

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 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

When a Judging Guide has been approved by the AGM, its use is mandatory. Judging guides have been developed at great effort to aid judges in determining authenticity and to standardize judging throughout JCNA. One copy of each approved judging guide shall be available for reference by judges and entrants at each sanctioned Concours.

B. ETHICS OF JUDGING

The primary purpose of judging is to determine the outstanding Jaguar in each class. Consequently, it is suggested that the point spread between a well-prepared Jaguar and a poorly prepared Jaguar should be substantial. Scores should reflect the often-considerable differences between Jaguars.

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, the Judge must be consistent in deductions from Jaguar to Jaguar and Concours to Concours. Individuals may 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 one as far as the Judge is concerned. Favorites are not to be entertained.

4. Be Impartial

Judges have a responsibility not only to Concours Chair and the club hosting the Concours, but to the Entrant as well, to **JUDGE EACH JAGUAR IMPARTIALLY AND WITHOUT BIAS**. 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 duties of the Chief Judge are to encompass all affiliate concerns about rules, judging and protests. The term of office may be left to individual club discretion; however, a minimum of a one-year term is suggested. **While in the process of developing their own Judge training program, a club may invite the training assistance of an experienced Chief Judge from another club.** (2013 AGM)

2. Chief Judge Qualifications

The ideal Chief Judge will 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 he or she must know the rules and must be familiar with the judging expertise available within the host club and among the Entrants who have indicated a willingness to assist.

3. Chief Judge Responsibilities

The Chief Judge is responsible for:

- a. Recruiting local club members to be trained and serve as judges.
- b. Conducting Judges' Training Sessions. A Judges' training and **refresher** session **must** be scheduled **and conducted** annually at least two weeks prior to the Concours. The session should include Judges' protocol, practice judging, authenticity, **rule changes, lessons learned** and a Rule Book review. The JCNA Judge's Test may be given to those seeking initial certification or certification renewal.

NOTE: Some clubs that do not have a Chief Judge of their own may select a Chief Judge from another club to officiate at their concours and/or to conduct judge training.

- 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 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 and protocols.**

- g. Receiving and disseminating to club Judges all JCNA correspondence relating to Concours judging and scoring.
- h. Being responsible for all Concours Judging team assignments. Knowing which club members are the most knowledgeable in each class.
- i. Overseeing score sheet Scrutineers and validating final scores and standings.

NOTE: If the Chief Judge serves as an active Concours Judge, he/she must observe all rules regarding the avoidance of conflict of interest. If the Chief Judge has a Jaguar entered in the competition, he/she should not handle the completed score sheet for his/her own Jaguar prior to the announcement of Concours results.

- j. Resolving, as feasible, day-of-event protests and/or intervening should there be 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 Sections K and L of this chapter.)** (2013 AGM)
- m. Insuring that the completed score sheets are returned to the Entrants.
- n. Maintaining a chronological record of each club Judge's attendance at training sessions, 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 Chair is in charge of preparing and maintaining the Master Concours Report form (available at www.jcna.com) with the Entrant's name, type of Jaguar, Concours division, and class entered. The Concours Chair 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 and every 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 will be responsible for certifying Concours Judges from among their members. **All persons assigned as Judges at JCNA Concours must be current members of a JCNA club or Members at Large (MAL's).** (2013 AGM)

2. The Certification Process for New Judges

- a. Undergo thorough training on the contents of the Rule Book and the content, use and marking of score sheets.
- b. Take the current JCNA Judge's Test. The purpose of the test is best served by taking it as a group, explaining each answer, and responding to all questions (see **NOTE** following D.5 below).
- c. Perform practice judging of one or more components under the supervision of the Chief Judge, and;
- d. Serve as an Apprentice Judge 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.
- e. As a further step to improve the standardization and quality of JCNA concours Judging, beginning in 2013, Driven Division will still require only one Certified Judge per Judging Team, but Champion and Special Divisions will require two Certified Judges per Judging Team.
- f. **A person may establish paid memberships in two or more JCNA clubs, (paying JCNA dues but once). In such instances, the member will be assigned a single JCNA number (ex.1234) but it will be prefixed by the individual club/Region identifiers, such as: NE00-1234 for the primary club, SE00-1234 for a secondary club, etc.**

(The following assumes membership in two clubs, NE00 and SE00.) If the member completes the JCNA Judge Certification requirements, administered by the Chief Judge of Club NE00, the member should then be listed as a Certified Judge on Club NE00's Judge Roster. If the member's Judge Certification is subsequently confirmed/accepted by the Chief Judge of club SE00, the member may also be listed as a Certified Judge on club SE00's Judge Roster. (2013 AGM)

Note: All of the Judges, listed on a given club's Judge Roster, must have JCNA numbers which confirm them to be members of the reporting club. (2013 AGM)

3. Acknowledgement of Certification

- a. After having successfully accomplished the **steps identified in The Certification Process for New Judges above**, the Chief Judge will notify the club Membership Chairperson to identify the person as a "Judge" when next submitting the club's membership roster to JCNA. (This normally occurs at the beginning of each calendar year.) (2013 AGM)

- b. Thereafter, the letter "J" (for judge **after** the person's JCNA **number on their** Membership Card. (2013 AGM)
- c. If a newly certified judge intends to judge at other than his home club in the current year, the Chief Judge may, if desired, make a one-time endorsement on the back of the person's JCNA Membership Card: "Certified as a Concours Judge for the calendar year 20xx", followed by the date and the Chief Judge's name.

