. The tutor must never be a family member.
5. The “three year period” – a rolling period of three (3) judges’ years (August 1st thru July 31st) consisting of the current year and the two (2) prior years.
6. Changes of level from Candidate to Apprentice Judge to Garden/Exhibition Judge are effective January 1st of the year following advancement recommendation.
7. Advancement from Garden/Exhibition Judge to Master Judge occurs after fifteen (15) years of service from the time the judge is first approved as an Apprentice Judge. If there is an interruption in service, the judge does not lose the years of service before the interruption.
8. Advancement to Emeritus Judge is by appointment by the AIS Board of Directors upon the recommendation of the AIS Chairman of Judges.
9. Out-Of-Region Judges Training Classes – all regional Judges Training Chairpersons are supposed to notify the Judges Training Chairperson of out of region students that training has been taken, but this is not always done. To ensure you get proper credit for out-of-region judges training classes, have the instructor complete an Out of Region Judges Training Certificate and submit it to the Region 17 Judges Training Chairperson. Supply the form and a stamped envelope addressed to the Region 17 Judges Training Chairperson. This form may be obtained from the Judges Training Chairperson or from the Region 17 web site - www.aisregion17.org.
EXCEPTION: judges training classes offered by AIS National Conventions do not need a completed **Out of Region** Judges Training Certificate.
10. Accredited AIS Judge – anyone holding the rank of active Garden/Exhibition Judge, active Master Judge, or Emeritus Judge. Apprentice Judges are not accredited AIS judges.
11. Dismissal for cause:
 - a. Failure to complete the required training hours in a timely manner.
 - b. Failure to submit a timely Activity Report for two (2) consecutive years.
 - c. Failure to vote a timely Ballot for two (2) consecutive years.
 - d. Failure to maintain continuous membership in AIS.

-----****-----****-----****-----

ANY REGION 17 JUDGE OR APPRENTICE JUDGE WHO RECEIVES NOTIFICATION THAT THEY MUST OBTAIN HOURS OF TRAINING AND WHO FAILS TO DO SO BY JULY 31 OF THAT YEAR, WILL BE OUT OF COMPLIANCE WITH AIS REGION 17 AND AIS REGULATIONS.