

Chapter I. Organizing a Concours d'Elegance

A. GENERAL

1. Purpose

The foremost purpose of the JCNA Concours is to encourage the owners of Jaguars to preserve, maintain, and present their Jaguars in as clean and authentic condition as possible (see Chapter II for exceptions to authenticity in Special Division Classes). A secondary purpose is to celebrate all Jaguars and their owners by creating an event where people may share all degrees of interest in owning, driving, maintaining, and restoring Jaguars.

2. Concours Year

The JCNA Concours year runs from January 1st through November 30th.

3. Number of Concours per Year

Each JCNA affiliated Jaguar club that has met JCNA judges' training and certification prerequisites may hold only **ONE JCNA** sanctioned Concours d'Elegance per year.

4. Regional Concours per Year

One sanctioned JCNA Regional or Joint Regional Concours may be held in each Region or Joint Region per year without affecting the host club's **ONE** per year rule or the sanctioning of another affiliate's Concours.

5. Concours d'Elegance Divisions

In order for scores to be eligible for annual JCNA Concours Standings, Champion Division, Special Division, and Driven Division competition must be offered at each Concours.

B. SELECTING THE DATE AND OBTAINING SANCTION

1. Selecting the Concours Date

The Concours Chair should carefully choose the date as far in advance as practical. Normally a Saturday or Sunday is best. Saturdays have become popular in recent years, often with an awards banquet in the evening and, occasionally, a rally or slalom on Sunday after the Concours.

2. Avoiding Local Conflicts

Investigate other activities in the immediate area to determine that the date requested will not conflict with other popular local events. Some clubs have been very successful tying their Concours in with other local car related events or local festivals.

3. Obtaining a Sanction

To obtain a sanction, go to the "Calendar Page" of www.jcna.com click on the "Login" link at the top of the page. Using your club number and password, access the "Club Page Main Menu" and follow the instructions to "Post new events in the Calendar and Request New Event Sanction".

The request may be submitted within one (1) year but no less than four (4) months prior to the requested Concours date. This avoids conflict with other clubs and ensures notice of the Concours will be listed as promptly as possible in the *Jaguar Journal's* Clubs Calendar.

Sanction will be granted on requested date subject to:

Priority of request

- a. No same-weekend conflict within the JCNA Region or within 200 miles of other JCNA Concours meets.
- b. No conflict within 14 days of a JCNA major event i.e., Regional Concours such as Western States and Challenge Championship.
- c. The listing of the Chief Judge and club's affirmation that JCNA Concours rules and requirements will govern.
- d. Concours sanctions requested for the 2012 competition year and thereafter, will **only** be granted if the requesting club's JCNA online Judge Roster/List verifies that, it **currently** has listed a Chief Judge, an active Judge Training Program and 5 or more Certified Judges in order to meet or exceed the JCNA requirement for at least 1-Certified Judge per Judging Team. (See the online sanction request instructions for additional information.) (2011 AGM)

Conflicts will be referred to the appropriate Regional Directors. Avoid commitments involving financial penalties until a sanction is granted.

4. Canceling/Rescheduling the Concours

It is preferable to make the date of the Concours firm. If the Concours must be canceled and rescheduled, it is imperative that the JCNA Regional Directors be notified. Thereafter, a new sanction must be requested through the JCNA Website again taking precaution to avoid conflict with other Concours or a major JCNA event in the Region.

C. LOCATION OF THE CONCOURS D'ELEGANCE

1. Concours Sites

- a. National, State or local parks
- b. Historical sites, such as, stately homes with extensive grounds
- c. Museums or restoration complexes
- d. Hotel, motel, or resort complexes, with a central area for staging events, offering restaurant and banquet facilities
- e. Expositions or local festivals and celebrations

2. Amenities and Facilities to Look For

a. Central Location

Centralize efforts by operating out of one location or a Concours site combined with lodging and restaurants within a reasonable distance

b. Shade & Grass

For people and Entries

c. Water

For washing Entries

d. Food

Available during Concours hours; either a restaurant on or near the Concours site or catered

e. Rain Shelter

In case of rain

f. Rest Rooms

Clean restroom facilities nearby

g. Trash Receptacles

D. JAGUAR CARS NORTH AMERICA SPONSORSHIP

Jaguar Cars, Inc. values the contribution that the JCNA and its affiliates make toward increasing public awareness of the Jaguar marque. The Jaguar Cars North America Sponsorship application form is available on the Concours Page of www.jcna.com. **The application deadline is February 28th**. Should Jaguar Cars Inc. favor your activity with their support, it is important to provide feedback, proper thanks, and evidence showing that their funds were “money well spent”. Download the form and follow the instructions.

