

## Responsibilities of an IAC/PFA Chief Class Judge (CCJ) (12/10/2017)

**Before the Concours** – The Chief Judge will assign class judges and provide a list of cars to be judged cars as far in advance as possible. Chief Class Judge responsibilities:

- **Ensuring his/her team follows all the guidance** in the Judging Guidelines, Judging Protocol, Suggested Maximum deductions, Judging Forms, and Ethics Guidelines. No matter how many times you have judged, it is always worth reviewing these documents ahead of time. Ensure your team is also familiar with these.
- Be knowledgeable of the **past decisions of the IAC/PFA** and be aware of when to apply this additional guidance.
- **Taking the lead in communicating** with the other two team members before the show. This should include assigning each judge to one of the three areas (engine, interior, exterior), agreeing on a protocol for the operability checks, and begin the team's research into the cars they will judge.
- Ensure a **checklist is developed in advance for some of the basic items** the team expects to see on the field. Examples might be matrices for tools/manual; wheels/tires; exhaust systems; carpet/heel pads; badging; special factor rankings, and more. In cases where a car is known to be unusual, research should attempt to resolve the authenticity issue before the show. If unable to resolve, ask the owner on the field.
- Ensure his team has **no conflict of interest** with the cars to be judged. If there are any, notify the Chief Judge for resolution.
- Be familiar with the **Special Factors** and how to apply them. They are sometimes the discriminator for individual major awards.
- **Judges under instruction** will be integrated into the team and asked to participate as much as possible. They are our future judges and your efforts to keep them involved both before and during the concours will help them become quality judges in the future. Our replacements!
- **Review cars for authenticity.** This has to be done before the show. Advise the Chief Judge of any concerns.
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### **During the Concours** –

- The CCJ and team are **responsible for the quality of the results.** This includes judgements on authenticity and deductions. In cases where there is a question on the interpretation of the judging rules, ask the chief judge for assistance.

- **Introduce the team members.** Thank the owner for bringing their car. Ask if there is anything unique or different about this car the judges should consider. Listen to the owner.
- In cases where the team is **unsure of whether something is correct**, ask the owner. There may be a good explanation. If the team is still unsure, make a note for further research but do not deduct.
- **Turn in results on time.** It is best to assign someone to keep track of time and to ensure equal time (about 20 minutes) is devoted to each car.
- Direct the **owner in operating the car** (closed first followed by open). When the team is ready, ask the owner to start the engine and begin the operability checks.
- If something **fails to work**, ensure the owner is informed and how long he has to fix it.
- After judging each car, and thanking the owner for bringing it, move out of earshot and **discuss your findings within the team.**
- Ensure the team agrees on the deductions and the **“should be” notes** for incorrect items.
- Ensure there is **sufficient time back in the meeting room** to review the judging sheets and reflect the team’s decisions. The CCJ must be able to read all the comments – rewrite if necessary.
- Discuss the **major awards** with the team and decide which cars in class should be contenders in the Major Awards Meeting.
- It is advisable to **take photos** of your judging sheets. Keep them in your personal possession as they may help your memory later on.
- **Attend the Major Awards** meeting to represent the cars in your class.

#### **After the Judging -**

- **Entrants can request feedback on their car about 2 weeks after the show.** The CCJ will provide this only to the owner of the car as it is private information. Of course, legible notes on the judging sheets makes this easier. A common feedback form is available and some CCJs also provide a personal letter. Many owners keep the results for their car.
- **Provide an evaluation** to the Chief Judge regarding knowledge of the cars, knowledge of the judging process, and interaction with entrants **of Judges Under Instruction**