

Guide for Judges Supervising Pre-Applicants Marking a Judging Book

If you have been asked to permit a pre-applicant to mark a judging book in your ring, there are some responsibilities that you have as the supervising judge.

1. The pre-applicant must have contacted you prior to the show, and have made arrangements with the club for a judging book.
2. The pre-applicant is to sit at the opposite end of the judging table from the clerk.
3. The pre-applicant is to mark the book as YOU hang ribbons...thus your books should match perfectly.
4. You or your clerk must provide the pre-applicant with the absentee and transfer list, and provide information on additional absentees, transfers by color class number only or disqualifications during the course of judging.
5. Neither you nor the clerk may assist the pre-applicant in marking their book or coach them in any way.
6. The pre-applicant must complete all paperwork: color class sheets, breed sheets and final sheets.
7. The pre-applicant should be encouraged to review the book closely prior to giving it to you for final checking.
8. The book must be ERROR FREE.
9. Any changes made PRIOR to giving the book to you should be marked appropriately and initialed.
10. If the book is error free, a signed statement from you indicating the book was presented to you error free shall be placed on the last sheet of the color class pages. "I have reviewed the paperwork and found it to be identical to mine and error free".
11. If the book is not error free, explain the error(s) to the pre-applicant so they will know what to do when they mark the judges book the next time.
12. Return the white copy of the color class sheets and breed/final sheets back to the pre-applicant, keeping the yellow color-class sheets and pink breed/final sheets with your show paperwork.