

Job Description

Head Judge

*All decision-making to be spread amongst the five nominated Executive Members (five separate portfolios).
Incorporating the mixed skills, expertise and locality.*

Work together as a team, sharing and supporting each other.

1.0 New Zealand Executive Meetings

- a) Attend the NZ Executive Meetings.
- b) Produce a Report and input re judging matters and recommendations. This includes any judge compliance issues that may require support or decisions from the Executive Body.
- c) Advocate for judges with transparency and provide balanced views for discussion.
- d) After Junior and Senior National competitions compile and present a Report thereon to the next Committee Meeting.

2.0 NZ Annual General Meeting

Attend and present the Head Judge Report to the AGM held during May of each year.

3.0 Correspondence

- a) All National Association Judges ask for their availability to judge at Junior/Senior Nationals and ask for their reply in time for the June and December Executive Meetings.
- b) The successful and unsuccessful applicants confirming the appointment after the June Meeting for Seniors and after the December Meeting for Juniors.
 - In times of pandemic this may require flexibility and “back up” judges up until the competition.
- c) All Judges and trainees advising dates of ensuing workshops and reports or summaries.
- d) Assessment notifications and acknowledgements.

4. Club Assessments

- a) Keep a record of the assessments from each Club.
- b) Check that the assessments are correct against the spreadsheet when received from the NZ Secretary prior to the Junior and Senior Nationals.

5. National Competitions

- a) Produce a rotation of Judges and armchairs for Executive Committee approval.
- b) When choosing Judges, some points to take into account in descending order of importance:
 - The availability of the Judge.
 - Whether judge meets compliance with activity rules and rotation of judges
 - (How many they have judged in previous six nationals compared to others).
 - The merit of skill, capability and/or experience.
 - The various regions of New Zealand.
 - Diversity e.g. Female and Male judge/s, age etc.
 - The cost to the Association of utilising judge/s in relation to the area the Nationals are being held at e.g. the cost of travel to the Association to get Judges there.
- c) Produce a roster of the Judges for the Junior/Senior Nationals for the sections, categories etc and corresponding sheets.
- d) Organise the Judges' meeting for briefing on the Friday evening prior to the commencement of the programme for the weekend.
- e) Peruse and summarise all Judges' and trainee sheets following each Nationals. Write or contact each judge where necessary re judgements.

6. Judging Workshops

Liaise with judges/host Clubs and organise a minimum of two regional workshops per annum or one central workshop per annum.

7. National Association and Association Judges

- a) Record each workshop attendance.
- b) Keep an up to date record of and monitor Association and National Association judges, their judging, progress and ability and attendance at workshops.
- c) Advise the Executive Committee if an Association Judge is ready to armchair a Nationals.
- d) Report to Judges as necessary.

8. Judge Training

- a) Present Trainee Judge applications and the completed Questionnaires to the Executive committee along with comments, suggestions and your appraisal.
- b) Encourage diversity and when/if accepted, write to the trainee accordingly.
- c) Advise the Executive Committee of any trainee approaching readiness for examination or otherwise.
- d) Utilise tests, observations and professional conversations to determine suitability for trainees to progress to subsequent levels.

**Prepared by Tyree Connor
Head Judge
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