

# GUIDELINES FOR BECOMING AN APS ACCREDITED PHILATELIC JURY CHAIRMAN



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A publication of the American Philatelic Society  
Committee on the Accreditation of National Exhibitions and Judges  
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# 1. Chairing a Philatelic Jury

## INTRODUCTION

The APS Committee on Accreditation of National Exhibitions and Judges (CANEJ) believes that it takes a special set of attributes to serve successfully as the chairman of a jury. Previous selection criteria occasionally allowed persons without some of those attributes to chair juries. This procedure spells out for the first time, the criteria for selection now being used by the CANEJ.

Chairing a national stamp show jury can be a rewarding assignment. However, it requires talents and serious effort beyond what is needed to serve successfully on a jury. Demonstrated excellence as a jury member is of course, a key prerequisite to becoming a jury chairman.

Not all accredited judges are suited for, or aspire to, the duties of a jury chairman. The CANEJ believes that only the very best judges, possessing and successfully demonstrating the desired attributes, should be afforded the opportunity to become accredited to chair a jury.

Accordingly, because of the tremendous responsibility associated with being a jury chairman, and in order to maintain the highest possible standards in the corps of accredited judges, this procedure has been developed. Supporting this procedure is a demanding set of criteria that must be met before an accredited judge can also be accredited to serve as a jury chairman.

## WHY ASPIRE TO CHAIR A JURY?

**Rewards of chairing a jury** - You should not be discouraged by the foregoing. While it is true that a jury chairman has lots of additional things to do, it can be a rewarding experience for those judges who qualify.

1. The highest calling of a national judge is to be selected as a jury chairman.
2. Chairing a jury allows you to impart knowledge to others, and to assist in the training of apprentice judges.

3. Chairing a jury will allow you to demonstrate your organizational and administrative abilities.
4. Chairing a jury will allow you to demonstrate philatelic knowledge far beyond that required in a judging assignment.
5. The extra preparation required to chair a jury will likely increase your philatelic knowledge.
6. If you are a natural leader, you will gravitate to assignments of increased responsibility.
7. Chairing a jury will give you the opportunity to contribute that much more to the hobby that you have enjoyed over the years.

Chairing a jury, like being a judge, is never done for glory, profit or the simplicity of the task. It is a difficult challenge, and not everyone is suited to it.

**What are the next steps?** What should you do if, having served with distinction for a period of time as an accredited judge, you wish to explore the possibility of becoming accredited to chair a jury?

1. You have already accomplished the first step by reading this procedure.
2. The next thing to do is to follow the steps outlined in chapter three on pages 3 and 4.
3. You are still responsible for obtaining your own judging assignments and on one of them, you will be designated to serve as an apprentice chairman of the jury.
4. Successful completion of that apprenticeship and a favorable vote by the member of the CANEJ will result in your accreditation.

## 2. Attributes of a Jury Chairman

**Background** - In times past, as it is today, it was a great honor to be selected to chair a jury. It was often an assignment given to the most senior judge, to a friend, to repay hospitality, or to return a favor. **All of those were the wrong reasons.**

Today, we understand that an assignment as chairman of a jury can only be earned by judges who have attributes commensurate with the task, and the assignment can only be given to those who have demonstrated excellence as a philatelic judge.

The CANEJ maintains a list of accredited judges qualified to chair a jury. Initially, the judges were grandfathered onto the list. The selection was done by the members of the CANEJ and represented a substantial and lengthy effort to determine who among the accredited judges had the experience and skills necessary to chair a jury.

**Special attributes** - The CANEJ believes that a jury chairman is typically a person who has been judging for some time. Newcomers to the ranks of judging often have not mastered the skills necessary to perform with excellence as a judge and concurrently, chair a jury. Acquiring those skills comes with time.

If you aspire to chair a jury, you need to have certain attributes. Check the following list to see how you measure up. Give yourself an honest evaluation.

- Wide philatelic knowledge
- Oral and written communication skills
- Organizational and administrative abilities
- Congenial and outgoing personality
- Willingness to teach and learn
- Willingness to devote considerable time to the hobby and judging assignments
- Be well and favorably known in the philatelic community for a high degree of personal ethics
- Respected by peers for judging excellence
- Confidence of show committees
- Confidence of seasoned exhibitors

As you can see, it is no simple matter to have, or to acquire, the attributes necessary to successfully chair a jury.