4. Maintenance of Judging Currency

- a. Once certified, Judges are expected to Judge at a minimum of 2 JCNA sanctioned concours every three years.
- b. All Judges must receive annual briefings and/or correspondence describing all changes to the Rule Book that affect the judging process.
- c. 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 judges' meetings 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), examining Jaguars as opportunities arise, and questioning Certified Judges experienced in the model.
- d. **Judges certification must be renewed every three years.**
If all prerequisites have been met, a 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. (2013 AGM)

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

5. Certification Renewal for All Judges

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

NOTE: The Chief Judge will maintain tests, training, and judge participation records. Should any Judges be unable to meet all renewal requirements, the Chief Judge will decide whether to extend or rescind their certification based on their individual situations and experience level.

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.

3. Choosing Judges

The Chief Judge should approach club members who are certified judges, those who may have judged in the past, and others who he/she believes are qualified to judge, and invite them to judge in the upcoming concours.

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

4. Inexperienced Judges

New or relatively inexperienced Judges should 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

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 undergone classroom Judge training and testing, may be used as a non-certified member of a Judging Team.** (2013 AGM)

6. Experienced Judges

Attempt to recruit members who have the most practical everyday working experience with many models of Jaguars.

7. Familiarize Judges with Rules

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

8. Judging Own Class

A Judge may not judge his or her own Jaguar(s) or the specific class(es) in which their cars may be entered. Neither may he nor she judge the class in which an immediate family member has a car entered. If a person or firm has performed existing cosmetic restoration on a Jaguar, neither that person nor any member of the restoration firm involved may judge the class in which that Jaguar is entered.

F. JUDGING METHOD AND TEAMS

1. Number of Certified Judges per Team

To judge any JCNA Division at a Concours d'Elegance, there must be at least one JCNA Certified Judge per team, including the OV Team (see Chapter III, Heading D. Rule 3).

Driven Division **and Operation Verification (OV)** require only one Certified Judge per Judging Team. Champion and Special Divisions require two Certified Judges per Judging Team. (2013 AGM)

2. Team Judging

Prescribed teams of Judges (see a. and b. below) will evaluate specific areas of Champion, Special and Driven Division Entries (see Chapter 2, Spirit Statements). 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).

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

Three or four Judges will 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 will 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 shall be assigned to all teams by the Chief Judge. The team leader shall:

- a. Introduce himself or herself and any team members who may not know the Entrant.
- b. 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 deductions are commensurate with local conditions, scoring experience and teaching.
- c. Deliver the finished score sheets to the Chief Judge or Scrutineers in a timely manner.
- d. Critique Apprentice Judge's score sheets and answer their questions on a not-to-interfere basis. Provide Apprentice Judge score sheets to the Chief Judge at the conclusion of your judging assignment.

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 Section G. Heading 1.a. below). (2013 AGM)

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 may, at times, be required to leave in order to present their own Jaguar(s) for judging. When this occurs the team should complete the car they are judging, then stop and wait for their team member to present his or her 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.

G. OPERATION VERIFICATION

(Formerly Mechanical)

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.** The primary team, assigned to judge the class, will conduct the Operation Verification as part of their assigned overall judging effort. Where needed, an extra 5 minutes may be allowed to conduct these checks, (20 minutes of judging time, total.).

Note: In order to reduce the possibility of debris entering the car, prior to judging its interior, it is recommended that the Operation Verification be done after the team finishes its other component judging.

- b. Operation Verification Team(s).** One or more 2-person or 3-person teams are designated to conduct the Operation Verification prior to the formal judging. At the completion of the verification, Entrants are allowed to remove any incidental debris, even if "Rags Down" has already been announced.

Note: The following are considered "no exception" requirements when using verification teams:

1. If any light(s) or horn(s) are suspected of being non-authentic, the Operation Verification team leader **must** make an appropriate note in the corresponding Operation Verification non-authenticity section, **without indicating any point deductions.**
2. The primary Judging Team will re-examine the suspect system(s) and, if warranted, **make the mandatory non-authenticity point deductions.** (Only the primary Judging team may assign non-authentic deductions for discrepancies found during the Operation Verification checks.)
3. The Operational Verification team(s) must comply with the same rules governing the make-up and 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 and
 - Each team must include at least one JCNA certified Judge as the team leader.

