1) Hiring and Managing OHSET Judges
   a) All correspondence regarding OHSET judges will be directed to the OHSET Judges Committee Chair.
   b) Each district will be responsible for hiring and managing the judges they need for each district meet. The following procedures should be followed to maintain consistency.
      i) Selecting judges
         (1) OHSET carded judges shall be considered before all others followed by 4-H, WHO, USDF, OHA, USEF, or other state and national associations deemed appropriate by OHSET.
            (a) If there is an emergency and no carded OHSET judge is available, an OHSET apprentice judge may be used.
               (i) If no OHSET carded or apprentice judges are available, a non-OHSET judge may be used.
            (b) The judges' list will be updated annually and posted on the OHSET website
            (c) Each carded OHSET judge will be listed, and displayed with their qualifications, brief biography, and picture.
            (d) When speaking with judges, consider the following discussions:
               (i) Are they available the dates needed?
               (ii) Are they comfortable, and qualified in what needs to be judged?
               (iii) Do they need a hotel room or camping reservations?
               (iv) Are they comfortable with doing a meeting with contestants?
               (v) Are there any possible relationship (student/relative) conflicts?
         (2) The Judges' Committee chair is also available as a resource for researching judges.
      ii) Contracting Judges
         (1) Once a verbal agreement has been reached, the district should send a contract out within 2 weeks.
         (2) Contracts must include the following minimum requirements
            (a) Judging Fee
               (i) State mandated fee schedule is as follows
                  1. 0-4 hours $75.00
                  2. 4-8 hours $150.00
                  3. 8-12 hours $225.00
                  4. Anything over 12 hours should be discussed and agreed upon with judge and district personnel
            (b) Travel reimbursement
               (i) $0.50/mile
            (c) Meal and lodging arrangements
            (d) Events to be judged
            (e) Start time
            (f) Date(s) of meet
            (g) Location of meet
            (h) Contact number of district person responsible for answering questions

(3) Send two signed copies of contract with self addressed stamped envelope. The judge then signs, and returns one.
(4) Drill Judges must receive copies of the drill patterns they will be judging a minimum of two weeks before competition.
(5) After contracts have been returned, report all judges hired to the judges' committee chair for record keeping. Include a listing of classes they are expected to judge

iii) During Competition
(1) Prior to beginning events meet with judges to ensure all parties are up to date on any pattern or class clarifications.
(2) Verify that judges received copies of drill patterns and answer any associated questions.
(3) District personnel should facilitate a meeting between judge and contestants.
(4) District Personnel should be available at the start of each event to ensure the judge has all needed equipment and that the course is set correctly.
(5) Provide opportunities for meal and general breaks.

iv) After Competition
(1) Be prepared to pay judges at the conclusion of the competition.
(2) Provide judge evaluation forms for each coach and interested parties to complete
(3) A District representative (chair, vice chair, judges' chair) should complete an evaluation on each judge.
(4) Evaluations should be gathered and sent to the judges' committee chair within two weeks of competition.
(a) Blank evaluation forms are available on the OHSET website.

2) Judges' Committee
a) Judges' committee will be made up of the following positions:
i) Judges' Committee Chair (appointed by state chair approved by state board)
ii) State Chair
iii) State Vice Chair
iv) State Rules Chair
v) Judge at Large (volunteer position approved by Judges chair)
vi) District Officer at Large (volunteer position approved by Judges chair)
b) Committee will manage all OHSET judge data, administer the judges list, design patterns, score sheets, provide training, and work to keep all judges informed and prepared.
c) Committee reports to the judge chair who reports to the state board.
d) Provide timely feedback to judges, apprentices, and district personnel as needed.
e) Any requests for exceptions to standard guidelines will receive a committee review and may only be approved by a unanimous committee decision.
f) Committee will be responsible for the upkeep and maintenance of judging standard operating guidelines.
i) The committee will meet annually to review any needed changes, additions, or clarifications

3) Becoming an OHSET Judge
a) Must be a minimum of 20 years old at time of application.

b) Apprenticeship for new judges without significant prior experience.
   i) Prior to beginning apprenticeship program the following criteria must be met:
      (1) Attend most recent OHSET judges clinic
      (2) Pass the current years judges' test with score of 90% or higher (open book)
      (3) Have experience with score sheets either by scribing for a judge or by auditing classes with senior judges (standing with judge and observing process)
      (4) Turn in a judges profile sheet as well as biography and picture to the Judges committee chair
   ii) Once on the Apprentice Judges' list the following criteria must be met prior to moving to carded judges list:
      (1) Apprentice each class you wish to be qualified in a minimum of three times at district meets.
         (a) Must apprentice each class under three different senior judges.
         (b) Must receive three positive evaluations for each class.
         (c) Apprenticing must be done outside of the district in which you reside.
      (2) Apprentice for a minimum of one year.
      (3) After the apprentice has received 3 positive evaluations for each class they wish to judge and they feel they are ready, their file will be reviewed by the judge's committee. The committee will either approve the move to judge's list, or if there is concern regarding the apprentice's ability the committee may require further action by the apprentice as outlined below.
         (a) Additional apprenticing experience with selected senior judges.
         (b) Meeting with Judges' committee.
         (c) Mentoring sessions with selected senior judges.
         (d) Additional auditing experience with selected senior judges.
         (e) After additional requirements have been met, the committee will review the apprentice's file again.
            (i) The committee will at this time either move the apprentice to the judges list, or remove from the apprentice list if the apprentice is not prepared to become an OHSET judge.

