

Post Test Instructions for the Lead Judge

Thank you and your fellow judges for your commitment to VHDF! Judging requires you to dedicate a large amount of time and effort which is greatly appreciated by the membership, officers and directors of VHDF.

After you read the scores please take a moment to meet with your fellow judges and apprentices to complete the post-test paperwork. The Test Coordinator should provide you with the post-test materials.

1. Please fill out the **TEST INFORMATION FORM** and have all the judges sign it. This form is important for our data entry department to understand the nature of the test and what dogs were judged.
2. The **JUDGES TEST REPORT** is for you and the other judges to fill out and discuss with the local club if the grounds are new or being used for the first time or are in some way unacceptable. Good grounds and repeat grounds that are acceptable do not need a report.
3. There is an **APPRENTICE JUDGE EVALUATION FORM** that you and the other judges must complete and go over with the apprentice.
4. Have the apprentice take a picture of his or her scorebooks and the Apprentice Judge Evaluation Form. The apprentice is to email a brief report about his or her day to the along with the pictures to the Director of Judging.
5. Take a copy of your scorebook including the front page as a backup in case the originals are lost in the mail. Email the photos to richard.nugen@gmail.com
6. Place the Judge scorebooks, the Apprentice Scorebooks, the Test Information Form, The Apprentice Judge Evaluation form, the Judges Test Report, and the Test Entries and Registration Documents in the PREPAID. PREADDRESSED PRIORITY MAIL ENVELOPE and mail to John G. Smith, 2625 44th Street West, Webster MN 55088-4400.