So, if you believe that you measure up, read on and see what comes next in the accreditation process.

## 3. Qualification Procedures

### ELIGIBILITY REQUIREMENTS

1. You must have been an accredited judge for at least four years, and have served on the juries of at least six World Series of Philately shows.
2. Write to the Chairman of the CANEJ and obtain or ensure that you have the current copy of the brochure "*Guidelines for Becoming an APS Philatelic Jury Chairman.*"
3. File an application on a Committee standard form to apprentice for jury chairman accreditation. Include with the application, written recommendations from at least two current APS accredited jury chairmen with whom you have

served. (Copies of all forms mentioned in this publication are attached).

4. Once you have been accepted by the Committee, and been so advised, notify the CANEJ Chairman of any judging assignments you have been offered, for which you would like to be considered for assignment as the jury chairman. The Chairman will work with the show committee to seek a jury chairman assignment for you. (You will only be able to serve as a jury chairman when the make-up of the judging panel includes at least one currently accredited jury chairman, other than the ones who recommended you.

### 3. Qualification Procedures Continued

5. After performing the duties of a jury chairman, you must file a report on a Committee provided form describing how you carried out the various facets of your jury chairmanship assignment.

6. The accredited jury chairman serving on the panel on which you served as chairman of the jury will orally discuss your performance with you and will also submit to the Chairman of the Committee, on a Committee standard form, a written report on your performance as jury chairman.

What will the regular members of the CANEJ do after your assignment, and receipt of the reports of your performance?

1. They will consider your written report, and the report of the accredited jury chairman who served with you on the jury. Any other accredited jury chairman who served on the jury with you is also free to write a report on your performance. Those reports if received, will also be reviewed.

2. All reports received must recommend accreditation before the Committee will consider that action.

3. Accreditation, should that action be decided upon, shall be in accordance with the procedures outlined in the CANEJ Operating Procedures. Currently, accreditation is approved upon a favorable vote of at least 80% of the regular Committee members. Upon accreditation, your name will be added to the list of qualified jury chairmen.

4. Should your performance be rated as less than satisfactory, a second attempt may be made, but it must be on a jury containing a different accredited jury chairman from the first one.

5. If your second chairmanship apprenticeship results in an unfavorable evaluation, you shall not be accredited to serve as the chairman of a jury at a WSP show. You will be welcome to try again for accreditation, but not before three years have elapsed since your last unsuccessful attempt. If your second or subsequent apprenticeship results in a favorable recommendation, you will be accredited in accordance with the Committee's Operating Procedures in effect at the time.

### 4. Tricks of the Trade

As chairman of the jury, it is incumbent upon you to be better prepared than anyone else on the jury. Why? Because individual judges and juries vary in their abilities and it is your job to ensure that the exhibits are judged evenly and consistently.

Suppose the jury is confronted with an exhibit that is outside the expertise of all on the jury. Who will help the jury reach its decision, and who will make meaningful comments at the critique, if asked about that exhibit? It falls to you to ensure that every exhibit is fairly judged, and that every exhibit receives a thoughtful, intelligent and helpful critique if requested. When you can't turn to another juror or an outside expert for help - the job is yours.

#### **Preparation for serving as a jury chairman**

1. Open lines of communication with the show committee and the other members of the jury. Communicate, communicate, communicate!

2. Write to the show chairman or member of the show committee responsible for the jury. Obtain the names and addresses of the other members of the jury. Ensure that the show committee has asked exhibitors to provide synopsis pages of their exhibits. Ensure that the committee will make several mailings of the synopsis pages to the members of the jury well before the show, in order to provide the maximum amount of time possible for the jurors to do the research necessary to prepare for their judging assignment.

## 4. Tricks of the Trade Continued

3. Develop and send to the members of the jury a letter explaining how you intend to conduct the judging, the training of the apprentice(s), the deliberations and the critique.

4. Ask your fellow jurors to send you a letter, indicating their area(s) of expertise. That information will help you later should you choose to form panels within the jury and also as a resource guide as you and the other jurors do your homework.

