

Appendix G Chief Judge's Check List



This list is not meant to be all encompassing, but as a means to facilitate the responsibilities of a Chief Judge.

The Rule Book is the master document and takes precedent over anything contained here.

- _____ Within 1 year, but no less than 4 months prior to the planned Concours event date, review Certified Judges status for Training and Testing. A minimum of 3 currently Certified Judges are required for JCNA sanctioning.
- _____ Within 1 year, but no less than 4 months prior to the planned Concours event date, make sure the Concours Chair has the Concours event posted on the JCNA website and sanctioning has been applied for. Sanction approval requires a minimum of 3 currently Certified Judges.
Note: The Apply for Sanction box is required to be selected in order for the event to be properly reviewed.
- _____ Within 1 year, but no less than 4 months prior to the Concours event, review certification status of all current and non-current Judges as listed on the JCNA website to reasonably assess expected requirement for Judges for the event.
Note: A Judge's School and Certified Judge Testing is required to be held no less than 14 days prior to the date of the event.
- _____ Within 1 year, but no less than 4 months (recommended) prior to the Concours event, canvas club membership for any members that are potentially interested in becoming Apprentice Judges.
- _____ Within 4 months (recommended) of the Concours event, coordinate for due diligence on certification currency of Judges potentially attending from other JCNA affiliate clubs.
- _____ Within 4 months (recommended) of the Concours event, schedule the annual Judge's School and Certified Judge Testing and coordinate for those taking the Judge's Test to become certified remotely on an individual basis due to scheduling challenges.
- _____ Within 14 days (recommended) of the Concours event, all Judge's School and Testing should be updated on the JCNA website and a recommended email should go to the Concours Committee Chair at CC@JCNA.com.
- _____ Within 14 days (recommended) of the Concours event, coordinate with the Concours event Registrar to obtain the number of Entrant registrations and classes containing those Entrants. Determine the expected minimum number of Judges and teams required for registered Entrants. Follow up until close of registration.
- _____ Within 24 hours (recommended) of the Concours event, prepare a Judges' briefing covering highlights of new rule changes for the current year and review of judging etiquette. This does not replace the Judge's School and will not qualify anyone for certification currency.
- _____ Within 24 hours (recommended) of the Concours event, using the Judges' Team assignment sheet from the Rule Book, prepare the individual teams according to the following rules:
 - _____ Championship Division requires minimum of 3 Certified Judges per team.
 - _____ Driven Division requires minimum of 2 Certified Judges per team.

- ___ Apprentice Judges are not allowed to act as a Certified Component Judge and are to shadow a Certified Team member.
- ___ Determine how OV (Operation Verification) will be performed – Separate team or when judged.
- ___ Prior to the commencement of judging, a review must be conducted of photos and documentation for Special Classes S1, S2 & S3 to ensure the Entrant is duly qualified for that class and sign off on the form.
- ___ Prior to the Judges taking the field, conduct a Judge’s briefing and complete the following:
 - ___ Review of any rule changes or updates for the current competition year.
 - ___ Assign Team Leads and Team members along with Apprentice assignments.
 - ___ Distribute class assignments.
 - ___ Distribute clipboards and pencils to each Judge.
 - ___ Ensure that each team lead has at least one current Rule Book for reference.
 - ___ Ensure that current JCNA Judge’s Guides are available to all team members during the concours.
 - ___ Reminder Judges to legibly write, the Judge’s Name, JCNA Number and numerical point values.
 - ___ Review of Judge’s etiquette and remind Judges not to physically touch an entrant’s vehicle.
 - ___ Reminder Judges of how to properly fill out the score sheet, including no section totals.
- ___ The Chief Judge must confer with the “scoring review team” to determine if any class score sheet issues are unaccounted for prior to dismissing the judging teams from the competition field. If any issues remain, they should be addressed with the correct assigned judging team immediately.
- ___ The Chief Judge must review scoring totals from the “scoring review team” for all classes prior to awarding trophies.
- ___ At the completion of Judging, use the Master Concours Report Sheet from the Rule Book to compile the event results.
- ___ Within 21 days of the completion of the Concours event, post the Entrant scores and the Judging assignments on the JCNA website.
- ___ Within 21 days of the completion of the Concours event, mail the score sheets to the Entrants. It is recommended that a paper or digital copy be retained by the club for future reference.
- ___ Once the Concours is concluded, and both Entrant scores and Judging assignments have been posted on the JCNA web site, send an email to the Concours Committee Chair at CC@JCNA.com and request a results review. Be sure to include information on any potential protests that are pending review by the Protest Committee as these may require an update of an Entrant’s currently recorded score.
- ___ Be prepared to coordinate with the Concours Committee Chair and respond to questions on posted results or potential rule violations.

It is expected that a Chief Judge has a solid understanding of the process and procedure involved in judging a JCNA Concours event.

Should there be any questions or further clarification required please email the Concours Committee Chair at CC@JCNA.com.