

## Hints for Judges Supervising Applicants Marking a Judging Book

If you have been asked to permit an 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. The judge or 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 the Judge or 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 such as color class pages, breed sheets, and finals.
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 statement from you indicating the book was presented to you error free, must accompany the judging book when turned in to the pre-applicant's mentor and the application administrator.
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 judge's 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 and pink breed/finals sheets with your show paperwork.