

## EDGORTH & DISTRICT HORTICULTURAL SOCIETY : ANNUAL SHOW

### Procedure for assisting Judging and producing the Prize Cards

Revised 5/8/13

(This links to the 'Procedure & Duties associated with recording entries etc.')

(D. Spencer)

1. Judging records sheets, clipboard and pen will be available from the Entry Stewards on Friday evening. The Show Secretary will collect them and hand them to the other Lead Stewards. These will comprise separate lists for each **Main** category in the Schedule, e.g. Roses, Dahlias, Other Flowers, etc. with further sub-divisions into 'Novice', 'Open' and the relevant 'Junior' Sections. Each list will contain columns in which to enter each prize-winner's entry number.
2. **Stewards must bear the following points in mind when assisting the Judges.**
  - Please ensure that **all** sections of the "Judge's Form" are completed. In particular, if the Judge decides to make no award for a particular place in a class, please indicate this by a cross rather than by simply leaving a blank space. *Also* ensure that the 'Number of Exhibits' column is completed.
  - The 'Clipboard' includes Judging Records for ALL classes which are to be judged, in whatever location, so the Steward(s) must accompany the Judge for all these allocated Classes, *ensuring that a Steward remains available to receive prize cards in the classes already judged.*
  - Where appropriate, please ensure that the Judge makes the decision for the "Best Exhibit", as indicated on the 'Judges Form', and also on a separate larger print form, liaising with other Judges where necessary.
  - Finally, it really is **VITAL** that the completed "Judge's Form" is then returned **promptly** to the Entry Stewards (Pat & Geoffrey) so that the calculations regarding the award of Cups etc. can be commenced and hence completed with minimum delay. Immediately on receipt of this form a copy will be made which will then be passed to the 'Prize Card Writing Team'. In particular the 'Open Vegetable' and 'Open Cookery' forms now have some blank lines which indicate that these forms *are* to be returned at these intermediate stages so that copies can be sent to the Prize Card team, the document is then returned to the Judge for completion of the next sections.
3. When the judge awards 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> prizes, place the appropriate laminated temporary prize card next to the exhibit ensuring that a corresponding 1, 2 or 3 is written on the top (blank) side of the entry card which must remain with the exhibit. Enter the winning exhibitor's numbers in the appropriate column on the corresponding record sheet. The judge does not need to know the entry number.
4. The judge does not have to award a first prize if he/she believes the standard is not good enough. This is particularly relevant if the number of entries is very low (e.g. a single entry does not automatically gain a 1<sup>st</sup> prize – it may be awarded a 2<sup>nd</sup> or 3<sup>rd</sup> prize, or even none). Remember, however, that we are trying to encourage entries to strike a balance between maintaining standards and providing encouragement.
5. Once all classes are fully completed on each separate sheet, or a blank 'break' line is reached (see para.2, point 4 above), the sheet is taken by a 'Runner Steward' (1 upstairs, 1 downstairs) to the Entry Stewards Office (between the kitchen and the stairs), where the **Steward will wait for it to be photocopied on coloured paper, then return the original sheet to the Judging area and take the coloured photocopy down to the Basement and hand it to the Secretary outside the Prize Card office.** The Steward collects any completed prize cards and returns to the judging.
6. To avoid frequent interruptions to the prize card writing, any queries will be handled by the Secretary who will discuss with the Prize Card Co-ordinator, Entry Stewards and Stewards accompanying the Judge, as necessary, and provide clarification.
7. Entry Stewards will provide 2 copies of the list of entrant's names to the prize card co-ordinator. (The Stewards accompanying the Judges do not need a list of entrant's names.)
8. The Prize card co-ordinator checks winning numbers against the list of entrants names and gives details to the team hand writing the prize cards. The coloured copies are retained by the co-ordinator.
9. Once the cards are written, they are cross-checked and collected by the 'Runner Steward' (para.5 above), returned to the judging area and handed to the appropriate Stewards. The Stewards replace the temporary prize cards with the corresponding named prize card placed against the appropriate exhibit, retain all the temporary cards in numerical order for re-use and return them undamaged to the Show Secretary. At least one Steward must remain in attendance until all temporary cards have been replaced. (End)