

## **The Judges Competency Framework (JCF) Kennel Club Breed Education Co-ordinator (BEC)**

### **What is the purpose of a KC Breed Education Co-ordinator (BEC)?**

A KC Breed Education Co-ordinator (known as the BEC) is an administrative role to co-ordinate all points of breed specific education and support for judges. This co-ordinating role is held on behalf of the breed clubs in order to support the breed club obligations under the Judges Competency Framework (JCF) for the education and training of judges.

The BEC is, therefore, someone who will work with breed clubs/breed council to promote JCF Level 1 – 3 judges who wish to progress through the breed specific judging levels with the purpose of helping the judge to identify opportunities for them to enhance their knowledge of the breed right through to achieving JCF Level 4. If the identified educational opportunities are effective, the KC BEC (working with breed clubs/breed council) will be able to contribute to providing the necessary training opportunities for the judge to progress

The BEC will need to co-ordinate all of the educational and judges development opportunities on behalf of the breed clubs/breed council. This is an important administrative role and will encompass managing the information for the breed clubs/breed council in all breed educational opportunities, ie including Breed Appreciation Days and Multiple-choice Breed Standard Exam, mentors, observers, as well as the subsequent assessors and exhibits for the KC organised Breed Competence Assessments.

The Kennel Club recognises that many breed clubs and/or breed councils may already have someone working in a similar role to that of the newly created BEC, ie someone who already co-ordinates educational and training needs and it is hoped that breed clubs/breed councils may utilise this experience when appointing a BEC. However, the KC's identified role of a BEC is a much enhanced position and will be a key component to the KC's rollout of the JCF and the judges' education process.

It may be in some breeds that have large numbers of breed clubs that each breed club might wish to appoint a representative with the sole purpose of liaising with the BEC. This will ensure that all breed clubs/councils are involved as well as creating balance in the distribution of workload

**The BEC's role is not intended to remove the responsibility for a judge's education process from the breed club/breed council. As stated in this document the BEC is a key co-ordinating role on behalf of the breed clubs/councils in order to support the breed club obligations under the JCF for the education and training of judges.**

### **Who can be a KC Breed Education Co-ordinator?**

- Someone with good administration experience, including spreadsheets, reports and a familiarity with computer skills would be advantageous

- They do not necessarily already award CCs in that breed or actively judge the breed
- They do not necessarily need to be a current or previous breed club committee member
- Someone who is currently active or has retired from judging and has the regard of the breed club/breed council
- The BEC does not necessarily have to be someone from within the breed, as this is a co-ordination role.
- Someone who is personable and approachable, who will be able to create a good rapport with both judges and member of the relevant breed clubs/councils
- **Please note: The Kennel Club envisages that in numerically small breeds the BEC could act as either a Mentor or Observer, in addition to the role of BEC, with the permission of the Kennel Club, but not all 3 roles**

### **What is the Scope of the KC Breed Education Co-ordinator's Role (BEC)?**

- To administrate and co-ordinate the information and delivery of a judge's education in the breed
- Liaison with breed clubs/breed council
- Liaison with prospective breed judges
- To liaise between the breed clubs/breed councils and the Kennel Club Education & Training team to ensure that the BEC/breed clubs do not operate in isolation.
- To act as point of contact for breed education enquiries
- Co-ordination of Breed Appreciation Day and Multiple-choice Breed Standard Exams
- Co-ordination of breed mentoring days
- Co-ordination of mentors
- Co-ordination of observers
- Proactively promote the breed and recruiting of new judges

### **What are the Responsibilities of a KC Breed Education Co-ordinator (BEC)?**

- To identify the need for educational opportunities
- To forward plan the breed's education and training needs to ensure an effective process
- To co-ordinate Breed Appreciation Days by liaising with breed clubs/breed councils
- With the assistance of the breed clubs/breed councils, to develop the Multiple-choice Breed Standard Exam for prospective judges based on the breed standard for use at Breed Appreciation Days as per guidance set out in the Code of Best Practice for the Running of a Breed Appreciation Day and subsequent Multiple-choice Breed Standard Exam
- To arrange the delivery of the Multiple-choice Breed Standard Exam at Breed Appreciation Days

- To assist Kennel Club Education and Training Team with the delivery of Breed Competence Assessments as required
- To update the Kennel Club Education and Training team with details of the activities organised by the BEC, breed clubs and/or breed council and also to advise the KC of the outcomes from training provided
- To provide an annual report to the breed clubs/breed councils and Kennel Club on all of the activities organised
- To identify through breed clubs/breed councils and assist in the recruitment of mentors within the breed
- To facilitate the initial introduction of the mentor to the judge as and when required, and to monitor the mentoring process with each judge
- To encourage breed clubs/breed council to actively promote the supported entry club shows
- To identify through breed clubs/breed councils and assist in the recruitment of observers to observe judges when required
- To arrange for judges to be observed at the appropriate time/show
- To collate information on feedback sheets, on the performance of 'trainers'
- To receive feedback from the observers, mentors and assessors for updating judges records so that their details are given at the correct JCF judging Level
- To help judges, where appropriate, to reflect on and learn from things that did not turn out as expected
- To refer the judge to other sources of information, advice or further support when appropriate
- To encourage judges, mentors and observers to take responsibility for their own decisions, plans and actions when appropriate
- To present a positive image of the Kennel Club and follow Kennel Club's Code of Practice for Volunteers
- To keep up-to-date, accurate and confidential records of all contacts made and subsequent actions taken
- If any work/material is created during the tenure of being the BEC, to assign all copyright to the breed club commissioning the work
- To comply with Data Protection legislation in place (or as amended from time to time) and forward all documentation and personal data held to the relevant breed club(s) as appropriate when the position of BEC is relinquished