E. INSURANCE

Jaguar Clubs of North America, Inc. purchases, as an element of JCNA membership, a blanket coverage for the Corporation, its officers, its members, and all affiliated clubs' officers and members covering General Liability.

Jaguars entered in a sanctioned JCNA Concours d'Elegance must be covered by a current standard motor vehicle liability insurance policy. Each Concours Registration Form shall have a "Release of Liability" statement signed by the Entrant.

Example:

RELEASE OF LIABILITY

JCNA Event Participation: It is an Entrant's privilege to participate in any JCNA sanctioned event held by any JCNA affiliate upon executing proper registration forms and paying published entrance fees. Each affiliate shall be solely responsible for granting entry privileges to each Entrant on an individual basis.

I hereby agree to enter the above described Jaguar(s) in the (*Name of Concours*) Concours d'Elegance. In consideration of the right and privilege to enter and participate and other valuable consideration, and intending to be legally bound, I agree to release the Jaguar Clubs of North America, Inc., (*Host Club Name*) and the Concours d'Elegance committee from any and all liability for injuries, damage, or loss arising from my entry and attendance in the Concours.

Signature of Entrant _____ Date _____

(If the Entrant is not a JCNA Member, then the Special Event Member Registration Form must be filled out and sent to JCNA along with a check for \$5.00.) (2010 AGM)

You may either incorporate the above statement in your registration form or, for your convenience, you may go to the “Concours Page of www.jcna.com and download the “Entrant Registration Form”, which contains the Release of Liability, and have each Entrant sign.

Clubs using another statement should clear it with the JCNA General Counsel.

A "Request for a Certificate of Insurance" form is also available for downloading by going to the Concours Page” of www.jcna.com and clicking on “Certificate of Insurance”. This form is to be used when there is a requirement by the Concours site owner, or other entity, to furnish a "Certificate of Insurance.” Complete details are included on the form.

SANCTIONED EVENT NON-MEMBER REGISTRATION FORM

Non-JCNA members are permitted to participate in JCNA Sanctioned Events upon executing the Sanctioned Event Non-Member Registration Form, paying the Non-Member Event Membership fee, completing the event’s regular Registration Forms and paying the entry fees. The Sanctioned Event Non-Member Registration Form is available on the “Concours Page” of www.jcna.com.

At the host club's discretion, Non-JCNA members may be awarded JCNA trophies. However, their scores will not count towards Regional or North American championship points.

F. PUBLICITY

1. Host Club Announcements

a. Include:

Date, time, place, registration deadline, entrance fee, and a statement that JCNA Concours d'Elegance Rules will govern. Include an Entry Form listing Champion, Special, and Driven Division Concours Classes and a statement that Driven Division Entries **less than 35 years old** may not be trailered. (2010 AGM)

b. Social Activities:

Information on social activities such as reception parties, awards banquets, etc.

c. Travel Information:

Information on travel; maps of the immediate area, lists of available lodging and prices (including addresses and telephone numbers)

d. Parking

Information on general parking facilities, trailer off-loading and trailer and motor home parking

2. Publicity through JCNA

a. Contact Regional Clubs

Send Concours announcements and registration forms to all JCNA affiliated clubs in the Region and nearby affiliated clubs in other Regions. Addresses can be found by visiting the "Club List Page" of www.jcna.com and clicking on the club name, when the club page appears click on "Club Officers and Contact Info".

b. Distribute Flyers

Distribute flyers at local club activities and at neighboring JCNA club activities.

