

## Section II - JUDGING COMMITTEE STRUCTURE

### I. Sub-committees and their functions

#### a. Judging Committee Chair – Dorothy Bennett

The Judging Committee Chair is the person responsible for the organization of the Judging Committee and the supervision of all of its activities, both on the day of judging as well as before and after the event.

You may contact the Judging Chair prior to the Conference via email at [judging@19WOC.com](mailto:judging@19WOC.com); during the day of judging at the Judging Management area; or after judging at the Judging Office in the show hall.

#### b. Judges Screening Sub-Committee – Andy Easton, Chair

The responsibility of the Judges Screening Sub-Committee was to develop the rules and guidelines which have been uniformly applied in determining whether applicants are permitted to participate, and in what functions, during the judging of the 19WOC Show.

#### c. Plant Entry & Results Sub-Committee – Emily & Jim Clarkson, Co-Chairs

The Plant Entry and & Results Sub-Committee is responsible for the complete and accurate recording of plants and displays entered for judging, as well as for the accurate publication of the judging results. To this end, this committee has created and will operate a computer database program which will record entries submitted for judging, produce documents for the use of judging teams and document judging results to be published in the Proceedings.

This Sub-Committee will operate from the Judging Management area of the show floor on plant entry and judging days, and from the Judging Office subsequently.

#### d. Logistics Sub-Committee – Will Riley, PhD, Chair

This Committee is responsible for managing all activities on the day of judging, including judging team assignments, instructions to judges, progress of judging teams and collection of judging results.

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This is the Sub-Committee which will address questions which arise during judging and resolve any disputes on the judging floor. They may be found at the Judging Management area of the show during the day of judging.

e. Trophy Sub-Committee – Barbara Lutz, Chairman

The Trophy Sub-Committee is responsible for acquiring and storing the trophies, medals and ribbons to be presented during 19WOC judging; as well as the accurate placement of those awards immediately following judging and the distribution of various safe-guarded awards to the proper winners after judging is completed.

They will operate from the Judging Management area of the show floor on the day of judging and from the Awards Storage area thereafter.

f. Plant Placement Sub-Committee – Danny Lutz, Chairman

The Plant Placement Sub-Committee is responsible for accepting the individual entries and orchid basket arrangement entries, after entering into the judging computer system, and arranging these in the appropriate area(s) of the show prior to judging. They will similarly oversee the reclaiming of these entries by the rightful exhibitors when the show closes.

The Plant Placement Sub-Committee will function from the Judging Management area of the show floor on the day of plant entries and during the show tear-down period.

II. Day of Judging Hierarchy

a. Team Structure

Each 19WOC Judging team will consist of a designated Team Captain, a number of team members (judges) and at least one designated Clerk/Judge.

In general, student and trainee judges will serve as Clerks, but it is also possible that a more experienced judge may be asked to serve in this capacity.

It will be the responsibility of the Judging Team to make appropriate awards based on the assignments given; the responsibility of the Clerk to accurately record these judgments; and the responsibility of the

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Team Captain to oversee, coordinate, assure accuracy and timely functioning of the team.

In general, all members of the judging team (including Clerk/Judges and excluding the Team Captain) may cast equal votes by voice or by show of hands for the awarding of 19WOC ribbons and trophies, and for the nominations submitted upward by each team for higher level trophies. The Team Captain will manage the voting process and will vote only in case of a tie.

For the nomination of 19WOC medals by the team, the Clerk/Judges will not vote. Again, the team captain's vote will be used to break any tie.

b. Section Chairmen

Section Chairmen Judges will be responsible for overseeing a designated number of judging teams working on a particular section(s) of the show schedule.

They will balance work load among their assigned teams, certify the accuracy and completeness of the team results before submitting as final, keep their designated teams on subject and on time, be available for consultation by their designated teams during judging, certify the medal awards presented in their section, and confer with other Section Chairmen in granting of certain higher level trophies and awards.

c. Chairman on the Floor

The Chairman on the Floor is the Logistics Sub-Committee Chair and will be responsible for overseeing the Section Chairmen, maintaining the time agenda of judging activities, making or changing judging team assignments and generally keeping the judging running smoothly. He will be available for consultation during judging by the Section Chairmen and will vote, along with other Executive Judging Committee members for the highest trophy awards (Grand and Reserve Champion).

During absence of the Logistics Sub-Committee Chair, another member of the Executive Committee will serve as Chairman on the Floor.

d. Executive Judging Committee

The Executive Judging Committee will be comprised of the Logistics Sub-Committee Chair, a representative of the Judges Screening Sub-

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Committee and the 19WOC Judging Committee Chair. The purpose of this committee will be to make any necessary day-of-judging decisions regarding items which may have been overlooked in this Handbook, vote with the Section Chairmen on the highest trophy awards, and arbitrate any judging disputes that arise. They will also have the authority to remove persons, judges or otherwise, from the judging floor if deemed necessary.

The decisions of this Committee will be considered final.

e. Results Reporting

Each Judging Team's ribbon & trophy judging results will be recorded by the team Clerk/Judge on forms provided for this purpose. Upon certification by the Team Captain (by signature), the results will be submitted to the Section Chair for certification (signature) and then to the Results Sub-Committee for recording and the Trophy Sub-Committee for ribbon & trophy placement. It will be the responsibility of the Team Captain, jointly with the Clerk/Judge, to assure that all awards (ribbons, trophies and medal cards) are properly placed.

All judging results will be considered final and ready for publication at the conclusion of judging on January 22, 2008.

f. Reference Sources

A Judging Reference Desk will be provided for the use of judging teams during the judging process. Taxonomists will be available in this area for consultation should questions of plant identification arise. Judges are encouraged to make use of these resources to assure that judging is complete and accurate.

g. Dispute Arbitration

Disputes arising during judging will be resolved first by the judging Team Captain, escalated to the Section Chairman if necessary, and then further escalated to the Chairman on the Floor. All judging results will be considered final and ready for publication at the conclusion of judging on January 22, 2008.

Judging questions arising after judging has been completed, or issues which might necessitate a change in the judging records, (e.g. correction of spelling of an exhibitor's name) must be addressed to the Judging Committee in writing as soon as possible, but not later than the close of the show. Such documents should be delivered to the Judging Office at the show hall by noon on Sunday, January 27, 2008.