2. Courtesy Repair Time

If light or horn malfunctions occur during the Operation Verification, the **Entrant will be allowed 15 minutes to correct the malfunction.** The Judging Team Leader should 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 will re-examine 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 will stand. **No member of a Judging Team is allowed to participate in the repair of any car, he or she 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 prearranged Judges' Meeting conducted by the Chief Judge. Have extra copies of the most current JCNA Rule Book on hand. Apprentice Judges, if any, should also attend this meeting.

1. Announce and/or Confirm Judging Assignments

Wherever 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 should still see that

each Judge is assigned to evaluate areas with which that Judge is most familiar. Judges must be physically capable of examining the component area assigned (see Chapter III, Heading J, Rules 2 and 3). The Chief Judge should also provide individual teams with lists of cars 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

Ensure that the Judges are aware of basic JCNA rules, especially those regarding the application of non-authenticity deductions and the Entrant's right to comment on each such deduction. See that such rules are applied in a responsible and reasonable manner. Have at least one Rule Book available per team as well as extra copies of non-authentic deductions and Judging Guides where appropriate.

4. Designate Alternate Judges

It is highly recommended that one or more alternate 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 should determine, and announce to all Entrants, whether the Jaguars should 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 Chair'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

Do your eating and drinking before or after judging. Do 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 should 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 are not to provide alcoholic beverages during judging. Judges are not to 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 he or she is judging (e.g. DHC/OTS or Sal/FHC). **The Judging Team Leader will oversee the completion of the OV score sheet.** (2013 AGM)

2. Use Current Score Sheets

BE CERTAIN THE JUDGES USE THE CORRECT, CURRENT JCNA SCORE SHEETS. Score sheets are located in the back of the Rule Book. They can also be obtained from the JCNA Sanctioning Chair 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. When judging, they should 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 Non-judged Score Sheet Sections

Cross out sections on the score sheets that are excluded from judging. **NO POINTS ARE TO BE DEDUCTED FOR NON-JUDGED SECTIONS.** The total of the remaining items will equal 100%, and Judges will 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 he or she observes. Judges are not to 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 should also draw a line 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 (2013 AGM)

To minimize scoring errors, where less than a whole point is deducted, the judge should place a dash line or a "0" in front of the decimal point, e.g., "-.4" or "0.4". For whole numbers, it is suggested that they be written with 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 sheet should be filled. Either "line through" or place a slash "/" through any empty portion of the boxes where no deduction is made.

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, Judges' Guide for Scoring Non-Authenticity.

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

A new section has been added, to each component judging sheet where the Judge **should** 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 wish 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 are not to be made accessible to the Entrants for examination for any reason at any time on the day of the Concours d'Elegance. Judges are cautioned that unnecessary discussion with the Entrant, regarding condition and cleanliness deductions, can lead to unpleasant disagreements.

15. Score sheets After Judging

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. The Chief Judge may, however, correct mathematical errors, tallying errors, and/or deductions that are not in accordance with the prescribed minimum or maximum deductions. (2013 AGM)

16. 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.

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 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.

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. 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 are retained by the Chief Judge, who should review them 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 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. (2013 AGM)

K. FORMAL SCORE POSTING AND CORRECTIONS

The Chief Judge is responsible for correctly posting the scores on the JCNA web site. Two reports are required: The Concours Scores Report and Judge Report. Scores are posted by going to the “Concours” page of www.jcna.com and clicking on the “Online Scoring System” login. Enter the club number, password and follow the instructions. Further assistance may be found under the “help” section. The Judge Report may be completed by clicking on “edit Judge Report.” As with the Concours Scores Report, follow the instructions. When all entries are complete, print copies of the Concours and Judge reports for your records and notify the JCNA Concours Archivist that the reports are ready for review and approval (contact information is shown at the bottom of the page). In approving the event, the Archivist will verify entries are correctly classed and scored and all vehicle information correctly listed. Through the Judge Report he will also verify the correct number of certified judges in each class. To be considered certified each judge must be listed with a certification date within 3 years of the Concours date. If any errors are detected the Archivist will notify the club Chief Judge and Concours Chair. Once the report is complete the system will show it as “provisional.” When the Archivist approves the report it will be marked “official” and be eligible for regional and North American standings. While in “provisional” status, the report can be changed should errors be detected. Changes cannot be made to “official” reports without the Archivist’s permission. All Concours reports must be completed and approved by November 30th of each year. 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. (2013 AGM)

L. JUDGES’ ROSTER AND JUDGES’ REPORT

The Chief Judge is responsible for updating 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. (2013 AGM)

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 IMPORTANCE 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 examine 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 open 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 his delegate where personal knowledge is lacking.

b. Comparing Entries

Judges should never compare one entry with another within hearing of any participant. This sort of conversation should 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 should not be to prove the facts, but to assess the claim of authenticity based on the evidence submitted.