### Preparation for show logistics

1. Make your travel and hotel reservations for the show. Try at all costs to arrive early and leave late. There is nothing more aggravating to the show committee and the exhibitors than a jury chairman who isn't around much of the time. Plan to attend all official functions of the show, judging schedule permitting, particularly the awards banquet.

2. Let the other jurors know that you would like to meet with them at breakfast on the day the judging commences. Arrange for the breakfast unless one has been scheduled by the show committee. A breakfast meeting is a good way to ensure that all jurors are present, to make or re-confirm panel assignments and to cover any last-minute administrative matters.

3. Review the schedule of events with the show committee and provide it to the jurors as soon as it becomes available. Don't get caught scheduling a jury breakfast for the judges if the show committee has already planned to do the same things - or don't plan your return travel without knowing when the critique is to be held.

4. Exchange schedule information with the other members of the jury. Do not assume that the show committee is communicating with them. While the hotel information and synopsis pages likely are coming from the show committee, you should assume that everything else is your responsibility.

### Preparation for judging

1. Make sure that the jurors and apprentices are doing their homework. Ensure that all jurors and apprentices know where to go for research help (e.g., to the juror whose expertise lies in a particular area, or to the American Philatelic Research Library, etc.).

2. You may have useful literature in your own philatelic library (and it is the wise judge that adds regularly to that library; to include standard reference works that lie outside his or her own collecting interests).

3. Let the other jurors know what resources you have. Open up a research exchange among the jurors so, if one writes to you for help, you are able to provide items from your library, or put them in touch with another resource. Distribute copies of research material to other jurors as appropriate.

4. Difficult-to-acquire research material is often available by loan or photocopies at a modest charge from the American Philatelic Research Library in State College, PA. The Director of Library Services and the entire library staff will go out of their way to help judges prepare for their assignments. Many shows send the library a list of their accepted exhibits at the same time they send the list to you. Use the Library - it's a great resource.

### Organization -

Get organized! There is nothing more discouraging to an exhibitor than a disorganized judge.

1. Start assembling a loose-leaf notebook right away. Don't count on the show to provide you with everything you will need. Use tabs to separate the material by exhibit. If you don't use tabs you will have 100s of pages of material in one large pile and you will look foolish trying to find your notes on a specific exhibit when called upon at the critique.

## 4. Tricks of the Trade Continued

2. Put the synopsis pages into your notebook in frame number order. Add homework materials, research papers and other information to each tab. Add a sheet or two of blank paper on which to take notes at the frames while you are judging. Some judges prefer to use self-developed forms rather than blank paper to help them with their judging. That's okay too.

3. Build a file of the several forms you will require. We encourage all WSP shows to maintain a "kit" to be provided to the jury, but not all shows follow our guidance. For example, you should bring along copies of the APS youth exhibit judging forms (both traditional and thematic). While it is likely that the show will provide the jury with the forms, (they are provided by the APS in advance of the show), don't count on it - be prepared! You can obtain copies of the forms from the APS Headquarters or by making copies of the ones received from the show.

4. Bring other forms with you to include the American Topical Association's score sheet. While it is not required to be used at WSP shows (other than at the National Topical Stamp Show, formerly known as TOPEX), it is a handy guide to the evaluation of topical and thematic exhibits.

5. Don't forget that you will have to evaluate the apprentice judges on your jury. The APS has a special form to record your evaluation. A copy of the form is attached. Familiarize yourself with it. It helps to know what you are looking for before hand and it is fairer to the apprentice than trying to remember later how the apprentice performed in a certain category being evaluated.

6. Prepare a couple of aids. You can record the results of the votes during deliberations on a simple form with multiple columns. Include voting column for each judge and apprentice. Use other columns for the final medal level and any special awards. A variation of the form without the individual votes recorded can be used to provide the results to the show committee. Computers can be a big help - don't discount them.

7. Familiarize yourself with the award criteria for as many society awards as possible. Many awards are listed in the current issue of the *APS Manual of Philatelic Judging*. While you can generally count on the show committee to provide the criteria, it is helpful if you know what some of the criteria are particularly for those awards provided by the APS. You cannot be expected to know them all, but the more criteria you do know, the more you are in control.

