

Notes on Running a Concours
Notes on Use of Concours Forms:
Registration Roster Form
Tabulation and Ranking Forms
Head Judge and Judge Worksheets

These forms are all Excel spreadsheets and are designed to be compatible with each other.

Registration Roster Form

This form is designed to be used for keeping track of entrants and has enough space for 20 entries in each division. It also has columns for noting which entrants have volunteered to work as volunteers or judges and for recording entry fees.

Each time an entry is received, record the entrant's name and a car description. Once the car description is entered, numbers will appear in the right columns for each display sheet, entry form and score sheets needed for that car as an aid in preparing packets.

The class field uses the customary color coding for each division, along with the abbreviations listed:

<u>Division</u>	<u>Color</u>	<u>Abbreviation</u>
full concours	red	c
special categories	orange	sc
unrestored stock	yellow	ur
street	blue	s
uberbgang	lilac	ug
wash & shine	green	w&s
display	white	d

Be sure to enter the data for each car in the field for the correct division. Enter the number for the class just to the right of the dash in the class field.

Note that the class field actually comprises 3 columns, the first for the division abbreviation and the third for the class number. Be sure that the correct division abbreviation appears in the left column of the class field for every car, or the tabulation for the display, entry and judging forms will not be correct.

If necessary additional rows can be added to any of the divisions, and the formulas for showing display, entry, judging and packet material needed copied into the new rows from the row above. Similarly, rows not needed may be deleted.

On the right side is a set of columns to help determine what materials need to be prepared for packets. Once some text is entered in the Car Description column then a 1 will appear in each column for which a display sheet, entry form and score sheet is required for the particular division the car is entered in. At the bottom of these columns is a row in which the totals of the forms for all of the cars appear, along with a row with places to enter quantities of forms already on hand and another row for numbers of extra forms to have on hand. The bottom row is a determination of the number of new forms which must be prepared. The last column on the right can be used for any additional material which is to be included in the packet. No number should appear in any of the grayed-out cells in the Score Sheets columns or Entry Forms columns. If numbers appear here then the division designator in the Class field is incompatible with the color code in that area of the class field.

Assigning each car a number may be useful in keeping track of packets, planning the site layout and in directing cars to their assigned locations on the day of the event. It is also a convenient way to reserve packets and parking spots for entrants who do not register in advance, but do so the day of the event. If car numbers are not used then this column may be ignored.

The Tabulation and Ranking forms and the Head Judge and Judge worksheets are compatible with the Entrant Roster form so that any information needed on these forms can be copied by copying and pasting columns A through J directly from the roster form. The Tabulation and Ranking form and the Judging forms accommodate up to 12 entries, the maximum number likely to be encountered before a division is split between different judging teams.

Tabulation and Ranking Forms

These are designed to be used by the scoring team. Each judging team should have a corresponding tabulation and ranking form which contains the data for the cars assigned to that team; if a team works in more than one division, then each division should have a separate form.

Once the score for a car has been determined, enter the total score off the entry form for each entrant into the appropriate cell on the tabulation and ranking form.

When tie-breaking rules must be applied, enter a 1 in the tie break column for the car in the pair which is first, and a 2 for the car which is second.

Once all results, including any rejudgings within divisions, are available, determine the division and class winners and print out two copies of the form for each division, one showing the division winner and the other showing the various class winners:

To determine a division winner:

Sort the entries in each division (or in each judging team within the division, if the division has been split) by descending score. If the division has been split, then the highest scoring car within each team will be rejudged to determine the division winner. If tie-breaking rules have been applied to the first two cars in the division or judging team, add a secondary ascending sort criterion for the tie break column. Print or record this result.

To determine the various class winners:

Sort the entries for each division or judging team using two sort criteria, with first priority on ascending class, second priority on descending score, and, if necessary, third priority on ascending tie break to get the class standings. Print or record this result.

Head Judge and Judge Worksheets

These forms are optional but can be helpful in promoting consistency in judging.

For each judging team, copy the data for the entries assigned to that team onto the Head Judge and Judge worksheets. Print out one copy of the Head Judge worksheet along with a copy of the Judge worksheet for every judge on the team (2 copies for each wash & shine team, 4 copies for each street, unrestored stock and special categories team and 6 copies for each concours team).

Other notes:

If the site for the concours is an unfamiliar site or new venue, it is useful to survey the site in advance, deciding where to place cars and how to group them. If possible, sketch the locations for car placement on a map of the venue and use this map to assign parking slots to the entrants. If it is likely that the site will be used again, then having a copy of the blank map as well as the map showing available parking slots will be useful for future reference. Revise the car location layout after the first event if problems with some of the slots become evident.

Copies of the final maps, showing the locations of the entrants by car number, may be useful for use of the volunteers supervising car parking at the event, and also for the various judging teams to make finding the cars easier.

When surveying the site and choosing car locations, keep in mind that all cars should, to the extent possible, be displayed in similar lighting conditions. Maintaining consistency is most important within a given class and within a particular division.

By delegating authority to other people to conduct all of the routine functions on the day of the event, the organizer can free himself or herself to monitor activities and to deal with the inevitable unforeseen problems as soon as they arise. The major specific functions include:

- Registration and car placement
- Organization and supervision of judging
- Scoring and recording of results
- Organizing, preparing and presenting trophies

A method for organizing a concours is outlined in considerable detail in the document "How to Organize a Concours," written by an expert, Carolyn Ewbank, posted on the Concours page of the Zone 8 website. It also includes lists of necessary materials and an itemization of milestones which are useful to anyone organizing such an event.

Concours organizers should be sure that they have the most recent versions of entry forms and score sheets when they are assembling material for registration packets. These forms are available on the Concours Events page of the PCA Zone 8 website