c. Publicity through the JCNA Website and *Jaguar Journal*

Sanctioned events are automatically posted on the JCNA Website and listed in the next possible issue of the *Jaguar Journal* on its Club Calendar Page

d. *Jaguar Journal* Concours Articles

Concours articles should be sent to the *Jaguar Journal* a minimum of four months prior to the Concours itself. Follow-up articles and photos should be sent immediately following the Concours. *Jaguar Journal* can be accessed through the *Jaguar Journal* page of www.jcna.com

3. Newspapers

A news release featuring the basic journalistic "Who, what, when, why, where," plus day and evening telephone numbers to call for additional information, should be sent at least three weeks prior to the Concours to the managing editor or sports editor of the local newspaper(s).

4. Radio

Most local stations have a free public service announcement policy. Inquire if there is a specific form to be filled out and sent in. Send the Concours announcement to the station manager at least three weeks prior to the date.

5. Automotive Media

Magazines (both weekly and monthly) may present publicity opportunities that should be investigated; each publication will have its own policy and deadline for announcement inclusion; some will be free, others will require a fee. It is up to each club to decide if this type of publicity is worthwhile.

6. Local Automobile Related

a. Local Parts Houses

Flyers can be left at local parts houses and auto dealerships (especially the local Jaguar dealer).

b. Multi-make Sports Car Clubs

Announcements can also be made through local multi-make sports car clubs, in person at a meeting, or by passing out flyers.

c. Repair Facilities

Local service stations or shops specializing in repair of foreign cars will sometimes welcome flyers.

G. OPERATING THE CONCOURS D'ELEGANCE

1. The Concours Chair and the Chief Judge

The Concours Chair is in charge of overseeing every Concours detail including choosing the site, ordering trophies, and selecting, organizing and coordinating all committees and personnel, except the Chief Judge. The Chief Judge is responsible for all matters dealing with Concours judging including preparing a Judging Schedule, scrutinizing score sheets, validating and posting scores on *www.jcna.com*, and mailing score sheets to the Entrants. It is imperative that the Concours Chair and Chief Judge work well together.

2. The Concours Chair's Personnel (minimum suggested)

a. Publicity

Oversees advance publicity arrangements

b. Entertainment

Plans entertainment that may include a pre-Concours party and post-Concours banquet

c. Set-up Crew

Arrives **early** to mark parking spots and access lanes, to place tables and chairs, erect canopies and signs, position sound system, etc

d. Registration

In charge of registration and handing out registration packets to pre-registered Entries. Responsible for registering day of Concours Entries if allowed, and ensuring that they receive their blank score sheets and any other associated paperwork. Must coordinate with the Chief Judge so that the Chief Judge can assign proper judges to the Entries

e. Parking

Directs incoming Entrants to their proper places

f. Hospitality (Optional)

Provides coffee, doughnuts, water, etc. as appropriate for early Entrants and Concours helpers

g. General Personnel

Plan for people who can be called on for any other duties (the plan B People)

h. Stay Late/Clean-up Crew

Willingly stays on site as long as required to disassemble and remove all equipment associated with the event, to pick up and properly dispose of all trash and to properly secure/close the site as required

3. The Chief Judge's Personnel (suggested)

a. Judges

See Chapter III, Instructions and General Rules for the Judge. It is best to use as many Certified Judges as possible. Using qualified Judges from other JCNA clubs adds to an atmosphere of impartiality.

b. Chief Judge's Assistant

When assigned by the Chief Judge, the Chief Judge's Assistant helps the Chief Judge assure that judges have pencils and current rulebooks or clip boards (rulebooks in three ring binders with binder clips eliminate the need for clipboards) and other duties as assigned.

c. Scrutineers

Select one or two people, depending on the size of the Concours, to act as Scrutineers. The Scrutineers ascertain that the score sheets registration information is completed correctly. The Scrutineers then check each score sheet to ensure each box contains a Judge's entry and the entry is within the specified deduction range. If an Entry has received a non-authentic deduction, the Scrutineers must ascertain that the Entrant has initialed each such deduction.