8. The practice of using a show committee provided jury secretary is **prohibited** by the CANEJ. Only members of the jury are allowed to be in the room when deliberations take place. Act as your own secretary or delegate the recording of results to another member of the jury.

9. Make a checklist for yourself. What are the things that will happen at the show? Plan out in your mind how you will want the judging, deliberations and critique to go. Make entries of important items on the checklist, lest they be forgotten in the heat of the moment.

### People management -

1. Review the names, home towns and specialties of the jury. There is nothing more embarrassing than to have the jury chairman either forget to introduce the jury or forget the name of a juror.

2. Pay special attention to any apprentices, particularly in their first assignments. You would be surprised what they know. Don't assume! There is a famous case of an apprentice on his first assignment not doing any homework because he had no communication about his duties and assumed that he had to judge and comment on exhibits only within his area of expertise.

3. There is a companion publication to this one entitled "*So you want to become an apprentice judge?*" It is available from the Chairman of the CANEJ. You should obtain a copy so you know what they know about the process.

## 4. Tricks of the Trade Continued

4. Review the list of other jurors in detail. Have you worked with any of them before? Do any have particular strengths, weaknesses, or biases? Will juror "A" get along with juror "B" if they are both on the same panel, or will juror "A" tend to dominate? Does juror "C" take an inordinate amount of time at the frames, slowing down the ability of the other jurors to get to the deliberations? Does juror "D" have any physical limitations that need to be accommodated? A good chairman knows his/her jurors and can successfully manage their peculiarities and needs.

5. You have two primary responsibilities towards apprentices - **to teach** and **to evaluate performance**. As the jury chairman, you need to ensure that both are accomplished. How? By developing a plan!

a. Open up a direct line of communication with the apprentice(s). Make those communications be in addition to the normal communications you will have with all members of the jury.

b. Determine which number apprenticeship will be served under your chairmanship. Remember, there are different requirements for the first through third apprenticeships, and the fourth apprenticeship.

(1) If it is to be the apprentice's first assignment, special care must be taken to be sure that the apprentice has read the *Manual of Philatelic Judging*, and fully understands the need for preparation and the processes for judging, deliberating, and critiquing, especially:

(a) That all exhibits in competition must be judged.

(b) How to acquire the research materials necessary to prepare for judging the exhibits.

6. Prior to the conduct of the judging, you should satisfy yourself that each apprentice is ready to perform. Invite questions from the apprentice both before the show and during, all phases of assignment to foster open and frequent communications. Remember, if the apprentice does not perform well, it may reflect not only on the

apprentice, but on you, the rest of the jury and the APS.

7. If it is the apprentice's fourth assignment, judging of the exhibits will be done independently. That step is necessary to determine whether the apprentice has the evaluation tools to reach independent judgments and therefore, to be a fully contributing member of a jury.

8. Here are some additional actions that you can take to ensure apprentices get off to a good start:

a. When you do your "walk-around" of the exhibits (hopefully the night before the show opens), identify good examples of different types of exhibits (e.g., postal history, traditional, thematic, aerophilately, etc.).

b. Assign the apprentice(s) to work with you at the outset of the judging.

c. with the apprentice(s) to each of the exhibits you previously identified and ask the apprentice(s) to explain to you how each of the different types of exhibits is judged. Determine of the apprentice(s) knowledge of the different types of exhibits and the judging rules applicable to each type as spelled out in the current version of the *APS Manual of Philatelic Judging*. Have each apprentice explain to you how they judge each exhibit so that you can assess the depth of knowledge and preparation. Remember however, that you are also a teacher - do not simply be a critic. Correct mistakes on the spot.

d. If an apprentice does not demonstrate the necessary level of understanding, provide the needed instruction - again, on the spot.

e. When you are satisfied that the apprentice understands how to judge each of the different types of exhibits, return the apprentice(s) to the other jury panels (if applicable), so that the judges on those panels also get a chance to work with the apprentice(s).

