The Judging Manager

Selection of the jury should begin as much as a year or more before the show. The committee in charge of judges for the show needs to be thoroughly familiar with all the APS regulations regarding judging a WSP show. Usually the head of this committee will be an APS accredited judge, often a chief judge. The first consideration will be the society(ies) convening at the show. Some societies have strict requirements that a minimum of one or two judges be members of the convening society. Contact them for a list of judges they would like to propose.

The jury needs to be selected based on the listed specialties of the judges to insure the broadest spread of philatelic knowledge. A list of all APS accredited judges including addresses, emails and specialties is available at: www.stamps.org/directories/dir_AccreditedJudges.htm. In selecting a target jury be sure that at least two proposed members are APS approved jury chairmen. This information is on the same link. A philatelic jury will have five members while a literature jury will have three. Up to two apprentices can be selected from the list on the same link (one in the case of a literature jury). Informally determine that the judges are available to judge your show and submit the panel to the Chairman of CANEJ for approval and for a recommendation of the jury chairman and approval of the apprentices. The form for this is at: www.stamps.org/directories/images/juryreg.pdf. Shows are encouraged to invite recently accredited judges in order to give them judging experience. We need to be sure that a new generation of judges is given all the training and experience to qualify them to replace the older judges who are retiring each year.

After you receive the approval of the panel you can then send each jury member a formal invitation to judge the show. This will include the show dates and locations and the names of the other jurors. Request a prompt acceptance from each judge and be certain to invite the jury chairman as such. If there are any cancellations, replacement jurors are to be invited in the same fashion, after approval by the Chairman of CANEJ. If a cancellation occurs close to the start of a show, email and phone should be employed, despite the loss of formality. Only in the case of a death, accident or illness that occurs with in hours of the show and prevents a juror from judging should these procedures be violated. If a call or email can not successfully get an instant approval from the CANEJ Chairman, the hard decision between a short jury and an emergency replacement needs to be made. If a highly qualified judge is in attendance at the show, has strong knowledge of many of the exhibits and is willing and able to fill in at very short notice, that may be the best call. Continue trying to reach the CANEJ Chair or some other CANEJ member for guidance.

At least 6 months prior to the show write to all jury members and provide them with all the current information about the show: times and dates for set up, judging and the critique, participating societies, hotel information including rates and reservations, directions from the airport and contact information for their fellow jurors. Regular updates to this information should be made via email, with links to all the data on the show website. This way jurors can check for any talks or meetings that they may be able to squeeze into their schedules. Any early list of participating dealers is also useful, since judges have very little free time at the start of a show and may want to contact their favorite dealers with a request to see certain items prior to the show opening.

Two to three months prior to the show send or email all jurors a list of the exhibits and copies of all synopses and title pages. The APRL should also receive copies so they can be ready to respond to judges’ requests for information. With a literature competition a rotation needs to be established for shipping the exhibits to the judges. This can involve 6 or more cartons of literature and take a good three months to give each judge adequate reading time. Since two copies of each exhibit are required,
this allows one judge to get each shipment directly while the other two can be put on a cycle where they trade shipments each week or two. Media mail is the cheapest rate, even though it doesn’t strictly apply to periodicals. Since the periodicals being sent are no longer current, a good case can be made that they now qualify for media mail. At this time you also want to ask the judges about their travel and hotel plans and whether they will have a guest at the banquet or any other show functions.

The final list of the exhibits in sequence should be sent to the judges as soon as you have it completed. If title pages and synopses drag in, they can be sent in bunches, but try to have all of them to the judges by a month prior to the show. Judges normally work from 3 ring notebooks. When you send out title pages, synopses and the exhibit list by frame number, the judges will punch them to fit 3 ring binders and interleave any reference material they wish to bring. When they arrive, your committee should have notebooks assembled with all show information, schedules, meeting rooms etc. in the front, followed by a spreadsheet listing each exhibit, the category, number of frames etc. and ages for youth exhibitors. Following this there should be a blank judging sheet or score/comment sheet for each exhibit, in sequence, indicating, title, category, exhibit number and frame numbers.

The score/comment sheets are available from the APS website: www.stamps.org/directories/dir_exhibitionforms.htm. You can print and customize the score/comment sheets, inserting the titles, frame numbers, categories and ages for youth exhibits. Make sure you keep originals that the judges can have photocopied so they can make consensus score/comment sheets for mailing to the exhibitors. At the end of each book there should be a list of all the special awards, a page or two that spells out the criteria for awarding them (these will come with the awards for the most part), and a list of who is eligible for the award if it is limited to members of a particular club or society.