c) Apprenticeship for experienced judges carded in other recognized organizations i.e.; 4-H, OHA, ODF, USEF, WHO etc.
   i) Submit an up to date resume' including a minimum of 5 professional, judging related, references and permission to contact references.
   ii) Attend a meet with a senior judge and audit or apprentice each event they wish to be carded for.
      (1) This may be done prior to attending an OHSET Judges' training
   iii) Attend an OHSET Judges Training.
   iv) Pass the most current OHSET Judges test with a score of 90% or higher (open book)
   v) Receive approval from the Judges Committee

vi) Turn in a judges profile sheet as well as biography and picture to the Judges Committee chair (available on the OHSET website).

d) Once moved to the judges list from the apprentice list, all apprentices (prior experience or not) will have a one year or three meet (whichever is longer) probationary period. During this period judges may be asked to fulfill the following criteria:
   i) Periodic meetings/discussions with Judges' Chair and or Judges Committee.
   ii) Additional apprenticing if judge receives unfavorable evaluations.
   iii) Additional time in probationary period.

e) Judges 'List
   i) Once placed on the judges list the following criteria must be met to remain on list:
      (1) Attend a minimum of every other OHSET Judges' Training.
      (2) Score 90% or higher annually on the OHSET Judges Test (open book)
         (a) Timed Event judges must also pass (90% or higher) a closed book test every other year based on course set up knowledge. This test will be given at the OHSET judges' clinic.

4) Guideline's for Apprenticing
   a) Apprentice must get permission from the district as well as the senior judge
      i) Apprentice may contact the district chairs to determine what judges they have hired, or they may contact specific judges individually and request to apprentice.
   b) Apprentice shall provide blank evaluation forms with addressed, stamped envelopes to the district chair as well as the senior judge for return to the Judges Committee chair.
      i) The senior judge and district chair will be expected to return apprentice evaluations within one week of the competition.
   c) Performance Events:
      i) Apprentice shall stand in the arena with judge but not close enough to hear the judges scores as they dictate to their scribe
      ii) Apprentice shall provide their own score sheets and will use colored paper so that they cannot be confused with the official score sheets.
      iii) Senior Judge and apprentice will review comments and scores during or at the conclusion of each event
         (1) This should be done at some point during the meet or immediately after. It should not impact the meet schedule
   d) Timed Events:
      i) Apprentice shall stand with the judge in a safe location.
      ii) Apprentice shall be responsible for bringing any additional equipment such as: stop watch, flag, etc.
      iii) Senior judge will make all calls first, then discuss with apprentice afterward.

5) Senior Judge Designation

a) Only judges designated as senior judges may be used to apprentice with. Senior judges will be responsible for working with, and teaching judges new to OHSET. The following are expected roles of the Senior judge
   i) Meet with apprentice before events begin to go over rules, clarifications, and expectations
   ii) Give appropriate feedback to apprentice regarding comments, scores, and overall performance.
   iii) Complete apprentice evaluation form (provided by apprentice) and mail to judges chair within one week of the competition
   iv) Be available to meet with judges' chair if needed.
   v) For a judge to earn a Senior Designation the following criteria must be met:
      (1) Must have 2 years experience and have judged a minimum of 6 meets in at least two different districts.
      (2) Remain in Good standing.
      (3) Judges Committee review
         (a) After the first two conditions have been met the judges committee will automatically review the judges file and notify the judge if they have been given a Senior Judge designation.

6) Guideline's for appropriate Judges conduct
   a) A judge will only accept contracts for classes they are qualified to judge and should let district officials know of any lacking qualifications
   b) Judges will only be deemed qualified in classes in which they can demonstrate knowledge, have previous judging experience in, or have favorable apprentice evaluations in.
   c) An OHSET Judges' card is a privilege and may be revoked at any time by a unanimous judges' committee decision.
   d) OHSET Judges' shall always act in a manner conducive to working with youth and volunteers.
   e) OHSET Judges' will be appropriately and professionally dressed.
   f) Follow code of conduct and any district rules.

7) Judge in Good Standing
   a) Minimum qualifications in order to be considered in good standing
      i) Maintain a majority of positive evaluations.
      ii) Annually update profile and biography with judges' chair (forms available on OHSET website).
      iii) Annual conference (phone, e-mail, or in person) with judges' chair.
      iv) Follow code of conduct.
   b) Falling out of Good Standing.
      i) If any of the following conditions happen the judge will no longer be considered in Good Standing, and after review may be removed from the OHSET judge's list.
         (1) Majority of unfavorable evaluations.
         (2) Code of Conduct Violation.
         (3) Failing the annual OHSET Judges' test.
         (4) Miss 2 or more consecutive OHSET Judges' trainings

(5) Failure to remain actively judging (Judge at least one meet every two years).
(6) Any other action that the judges committee feels is detrimental to OHSET

c) Actions taken
   i) If a judge falls out of good standing the judge will be notified immediately by the judges' chair and after a committee review, may be asked to comply with any number of the following disciplinary actions :
      (1) Probation period
      (2) Additional apprenticing with selected senior judges.
      (3) Meeting with Judges Committee.
      (4) Removal from Judges List (or senior designation removed).
         (a) Judges may also request a voluntary removal from the judges list at anytime by contacting the judges' committee chair.