

## **GUIDELINES FOR ORGANIZING A JUDGES REFRESHER COURSE** *(Revised 6/8/2016)*

A refresher course is an opportunity to bring in ADS judges who have not had any contact or review of the current rules or procedure changes. The judges deserve a true informational meeting to improve the judging experience.

Note that an Accredited Consulting Judge (ACJ) must maintain current membership in the ADS but will have no requirements as to the number of cultivars grown, number of winners shown, or refreshers attended. For more information, please contact the ADS Co-Chairman Judging Schools and Refreshers (currently Carolyn Hawkins). (*ACJ is a new designation for judges approved April 2015.*)

**A refresher course** may be organized by an RVP or an ADS Accredited Judge when it is obvious that judges in that region are in danger of losing their judging status for lack of the refresher credit. A suitable location is selected where there will be access for judges to attend. This could be at a regional meeting, a society meeting or before/after a daffodil show. This course must be taught by an **ADS approved Judging School Instructor**. The class must last at least **one hour** to be accredited and the topic is to be on some aspect of daffodils with at least **20-30 minutes on judging**. This judging information can include updates on current ADS Board changes to the Handbook as relates to shows and judging procedures. Other judging topics can be a review of actual judging information from the Handbook, ethics, and/or a presentation such as one that is available through the ADS Webstore under "Presentations". There is a minimal cost of \$10 to purchase a presentation disk or they may be downloaded at Dafftube.org for free. There is a selection of different topics that might serve as a refresher including the presentations found under the menu tab titled "Exhibiting & Judging".

**Approval** for the refresher is to be submitted to the ADS Co-Chairman Judging Schools and Refreshers with an outline of the presentation preferably at least 2 months before the session. This will allow time to advertise the refresher and add it to the ADS Website. If fresh blooms are to be used in the presentation this would be planned in the bloom season; otherwise the refresher could be at the convenience of the society or region sponsoring it without fresh flowers.

At the course Accredited Judges will pay an ADS Refresher Fee of \$5 to attend the session and will be listed on the Refresher Roster Form. This form is available on the ADS website under "References" and "Judges and Students Forms". Others wishing to attend would not be required to pay the \$5 Refresher Fee nor will they need to be listed on the form—only judges refreshing. The ADS Judging School Instructor is given credit and not charged a fee.

At the completion of the session the RVP or Judge leading the refresher will, in a timely manner, do the following:

1. Make two copies of the Refresher Roster Form.
2. The first copy will be mailed to the ADS Co-Chairman Judging Schools and Refreshers to post the refresher information to the ADS judges' data sheet.
3. A second copy will be mailed with the \$5 fee collected to the ADS Executive Director.
4. The original should remain with the sponsor as backup if any questions arise.

It is recommended that a refresher be held every two years in a region to avoid anyone becoming delinquent.

### **OPTIONAL CHOICE—REFRESHER AT AN ADS JUDGING SCHOOL:**

As an option an accredited judge can attend any one of the Judging Schools and that can be counted as a refresher. The requirements are to pay the \$5 refresher fee and to attend a complete lecture by one of the Instructors. This would necessitate being in attendance at the school for **at least a one hour** and would not disturb the lecture by leaving until it is finished. Judging School Instructors spend time preparing their lecture and we must respect that. More time may be spent there if desired. The Judging School Chairman would complete the Refresher Roster and distribute it as listed for any refresher presentation.

### **REFRESHERS HELD DURING ADS CONVENTIONS OR BOARD MEETINGS:**

Conventions usually include a refresher and many times Board Meetings also include a refresher. Please read the **same process for approval remains as stated above**. The registration for a refresher at one of these meetings should include a selection blank for the \$5.00 fee. The registrar of the meeting is to provide a list of those who have paid the refresher fee to the ADS Co-Chairman Judging Schools and Refreshers and the ADS Credentials Chairman about one week before the session. This list will include the name and all contact information be used to check off judges as they come to the session. (This list is important to double check the ADS Judges data sheet for any contact information changes.) Walk-up judges are to pay at the door as they come to the session and supply their complete contact information. Other non-judges are to continue into the refresher with no check in required.

The room selected for the refresher is to have **one entrance** only. There is to be no food service (other than beverages if so planned). The reason is for the delay in starting the meeting, the activity of eating during the meeting and obvious inattention to the Instructor. There must be a table outside the entrance of the door with two chairs. This will allow for two prior designated people (**who arrive early**) to check off the judges as they enter and collect fees for walk-up judges. It has been observed that it becomes busy, two people can be sure everyone is checked in and move the attendees in quickly. This refresher requirement is a serious credit for judges and no one wants to be missed.

The Convention Chairman will designate someone as the person in charge of organizing the refresher at the convention or board meeting. This person will prepare the room as needed for the session and announce the Instructor. This person will also need to be a time-keeper to make sure the session is one hour and also to end the session on time for another event.

At the completion of the refresher the list of judges attending and paying will be copied as follows:

1. Make two copies of the Refresher Roster Form.
2. The first copy will be mailed to the ADS Co-Chairman Judging Schools and Refreshers to post the refresher information to the ADS Judges' data sheet.
3. A second copy will be mailed with the \$5 fee collected to the ADS Executive Director.
4. The original should remain with the Convention Chairman as backup if any questions arise.

Convention Chairmen please coordinate these refreshers at conventions/board meetings prior to the actual meeting and before the itinerary is published to avoid issues. Also to avoid confusion for the judges attending the refresher please have it CLEARLY indicated on the Itinerary which meeting will be the refresher.

Any questions, coordination and contact for the current approval of a refresher please contact Carolyn Hawkins, ADS Chairman Judging and Refreshers. 770-855-4248

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