

# **NATIONAL BUICK MEET VOLUNTEER DESCRIPTION**

## **BCA National Meet Team Captain**

**SUPERVISOR:** National Meet Chief Judge

**GOAL:** Accurately access each vehicle per the Formal Judging Form and the criteria listed in the Judging Manual .

**TIME:** Friday Judges Training, Time TBD; Saturday Breakfast and Judging, 7AM-12PM

**PHYSICAL EXERTION:** Walking, Standing, Bending

### **DUTIES:**

The Team Captain is responsible for on-field conduct of BCA judging policy. The Team Captain is also responsible for the preservation and augmentation of good relations between BCA judging and the BCA member-owners. This position is therefore one of greatest importance to the success of the judging process. The Team Captain is the leader of the judging team and serves as liaison between that team and both the owner of each car judged and the judging system as represented by the BCA, the Judging Officials, and this manual. He/she is responsible for ensuring that all judging activities are carried out in a fair, courteous, and impartial fashion and is to lead, instruct, and guide the members of the team to that end result.

- The Team Captain will arrive on the field prior to the designated time.
- Initially inventory all vehicles in your class to see that they are correctly placed on the field.
- Check all cars against the roster.
- Notify your Deputy of any differences, and instruct owners if they must move.
- The Team Captain shall obtain from the owner the completed judging form, check the correctness, completeness, and legibility of the information provided and make additions and corrections as required. He will then:
  - a. Assign each team member to a responsibility in one of the four categories of judging; exterior, interior, chassis, or engine.
  - b. Give assistance to any team member as required or requested
  - c. Be the only member of the team to converse with the vehicle owner.
  - d. Assign a team member to place "Judged" stickers on the windshield card at completion of judging.

- e. Assign a team member to verify completion of the Pre-Qualification Check process which includes operational fire extinguisher on all vehicles and safety glass in the windshield of restored vehicles. Non-conforming vehicles are not eligible for judging. If a vehicle is disqualified for any reason, a statement of disqualification and its cause shall be made on the judging sheet and on the reverse of the windshield card.
- f. Give special attention to new judges. Provide leadership and instruction. Provide guidance to any team member who is unfairly critical or too lax.
- g. Insure that only team members are present when judging discussions are held. All reporting of individual judges must be done as privately as possible.
- h. Initial any changes which have been entered on the form.
- i. Receive and discuss evidence of authenticity with the owner.
- j. Refer evidence in conflict with the judging manual to the Deputy Judging Team for consideration of merit.
- k. Critically evaluate the evidence and render a decision which shall be reflected on the judging sheet.
- l. If the evidence is unsatisfactory, and the owner requests arbitration, the Team Captain shall call upon the Deputy Judging Team to arbitrate the decision.
- m. Enter on the judging form all items of deduction, make notations in the comment column, total each column, enter the Summary column of the form, total the score, determine the placement, in order of descending score, confirm the reasonableness of the placement and sign the judging form under "Team Captain." Double check all entries on the judging form.
- n. Complete each judging form entirely before moving to the next car to be judged. Verify that point deduction is being taken for the correct entry.
- o. If they are to be judged, begin with the Senior, Preservation and Archival Award vehicles in your class.
- p. Continue judging with evaluation of all remaining non-special-class vehicles.
- q. Submit the completed judging forms to the Deputies for their verification, approval, and signature before leaving the field. Then the team will deliver them to the Judging Administration office.
- r. Collect the individual Category Worksheets, complete the Team Captain Reporting Form and turn them in at the Judging Administration Office at the conclusion of the judging.
- s. Collect the Judge's Participation Cards at the conclusion of judging, while your team is awaiting verification of your results at Administration. Turn them in at the Judging Administration Office.
- t. Receive the "Judges Participation Pins" and distribute them to the team members before releasing your team.