

## **Chapter III.**

### **Instructions and General Rules for the Judge**

#### **A. EVOLUTION OF RULES**

##### **1. Rules and Guidelines**

Rules and guidelines for judging in the JCNA sanctioned events have evolved over the last several decades by conscientious trial and error. They are not perfect by any means, but the JCNA Rules have set Entrants on a correct course seeking originality and authenticity, and judges on a course of inspecting and scoring the cars accurately.

##### **2. Apply Rules Uniformly**

For this reason, it is important that all Judges apply these JCNA accepted rules and standards to each Jaguar in the same way. Similarly, it is equally important that the Jaguars with the same defect, from different classes, appraised by different Judges, and judged in different areas of North America, all suffer the same degree of penalty for the same flaw.

##### **3. Approved Judging Guides and JCNA Seminar Technical Bulletins\***

When a JCNA Judge's Guide or JCNA Seminar Technical Bulletin\* has been approved by the AGM, its use is mandatory. JCNA Judge's Guides and JCNA Seminar Technical Bulletin\* have been developed at great effort to aid Judges in determining authenticity and to standardize judging throughout JCNA. One copy of each approved JCNA Judge's Guide and JCNA Seminar Technical Bulletin\* must be available for reference by Judges and Entrants at each sanctioned Concours.

- \* Only that bulletin's content, which quotes or copies information from the Jaguar Cars documents, listed in Table C-1, is permitted for validating feature and component authenticity. No other bulletins, except those that are official Jaguar Cars printed material, or direct copies, are permitted to validate component authenticity.

#### **B. ETHICS OF JUDGING**

The primary purpose of judging is to determine the outstanding Jaguar in each class. Consequently, the point spread between a well-prepared Jaguar and one judged to be poorly prepared Jaguar must be reflected in their judged scores.

##### **1. Be Objective**

Judges must be **OBJECTIVE**. Deduct points for actual flaws found, despite age, mileage, or usage.

##### **2. Be Fair**

Of two similarly prepared Jaguars, the most original and/or authentic entry must win.

##### **3. Be Consistent**

Above all, Judges must be consistent in deductions from Jaguar to Jaguar and Concours to Concours. Entrants can have their preference as to a particular Jaguar model, color, or body style but a Judge must not. All models, colors, and body styles are to be considered as one of equal status as far as the Judge is concerned. Favorites must not be entertained.

#### **4. Be Impartial**

Judges have a responsibility not only to the Concours Chairperson and to the club hosting the Concours, but also to the Entrant as well to **JUDGE EACH JAGUAR IMPARTIALLY AND WITHOUT BIAS**. A Judge must avoid even the appearance of favoritism, particularly when judging cars owned by friends or acquaintances.

### **C. CHIEF JUDGE**

#### **1. Designating the Chief Judge**

Each club is responsible for appointing the person they deem most suitable for acting as the Chief Judge. The term of office may be left to individual club discretion; however, a minimum of a one (1) year term is suggested. While in the process of developing their own Judge's School, a club may invite the training assistance of an experienced Chief Judge from another club.

**Note:** Some clubs that do not have a Chief Judge of their own must select a Chief Judge from another club to officiate at their Concours and/or to conduct their Judge's School.

#### **2. Chief Judge Qualifications**

The ideal Chief Judge must have extensive experience as a Concours Judge, as a JCNA concours exhibitor and/or as an amateur or professional Jaguar restorer. Lesser experience is acceptable; however, all candidates must have obvious leadership, administrative and management abilities. The Chief Judge need not be an expert in multiple car classes but:

- must be currently certified as a JCNA Judge,
- must have served as a Certified Judge at a minimum of two JCNA sanctioned Concours,
- must be prepared to fulfill the responsibilities of Chief Judge, Chapter III, C.3., Page III-2.

Having met the prerequisites above, once appointed, a Chief Judge automatically maintains certification as a Chief Judge by actually serving as a Chief Judge and fulfilling all responsibilities annually as listed under Chapter III, C. 3.c., Page III-3. When, for whatever reason, a person ceases to be the Chief Judge, such certification is to expire three years thereafter, in accordance with Chapter III, D., 4d, Page III-4.

#### **3. Chief Judge Responsibilities**

The Chief Judge is responsible for:

- a. Recruiting local club members to be trained and serve as Judges.
- b. Conducting Judge's Schools. A Judges' training and refresher School must be scheduled and conducted annually at least 30 days prior to the Concours. The Judge's School must include Judges' protocol, practice judging, authenticity, rule changes, lessons learned, and a Rule Book review. The current JCNA Judge's Test must be given to those seeking initial certification or certification renewal. Those seeking to renew their certification, but who cannot attend the Judge's School, must then take the test in accordance with Chapter III, D4, Page III-5.

**Note 1:** If the Chief Judge serves as an active Concours Judge, the Chief Judge must observe all rules regarding the avoidance of conflict of interest. If the Chief Judge has a Jaguar entered in the competition, the Chief Judge must not handle the completed score sheet for that or any other Jaguar in the same class prior to the announcement of Concours results.

**Note 2:** Should a Chief Judge have a car entered in a class where a question might arise, and it would be a conflict of interest for the Chief Judge to make a decision, the Chief Judge is to defer any questions for judgements to whomever the Chief Judge believes is most knowledgeable to make a decision concerning that conflict.

- c. Holding the Judges Meeting the day of the Concours.
- d. Ensuring that the Judges are judging according to the rules set forth in the current Rule Book.
- e. Organizing and training Judges and administering Judge's certification tests as feasible throughout the year. (Cross training with other clubs is encouraged.)
- f. Becoming very familiar with the published JCNA rules, protocols and the current JCNA model Judge's Guides and Seminar Bulletins.
- g. Receiving and disseminating to club Judges all JCNA correspondence relating to Concours judging and scoring.
- h. Verifying the certification status and class expertise of JCNA Judges available from within the host club and from among the Entrants who have indicated a willingness to assist; thereafter, being responsible for all Concours Judging team assignments.
- i. Overseeing score sheet appointed assistant(s) and validating final scores and standings.
- j. Resolving, as feasible, day-of-event protests and/or intervening when there are any problems between Entrants and Judges.
- k. Investigating and endorsing all Concours protests that may be submitted following the event.
- l. Submitting the required JCNA Concours and Judges' reports. (See Headings K and L of this chapter beginning on Page III-15).
- m. Ensuring that the completed score sheets are returned to the Entrants.  
Maintaining a chronological record of each club Judge's attendance at Judge's Schools, taking the JCNA Judge's Test, judging at JCNA Concours, and certification.

