

## Judging Procedures Manuals

1. Purpose. The purpose of this policy is to provide guidelines for the establishment and maintenance of MAFCA Judging Procedures Manuals for both MAFCA vehicle and MAFCA fashion judging.
2. Responsibility. The Judging Standards Committee (JSC) shall be responsible for the development and maintenance of a Model A Vehicle Judging Procedures Manual.

The Era Fashion Committee (EFC) shall be responsible for the development and maintenance of a Model A Era Fashion Judging Procedures Manual.

3. Content Guidelines. As a general guideline:

Any information that is for use in determining a vehicle or fashion's correctness and/or authenticity by an entrant or judge should be in the appropriate standard or guideline (the *Model A Restoration Guidelines & Judging Standards* or the *Fashion Guidelines*).

Any information that is related strictly to conducting the judging should be in the Judging Procedures Manual.

4. Manual Content. Following is the recommended general organization of information for presentation in the Judging Procedures Manual:
  - A. Introduction/Overview
  - B. Host Group Information
  - C. Chief Judge Information
  - D. Judging Coordinator Information
  - E. Organization of Judging
  - F. Scoring & Tabulation Information
  - G. Copies of related MAFCA policies:
    1. National/Divisional Meet Car (or Fashion) Awards
    2. National Convention Guidelines
    3. Divisional Meet Guidelines
    4. Judging Certification Program (Vehicle or Fashion)
    5. Lewis Couples Fashion Award
  - H. Sample Forms & Letters
    1. Letter(s) to judges & thank you letters
    2. Judge evaluation form
    3. Instructions to entrants
  - I. Lessons Learned - National Conventions
  - J. Lessons Learned - Divisional Meets
  - K. Lessons Learned - Regional & Local Meets

5. Manual Distribution. The vehicle and fashion Judging Procedures Manuals are intended for distribution to Chief Judges, Judging Coordinators, and prospective Host groups. The manuals will be forwarded from the MAFCA office upon request by the appropriate personnel. A list of the recipients of the Judging Procedures Manuals will be maintained by the MAFCA office. As determined by the Board of Directors, a fee may be charged for the initial copy of the Manuals.

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