If the Scrutineers find any discrepancy or any questionable or illegible figures, the score sheet(s) will be returned it to the Judge(s) responsible for clarification or correction.

d. Score Sheet Runners

Assign each Judging Team a Score Sheet Runner; this is a good way to get children and spouses involved in the Concours. Score sheet runners transport the completed sheets between the Judging Teams and the Scrutineers.

e. Scoring Personnel

Select at least three or more non-mathematically challenged people. Find an isolated area where the Scorers can concentrate on tabulating the score sheets.

4. Site Layout

a. Visit the Site

The Concours Chair and the person in charge of parking should visit the Concours site shortly before the Concours date in order to walk the areas and decide how the various Divisions and Classes should be arranged.

b. Determine Class Size

Determine the largest Classes and the smallest Classes of Jaguars in the Concours. Allow ample room for all, including late registrations if allowed. Look at past records to see which classes were well filled.

c. Formal Site Layout

When planning the site layout, allow room between Entries for maneuverability, stowage of personal gear, and simultaneous door opening of the Entry and adjacent Entries.

d. Informal Site Layout

In informal settings, Classes might be grouped to take advantage of shade and the contour of the landscape. Driven, Special, and Championship Division Entries of the same Class are always best grouped together.

e. Sprinkler Head Marking and Shut-off

With or without assistance from the site custodian, in-ground sprinkler heads should be located and marked in order to avoid having them run over and damaging either the sprinkler or the Entry. Positive arrangements should be made to assure that the sprinkler or other irrigation systems will not be operated on the day of the concours, or at any time immediately prior, that would result in the field being soft or muddy.

f. Drive Jaguar to Judging Area

Area size and safety considerations permitting, an interesting site layout is one where the Entries are parked by class and, when called, are driven to a central judging area. This arrangement allows the Judges to work without spectator hindrance and also provides a visible confirmation of the Jaguar's operability.

H. REGISTRATION

1. JCNA Event Manager Computer Program

A program designed to automate the JCNA Concours Registration process is available on the Concours Page of www.jcna.com. Among other features, this program will print registration forms and score sheets with all Entrant and Entry information preprinted. Follow the instructions found on the website when downloading this program. Use of the program is not mandatory, but many report it greatly reduces the time required to administer the JCNA Concours.

2. Registration Form Requirements

Registration forms must clearly state that JCNA Concours Rules will govern. Registration forms must include a space for the JCNA member's membership number and Release of Liability form. A list of the Classes in Champion, Special, and Driven Divisions must also be included on or attached to the registration form (see Appendix D).

3. Encourage Pre-Registration

Encourage as many Entrants as possible to pre-register. As an inducement, a slightly lower fee might be offered to pre-registrants. Pre-registration cuts down on a great deal of paperwork on the day of the Concours.

4. Registration Deadlines

If the Registration deadline is in advance of the date of the event, it should be clearly indicated on all Concours publicity. If on-site registration is allowed, a specific entry cut-off time, in advance of judging, should be established, after which, NO further entries can be allowed. Entries should not be added to Classes after judging has commenced. It is the Entrant's responsibility to be aware of, and adhere to, the published Registration deadline. The Chief Judge has final authority in special circumstances.

5. On-Site Entry Registration

If allowed, those registering on the day of the Concours will be required to complete the appropriate registration forms. It is advisable for registration personnel to assist the on-site Entrants in completely filling in the required information at the top of the score sheets. Entrants in a rush often make mistakes or leave out vital information.

6. Entrant's JCNA Membership Number

The Entrant must list his/her JCNA Membership Number on the registration form in order to qualify for North American Standings. JCNA Numbers will be required when posting scores on the JCNA website.