#### **4. Chief Judge and Judging**

It is recommended that soon after judging begins, the Chief Judge should check the progress of each of the judging teams. This will aid in determining whether a particular Judge or team is having trouble. In this manner, problems may be dealt with early in the judging period when fewer Jaguars are affected.

#### **5. Master Entry List**

The Chief Judge or Concours Chairperson is in charge of preparing and maintaining the Master Concours Report form (available at [www.jcna.com](http://www.jcna.com)) with the Entrant's name, type of Jaguar, Concours division, and class entered. The Concours Chairperson should closely coordinate with the Chief Judge, making certain that, at the outset of the event; the Chief Judge has a current listing of each entry.

## 6. Judges' Roster and Judges' Report Forms

The Chief Judge must maintain a record of Judges' credentials and who judged what in order to complete the required **Judges' Roster** and **Judges' Report Forms**, which have been integrated by the JCNA Web Master with the **On-Line Scoring System**. Follow the instructions found on the On-Line Scoring System page, referring to the help page first.

## D. JUDGE CERTIFICATION AND CERTIFICATION RENEWAL

### 1. Responsibility

Under the direction of their own Chief Judge or a Chief Judge from another club, individual clubs have the responsibility for certifying Concours Judges from among their members. All persons assigned to be Judges at a JCNA Concours must be current members of a JCNA club or Members at Large (MAL's).

### 2. The Certification Process for Judges

#### a. Rule Book Training

Undergo thorough training on the contents of the current Rule Book and the content, use, and marking of score sheets.

#### b. Taking and Passing the Current Judge's Test

Take and pass the current JCNA Judge's Test. The purpose of the test is best served by taking it as an open-book test in a group environment, explaining each answer, and responding to all questions. (See Chapter III, D4b, Page III-5).

**Note:** A passing grade for the Judge's Test requires answering at least 45 of the 50 questions correctly.

#### c. Holding Current Judging Certifications

All Judges for Champion, Driven and Special Divisions must hold current JCNA judging certifications as indicated on the JCNA on-line club's Certified Judge's Roster. The only exception being that those events at which separate OV teams are used, only one Certified Judge, serving as the OV team lead, is required; however, additional Certified Judges on the separate *OV team* are acceptable.

#### d. 30-Day Update for Judge's Recorded Test and Training Dates on the JCNA Web Site

If the Judge's recorded test and training dates on the JCNA web site must be updated to conform to sanction requirements, they must be updated no less than 30 days prior to the date of the Concours.

### 3. Acknowledgement and Verification of Certification

To verify a guest Judge's certification, contact any one of the:

- The Judge's Chief Judge
- The JCNA administrator at 888-258-2534, Extension #9, [admin@jcna.com](mailto:admin@jcna.com)
- The chairperson of the Jaguar Concours Committee, [jcc@jcna.com](mailto:jcc@jcna.com)
- The JCNA webmaster, [webmaster@jcna.com](mailto:webmaster@jcna.com)

Confirm the above contact information in the latest *Jaguar Journal*.

**Note:** All of the Judges, listed on any given club's Judge Roster, must have a Home Club JCNA number which confirms that they are current JCNA members.

#### **4. Apprentice Judging Process**

- a. To become a JCNA Certified Judge, as a current member of either a JCNA affiliate club or as a JCNA Member-at-Large, one must attend a JCNA Judge's School, take and pass the JCNA Certified Judge's Test.
- b. The Apprentice Judge must also perform practice judging of one or more components under the supervision of the Chief Judge.
- c. After attending a Judge's School, taking and passing the Certified Judge's Test, performing practice judging under the supervision of the Chief Judge, the Apprentice Judge must serve with a judging team during a JCNA sanctioned Concours and mark practice score sheets for examination and critique by the team leader at the conclusion of their judging.

#### **5. Maintenance of Judging Currency**

- a. Once certified, Judges are expected to avail themselves to help with judging whenever needed. Before a Chief Judge accepts the services of a Judge from another club whose status has not previously been reviewed by that Chief Judge prior to the event, that Concours Chief Judge must validate that Certified Judge's latest Test Date and Training Date by going to the JCNA web site, logging into their club's web page, clicking on Judge List, scrolling down to Complete List of JCNA Judges, then entering that Judge's last name or JCNA number without the region or club number prefixes.
- b. All Judges must receive annual briefings and/or correspondence describing all changes to the Rule Book that affect the judging process.

If a Chief Judge is aware that any Certified Judges, expected to serve at an upcoming event, have not attended a recent Judge's School or partaken of the alternative rules update, every effort should be made, prior to the event, to assure that such individuals are either separately briefed or are provided written information regarding any recent changes associated with JCNA concours judging.

A review should be conducted by the Chief Judge no less than 14 days prior to the event allowing time for the Chief Judge to select an alternate Certified Judge to replace the Judge that is out of certification.

Additionally, all Judges are required to educate themselves on the annual changes to the Rule Book that affect the judging process. This may be accomplished at a Judge's School and briefings, through correspondence, through articles published in Jaguar Journal and from notices and summaries posted on the JCNA website, *www.jcna.com*. Judges should also learn as much as possible about the Jaguars they anticipate judging by reading available literature (including the JCNA Judging Guides and JCNA Seminar Technical Bulletins), examining Jaguars as opportunities arise, and questioning Certified Judges experienced in the model. A pre-concours Judge briefing, at the event, does not satisfy the intent of a Judge's School.

- c. Judge's Certification must be renewed every three years.**

If all prerequisites have been met, a Certified Judge is certified or re-certified in the year the Judge's Test is taken and passed and for the two calendar years that follow.

**Example:** A hypothetical Judge that takes and passes the Judges Test in April of 2010 would be considered certified for all of 2010, 2011, and 2012. If the test is not re-taken and passed in the intervening years, it would have to be re-taken not later than 2013 to avoid a lapse in certification.

In order to retain continuous certification, Judges should anticipate the year in which their certification will expire and undertake timely renewal.

## **6. Certification Renewal for All Judges**

Take and pass the current JCNA Judge's Test, preferably in a group Judge's School (Should hardship circumstances dictate otherwise, the test may be mailed)

**Note 1:** The Chief Judge is to maintain tests, training, and Judge participation records.

**Note 2:** A passing grade, for the Judge's Test, requires answering at least 45 of the 50 questions correctly.

## **7. Judging and Home Club Judges Roster**

If a member completes the JCNA Judge Certification requirements, administered by the Chief Judge of that member's Home Club, or the Chief Judge from an assisting club, the member must then be listed as a Certified Judge on that member's Home Club Judges Roster.

## **8. Lapsed Judge's Certification**

If a Judge's certification has lapsed, and a waiver to the certification policy is requested, it must be submitted by contacting the Concours Committee Chairperson no later than 14 days prior to the date of the event, giving just cause, including any alternative options to be considered. The Chief Judge must contact the Concours Committee Chairperson by email with any supporting information and documentation necessary. The requesting Chief Judge must receive a written approval from the Concours Committee Chairperson, any decision made contrary to the decision of the Concours Committee Chairperson will not be acceptable. The waiver applies only to the specified date and event requested and does not carry forward for any other additional event(s). The requesting Chief Judge must receive an approval from the Concours Committee for any such waiver prior to the event. The Judge does not have to serve as an apprentice and does not receive an automatic renewal of certification because of said approval waiver. Re-instatement of certification will not occur until the current training and testing have been completed.

## **9. Guest Judging and Associate Membership**

A Certified Judge does not need to be an Associate Member of another club in order to judge at the other club's events, but can judge as a Guest Judge.

Once a Guest Judge's certification has been verified by the hosting club's Chief Judge, that validated Judge can be utilized by that club only for the current Concours Season.

If the member's Judge Certification is subsequently confirmed and accepted by the Chief Judge of a club in which the member is an Associate Member, the Associate Member is still to be considered as a Guest Judge and treated as such.

## **E. GENERAL QUALIFICATIONS AND PROCEDURES FOR JUDGES**

### **1. Infallibility of Judges**

No matter how carefully Judges are selected, trained, and tested, it must be acknowledged that no one person should be burdened with the weight of infallibility. Nobody can know all things about all cars of a particular marque or era.

### **2. Qualification of Judges**

It is recommended that the Chief Judge approach the most knowledgeable members with, whenever possible, the necessary technical background to act as Judges. Every effort should be made to supply the Judges with as much information as possible on the various models, especially the older ones. Cooperation between clubs in supporting one another with qualified Judges is recommended.

**Note:** All of the Judges, listed on a given club's Judge Roster, must have a Home Club JCNA number which confirms them to be current JCNA members.

### **3. Inviting Judges**

The Chief Judge should approach club members who are Certified Judges, those who may have judged in the past, and others whom the Chief Judge believes are qualified to judge in accordance with Chapter III, Item D4, and invite them to judge in the upcoming Concours.

Begin inviting Judges at least two months ahead. Concentrate on those who you believe can judge the Jaguars fairly, without personal prejudice, and treat the Concours and the Entrant with respect and impartiality. Consider inviting qualified, knowledgeable Judges from other JCNA affiliated clubs as well as those from the host club. This encourages impartiality.

### **4. Inexperienced Judges**

New or relatively inexperienced Judges must be assigned, if possible, to less-complex areas such as the exterior until they have acquired some expertise by judging at several Concours.

### **5. Apprentice Judges**

Apprentice Judges are members of JCNA affiliate clubs or JCNA members-at-large who are interested in becoming JCNA Certified Judges. These members must attend a Judge's School and go through the apprentice process of becoming Certified Judges.

It is recommended that each club consider a system whereby, during their Concours, members interested in judging accompany experienced judging teams as Apprentice Judges. This is a means of giving prospective Judges some practical experience. The Apprentices should take notes of any items they may want to discuss later with the Judge(s). If required, an Apprentice Judge, who has attended a Judge's School and testing, may be used as a non-certified member of an OV Judging Team.

### **6. Experienced Judges**

Attempt to recruit members to the club's Judge's School who have the most practical everyday working experience with many models of Jaguars and encourage them to become Certified Judges.

## **7. Familiarize Judges with Rules**

A Judge must be informed to function effectively. Each Judge must have a copy of the current Rule Book and a copy of the current score sheets no less than two weeks before the Concours to have time to familiarize themselves with the contents.

## **8. Judging Own Class**

Judges must not judge their own Jaguar(s) or the specific class(es) in which their cars have been entered. A Judge must not judge a class in which an immediate family member has a car entered.

# **F. JUDGING METHOD AND TEAMS**

## **1. Number of Certified Judges per Team and Team Composition**

### **a. All Judges Must Hold Current Certifications**

All Judges for Champion, Driven and Special Divisions must hold current JCNA judging certifications. The only exception being that those events at which separate OV teams are used, only one Certified Judge, serving as the OV team lead, is required. However, additional Certified Judges on the separate OV team are acceptable.

### **b. Organizing Teams by Expertise**

Wherever possible, teams must be primarily organized according to the members' shared model/class expertise. The individual teams are then, assigned to judge the class or classes most closely associated with their expertise. The number of classes assigned to each team must be governed by the number of teams, the total number and size of the classes and the time allocated for judging.

## **2. Team Judging**

Prescribed teams of Judges (see a. and b. below) must evaluate specific areas of Champion, Special and Driven Division Entries. (See Chapter II, Section 2A, Spirit Statement, Page II-4). JCNA provides 4 score sheets that accommodate the 3 to 5 possible areas to be inspected, depending on the Entry's Division:

**Score sheet #-1 – OV, Score sheet #-2 – Exterior**

**Score sheet #-3 - Interior & Boot, Score sheet #-4 – Engine**

Judges should be assigned an area according to their expertise and fully judge the items listed on their score sheet, for all cars in the team's assigned class. More than one Judge must not be assigned to the same area, except when an Apprentice Judge is assigned to the team. Judges are encouraged to share their authenticity expertise and may assist other team members. Operation Verification (OV) is conducted either by the primary team or by a separate OV team. (See Chapter V, Heading B., Operation Verification, Page V-3).

### **a. Number of Champion or Special Division Judges Required per Team**

Three or four Judges must be responsible for judging OV, Exterior, Interior & Boot and Engine, excluding Apprentice Judges and the separate OV judging team when used.

### **b. Number of Driven Division Judges Required per Team**

Two or three Judges must be responsible for judging OV, Exterior and Interior, excluding Apprentice Judges and the separate OV judging team when used.



### **3. Judging Team Leaders**

Team leaders must be assigned to all teams by the Chief Judge. The team leader must:

#### **a. Team Lead Responsibilities**

Introduce one's self and any team members who may not know the Entrant.

Promptly scan all team score sheets as the judging of each Entry is completed. Assure all required fields are completed, Entrant's initials are present where required, and cleanliness and condition deduction locations are properly noted that can be helpful to the Entrant.

#### **b. Finished Score Sheets**

Deliver the finished score sheets to the Chief Judge or appointed assistant(s) in a timely manner.

#### **c. Critique Apprentice Judge's Score Sheets**

Critique Apprentice Judge's score sheets and answer their questions on a not-to-interfere basis. Deliver the Apprentice Judge's score sheets to the Chief Judge or their appointed assistant(s) at the conclusion of the judging assignment.

#### **d. Judge's Name and JCNA Number on Score Sheet**

The Team Lead must ensure that each Judge has completed their name and JCNA number on their respective score sheets.

### **4. Judging Time Limit**

Each Judge must limit their judging of each Jaguar to a total of 15 minutes. This limit applies to each Judge's actual time spent EXAMINING THE CAR and recording its discrepancies. Judges must make every effort to avoid exceeding the 15-minute judging time limit. (See Chapter III, Heading G1a, Page III-9).

**Note:** The 15-minute time limit does not include the time to conduct the OV inspection nor the time required to explain authenticity discrepancies to the Entrant and obtain the Entrant's initials for them.

### **5. Judging Teams Remaining Intact**

The Judging teams must remain intact throughout the judging procedure, examining one car at a time **as a team**. Team members can, at times, be required to leave in order to present their own Jaguar(s) for judging. When this occurs, the team must complete the car they are judging, then stop and wait for their team member to present their car and return. When the team is again complete, they move on to judge the next Jaguar in line. This is fairest to the team and the Entrant.

### **6. Judging Teams and Substitution**

No substitution of Judges is permitted once judging of a specific class has begun. The only possible exception to this rule is in the case of illness of a participating Judge. To assure scoring consistency, all cars in each individual class must be judged by the same team, each team member judging the same component throughout that class.

## **G. OPERATION VERIFICATION**

### **1. Conduct of Operation Verification**

JCNA clubs may use either the primary Judging Team or separate Operation Verification teams to conduct the Operation Verification portion of the Concours evaluation.

#### **a. Primary Judging Team**

After the judging of each car is complete, the primary judging team is allowed approximately five minutes to conduct the OV check, (20 minutes of total judging time).

## **b. Operation Verification Teams**

One or more 2-person or 3-person teams are designated to conduct the Operation Verification prior to the formal judging. Each separate OV team must include a JCNA Certified Judge as the team leader; however, additional Certified Judges on the separate OV team are acceptable.

When a separate OV team is not used, it is highly recommended that the OV be accomplished only after all other judging has been completed. This will prevent any incidental debris from entering the vehicle by the Entrant when performing OV requests and its questionable presence and the need for the approved allowance to perform any additional cleaning even though there was a prior "Rags Down" command.

**Note: The following are considered “no exception” requirements when using verification teams:**

### **1. OV Team and Non-Authentic Items**

If any light(s) or horn(s) are suspected of being non-authentic, the Operation Verification team leader is required to make an appropriate note in the corresponding Operation Verification non-authenticity section, without indicating any point deductions.

### **2. Primary Judging Team to Re-judge Suspect Non-Authentic Items**

The primary Judging Team must re-judge the suspect system(s) and, if warranted, make the mandatory non-authenticity point deductions. (Only the primary Judging team is to assign non-authentic deductions for discrepancies found during the Operation Verification checks.)

### **3. OV Team and Same Rule Compliance**

The Operational Verification team(s) must comply with the same rules governing the conduct of other JCNA Concours Judging Teams; in particular team members are prohibited from judging their own car(s) or judging any car in the class in which their car(s) may be entered.

## **2. Courtesy Repair Time**

If any light or horn malfunctions are detected during the Operation Verification, the Entrant must be allowed a total of 15 minutes to correct them. The Judging Team Leader must note the time when the team completes judging the Entry. If, thereafter, the Entrant corrects the problem within the allotted 15 minutes, the (original) judging team must re-judge the affected light, horn or system and make appropriate corrections or adjustments to the score. If the repair takes longer than 15 minutes or is unsuccessful, the originally assigned deductions must stand. No member of a Judging Team is allowed to participate in the repair of any car, that the Judge has judged, while judging of the class is still in progress.

## **H. DAY-OF-EVENT JUDGES’ MEETING AND GUIDELINES**

Judges must be on time for the Concours and the pre-arranged Judges’ Meeting conducted by the Chief Judge. Have extra copies of the most current Rule Book on hand. Apprentice Judges, are also required to attend this meeting.

### **1. Announce and/or Confirm Judging Assignments**

Whenever possible, the Chief Judge should make judging assignments well prior to the day of the event in accordance with the known expertise of each Judge as well as their JCNA

certification. If that has not been possible, the Chief Judge must assign each Judge to those areas with which that Judge is most familiar. Judges must be physically capable of examining the component area assigned. (See Chapter III, J2 and J3, Page III-12). The Chief Judge must provide individual teams with lists of cars and classes that they are to judge.

## **2. Review the Day's Procedures**

Review the day's scheduled events: close of registration; rags down; judging start; lunch; awards presentation and departure. Settle any questions.

## **3. Review Basic Rules**

The Chief Judge must review the basic JCNA rules with the Judges, especially those regarding the application of non-authenticity deductions and the Entrant's right to contest each such non-authentic deduction by providing suitable documentation regarding authenticity. See that such rules are applied in a responsible and reasonable manner. Have at least one current Rule Book available per team as well as extra copies of non-authentic deductions and Judges' Guides and JCNA Seminar Technical Bulletins\* where appropriate.

Only that bulletin content, which quotes or copies information from the Jaguar Cars documents, listed in Table C-1, is permitted for validating feature and component authenticity.

## **4. Designate Alternate Certified Judges**

It is highly recommended that one or more alternate Certified Judges be available on a stand-by basis the day of the event.

## **5. Advise Teams to Walk the Site**

Judges should have the opportunity to walk the Concours site prior to the commencement of formal judging in order to obtain an idea of the overall quality and location of the entries.

**Note:** The Chief Judge must determine, and announce to all Entrants, whether the Jaguars must be presented with their doors, boot lid and bonnet opened or closed.

## **6. Announce Lunch Break Procedures**

To reduce the possibility of lost time due to lengthy lunch breaks, it is the Concours Chairperson's responsibility to see that the Judges are provided with sufficient time for lunch and are ready to resume judging ON TIME.

## **7. Direct Judges - No Eating, Drinking, Smoking, or Touching**

Judges must do their eating and drinking before or after judging. Judges must not smoke around the Jaguars during judging. Remind Judges that, when required, they must ask the Entrants to open and close the doors, bonnet and boot lid, etc., and are never to touch the cars without the Entrant's permission.

## **8. Advise Judges to Remain on Site Until Excused**

All Judges must refrain from drinking alcoholic beverages and must remain at the Concours site until the Chief Judge determines:

- a. All cars that were to be judged, have been judged,
- b. No re-judging is required, and
- c. There are no problems with the submitted score sheets.

## I. FIELD PROTOCOLS FOR JUDGES

### 1. Judges and Spectators

While judging is in progress, all spectators **MUST** be kept clear of the Jaguars and out of the Judges' way. The parking staff can be of help in this matter.

### 2. Alcoholic Beverages

Clubs must not provide alcoholic beverages during judging. Judges must not imbibe until the Chief Judge determines there is no further need for their services as Judges.

## J. THE JUDGE, THE SCORE SHEET AND SCORING

### 1. Number of Score Sheets

Champion and Special Divisions use four score sheets, Driven Division uses three score sheets.

Each Judge on the team uses one of the component score sheets per Jaguar, filling in only the areas pertaining to the component that Judge is judging (e.g., DHC/OTS or Sal/FHC). The Judging Team Leader must oversee the completion of the OV score sheet.

### 2. Use Current Score Sheets

**The Concours Chairperson and/or the Chief Judge Must BE CERTAIN that THE CORRECT, CURRENT JCNA SCORE SHEETS ARE USED.** Score sheets are located in the back of the Rule Book. They can also be obtained from the JCNA Sanctioning Chairperson or downloaded from the JCNA web site.

**Note:** As a space saver, the score sheets included in the Rule Book have been printed front-to-back. For judging purposes, score sheets must be printed separately. Component areas may be combined on one sheet or printed on individual sheets at the discretion of the Chief Judge.

### 3. Cross out or remove Non-judged Score Sheet Sections

Sections on the score sheets that are excluded from judging in the Special or Driven Division must be crossed out either by the Judge or the team preparing the score sheets. **NO POINTS ARE TO BE DEDUCTED FOR NON-JUDGED SECTIONS.** The total of the remaining items must equal 100%, and Judges must proceed with the evaluation as usual.

### 4. Score Sheet Calculations

The score sheet is based on a negative system where the Judge simply writes down the deductions for the discrepancies, that are observed. Judges must not do ANY calculating or totaling of deductions on the score sheets. The Scorers are responsible for tallying the score sheet figures.

### 5. Judges' Supplies

Judges should have clipboards, pencils, (with erasers) and perhaps some scrap paper for making notes.

### 6. Examine the Score Sheet Heading

Before beginning the judging process; it is essential that the Judges examine the tops of the score sheets to determine that all the information (particularly the Entrant's name and Jaguar body style) is complete and correct. Judges must draw lines through the **MAXIMUM DEDUCTION/BODY STYLE'S COLUMN THAT IS NOT APPLICABLE** to the Jaguar being judged. This will prevent writing deductions in the wrong column.

## **7. Determine if the Entrant is Present**

It is the responsibility of the Judging Team Captain to ascertain that the Entrant or member of the Entrant's family is present and so note on the score sheet in the box provided for this purpose.

## **8. Minimize Scoring Entry Errors**

To minimize scoring errors, where less than a whole point is deducted, the Judge must place a dash line or a "0" in front of the decimal point, e.g., "-.4" or "0.4". For whole numbers, the Judge must place a dash line or a "0" after the decimal point, e.g., "4.-" OR "4.0". Improperly drawn zeros are often mistaken for the numbers 6 or 9.

## **9. Fill in All the Blanks**

To assure the Scorekeepers that a Judge has not forgotten to evaluate a particular item; all blanks on the score sheets must be filled in. Either draw a line or a slash "/" through any empty portion of the boxes where no deduction is made.

