

## **Chapter IV.**

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

This chapter contains rules for the presentation of Entries and guidance for the interaction between the Entrant and the Judges during the Judging process. Entrants are especially encouraged to familiarize themselves with the contents of this chapter.

**Concour Chairs are encouraged to include this chapter in the Entrant's packet.**

#### **A. REGISTRATION AND ENTERING THE CONCOURS**

##### **1. Entrant Definition**

The Entrant is the person who registers the Entry. The Entrant must be:

- a.** An individual or joint title holder of the Entry, or;
- b.** An employee of a business or institutional title holder of the Entry who has been assigned its regular use, or; (See Note below).
- c.** A lessee of the Entry, or;
- d.** An immediate family member of one of the above.

**Note:** This circumstance applies specifically to a business or institution that leases one or more Jaguars and assigns each (by a legal document) for extended custody and regular use by an individual employee.

Under whichever of these categories the Entrant qualifies, all requirements of legal ownership or entitlement must have been met by the Entrant in their state or province of residence or in the state or province of the Entry's registration. If requested by a Concours official, that ownership or entitlement must be proven by presenting either the Entry's title or registration. Dealers and professional restorers may register their personal Entries for judging; however, they, too, must be prepared to show title or registration documents, proving their ownership of the Entry.

The Entrant, or an immediate family member, must present the Entry for judging and answer the Judges' questions. In the historical spirit of Concours d'Elegance, Entrants must refrain from registering Entries solely for economic or commercial gain. "For Sale" signs will not be allowed.

At the discretion of the host club, Jaguar dealers and professional restorers may be encouraged to present new, rare, or historically significant Entries and register them for Display Only Division. Display Only Jaguars must not be judged as part of the JCNA competition.

##### **2. Entrant Requirements for Score Qualification**

In order for Concours scores to qualify for year-end awards, the Entrant must be a member of a JCNA affiliated club or a Member-at-Large at the time the scores are earned. Non-JCNA members may enter JCNA Concours and, at the host club's discretion, non-JCNA members may be awarded Club trophies but not JCNA trophies. The non-JCNA members scores must not be counted towards Regional or North American Champion or Driven Division points. (See Chapter IV, A3, Note, Page IV-2).

### **3. Non-JCNA Member Registration Entry Fee**

If the Entrant is not a JCNA Member, then the Special Event Non-Member Registration Form must be downloaded from the JCNA web site, filled out and sent to JCNA along with a check for \$20.00 within 72 hours after the end of the event.

This form must be executed and fees paid by all non-JCNA members prior to registering and participating in any JCNA Sanctioned Event. One \$20.00 fee plus any local club entry fees covers all competitions held during this event (e.g., rally, slalom, and Concours). Special Event Membership permits the Entrant to compete for Local Event awards but not for JCNA Regional nor for JCNA North American Championship Event Awards. This form, along with the payment, must be sent to JCNA within 72 hours after the end of the event.

Failure to sign the release and pay the fee will prevent any non-JCNA member from participating in the event or being allowed on to the event field. Failure to enforce this restriction will result in voiding the affiliate's insurance coverage for any claims made by this Entrant.

**Note:** Within 72 hours after the end of the event, if the non-JCNA member decides to directly join JCNA or JCNA and the local affiliate club, and submits membership dues either on-line to JCNA or to the local club for both JCNA and the local club's dues, the Entrant's scores will be submitted to JCNA within the standard two-week submission time. JCNA will expedite the processing of the Entrant's application so the Entrant will have a JCNA number in time to have the Entrant's scores properly recorded. The non-JCNA member's \$20 fee will be returned or credited towards the new member's dues once the membership application is received by the local club.

### **4. Registration Timing**

Entrants are encouraged to register as early as possible. Early registration reduces assignments.

### **5. Registration Cut-off and Late Entries**

It is the Entrant's responsibility to be aware of, and adhere to, the published registration cut-off time. Neither the Concours Chairperson nor the Chief Judge is under any obligation to allow latecomers to compete. Certain venues will absolutely prohibit late entry. The Chief Judge has final authority and must weigh the potential safety hazards and inconvenience of moving one or more cars through a crowded judging area. When allowed, Entries granted late access, must be driven cautiously, and escorted, on foot, by a safety observer.

### **6. Entrant's JCNA Number**

Correct JCNA Membership Numbers are very important for crediting Concours scores to the proper Entrant and Entry for the calculation of both Regional and North American Championship standings. Entrants are to provide or verify their JCNA Membership Numbers on the Concours Registration Forms and use the name as shown on the Entrant's or Judge's JCNA Membership Card.

## **7. Dual Club Membership and Judging at Other Clubs**

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

If the member's Judge Certification is subsequently confirmed/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.

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.

**Note 1:** Being an Associate Member of another club entitles the member to all the membership benefits of the other club, but does not entitle the member to be assigned a second JCNA number for that club.

**Note 2:** A Certified Judge does not need to be an Associate Member of another club in order to judge at the other club's events.