7. Entrant Packet

For each pre-registrant prepare an envelope containing:

- Windscreen Placard
- Score Sheets
- General guidance for Entrants who may be new to Concours or not aware of new rules
- Dash Plaques (optional)
- People's or Entrant's Choice ballots (optional)
- Other items (optional)

The envelopes can then be alphabetized and handed out when the pre-registered Entrants check in at Registration.

a. Windscreen Placard

Provide a windscreen placard to identify each Entry. If not using the JCNA Event Manager, these forms are available in PDF and interactive Word® formats on the Concours Page at ww.jcna.com. The windscreen placard identifies the Entry, Class, and Entrant. If different colored score sheets are being used to distinguish between the Divisions, windscreen placards may be color coordinated as well.

b. Score Sheets

If not using the JCNA Event Manager, score sheets may be downloaded by going to the “Concours Page” of www.jcna.com. Each of the four (4) score sheets must be downloaded and printed individually. Clubs are authorized to reproduce the quantity of score sheets required for their Concours. Different colored sets of score sheets may be used to distinguish between Divisions. Sheet #4 (Engine Compartment) and the Boot portion of Sheet #3 are not required for judging Driven Division.

When preparing score sheets for use with a specific Entry, be certain that the Maximum Deduction columns on Score Sheet #2 NOT APPLICABLE TO THE PARTICULAR ENTRY have a diagonal line drawn through them, to prevent inadvertent judging in the wrong column.

I. CONDUCTING THE CONCOURS

1. Working Groups

Working groups, including the Concours Chair and the designated Set-up Crew, should arrive at the Concours site approximately an hour and a half before the stated opening time of registration.

2. Class Areas

Predetermined Class areas should be identified with Class signs. A lime base line or a string line will help align the various classes as they arrive.

3. Registration Area

A convenient registration area should be set up near the entrance to the Concours field. Be sure all necessary forms and scoring supplies are available. If sufficient room is available, trophies may be displayed. If late registrations are allowed, have enough money on hand to make change for Entrants paying cash. Be sure to bring a cash box.

4. Loud Speaker/Announcing System

Provide a means of making announcements and paging personnel in order that all present are aware of what's happening. A variety of portable systems are available to rent or purchase.

5. Parking Personnel

Parking personnel should be on hand to safely guide Entrants to their proper Class parking area and to assist in achieving the desired spacing and alignment of Entries.

6. Rags Down

All Entrants must be instructed by the Chief Judge to cease preparation of Entries at a predetermined, published time, referred to as "rags down," before judging begins.

7. Leaving the Concours Site

The Clean-up Crew and the Concours Chair should be the last committee to leave the Concours site, to check for any equipment left behind and to be very particular about cleaning up the area before departing. Many sites require substantial user deposits, which may not be refunded if the area is abused or left cluttered. Make every effort to have your club regarded as one that treated the site with respect and one that would be welcomed back again

J. SCORING

1. Score Sheet Calculations

Judges are not to do **ANY** score totaling on the score sheets.

2. Scorers

Scorers should be prepared to begin calculating about fifteen (15) minutes after judging begins. Insure 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.

3. 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.

4. Completed Score Sheets

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

5. Score Sheets During the Concours

Except for the Entrant initialing Non-Authenticity deductions at the time of judging, completed score sheets are **NOT** to be made accessible to Entrants at any time on the day of the Concours d'Elegance.

6. 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. In addition, if

score sheets are released, arguments may develop between Entrants and the Chief Judge or other Judges.

7. Score Sheets after the Concours

Score sheets submitted by the Judges at a Concours as final and complete shall not be subject to any substantive alteration except by the Chief Judge after consultation with the individual Judges or the Judging Team involved. At the conclusion of the Concours, the score sheets are retained by the Chief Judge, who should review them, and if necessary, correct any 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 Chair 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 the next event. The Chief Judge **MUST** send the **ORIGINAL** score sheets to the Entrants, as soon as practical but not later than 21 calendar days following the Concours. Score sheets, from concours held after November 9th, must be sent to Entrants no later than December 1st. The Chief Judge may retain copies for club records. Scores shall be posted on www.jcna.com as soon as possible, but no later than 21 days after the Concours and no later than December 1st.