## 4. Tricks of the Trade Continued

9. Do not evaluate apprentice performance alone. Use the other members of the jury to reach a consensus on all aspects of apprentice performance. A good time to address the apprentice evaluation is immediately upon completion of jury deliberations. Excuse the apprentice(s) and discuss performance with the accredited judges. When consensus is reached, record the results on the official apprentice evaluation form. A copy is provided at the end of this pamphlet. Use the back of the form to record any impressions, good or bad, no

t covered by the specific evaluation criteria on the front of the form that will help the members of the CANEJ determine if the apprentice should be accredited. Share the results of the evaluation with the apprentice(s) prior to the end of the show. Immediately following the critique is a good time to go over the details of the evaluation with the apprentice(s). Never allow an apprentice to return home without a face-to-face meeting with you. Also, don't forget to sign the form and mail it to the Chairman of the CANEJ.

## 5. At the Show

### **On the floor -**

1. Walk through the exhibits the night before the show opens and encourage the other jurors to do the same. It is an invaluable assistance to completing the judging on time.
2. Set out goals with the other jurors before the judging starts, to ensure that you accomplish the task on time. For example, you could plan to have 100 frames judged by a certain time, and the judging to be completed by a deadline. When agreement is reached, each juror will know what has to be done to accomplish the goal.
3. Make sure that ample time is allowed for the jurors to have breaks and lunch. Judging is hard work and often physically demanding. Be sensitive to the needs of the jurors, particularly older ones who may not be able to work at the same pace as the younger jurors. Allow for periodic breaks, if for no other reason than to take the load off one's feet for a few minutes.
4. Monitor the rest of the jury to get a feel for how each member is progressing and to determine how the apprentices are learning the art of judging. Don't forget to judge the exhibits yourself (remember, you're on the jury too). Keep everyone moving. The show committee is counting on you to

finish at certain time (typically by the close of the show's first day).

### **During deliberations -**

1. Ensure that the show committee has set aside a room for the conduct of deliberations. Deliberations should never be done in an area where exhibitors or the public can hear or observe what is going on. If the show fails to provide an adequate room, adjourn to a jury member's hotel room or other private area.
2. Deliberations are secret to promote the ability of the jury members to be frank with one another without fear of being quoted later. You should ensure that this point is emphasized to the jury. The medal level awards are also secret until posted on the frames. The special awards are secret until announced at the awards ceremony. Be sure that the jurors and especially the apprentices are reminded of this.
3. During the polling of the jury to determine medal levels apprentices should speak first, indicating briefly the medal level and supporting rationale for each exhibit. Apprentices should speak first before listening to the accredited judges make their recommendations. If there is more than

## 5. At the Show Continued

one apprentice on the jury, alternate who speaks first between them.

4. Normally, accredited judges vote without comment. Only when there is a disparity in the votes of the accredited judges should a discussion be held. Record all votes and reach a consensus on the medal levels for all exhibits. Be diplomatic, yet firm!

5. Do not allow one judge to dominate the discussions. Strong opinions may help deliberations, but only when fully supported. When in doubt, give the benefit to the exhibit.

6. After the open awards have been determined, decide on the special awards. One technique that facilitates the process is to first decide on the grand and the reserve grand awards. In that way, special awards with criteria of "award to the best exhibit of..." will fall into place easier and preclude the notion that special awards were "spread around" regardless of, or in disregard of, the criteria established by the societies making those awards available to the show committee. Follow the special awards criteria exactly!

7. Work at a brisk pace. Keep the deliberations moving. A business-like approach works well. Be on guard against jurors who like to tell "war stories" or who digress. Be a time manager.

8. If you have, or have been provided with, work sheets, the recording job is made much easier. Use show-provided work sheets whenever possible, but always bring your own as shows don't always provide them. Use the work sheets to record the results of the deliberations and, as soon as they are ready, pass the results along to the designated representative of the show. Remember, they are waiting on you. Medals have to be engraved and ribbons posted. Many committee tasks depend on the timeliness of your work. Stay on schedule!

9. Ask for volunteers and assign each exhibit to a juror (including apprentices) who will be the first to speak should an exhibitor or agent ask for assistance at the critique. Balance the exhibits among the judges and do not allow one judge to dominate the assignments either by numbers or

exhibit classes. If one judge is an expert in postal history it would be appropriate to assign some of the postal history exhibits to that judge - but not all of them. Spread the work around. Assign experienced judges as the first back-up speaker for all exhibits assigned to apprentices - or back up the apprentices yourself.

### **Rehearse the critique -**

1. It never hurts to review with the jury the contemporary techniques expected during the conduct of the critique. This is especially important for first-time apprentices, accredited judges who might not have judged recently, or not judged at the national level (for internationally accredited jurors) or for judges who may not have judged recently at a WSP show.

2. The following "pointers" should be well known to you and the other APS accredited judges. Accordingly, cover them at a rapid pace, but consistent with your perception of the jurors' needs:

- a. Be positive before being negative.
- b. Avoid cliches, attempts at humor and inane comments.
- c. Be helpful, not antagonistic.
- d. Answer specific questions with specific points. Do not critique in generalities. Suggest specific and substantive ways that the exhibit can be improved.
- e. Avoid embarrassing the exhibitor. If there is a lot to say, offer to meet the exhibitor one-on-one, preferably at the frames.
- f. Avoid embarrassing yourself. For example, don't tell an exhibitor that the exhibit would be improved by the addition of a specific item - unless you are absolutely sure that the item is not in the exhibit.

## 5. At the Show Continued

3. On the last point, if such a mistake (or similar mistake) is made at the critique, you as chairman, should be willing, to re-caucus the jury to re-deliberate the award. There is no guarantee that the medal level will change, but it is the honorable thing to do. In that regard, it is important to cover with the jury when awards become final. Typically, that time is either when the show committee releases the palmares or when the critique is concluded, whichever is later.

### Evaluating apprentices -

1. It is a good idea to excuse the apprentices at the conclusion of the deliberations in order to discuss their performance with the accredited judges. Take notes! You will want to discuss the evaluation with each apprentice. Also, you have to submit a written report on each apprentice's performance to the Chairman of the CANEJ.

2. Be frank and candid! If an apprentice did a good job be sure to emphasize that point. If the apprentice needs additional refinement in one or more areas, be sure to cover them. You must be square with the apprentices. Don't make the mistake of telling an apprentice that he or she did a good job, and then turn in a less-than complimentary report. Maintain your integrity! The APS is counting on you to ensure that only the best apprentices are allowed into the ranks of accredited judges.

### Prior to the critique -

You and the other jurors should use some of your early morning free time before the show opens to the public (and any other available time that might be needed), to go back to the frames and study further your assigned exhibits, spending more time at them, looking, at each in greater depth than perhaps you did during the judging. That extra look will give you the opportunity to pick up specifics that you may have missed (both positive and negative) that will be useful at the critique, and if the exhibitor requests an at-the-frame session.

You may talk with an exhibitor before the critique if you have the time, but you should still be

prepared to give a precis of your comments at the critique. Also, if you talk with an exhibitor prior to the posting of the awards or award ceremony, take care not to reveal award specifics. That is the purview of the show committee.

### The critique -

1. Introduce the jury at the start of the critique, unless introductions are done by the show committee. Make a few general comments. Hold up a current copy of the *APS Manual of Philatelic Judging* and point out that it formed the basis of the judging. Tell the attendees how to obtain a copy of the manual.

2. Explain how the critique will be conducted. For example, tell the attendees that you will take questions from silver medal awards and below, followed by vermeil medals, followed by gold medals, followed by agents asking questions on behalf of exhibitors not in attendance, and finally, time permitting, questions of a general nature.

3. Give every exhibitor a chance to ask a question. A good rule is to allow a question followed by the reply from the jury, and one follow-up question and answer. In that way you can keep the pace of the critique moving and not allow one or two exhibitors to dominate the discussion.

4. Be sensitive to the needs of youthful exhibitors. Experience has taught us that from time-to-time shows accept youth exhibits that do not belong at the national level. You must take the feelings of the children into account during the critique. Balance the need to conduct a fair critique with the need to offer them the maximum encouragement.

5. Maintain control over the conduct of the critique. Always be on guard for confrontational situations. Defuse them whenever possible. If an exhibitor gets out of hand, request assistance from the show committee.

6. Don't hog the limelight. Exhibitors want honest criticism, and that can best be provided by allowing as many jurors with information, to contribute to the critique. Spread comments around.

## 5. At the Show Continued

7. Keep in mind that during the critique you are evaluating the performance of each accredited judge, and specifically, the performance of each apprentice. Discuss your assessment of performance with each apprentice.

8. Judges should be willing to meet exhibitors at the frames. That is a particularly useful technique when there is either a lot of information to impart, or when the comments need to be frank and sharing them in public could embarrass the exhibitor.

9. Finally, you have a responsibility to answer all reasonable questions - and you must do so in the time allotted. Keep the critique moving. Finish on time!

### **Unacceptable performance during your apprenticeship -**

The issue of poor performance is left to the sole discretion of the accredited jury chairman serving on the jury as the apprentice's mentor. In case of poor performance, the apprentice shall be counseled by the mentor. Every effort will be made to allow the apprentice to continue.

However, if in the opinion of the mentor the apprentice continues to display egregious conduct that would reflect adversely on the APS, its accredited judges, the CANEJ or the show committee, or be detrimental to the exhibitors or resulting awards, the mentor shall immediately assume the duties of jury chairman. That decision will be without recourse.

## 6. Additional Resources

Make sure that you have read and have available, the current edition of the *APS Manual of Philatelic Judging*. You should also acquire a copy of the continuing article on "How to Chief Judge," that appears in the *Philatelic Exhibitor*. It is available for the cost of postage (currently 78¢) from The Editor, TPE, P.O. Box 1125, Falls Church, VA 22041-0125. Call or write philatelic

libraries and societies. They can provide lots of information to assist in doing "homework." You are the one that everyone will look to for special knowledge. In essence, you need to acquire any and all material that can be used as a reference - you will need it some day. Perhaps the single greatest asset you can have is an extensive philatelic library.

## 7. Finally

1. After the show, be sure to submit to the Chairman of the CANEJ, copies of all required reports including:

- a. A report on each apprentice judge,
- b. The jury chairman's report on the show, and,
- c. (If you are apprenticing as the jury chairman), the jury chairman's report.

The current version of each form is attached to this procedure.

2. It is always a good idea to communicate with the Chairman of the CANEJ regarding any difficulties encountered in the judging process at the show. The Chairman should be informed in the event that a complaint is received.

3. If there were youthful exhibits judged at the show, make sure that copies of the written critiques and score sheets are provided to the show committee for forwarding to the youthful exhibitors.

4. Finally, take your job seriously. You owe it to the exhibitors, to the show, and to your fellow jurors. Once you have mastered the tasks and been accredited, it is a sure bet that you will enjoy subsequent assignments as a jury chairman!

Good luck

NOTE: Guidelines on becoming a philatelic literature apprentice, judge and jury chairman are the subjects of other publications produced by the CANEJ.



## Application to Apprentice as a Jury Chairman

In order to apply, you must be accredited as an APS judge for at least four (4) years and have served on at least six (6) World Series of Philately (WSP) show juries.

**MAIL TO:** Stephen Reinhard, Chariman  
Committee on Accreditation of National Exhibitions & Judges  
P.O. Box 110, Mineola, NY 11501

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE :** \_\_\_\_\_

### SIX MOST RECENT WSP SHOWS AT WHICH YOU JUDGED:

SHOW:	YEAR:
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

### WRITTEN RECOMMENDATIONS FROM AT LEAST TWO CURRENT ACCREDITED APS JURY CHAIRMEN ARE ATTACHED.

**NAMES:**

1. \_\_\_\_\_

2. \_\_\_\_\_

PLEASE SEND ME A COPY OF THE COMMITTEE BROCHURE *GUIDELINES FOR BECOMING AN APS PHILATELIC JURY CHAIRMAN.*

I hereby apply to apprentice for jury chairman accreditation:

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## APPRENTICE JURY CHAIRMAN'S REPORT and APPLICATION FOR ACCREDITATION

This report must be filed within one week of completing an assignment as a jury chairman.