## **8. Score Sheet Verification**

Prior to the commencement of judging, if the information has not already been filled in, each Entrant must fill in the required information at the top of each score sheet or verify that all pre-entered information is correct, including their JCNA numbers.

## **B. ENTRANTS DURING THE CONCOURS**

### **1. Rags Down**

Entrants must be reminded by the Concours Chair or Chief Judge to cease preparation of cars at a predetermined, published time, referred to as "Rags Down".

### **2. Score Sheets During the Concours**

Except during the required initialing of non-authentic deductions, completed score sheets must not be made accessible to Entrants, for any reason, on the day of the Concours. Entrants are also restricted from entering the scoring area.

### **3. Entrants Presence During Judging**

It is the responsibility the Judging Team Captain to ascertain that the Entrant, or member of the Entrant's immediate family, is present while the Entry is judged, and ask each member of the judging team to so note on the Score Sheet they are using.

### **4. Providing Documentation**

If an Entrant anticipates that a Judge may question the authenticity of particular features or components of their Entry, that Entrant should, where feasible, bring official documents to validate those items. If there is some aspect of their Entry 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 their own conclusion. (See Appendix C).

## C. PRESENTING THE JAGUAR FOR JUDGING - ALL DIVISIONS

### 1. Doors, Bonnets, and Boot Lids

The Chief Judge must announce whether Entries are to be initially presented with their doors, bonnets, and boot lids opened or closed.

### 2. Soft and Hard Tops, Windows, Tonneaus, and Boot Covers

Champion and Driven Division Entries with open or drophead configurations must have their soft tops erected when presented for judging. (Special Division Classes S1/PD, and S2/MOD are exempt from this requirement.) Windows must be in the shut position and, where applicable, side curtains, tonneaus, and boot covers must be displayed nearby for judging. Hardtops, either factory optional or aftermarket, except as fitted to the XJS Cabriolet, are NOT acceptable for judging.

### 3. Factory Original Cargo Cover

For vehicles in which the boot area is part of the interior, such as station wagons (Shooting Brakes/Sport Brakes) or SUVs, retractable covers are to be extended for judging; fixed covers that are lifted by the raising of the rear hatch cover, are to be disconnected from the raised rear hatch for judging.

**Champion Division:** The cargo area is to be judged. If the cargo cover is not in place, the cargo cover is to be judged as missing or non-authentic.

**Driven Division:** If the cargo cover is in place, the cargo area is not to be judged. If the cargo cover is not in place, the cargo cover is to be judged as missing or non-authentic and the cargo area must be judged.

### 4. Floor Mats and Seat Covers

After-market floor mats and seat covers ARE NOT judged. Carpets, factory-installed floor mats and primary seat coverings ARE judged. **Entrants must remove all floor mats and seat covers** in order for the Judges to judge the authenticity, condition and cleanliness of the carpeting and seats.

### 5. Small Compartments

Gas cap lids, glove boxes, and similar covered compartments are to remain closed. The interiors of these compartments are not to be judged. The interiors of uncovered compartments, “cubbies” and under-dash shelves (as found on XK150s and Series 1 E-Types and MK 2s) are subject to judging.

### 6. 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, A.4, Page VI-1 and Appendices C and E).

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

## **7. Entrant Showmanship**

### **a. No Extra Credit for 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.

### **b. Factory Manuals and Advertising Brochures-Not Judged**

Factory shop manuals and spares catalogues, along with introductory advertising brochures, are not to be judged, although they may be used for authenticity reference.

### **c. Refrain from Displaying Previously Won Trophies**

Entrants who choose to display previously won trophies must refrain from doing so until judging of their class has been completed. Trophies or awards won at the event may, at the Entrant's discretion, be displayed on the field after the awards ceremony.

## **D. PRESENTING THE JAGUAR FOR JUDGING - CHAMPION DIVISION**

### **1. Tools and Owner's Manuals**

Tools (if appropriate to that model), jacking equipment, associated rolls, pouches, and containers plus other factory original accessories (grease guns, tire pumps, etc.) must be displayed. **If tools were optional for the model, they need not be displayed; however, if they are displayed, they are subject to judging.** Owner's Manuals and any associated stowage pouches or sleeves must also be displayed for judging.

### **2. Spare Tire Remains in Boot**

The spare tire must be displayed inside the boot. The Boot Judge must not request that the spare tire be removed to judge the compartment; however, the Entrant may have to loosen and raise or tip the spare tire in order for the Judge to compare the tire size, type and make/brand with the road tires, or judge the jack and jack handle or tool kit behind it.

When a spare tire cover is present, the Boot Judge must request that the spare tire cover be removed to judge the condition and cleanliness of the spare tire and the wheel.

## **E. PRESENTING THE JAGUAR FOR JUDGING - DRIVEN DIVISION**

### **Engine Verification**

Before formal judging of each Driven Division Entry begins, a member of either the OV team or the Judging team must first verify that the Entry has a Jaguar engine. (See Chapter II, Section A4, Page II-1).