AT ALL TIMES REMEMBER THAT, AS A JUDGE, YOU ARE EVALUATING THE JAGUAR, NOT THE ENTRANT.

2. Authentic Options

Authentic options are those items listed in Jaguar Parts Books or official Jaguar sales literature. Only written proof from those sources, from Jaguar Cars or from JCNA approved Judging Guides is acceptable. **Factory items offered as standard must be correct for the year and model presented** (see Appendix C and E).

3. Entrant Documentation

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

4. Entrant Showmanship

No credit will 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.

6. Extraneous Conversation Between the Judge and the Entrant

However well intended, Entrants must not engage in extraneous conversation with Judges 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 should be politely warned about disrupting and extending the process. If such behavior continues, judging should be suspended and the Entrant's conduct reported to the Chief Judge.

7. Judge Non-Authenticity Notifications and Entrant Acknowledgement

- a.** Each team Judge who believes a certain feature(s) or item(s) to be non-authentic **must inform the Entrant and give him or her 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 of a deduction and/or secure the Entrant's initials will result in the deduction being invalidated. If the Entrant chooses not to initial the deduction, the Chief Judge should be informed immediately.**
- c.** 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, he or she should 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 he or she has the right to lodge a protest and to present facts and/or documentation for the JCNA Protest Board's consideration. The Protest Board Chair's address is listed in the Jaguar Journal's club page and on the CONTACTS page of the JCNA web site.

8. Serious Entrants

A Judge must keep in mind that an Entrant in a Concours is generally very serious about the Jaguar being shown and will welcome the benefit of the Judge's knowledge.

9. Entrant Who Argues

Judges should avoid confrontations with an Entrant who is prone to argue about all deductions. If the Entrant persists, they should be referred to the Chief Judge and/or be politely reminded of their prerogative to file a formal protest (see Chapter IV, Heading I).

10. Judge's Decision is Final

The decision of the Judge(s) is **FINAL**. No Judge should be subjected to any pressure because of his or her scoring and application of the JCNA rules.

11. Influencing Judges

ANY ENTRANT, OR HIS/HER 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 WILL 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

An Entrant or Entrants lodge on-site protests or complaints relating to the consistency of judging. The Chief Judge and the Judges involved may choose to settle the issue with or without re-judging. In any case, the local club option as to procedure will prevail and the Chief Judge will make the final decision.

b. Resolving Ties

If two Jaguars in the same class are awarded identical scores, the cars may be re-judged; however, JCNA will accept tie scores.

c. Resolving Protests

Every effort should be made to resolve an Entrant's protest on-site. Protests that cannot be resolved should be dealt with according to the rules as set forth in Chapters I and IV.

2. Leaving the Concours Field

Except in unusual circumstances, competing Jaguars should 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. Entries that leave the field prematurely (for whatever reason) **will be eliminated from the competition** if those entrees or the class in which they were entered require re-judging.

P. COMPLAINTS AND PROTESTS

(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 his or her 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 will prevail and the Chief Judge will make the final decision. Complaints or protests that cannot be resolved may be dealt with through the Protest Procedures that follow.

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.

4. Filing Protests

- a. An Entrant's protest must be filed with the JCNA Protest Committee Chair **within 30 days of receipt of the score sheets or the protest** will not be considered. The address for the JCNA Protest Committee Chair is listed in the Jaguar Journal's Club Page and on the CONTACTS page of www.jcna.com (2013 AGM)
- b. When an Entrant files the protest with the Protest Committee Chair, a copy must also be sent to the Chief Judge of the event. Following this procedure will help expedite the protest resolution process. **Where possible, investigation and resolution of the complaint by the host club is encouraged.** (2013 AGM)

5. Concours Protest Committee and Unresolved Protests

Only the JCNA Protest Committee has the authority to rule on unresolved Entrant procedural or administrative protests. Only Entrant protests regarding scoring, procedural, and administrative problems will be considered. The Protest Committee cannot change the Judges' scores 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 Chairman. If the ruling results in a concours score change, the person in charge of Concours Scores Recording will be notified. The Editor of the Jaguar Journal is also notified in order for the results of the protest to be published in the Journal.

7. Non-Entrant Questions

Any JCNA member (not participating as an Entrant or representing an Entrant) with a question regarding the conduct of a JCNA Concours or the application of Concours Rules, should address that question directly to the event Concours Chairperson or the Chief Judge. If the question is not answered to the member's satisfaction, it should be forwarded to the JCNA Vice President. The Vice President may answer the question directly or refer it to the appropriate committee for a response.

Notes: