

# JUDGES' LIST UPDATES PROCEDURES \_ August 2019

## NEW –

1) **IMPORTANT** – All Apprentice & Certified Judges **MUST** have either a phone number and/or email (preferably both) listed on the Judge's List so they can be contacted. If not provided, the Judge will be moved to Section 3 - "OTHERS" and will not be listed on the OAAS website.

2) **We have added a 3<sup>rd</sup> section on the Judges list called "OTHERS"**, Starting immediately, when we return the current spreadsheet to a District, there will be a new section at the bottom of the spreadsheets for people who have attended Judging Schools but who are not active Certified or Apprentice Judges. This would include people that are participating in Judging School just for the information and aren't interested in becoming a Judge or have asked to be removed temporarily as a Judge or removed just from specific categories (i.e. sick, allergies or other commitments for the year) or an Apprentice Judge who does not feel they are ready to apprentice yet.

This information in this section will be available for the Districts and the OAAS office but will not be included on the spreadsheet on the OAAS website.

242	OTHERS - attendees that do not want to be listed as a Judge i.e. exhibitors, potential Apprentice Judges or Judges that have asked to be removed temporarily due to illness, allergy, or personal commitments				Input two (2) most recent years												X = ONLY if year unknown		
243			H:																
244			C:																

3) Column for "**Judges' and Instructors' Code of Conduct and Code of Ethics**" forms Starting in 2020, it will become mandatory for all Apprentice and Certified Judges and Instructors to have signed the form. The form only needs to be signed and submitted once in a Judge's career. We have added a new column on the right hand side of the sheet which will have the year that the form was signed and submitted.

### 4) **Attending a Judging School outside of their District**

If a person is attending a Judging School outside of their District - the information should be recorded on the "Judges List" for their **own** District **not** the District where they attended the Judging School.

There have been some issues ensuring that people attending Judging Schools out of District are getting credit for their attendance since some Judging Schools notified the participant's home District and some don't.

Therefore, we have created a form that is posted on our website, that a participant at an "Out of District" Judging School would fill out and have the District Director sign and then the participant would be responsible for submitting to their home District who should then add that information to their District Judges List.

[https://www.ontarioagsocieties.com/images/2019/OAAS\\_Out\\_of\\_District\\_Judging\\_School\\_record\\_July2019\\_fillablepdf.pdf](https://www.ontarioagsocieties.com/images/2019/OAAS_Out_of_District_Judging_School_record_July2019_fillablepdf.pdf)

## Instructions for Updating the Judges' List Template

1) Enter/update the date that the spreadsheet was submitted and who it was submitted by in this area - see area highlighted in gray.

Name	Home Fair	Mailing Address	H:	Phone
		Email Address	C:	Phone
Homecraft Judges Information		updated July 2018 submitted by Vince Brennan		
CERTIFIED JUDGES				


2) Enter new judges under 'Certified' and/or 'Apprentice' Judges section.

Note: Certified Judges who are also Apprentice Judges in other Categories **must be entered in both** sections for the specific categories. i.e. see "Mother Goose example below.

3) Enter the most recent year(s) the Judge attended Judging Schools for listed categories. They can attend a Judging School in your District or a different District.

4) This spreadsheet has 2 rows for every entry – IMPORTANT- See instructions below for adding, moving or removing entries.

5) Update and send this spreadsheet to "manager@oasfairs.com" in **Excel** format only! PDF format is not acceptable.

 <b>District # 99 OAS</b> <b>Homecraft Certified &amp; Apprentice Judges' List</b> NOTE: All Certified and Apprentice Judges must meet the OAS Requirements - please see <a href="https://www.ontarioagsocieties.com/images/2019/Requirements_for_OAS_Certified_and_Apprentice_Judges_February_2019.pdf">https://www.ontarioagsocieties.com/images/2019/Requirements_for_OAS_Certified_and_Apprentice_Judges_February_2019.pdf</a>					Antiques	Art	Baking	Canning	Crafts	Junior / School	Knitting / Crochet	Needlecraft	Organized Groups Display	Photography	Quilts	Sewing	Woodwork	Willing to Apprentice	Other
Name	Home Fair	Mailing Address	H:	Phone															
		Email Address	C:	Phone															
Homecraft Judges Information - updated mmm dd yyy - submitted by xxxxxx																			
CERTIFIED JUDGES					Input two (2) most recent years X = year unknown														
Bunny, Bugs	Acme	771 Broadway St., Acme, ON H1H 1H1 <a href="mailto:bb@yoohoo.fun">bb@yoohoo.fun</a>	H:	999-111-1234			2015	2015	2016	X	2016	2016	2013		2016	2016	2013		YES
Duck, Donald	Acme	123 Runway Rd, Acme, ON H1H 1H1 <a href="mailto:dduck@yoohoo.fun">dduck@yoohoo.fun</a>	H:	999-111-2345			X	X	X	X	X				X	X			
Goose, Mother	Thorn	3 Peach St., Thorn, ON H0H 1H1 <a href="mailto:mgoose1@yoohoo.fun">mgoose1@yoohoo.fun</a>	H:	999-222-2345			2011	2011											
Lincoln, Abe	Balloon	32 Jump St., Balloon, On A2A 2B2 <a href="mailto:lincoln4@yoohoo.fun">lincoln4@yoohoo.fun</a>	H:				2015	2015	2016	2012	2016	2016	2013		2016	2013			YES
APPRENTICE JUDGES					Input two (2) most recent years X = year unknown														
Apple, Gaila	Vine	3 Orchard St, Vine, ON <a href="mailto:gapple@yoohoo.fun">gapple@yoohoo.fun</a>	H:	999-111-9876					2013	2013	2013			2013	2013	2013			
Goose, Mother	Thorn	3 Peach St., Thorn, ON H0H 1H1 <a href="mailto:mgoose1@yoohoo.fun">mgoose1@yoohoo.fun</a>	H:	999-222-2345						2013	2013			2013	2013				

## A) Filing in the Certified or Apprentice Judges information:

### Input Judges under the correct category – Certified or Apprentice

- 1) Column A – Name: Insert Judge’s Last Name and First Name.
- 2) Column B – Home Fair: input the Judge’s home fair – if required
- 3) Column C – Mailing address: input Judge’s full mailing address including street name & number or civic address, town, postal code  
- Email address: input Judge’s email address
- 4) Column E – Home phone – input home phone including area code, if available  
Cell phone – input cell phone including area code, if available

**NOTE:** It is difficult for OAAS to send out information or the fairs to contact Certified or Apprentice Judges if we don’t have email, phone #

**NEW !!IMPORTANT** – All Apprentice & Certified Judges **MUST** have either a phone number and/or email (preferably both) listed on the Judge’s List so they can be easily contacted by the Fairs and the OAAS. If a Judge does not provide Contact info, they will be moved to Section 3 - “OTHERS” and will not be listed on the OAAS website.

- 5) Columns F to T – Judging Categories – please input the year(s) that the Judge completed a judging school in that category.– i.e. :

2013
2011

There are two spaces in each column for entering the years that a person has attended Judging Schools in that Category. If there is one year listed and the person attends another Judging School - add the 2nd school in the second space - **don't remove the previous year**. When they attend a 3rd Judging School - you can remove the oldest date and add the new one.

The categories in the template are in the same order as they are listed in the ‘**Homecraft**’ and ‘**Agriculture & Horticulture**’ Judging Standards handbooks.

### NOTES:

- 1) 'X's used to be used instead of the years -so any with 'X's are probably prior to 2009. Any info now should be added as a year i.e. 2018
- 2) If a person is a Certified Judge and an Apprentice Judge, they need to be entered in **both** sections under the specific Categories.

### Adding a new entry/row:

To make it easier to input address and phone number information, the spreadsheet has been updated to have 2 rows per entry.

We have left blank spaces at the end of the list if you wish to add new judges at the end of the list.

If you wish to add new Judges in a specific place i.e. in alphabetical or in Home Fair order, you must insert an additional 2 rows per entry.

To add additional rows - Please **DO NOT** right click and click ‘**Insert**’ – this will only add a single row not the double row that is required.

To input entries in a specific spot in the list, add blank rows by using the following method:

This method retains all the grid lines and formatting.

- Go to a blank section near the bottom of the table
- Left click and hold the button on the first number in the section, side down and select the number below as well. This should highlight both rows.
- Right click and select “**Copy**”.