It is customary to schedule a breakfast meeting for the judges before the opening of the show on the first day. The table should be in a quiet location where they can discuss judging assignments prior to going to the show floor. The judges will also need a hospitality room or any other private area for their deliberations. If you have about 300 frames with only a few youth and one frame exhibitors, the judges should be able to begin their deliberations by 3-4pm on Friday (assuming that is the first day of the show). It is customary to post the medal level awards on the frames with ribbons as soon as possible and then to give exhibitors a chance to ask questions at the frames prior to the critique which is usually held prior to the awards ceremony.

The chief judge will need a form from you on which to report all awards and all specials. The special awards should not be published until after the award ceremony, usually a banquet on Saturday night. You will probably want to review all the information about shows on the APS website. This information is available at: www.stamps.org/directories/dir_ExhibitionForms.htm#jury. Your committee will need to post the ribbons, engrave the medals, print the palmares etc. The special awards should be kept secret, known only to the person preparing the palmares or making up certificates, ordering engraving.... The palmares will be given out after the awards ceremony. Usually the chief judge will read out the awards, starting with the lowest first, working up to the gold medals, then the specials, finishing up with the reserve grand and then the grand. If APS officers or officers of visiting societies are present, they should be asked to come forward and present the special awards provided by their societies. To give extra recognition to exhibits that have been proposed for the Grand Award, shows are encouraged to announce this information just prior to awarding the Grand and Reserve Grand.

The following info can be incorporated as CANEJ desires.
Additionally, the jury chairman’s workbook will contain any convening society’s special awards criteria, and apprentice and jury evaluation forms. Exhibit eligibility for special awards is best left to the jury after they have done their evaluations. However, when there are sponsor-imposed restrictions for a special award, a list of the eligible exhibits should also be included in the jury chairman’s workbook.

3. Make room reservations with the show committee for the philatelic jury’s caucus and critique and the literature jury’s work room and its critique. Make sure that the philatelic and literature critiques will be held at different times.

At the Show

1. Be available on the evening before the show to greet each judge as they arrive at the hotel. If there is no hotel shuttle it is courteous to meet them at the airport. Introduce them to each other, to the chairman of the show, and to other committee members, also informing them of any hospitality suite. Address any concerns the judges might have and distribute workbooks and jury badges at that time.

2. At the Friday breakfast meeting, discuss any unusual situations relevant to exhibits or awards, and make arrangements for times and place of the jury caucus. Invite the jury to be the show’s guests at lunch, if that is the practice of the show.

3. Escort the literature jury members to their reserved private reading room and verify that all their requirements have been met.

4. Be available for any jury need during the judging process; e.g., search for specific consultant information, possible frame opening, etc.

5. Obtain from the show treasurer the judges’ honorarium checks and from the banquet chairman the necessary banquet tickets.

6. Host the judges’ working lunch on behalf of the show committee. Checks and tickets can be distributed at that time.

7. Check that the room reserved for the philatelic deliberations is totally private and supplied with water and glasses.

8. When judging at the frames is completed, escort the jury to this room and leave them to deliberate. Only the jury members are allowed to be present. However, the jury liaison should be available to provide any information or assistance on request. Allow whatever time is necessary for the jury to reach its decisions.

9. Obtain the completed awards selection sheet from the philatelic and literature jury chairman and give them to the awards chairman.

10. If requested, help the jury chairman prepare specific composite score sheets and give these to the exhibits chairman.

11. Arrange with security to allow judges early access to the frames on the day of the critique (usually Saturday) in order to make additional notes in preparation for the critique.

12. Verify that the award ribbons that have been attached to the frames or on the literature reflect the jury’s decisions.

13. Check that the reserved critique rooms have adequate tables and chairs for the jury and sufficient space for all the exhibitors and interested parties.

14. Assist all jury members to ensure they attend their specific critique. Introduce the jury at the critique.

15. Ensure all jury members are recognized at the awards banquet. If the jury chairman is to be involved in the awards presentations, he or she should be so informed ahead of time.

16. On the last day of the show check that each judge has satisfactory travel arrangements back to the airport. If the hotel does not provide a shuttle service it is a much appreciated courtesy to arrange transportation if at all possible.

After the Show

1. Immediately following the show write and thank each juror and apprentice for serving on the jury.

2. Assist the show chairman in completing the report required by the CANEJ, providing the show’s evaluation of the jury.

3. Itemize all expenses involved as liaison to the jury and submit to the show treasurer.