## **F. PRESENTING THE JAGUAR FOR JUDGING - SPECIAL DIVISION**

### **Fire Extinguishers**

All competition cars must be equipped with fire extinguishers. (See Chapter II, B, Note 2, Page II-9).

## **G. ENTRANT - JUDGE INTERACTION**

### **1. Responsibility**

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. If the Judge questions any point of authenticity, the Entrant to furnish proof of authenticity. The role of the Judge must not be to prove the facts, but to assess the claim of authenticity, based on the evidence submitted.

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

### **2. Serious Entrants**

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

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

The Exterior Judge has the authority to require the bonnet, doors, windows, and boot (depending on the Division) be opened or closed to properly evaluate fit and finish of bodywork.

### **4. Touching the Jaguar**

While judging is in progress, Judges are forbidden to touch the Jaguar without the Entrant's prior permission.

### **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.**

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. Non-Authenticity Notification and Acknowledgement**

#### **a. Judges Who Believe an Item to be non-authentic**

Judges who believe a certain feature(s) or item(s) to be non-authentic **must inform the Entrant and allow the Entrant the opportunity to present documentation proving the authenticity of the feature or item being questioned.** If the Entrant does not or cannot prove authenticity to the Judge's satisfaction, the Judge must list each such feature or item, and its corresponding mandatory deduction, in the non-authenticity box of the score sheet and **HAVE THE ENTRANT INITIAL EACH ITEM.**

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

**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 must be informed immediately.**

**c. Refusal by the Entrant**

Refusal by the Entrant to initial a non-authentic deduction is grounds for the Entrant's disqualification. The Entrant's initials **do not constitute agreement** with the Judge's assessment but **do acknowledge** that information regarding the deduction was received, and that the opportunity to document the authenticity of the item was given.

**7. Extraneous Conversation Between the Entrant and the Judge**

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 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.

**8. Influencing Judges**

If, during the Concours, an Entrant, or a person acting on behalf of a particular Entrant, intentionally offers a Judge or Judges unsolicited information, or displays material that would clearly discredit a competing Entry, the Entrant must be disqualified.

**9. Entrant Who Argues**

Judges are advised to avoid confrontations with an Entrant who is prone to argue about all 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).

**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 their scoring and application of the JCNA rules.

**11. 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.

**H. THE ENTRANT AFTER THE CONCOURS**

**1. Reviewing the Jaguar with the Entrant**

An Entrant who is seriously concerned and interested in improving their Entry and knowledge of the marque may request a Judge to review the Entry with them following the completion of the day's judging.

**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 entrees or the class in which they were entered require re-judging.

### **3. Returning Score Sheets to the Entrant**

The winning Entrants must be told their entry's score by the end of the Concours. The Concours Chair or Chief Judge **MUST** send the original score sheets to all the Entrants, as soon as possible but no later than twenty-one (21) days after the Concours. It is advisable that copies of the score sheets be kept for club records for at least one year following the Concours.

## **I. CONOURS AWARDS AND DIVISIONS**

### **1. 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 International Jaguar Festival qualify for inclusion in the three (3) score average. Entries competed in three or more JCNA Concours automatically become eligible for a North American award in their particular Division and Class. If an Entry's three (3) highest score average does not position it among the top three places of its class, then the Entrant's highest two (2) scores will be evaluated for a Regional Award.

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

No Entrant may enter the same vehicle in more than one class at a JCNA Concours.

### **2. 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 International Jaguar Festival qualify for inclusion in the two (2) score average.

### **3. The Official Concours Divisions**

Each sanctioned JCNA Concours d'Elegance will provide for Entries in Champion Division, Driven Division, and Special Division Classes.

### **4. Unofficial Divisions**

"Display" is not an official JCNA Concours division but is a classification given to those Jaguars voluntarily positioned for viewing as a pre-planned part of the event. This type of participation is promoted to both add to the number and variety of Jaguars being shown and to encourage future Concours entries. Display entries are not formally judged, scored or given any competition points. However, Display participation (along with other specific JCNA competition events) qualifies as credit towards the Fred Horner Sportsman Award. For record purposes, member Display Entrants must be included when reporting Concours results on the JCNA Competition Results web page, with the annotation "Disp" in the Class field.

## **J. COMPLAINTS AND PROTESTS**

### **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 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. Filing a Protest Within 30 Days**

An Entrant's protest must be filed with the JCNA Protest Committee Chair within 30 days of receipt of the score sheets for the protest to 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*.

#### **b. Sending a Copy of the Protest to the Chief Judge**

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. When possible, the host club is to 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 unresolved Entrant procedural or administrative protests. Only Entrant protests regarding scoring, procedural, and administrative problems must 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 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 Journal.

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

Anyone, whether a JCNA member or not, who is not participating as an Entrant or representing an Entrant, that has a question regarding the conduct of a JCNA Concours or the application of Concours Rules, is to 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 is to be forwarded to either the JCRC or the JCC Chair, as appropriate, for a response.

**Notes:**