**Ensure that all Cleanliness and Condition deductions have had the proper notations made regarding their location.**

## **10. Handicap Points**

No handicap points are allowed for age, odometer reading, or mileage driven to a Concours.

## **11. Mandatory Penalties**

Mandatory penalties must be deducted for items or materials judged to be non-authentic. Mandatory deductions for specific items are covered in Chapter VI, Judge's Guide for Scoring Non-Authenticity and the Quick Reference Guide.

## **12. Points Per Defect**

The Points Per Defect shown on the score sheets are minimums. If a Judge considers a particular defect to be more extensive than the minimum allows the Judge may take off more points than the minimum. Do not deduct less than the minimum required deduction, e.g., deducting 0.05 when the minimum is 0.1.

## **13. Noting the Location of Cleanliness and Condition Deductions**

Each component judging sheet has a C&C Deduction Locations box where the Judge must note the location and describe each of the major cleanliness and/or condition discrepancies where deductions have been given. This section is of great interest and importance to Entrants who want to correct every discrepancy prior to the next Concours.

## **14. Score Sheets During Judging**

Except for the Entrant's initialing non-authentic deductions at the time of judging, score sheets must not be made accessible to the Entrants for examination for any reason at any time on the day of the Concours d'Elegance.

## **15. Score Sheets After Judging**

Score sheets submitted by the Judges at a Concours as final and complete must not be subject to any substantive alteration except by the Chief Judge after consultation with the individual Judges or the Judging Team involved. The Chief Judge must, however, correct mathematical errors, tallying errors, and/or deductions that are not in accordance with the prescribed minimum or maximum deductions.

## 16. Scorers

Scorers should be prepared to begin calculating score sheets shortly after judging has begun. Ensure that the Scorers have a quiet area to work in. **UNDER NO CIRCUMSTANCES** are spectators and/or Entrants to be allowed near the Scorers. It's a good idea to staple the score sheets together as soon as they arrive at the Scorer's area.

## 17. Score Calculations

All scores should be calculated twice independently by the Scorers for accuracy and by a third Scorer if the first two calculations disagree.

## 18. Completed Score Sheets

As the Scorers finish their calculations, score sheets should be arranged by Class, from lowest to highest score on top. This allows the Chief Judge to keep a constant check on how quickly judging is progressing. Cross-referencing the Judging Schedule reveals if any score sheets are missing.

## 19. The Entrant and the Score Sheets

**NEVER, NEVER** release score sheets to the Entrants at the conclusion of the event. Unless the scores are transcribed elsewhere, there may be no way to double-check the scoring, nor will there be a record of scores to post on [www.jcna.com](http://www.jcna.com). In addition, if score sheets are released, arguments may develop between Entrants and the Chief Judge or other Judges.

## 20. Score Sheets after the Concours

At the conclusion of the Concours, the score sheets must be retained by the Chief Judge, so they can be reviewed again and, if necessary, correct any additional mathematical or administrative errors. If this review process changes the standings that were announced at the Concours awards ceremony, the Chief Judge and the Concours Chairperson will have to exercise the utmost diplomacy in notifying the Entrants affected and, if appropriate, arrange an exchange or return of trophies.

Entrants, competing for Regional or North American standings, are very eager to receive their score sheets in order to correct discrepancies prior to their next event. The Chief Judge, or their designee, **MUST** send the **ORIGINAL** score sheets to the Entrants, as soon as possible but not later than twenty-one (21) calendar days following the Concours. Score sheets, from Concours held after November 9th, must be sent to Entrants no later than December 1st. Scores must be posted on [www.jcna.com](http://www.jcna.com) as soon as possible, but no later than twenty-one (21) days after the Concours and no later than December 1st. If a waiver to this policy is requested, it must be submitted to the Concours committee prior to the end of the 21-day deadline. The Chief Judge, or their designee, must retain copies of the score sheets for club records for at least one year following the Concours.

The Host Club's Chief Judge, or their designee, must notify the JCNA Concours Committee Chairperson that the results are ready for review and are ready to be made official. Scores not submitted within the 21-day requirement, could be subject to a delay in being finalized.

## **K. FORMAL SCORE POSTING AND CORRECTIONS**

The Chief Judge, or their designee, is responsible for correctly posting the scores on the JCNA web site. Two reports are required: the Concours Scores Report and the List or Roster of each Club's Judges for compliance with the minimum number of Certified Judges. (See Chapter I, B4d, Page I-2)

These reports are posted by going to:

<http://www.jcna.com/clubadmin/add-event-score?destination=clublogin>

**Note 1:** You must log in as your club, "SE00", and not your personal login. If you are not sure what your club's log in is, contact [webmaster@jcna.com](mailto:webmaster@jcna.com).

**Note 2:** JCNA Numbers are required when posting scores on the JCNA website. If JCNA numbers are not available when posting results, they must be looked up using the Online Scoring System "look up" function. For new members, without JCNA numbers, contact the webmaster, [webmaster@jcna.com](mailto:webmaster@jcna.com), with the names of the new members.

Concours Entrants listed without JCNA numbers must be considered non-members. Clubs must forward the Non-Member Event Membership Form and Fee to JCNA for all entrants who are not members at the time of the event. Their scores must not be counted towards Regional or North American championship points. (See Chapter I, E. Release of Liability Statement, Page I-3 and Chapter IV, A3, Note, Page IV-2).

## **L. JUDGES' ROSTER AND JUDGES' REPORT**

The Chief Judge, or their designee, is responsible for updating the club's Judges' Roster as soon as possible after the club's mandatory Judge's School and prior to posting scores. After posting the scores, fill in the online Judges Report; the system will ask who judged each class.

## **M. THE JUDGE AND THE JAGUAR**

**ALL JUDGES SHOULD KEEP IN MIND THAT JAGUARS WERE CONCEIVED AND BUILT TO BE DRIVEN. THERE ARE DEFECTS IN THE MANUFACTURING PROCESSES AND DEFECTS CREATED THROUGH USE. THEREFORE, IT IS ESSENTIAL THAT PENALTIES BE APPLIED IN PROPORTION TO THE CAUSE AND SCOPE OF THE DEFECT.**

### **1. Competitiveness of the Jaguars**

The competitiveness of the Jaguars being entered throughout North America in the JCNA sanctioned Concours d'Elegance has risen considerably in recent years. The judging teams face the enormously difficult task of competently and quickly scoring exceptionally well restored and prepared Jaguars, some of which may be separated by less than a tenth of a point in scores.

