

NATIONAL BUICK MEET VOLUNTEER DESCRIPTION

JUDGING ADMINISTRATION SUMMARY CLERKS

SUPERVISOR: National Meet Judging Administrator

GOAL: Verify the National Meet Judge Team scores and accurate placement/award

HOURS OF OPERATION: Saturday, 10AM-6PM

NUMBER OF VOLUNTEERS: 4, 2 Teams of 2 (consisting of 1 Clerk and 1 Writer)

TIME: 4-8 hours, dependent on number of registered vehicles being judged

PHYSICAL EXERTION: Sitting. No lifting.

OTHER: Attention to detail a must. Accuracy with numbers a must.

DUTIES of CLERKS:

- Report to registration room on time
- Report to supervisor for assignment
- Sort Judging forms by point score — descending order.
- Complete (print) a Tally Sheet for each class.
- List all cars in class by descending order, according to score.
- Enter all information requested for every vehicle.
- Do not fill in Senior Award column.
- Fill in award section according to placement — refer to Section L.
L. AWARD ASSIGNMENT FORM Award Assignment Form masters are provided in this BCA Judging Handbook. These forms shall be reproduced on white paper and shall be filled out for each class by Judging Administration. These forms shall be used to compile a complete listing of all awards by class (without individual point scores), which will be reproduced in triplicate.
 - Copy 1: is used by the Head Judge for the award presentation ceremony.*
 - Copy 2: is for BCA records and shall be forwarded by the Head Judge to the BCA Office following the meet.*
 - Copy 3: is for the records of the sponsoring organization and shall be used by the Assistant Head Judge to record the delivery and receipt of awards at the award ceremony and later transmitted to the host chapter.*
- Check BCA Preservation candidates against list of BCA Senior Cars.