



AGRICULTURAL SHOWS
AUSTRALIA

**AGRICULTURAL SHOWS
AUSTRALIA HANDBOOK**

**NATIONAL ASA YOUNG JUDGES
CHAMPIONSHIPS
DESCRIPTION OF OFFICIALS' DUTIES**

(Update Final 1 June 2017)

National ASA Young Judges Championships

Agricultural Shows Australia Handbook

INDEX

Championship judge	3
Judge’s Steward	3
Ring Steward	4
Data Entry Steward	4
Data Reader Steward	5
Timekeeper	5
Announcer Steward	6

National ASA Young Judges Championships

Agricultural Shows Australia Handbook

Agricultural Shows Australia (ASA) will provide Officials during the running of the National ASA Young Judges Championships. The roles and activities of the Officials being as follows:

Championship judge

The Championship judge to:

1. Select/ nominate animals/ birds/ Exhibits for the Classes in the National Championship whether one, two or three (1, 2 or 3) Classes.
2. Assess the Classes in the National Championship and to place the animals/ birds/ Exhibits accordingly.
3. Complete the Master Card and ensure it is submitted to the Assessor Steward prior to the first batch of assessed cards being received by the Assessor Steward from the Competitors.
4. Use the Computer Scoring Program and Hormel Slide which allows a differential score between animals/ birds/ Exhibits to be used to mathematically score the variance of the Competitors placement of animals/ birds/ Exhibits as compared to the Championship judge.
5. Assess the judging technique/ handling by Competitors as well as the Oral Section of the National Championship.
6. Officially place the animals/ birds/ Exhibits according to their original assessment at the completion of the National Championship and give comments for the benefit of Competitors and spectators. Comments may include a brief description on how Competitors can improve upon their presentation.
7. The Championship judge must not have access to any Master Score Sheet prior to the announcement of the winners of the particular National Championship.
8. Sign the Awards Cards.

Judge's Steward

The Judge's Steward to:

1. Accompany the Championship judge when selecting the animals/ birds/ Exhibits for judging. In some cases it will probably be necessary to do this the day before the National Championship.
2. Collect from the Judging Championship office:
 - a) The Exhibitor's Notification Forms as required.
 - b) Complete these forms after animals/ birds/ Exhibits have been selected and distribute accordingly to Exhibitors and as required. Retain a copy for filing.
3. Supervise the arrival of all animals/ birds/ Exhibits to an area adjacent to, but not in the Judging Ring at least ten (10) minutes prior to the advertised start of the Championship.
4. Supervise distribution of all identification numbers, breastplates or pen numbers for animals/ birds/ Exhibits. Where age and/ or scanning measurements are required, these particulars to be noted on the breastplates.
5. Collect numbers or breastplates after each National Championship and supervise return of animals/ birds/ Exhibits.
6. Attend to all Championship judge's requirements including assistance in completing Master Cards and submitting Assessors Cards to the Data Entry Steward's table.

National ASA Young Judges Championships

Agricultural Shows Australia Handbook

Ring Steward:

The Ring Steward to:

1. Set up required Judging Rings in conjunction with the Judge's Steward.
2. Supervise parading of animals/ Exhibits or penning of birds as laid down in each National Championship Handbook.
3. Ensure that Sponsor's corporate banners and signage are in place during the National Championship Judging. Ensure that ASA flags and banners are in place promoting the National Final Championships and Competition.
4. Receive instruction from Competitors as to the placement of ribbons on animals/ birds/ Exhibits before the commencement of their Oral presentation.
5. Promptly assist any handlers having difficulty with animals/ birds/ Exhibits.
6. Supervise interchange of Classes and/ or Competitors.
7. Liaise with Championship Coordinator as regards to collection of ribbons, trophies, Judging Cards prior to Championship.
8. Attend to all requirements of the Judge's Steward.
9. Collect and check Competitor's Cards and places them in numerical order before handing to the Data Entry Steward.
10. Assist supervising the final oral Competitors.
11. Do not allow a Competitor to talk with the Championship judge unless required.
12. Ensure that Competitors are not receiving outside assistance during the National Championship.
13. Collect arm bands from Competitors.