K. TROPHIES AND AWARDS

1. Official JCNA Trophies

JCNA offers official trophies for JCNA sanctioned Concours in Champion, Special, and Driven Divisions.

a. Ordering Trophies

Order Trophies by going to the “Concours Page” of www.jcna.com and clicking on “Trophy Orders”. Follow the Instructions! First, second, and third place Champion and Special Division winners are awarded Champion Division Trophies. First, second, and third place Driven Division winners are awarded Driven Division Trophies.

b. Trophy Engraving

Engraving is not available through JCNA

2. North American Awards

At the conclusion of each JCNA Concours year, JCNA presents the North American Concours d'Elegance Awards three deep, in each of the Champion, Special, and Driven Division Classes, to members of JCNA affiliates or JCNA Members-at-Large. These annual awards are determined by averaging the Entrant's three (3) highest scores during the Concours year. Scores achieved at the JCNA Challenge Championship or Western States qualify for inclusion in the three (3) score average.

3. Regional Awards

Regional Awards are presented in each of the six JCNA Regions. These annual awards are determined by averaging the Entrant's two (2) highest scores achieved at JCNA sanctioned concours within the Entrant's home region during the Concours year. Scores achieved at the JCNA Challenge Championship or Western States qualify for inclusion in the two (2) score average.

No Entrant may receive both a North American and a Regional Award in any given year, in the same Class, for the same Entry.

4. Presenting Trophies

When presenting trophies, it is more suspenseful and interesting to begin announcing the finishing positions from the bottom of the Class first, reading upward to the winner. In good taste, it is recommended that scores of the lower place entries not be read. It is informative and courteous to spectators if, as each class is announced, the models included in the class are announced as well.

As the presenter reaches the top three Jaguars in the Class, the scores should be announced individually and the winning Entrant(s) invited to come forward to receive their trophies and perhaps be photographed.

In order to show appreciation for the Entrant's participation, and possibly the support of a neighboring club, it is recommended that the presenter's announcement include: the placement, the Entrant's name, (if from out of area, the Entrant's city), the Entrant's home club, the car's color, the year, the model, the body style, and the score.

Example: “**Third** place in **Champion Division, Class 2**, goes to **Happy Fellow** from **Scottsdale, Arizona** and the **Central Arizona Jaguar Club**, for his **red, 1950 XK 120 OTS**, with a score of **99.79**.”

5. Club Discretionary Trophies

Additional locally prepared trophies may be provided at the Club's discretion; some Clubs present perpetual trophies, i.e. the trophy (sometimes engraved with the name of the yearly recipient) returns to the club for re-presentation each year.

Clubs may also present trophies (of their own design and at their own expense) in recognition of accomplishments such as:

- Best in Show
- Longest Distance Driven To Compete
- Longest Distance Trailered To Compete
- Oldest Jaguar in Show
- Hard Luck (En Route Damage)
- Display
- Peoples' Choice
- Other

L. SCORE SUBMISSION AND CORRECTIONS

The Chief Judge is responsible for having the scores correctly posted on the JCNA web site. Scores are posted by going to the "Concours Page" of www.jcna.com and clicking on the "Online Scoring System Login. Enter your club number and password and follow the instructions given under "Online Scoring System". When finished, printouts can be made for the club's records and the results sent to the JCNA Competition Chair via email. The scores and other information can be edited and corrected up to December 1st as long as the results have not been marked "official". (The JCNA Competition Chair must be notified of all changes by re-emailing the report.) Once the event results have been marked "official", corrections may only be made by emailing the JCNA Webmaster and the JCNA Competition Chair. **The only score or standing changes allowed after December 1st are those resulting from the official JCNA Protest process.**

Note:

JCNA Numbers are required when posting scores on the JCNA website. If numbers are not available when posting results, they must be looked up using the Online Scoring System "look up" function. For new members, leave the JCNA number blank. The club is responsible for logging back on and filling in all new members' numbers once assigned by JCNA; the "look up" function cannot look up missing numbers. Concours Entrants listed without JCNA numbers will be considered non-members and clubs must forward JCNA the Non-Member Event Membership Fee. JCNA reserves the right to bill clubs for fees not received.

M. JUDGES' ROSTER AND JUDGES' REPORT

It is best to have the Chief Judge update the club's Judges' Roster as soon as possible after your mandatory Judges' School and prior to posting scores. After posting the scores, fill in the online Judges Report; the system will ask who judged each class.