### **2. Judge's Posture**

Judges are permitted to stand, bend over at the waist, or kneel to inspect judged items.

### **3. Judge Touching the Jaguar**

While judging is in progress Judges are forbidden to touch the Jaguar without the Entrant's permission. Due to liability considerations, Judges are forbidden to sit inside the Jaguar at any time during judging.

### **4. Dress Accordingly**

Judges should avoid wearing large belt buckles or articles of clothing with metal trim or zippers. These items may damage paint or upholstery as the Judge bends over to judge an item. Pendants or other such jewelry should be removed during judging.

## **5. Exterior Judge's Authority**

The Exterior Judge has the authority to require the bonnet, doors, windows and boot be opened or closed in order to properly evaluate the fit and finish of the bodywork.

## **6. Confer with Fellow Judges**

### **a. Confer on Technical and Authenticity Points**

Judging teams must confer among themselves on technical points and share their individual knowledge to validate authenticity or non-authenticity wherever it is noted. Confer with fellow Judges or request assistance from the Chief Judge or the Chief Judge's delegate where personal knowledge is lacking.

### **b. Comparing Entries**

Judges must not compare one entry with another within hearing of any participant. This sort of conversation must be held privately.

### **c. Care in Assessing Large Condition and Cleanliness Deductions**

Judges should take advantage of the expertise and experience of all team members by conferring with them before assessing large (1.0 point or greater per item) cleanliness or condition deductions.

## **N. THE JUDGE AND THE ENTRANT**

### **1. Responsibility of the Judge and the Entrant**

It is the responsibility of the Entrant to present an authentic well-prepared Jaguar; it is the responsibility of the Judges to recognize and confirm the Jaguar's authenticity. It is incumbent upon the Entrant to furnish proof of authenticity when the Judge questions any point of authenticity. The role of the Judge must not be to prove the non-authenticity of an item, but to determine the validity of authenticity of an item, based on the evidence submitted.

**JUDGES MUST REMEMBER THAT THEY ARE EVALUATING THE ENTRY, NOT THE ENTRANT.**

### **2. Authentic Options**

Authentic options are listed in official Jaguar publications or official Jaguar sales literature. Only written proof from those sources, from JCNA approved Judges' Guides or from specific portions of JCNA Seminar Technical Bulletins\* is acceptable in validating such items. Factory items offered as standard must be correct for the year and model presented. (See Chapter VI, A4, Page VI-1 and Appendices C and E).

\* Only that bulletin content, which quotes or copies information from the Jaguar Cars documents, listed in Table C-1, is permitted for validating feature and component authenticity.

### **3. Entrant Documentation**

If an Entrant anticipates that a Judge may question the authenticity of particular features or components of their Jaguar, that Entrant must bring official documents to validate those items. If there is some aspect of the Entrant's Jaguar that is unusual or difficult to imagine being authentic, it is incumbent upon the **Entrant** to prove the item's authenticity beyond a doubt. If the Entrant does not provide a convincing document or explanation, the Judge is free to draw their own conclusion. (See Appendix C).



#### **4. Entrant Showmanship**

No credit is to be given or points deducted for an Entrant's showmanship in displaying the Jaguar, such as decanters, glasses or flowers in vases on the trays of the saloon models, horizontal alignment of the word "Jaguar" on hubcaps or any other special efforts or displays. Factory shop manuals and spares catalogues, along with introductory advertising brochures, are not to be judged, although they may be used for authenticity reference.

#### **5. Required Conversation Between the Judge and the Entrant**

Judge's questions may arise concerning originality or authenticity that **MUST** be discussed with the Entrant **BEFORE FINALIZING THE ACTUAL DEDUCTION** on the judging form.

Questions concerning an item's originality or authenticity **MUST** be discussed with the Entrant **BEFORE FINALIZING THE ACTUAL DEDUCTION** on the judging form.

If a Judge has any questions about an item's originality or authenticity, those concerns must be discussed with the Entrant before determining whether or not to make the corresponding mandatory deduction.

#### **6. Extraneous Conversation Between the Judge and the Entrant**

Judges must not engage in extraneous conversation with Entrants during judging; such conversation slows the judging process. Some Entrants may see conversation with the Judge as an opportunity to "sell" the Jaguar or to excuse the appearance of an item. A vocal, persuasive, and persistent Entrant must be politely warned not to continue to disrupt the judging process. If such behavior continues, judging must be suspended and the Entrant's conduct reported to the Chief Judge.

#### **7. Judge Non-Authenticity Notifications and Entrant Acknowledgement**

##### **a. Entrant must be Given the Opportunity to Prove Authenticity**

Each team Judge who believes a certain feature(s) or item(s) to be non-authentic must inform the Entrant and give the Entrant, the opportunity to present documentation proving the authenticity of the feature(s) or item(s) being questioned. If the Entrant does not or cannot prove authenticity to the Judge's satisfaction, the Judge must list it/them and the mandatory deduction(s) on the score sheet (in the non-authenticity box) and **Have the Entrant Initial Each Entry**.

##### **b. Failure to Inform the Entrant**

Failure to inform the Entrant of a deduction and/or secure the Entrant's initials invalidates the deduction. If the Entrant chooses not to initial the deduction, the Chief Judge must be informed immediately.

##### **c. Refusal to Acknowledge a Non-Authentic Deduction**

Refusal by the Entrant to acknowledge a non-authentic deduction by initialing it is grounds for the Entrant's disqualification. If the Entrant does not agree with the non-authenticity deduction, the Entrant must be informed that their initials do not constitute agreement with the Judge's assessment but instead, only that they were given the opportunity to document the authenticity of the item. Advise the Entrant that they have the right to lodge a protest and to present facts and/or documentation for the JCNA Protest Board's consideration. The Protest Board Chairperson's address is listed in the *Jaguar Journal's* club page and on the CONTACTS page of the JCNA web site.

