

**“ WE ARE NOT OFFERING A PRINTED SECTION AS MEMBERS MAY SIMPLY DOWNLOAD AND/OR PRINT THE RULEBOOK SECTIONS THEY ARE INTERESTED IN FROM THE MCA WEBSITE. ”**



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**JUDGING SHEETS, RULEBOOK—A LOT OF WORK**

**M**ost folks that attend an MCA National probably do not realize the amount of time involved in preparing to judge up to 500 cars in a weekend. It is amazing to me that we always get it done! Behind the scenes there are many tasks that precede the actual judging of the cars. One of those is preparing and printing all Judging Sheets. Every year, we review our judging rules and it is typical to have updates or changes. These updates are inserted into electronic versions of our documents. For most MCA classes, we have a dedicated Judging Rulebook section with an associated Judging Sheet. The Judging Sheet and associated Judging Rulebook section are two separate documents in MS Word, obviously containing the same information. They each have their own unique formatting. The Judging Rulebook section is organized to be easily read to prepare a car for judging while the Judging Sheets are formatted for actually Judging and writing feedback. For the Judging Sheets, we have to split out what we refer to as the Warranty Plate or VC Label section as the formatting is different than the main part of the Judging Sheets. Typically, this creates three MS Word documents for most classes! It doesn't stop there, either. Once the three documents are in final acceptance, the two Judging Sheet documents are converted to a single Adobe PDF file. The PDF files are then supplied to Kristie Moore-O'Gwynn, MCA's Office Manager, along with print quantities and paper colors. Kristie prints all of our Judging Sheets in-house, which saves MCA a lot of money. We typically spend less than \$500/year on printing our Judging Sheets, which can include up to 15,000 pages! Once the sheets are printed, they are then transferred to the MCA shows, usually by mail. At the shows, our MCA Judging Secretary, Wanda Whitsell, lays out the sheets like a showcase. Work is then done, pairing cars entered in the show with an appropriate Judging Sheet. Keeping all of this in order is challenging to say the least, but the MCA folks that make it happen appear to do it effortlessly.

Going back to the Judging Rulebook sections, so what happens with those? Well, the MS Word document is converted to a PDF file. We choose PDF, as Acrobat Reader is a free web plug-in for any web browser. It is a universal format that most folks have no problem viewing. Plus, the files are read-only, so it keeps unofficial copies from circulating around. Once all the PDF files are completed, they are uploaded to the MCA website in the MCA Judging section. The format of the index page is laid out the same, as the table of contents would be in the printed version. MCA used to have a printed version available to members. At this point, we are not offering a printed section as members may simply download and/or print the Rulebook sections they are interested in from the MCA website. Of course, under certain circumstances, I'm sure we could provide members with a printed copy if they do not have access to the Internet. We choose not to have hard copies of the Rulebook, as the rules are too dynamic. We suggest members to keep their Rulebook sections in a three-ring binder and update as necessary. For those that have viewed the electronic versions of the Rulebook, you will note there is a version control number on the bottom left.

Keeping up with all these documents is time-intensive. I've been tasked with maintaining these documents for more than five years now. If it weren't for the help of our MCA Assistant Head Judge Pete Morgan, I don't know if I could keep up! Here's a little bit of trivia: It was actually Pete that transposed the formatting of the entire Rulebook and Judging Sheet documents many years ago. Pete took hard copies when we had no good electronic versions and from scratch, created the basis of what we continue to use today. We tweak and improve on the sheets every year with our main goal being to have our Judging documents easily usable by the members and appearing as professional as possible. Hopefully our attention to detail does not go unnoticed and sets the standard for Judging Excellence!



*Charles Turner*

**Charles Turner  
National Head Judge  
1st-2nd Generation**