

Chief Judge Judges Briefing Checklist

1. Who here has not judged a competition before?
2. Confirm you all have a copy of the Judges Guide and Ballot
3. If YES – explain that the briefing is the same EVERY time
4. Take no notice of and make no judgement on time
5. No favouritism
6. Judge only on what you see, hear and experience at this contest
7. Your decision is final
8. It is your view and YOURS alone
9. Use the Judging Criteria as a guide
10. Take particular note of the Judge's Code of Ethics
11. Do not share your thoughts or comment on your decision, before during or after the competition
12. Keep your working notes and destroy at a later date
13. You will have one minute at the end of each speaker and two minutes after the last speaker to consider your vote and then tally at the end
14. You must vote for 1st 2nd and 3rd
15. You must sign, date & write your name on ballot paper
16. Crease it now so it's easy to separate when the time comes
17. At the end fold the slip and hold aloft for the ballot counter to collect
18. Any questions