

Responsibilities of an IAC/PFA Chief Class Judge (CCJ) (15 Feb 2025)

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:

- **Take the lead in communicating** with the other team members before the show. This is the most important role of the CCJ – you set the tone and expectations. If you are silent, you will not know if they are preparing. Hold 2 or 3 Zoom / conference calls with your team. Do not assume the team is auto pilot and all is well – they need your direction. As the leader you are responsible for the results of your team so set expectations and follow up. For example, the interior judge is responsible for tool kits---- print the diagram, review it and bring it for reference onto the field. Follow up to make sure the team has completed what is expected BEFORE the Judges morning meeting
- **Assign team judging responsibilities** as soon as possible after classes are assigned, but well before the judge's meeting at the event. Also, designate a team member to act as timekeeper
- **Ensuring the reads/rereads 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
- Be knowledgeable of the **past decisions of the IAC/PFA** and be aware of when to apply this additional guidance. This is imperative! This familiarity or lack thereof is apparent in the notes of the judges -- and applies to the long time judges as well as the newer members.
- **Show the team, by example**, what you expect in researching the cars, ensure each judge creates a personal checklist based on their research to use when judging on the field. The team should already know what they expect 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, additional information maybe be required from the owner.
- Ensure his team has **no conflict of interest** with the cars to be judged. If there are any potential conflicts, notify the Chief Judge for resolution. Any conflicts of interest need to be identified before an event, so a decision can be made and the appropriate adjustments done before the event.
- 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 will help them become quality judges in the future. Our replacements!

During the Concours –

- The CCJ is **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. You have the final authority and responsibility to ensure the the deductions are appropriate and final score is “justified”.
- **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. Let the owner know that you have reviewed the information the entrant provided and thank them for the information.
- 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.
- **Keeping on time**. Assign someone to ensure equal time (about 20 minutes) is devoted to each car and the team turns in the results on time.
- 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**. *This is where the team asks themselves, is the point score appropriate for the award earned!* If not, reevaluate.
- 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 after the show, if necessary
- **Take photos** of your judging sheets. Keep them in your personal possession as they will be needed to provide feedback to entrants.
- **Attend the Major Awards** meeting to represent the cars in your class – and know which cars you will support and for which awards. Discuss the **major awards** with the team and decide which cars in class should be contenders in the Major Awards Meeting.

After the Judging -

- **Entrants can request feedback “Judging Summary Form)** on their car after the show. Provide this only to the owner of the car as it is private information. Of course, your team’s legible notes on the judging sheets makes this easier. Many owners keep the results for their car. Shortly after

the conclusion of the meet, the entrant sends an email request to the Chief Concours Judge requesting the judging result who then forwards the request to the Chief Class Judge for that car. Within about two (2) weeks from the request, the Chief Class Judge will send the completed Judging Summary Form to the Entrant and copy the Chief Concours Judge.

- **Provide an evaluation** to the Chief Judge regarding the **Judges Under Instruction**
- **Better notes after the show.** Ask your judges to refine their notes after the show (not more than a day or two later). Their notes/explanations/ and S/Bs will be more complete than what they write during judging. This will save you a lot of time.