Data Entry Steward

The Data Entry Steward to:

1. Set up the Computer Scoring Program and Hormel Slide in accordance with Championship judge's estimates on Score Cards. Confirm with the Data Reader Steward regarding correctness of the Computer Scoring Program and Hormel Slide settings.
2. Enter the Competitor's name and arm band number as provided by the Data Reader Steward into the Computer Scoring Program and on the Master Score Sheet.
3. Check that Competitors Oral Judging and Visual Judging cards and sheets have been identified and completed correctly before being entered into the Computer Scoring Program and on the Master Score Sheet.
4. Identify to the Data Reader Steward the cut off points for the Oral Section and those Competitors required for the Oral Section.
5. Make sure that the Championship judge does not have access to the Master Score Sheet prior to the announcement of the winners of the particular National Championship.
6. Cross check results and confirm with the Data Reader Steward of the placegetters.
7. Limit the number of people at the Assessor's table to Judges Steward, FCAS Delegate/s, and Data Reader Steward.
8. Advise Data Reader Steward that Competitors can have their individual results emailed to them if required.

National ASA Young Judges Championships

Agricultural Shows Australia Handbook

Data Reader Steward

The Data Reader Steward to:

1. Confirm with the Data Entry Steward regarding correctness of the Computer Scoring Program and Hormel Slide settings.
2. Issue and explain the Judging Cards and numbered arm bands to Competitors.
3. Record each Competitor's name to an arm band number and hand to Data Entry Steward.
4. Confirm with the Data Reader Steward the cut off points for the Oral Section and those Competitors required for the Oral Section.
5. Advise the Announcer Steward and Judge's Steward of those Competitors required for the Oral Section.
6. Cross check results and confirm with the Data Entry Steward of the placegetters.
7. Note the final assessment on Master Score Sheet and Award Cards, and deliver to the Judge's Steward.
8. Document placegetters for the Announcer Steward and Section offices.
9. Assist with limiting the number of people at the Data Entry Steward's table to Judges Steward, ASA Delegate/s, and Data Entry Steward.
10. Inform Competitors that their individual results can be emailed if required.

Timekeeper

The Timekeeper to:

1. Have a stopwatch in working order and be familiar with operating and reading the watch.
2. Have access to the National Championship Handbook Guidelines and be familiar with the timings for each Championship activity.
3. Position them self so that they have a good view of the Judging Ring and be ready, before notifying the Ring Steward that they may proceed with that section of the National Championship.
4. Check that Competitors are competing in the given order.
5. Start the watch at the instant Competitors are to start their National Championship activity.
6. Record the time each Competitor takes to complete each activity.
7. Record any penalties that may apply to Competitors going over the allocated times and pass to the Data Entry Steward.
8. Act in a professional and impartial manner throughout the National Championship.
9. Keep the time on the watch until given the instruction by the Ring Steward to clear the watch.

Announcer Steward

The Announcer Steward to:

1. Welcome Competitors and spectators.
2. Acknowledge the role of the Hosting State/ Territory/ Region running the National Championship.
3. Promote sponsors and donors of prizes and trophies. Acknowledge their presence during judging.

National ASA Young Judges Championships

Agricultural Shows Australia Handbook

4. Introduce Championship judge prior to his/ her comments on judging. This to be followed by a Vote of Thanks.
5. Explain (and repeat at suitable times throughout judging) the National Championship procedure to Competitors and spectators including:
 - a) Announcement of time breaks for the Visual Section and selection, and the Oral Sections in accordance with National Championship Procedure;
 - b) Assumptions that may be made by Competitors in relation to their judging process;
 - c) Adherence to the Rules and Regulations of the National Championship and the general Conditions of Entry;
 - d) Informing both the Competitors and the spectators that no communication between Competitors and the spectators is permitted throughout the duration of the National Championship. By breaking this rule it may be deemed as outside assistance and result in disqualification of the Competitor.
6. Announce Oral Finalists and supervise Oral Section of the National Championship.
7. Invite the Championship judge to present comments on the judging.
8. Advise Competitors and the spectators to direct any questions to the Championship judge after the Awards Presentation is complete.
9. Invite the presenters of Awards and ribbons to come forward and announce the particular Award/s. Note: Presentation should be in reverse order from the lowest placegetter (e.g. 4th place) to Winner.
10. Arrange that the Judge's Steward is given the opportunity to speak at the conclusion of the National Championship as well as a ASA Representative, Sponsor's Representative and the winner of the National Championship.