##### **d. Be sure to consult with other Team Judges or the Chief Judge before asking the Entrant to remove items that are believed to be non-authentic.**

## **8. Serious Entrants**

Once judging is complete, the Judge must keep in mind that an Entrant in a Concours is generally very serious about the Jaguar being shown and welcomes the benefit of the Judge's knowledge.

## **9. Entrant Who Argues**

Judges are advised to avoid confrontations with an Entrant who is prone to argue about deductions. If the Entrant persists, they must be referred to the Chief Judge and/or be politely reminded of their prerogative to file a formal protest. (See Chapter IV, Heading J, Page IV-9).

If the Entrant continues to argue with a Component Judge or Team Lead, the Chief Judge has the discretion to disqualify the Entrant for "unsportsmanlike" conduct.

## **10. Judge's Decision is Final**

The decision of the Judge(s) is **FINAL**. A Judge must not be subjected to any pressure because of the Judge's scoring and application of the JCNA rules.

## **11. Influencing Judges**

ANY ENTRANT, OR THEIR REPRESENTATIVE, WHO INTENTIONALLY TRIES TO INFLUENCE A JUDGE OR JUDGES BY OFFERING VERBAL OR WRITTEN INFORMATION OR BY DISPLAYING MATERIAL WHICH WOULD DISCREDIT ANOTHER ENTRY DURING THE CONCOURS MUST BE DISQUALIFIED FROM THE CONCOURS.

# **O. REJUDGING**

## **1. Reevaluating the Jaguar**

Rejudging of one or more classes, individual Jaguar(s) or individual component areas may be warranted under circumstances such as:

### **a. Resolving Complaints**

If an Entrant has a complaint relating to the consistency of judging, the Chief Judge and the Judges involved may choose to settle the issue on the field with or without re-judging. In either case, the local club's choice as to how to settle the complaint, with or without re-judging, is up to the Chief Judge and the Chief Judge's decision is final.

### **b. Resolving Ties**

If two Jaguars in the same class, at a club Concours, are awarded identical scores, those cars may be re-judged; however, JCNA does accept tie scores from club Concours.

### **c. Resolving Protests**

Every effort must be made to resolve an Entrant's protest on-site. Protests that cannot be resolved must be dealt with according to the rules as JCNA provides through the Protest Committee as stated in Chapters III, P4, Page III-19 and Chapter IV, J, Page IV-9.

## **2. Leaving the Concours Field**

Except in unusual circumstances, competing Jaguars must not be allowed to leave the Concours field until the conclusion of the Concours or until judging and scoring have been completed in the class entered or as determined by the Chief Judge. Entries that leave the field prematurely (for whatever reason except due to unusual circumstances as determined by the Chief Judge) must be eliminated from the competition, if those Entrants or the class in which they were entered require re-judging.

## **P. COMPLAINTS AND PROTESTS**

Complaints or protests that cannot be resolved during the Concours, must be dealt with utilizing the Protest Procedures as addressed in this section.

**Note: This section is also presented in the Entrant's chapter, Chapter IV.**

### **1. Protests**

The protest process is intended to allow Entrants to question the manner in which their Entry was judged and/or the deductions made during the judging. Depending on its nature, the protest may be made on the day of the event or as noted in item 4 of this section.

### **2. Settling On-Site Complaints or Protests**

If, during a Concours, an Entrant voices a protest or complaint relating to any aspect of the judging of the class or of their Entry, the Chief Judge and the Judges involved must strive to settle the issue courteously and fairly on-site, prior to the awards presentation. If warranted, re-judging the Entry, or the entire class, is an option. Local club procedures must prevail and the Chief Judge must make the final decision.

### **3. Formal Protest**

An Entrant's protest or judging dispute, that cannot be satisfactorily resolved at the local level, may be appealed to the JCNA Protest Committee for a decision.

Subjective deductions made during the concours by a Certified Judge are not addressed by the protest committee. They may only be addressed with the local Chief Judge and the Certified Judge who made the deductions.

### **4. Filing Protests**

#### **a. Time Requirement for Filing Out a Protest Form**

An Entrant's protest must be filed with the JCNA Protest Committee Chairperson within **30 days of receipt of the score sheets** for the protest to be considered. The address for the JCNA Protest Committee Chairperson is listed in the Jaguar Journal's Club Page and on the CONTACTS page of [www.jcna.com](http://www.jcna.com).

#### **b. Where to Send the Protest Form**

When an Entrant files the protest with the Protest Committee Chairperson, a copy must also be sent to the Chief Judge of the event. Following this procedure helps expedite the protest resolution process. When possible, the host club must assist in the investigation and resolution of the complaint.

### **5. Concours Protest Committee and Unresolved Protests**

Only the JCNA Protest Committee has the authority to rule on:

- a. Unresolved Entrant authenticity claims
- b. Judging procedures
- c. Administrative concerns

The Protest Committee cannot change a deduction by a Judge if a rule was not broken.

### **6. Protest Committee Responses**

As soon as the Protest Committee reaches a decision, the Entrant filing the protest is notified of the ruling by e-mail (if possible), followed by a formal letter from the Protest Committee Chairperson. If the ruling results in a Concours score change, the person in charge of Concours Scores Recording must be notified. The Editor of the *Jaguar Journal* is also notified in order for the results of the protest to be published in the *Jaguar Journal*.

## **7. Non-Entrant Questions**

Anyone, whether a JCNA member or not, who is not participating as an Entrant or representing an Entrant, who has a question regarding the conduct of a JCNA Concours or the application of Concours Rules, must address that question directly to the event Concours Chairperson or the Chief Judge. If the question is not answered to that person's satisfaction, it must be forwarded to either the JCRC or the JCC Chairperson, as appropriate, for a response.