**MAIL TO:** Stephen Reinhard, Chariman  
Committee on Accreditation of National Exhibitions & Judges  
P.O. Box 110, Mineola, NY 11501

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**TELEPHONE :** \_\_\_\_\_

WSP SHOW AT WHICH APPRENTICED AS A JURY CHAIRMAN:

SHOW: \_\_\_\_\_ YEAR: \_\_\_\_\_

APS ACCREDITED JURY CHAIRMAN DESIGNATED AS YOUR MENTOR ON THAT  
JURY:

NAME: \_\_\_\_\_

ATTACH TO THIS REPORT SUMMARIES OF YOUR:

1. Preliminary contacts
2. Extent of preparation
3. Instructions to the jury
4. Conduct of the judging
5. Conduct of deliberations
6. Conduct of critique
7. Interactions
8. Overall performance

I hereby apply for Accreditation as a Jury Chairman

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Apprentice Name \_\_\_\_\_ Date \_\_\_\_\_

Exhibition \_\_\_\_\_ This is apprentice's \_\_\_\_\_ apprenticeship

**NUMERICAL KEY:**

1 = *Unacceptable*. This is an area of urgent concern. The apprentice should make efforts to correct this clear deficiency. If it persists after more than two apprenticeships, the apprentice should reexamine whether she/ he wishes to become a philatelic judge. The evaluator must make comments and recommendations on this criterion in the narrative section.

2 = *Less than Acceptable*. This is an area of deficiency that requires some attention on the part of the apprentice. An apprentice cannot be accredited with any criteria scoring at this level on the final apprenticeship. The evaluator has an obligation to address any criterion rated at this level with comments and recommendations.

3 = *Acceptable*. This is a minimum level on each criterion. Improvement over this level is to be encouraged through comments and recommendations.

4 = *Proficient*. This is the level at which an experienced judge should perform. And it is the expectation that during the fourth apprenticeship an apprentice should perform at this level as well.

5 = *Commendable*. The apprentice is performing at the highest levels. Special effort should be made to praise an apprentice performing at this level. It is not expected that an apprentice will perform at this level on all criteria. Indeed there are times that accredited judges may not perform at this level on all criteria.

<b>1. Preparation.</b> To what degree did the apprentice show evidence of preparation prior to show through the study of handbooks, articles, etc?	1	2	3	4	5
<b>2. Knowledge</b>					
a. Of own field(s) of philately	1	2	3	4	5
b. Philatelic knowledge of many countries	1	2	3	4	5
c. Of diverse philatelic areas (e.g. thematic, postal history, stationery)	1	2	3	4	5
d. Technical philatelic knowledge (e.g. printing, perforation, papers)	1	2	3	4	5
e. Knowledge of philatelic exhibiting	1	2	3	4	5
<b>3. Exhibit Ratings</b>					
a. Efficiency. Does apprentice schedule her/ his time to give each exhibit proper consideration but still complete her/ his duties on time?	1	2	3	4	5
b. Accuracy. Are the award levels the apprentice recommends close to the levels Of the remainder of the jury?	1	2	3	4	5
<b>4. Jury Deliberations</b>					
a. Communication. Does the apprentice contribute willingly and effectively express herself/himself explaining her/ his reasons for ratings?	1	2	3	4	5
b. Contributions. Does the apprentice contribute willingly and positively to the deliberations (as opposed to parroting others)?	1	2	3	4	5
c. Analytical ability. Is the reasoning to justify ratings of exhibits logical and consistent?	1	2	3	4	5
d. Compatibility. Does the apprentice get along well with other members of the jury?	1	2	3	4	5
<b>5. Critique</b>					
a. Suggestions. Does the apprentice assist exhibitors with useful suggestions?	1	2	3	4	5
b. Reasons for award level. Does the apprentice tell exhibitors the real reasons an exhibit receives a lower award	1	2	3	4	5
<b>6. Personal Bias.</b> Is the apprentice free from bias towards any philatelic area or collecting interest	1	2	3	4	5
<b>7. Overall Appraisal of Apprentice as Future Judge</b>	1	2	3	4	5

Evaluator (Please print) \_\_\_\_\_

*Chief judge MUST make additional comments on back of this form.*

Mail completed form to Stephen Reinhard, Chair CANEJ,

Apprentice signature (optional) \_\_\_\_\_ P.O. Box 110, Mineola, NY 11501

# Confidential Jury Chairman Report APS World Series of Philately Shows



Name of Chairman: \_\_\_\_\_

Show: \_\_\_\_\_ Date: \_\_\_\_\_

## 1) Preparation for Judging

**Did the local committee provide the jury with adequate information beforehand about the exhibit, i.e., title pages, synopses, in time to properly prepare?**

**Was a list of exhibits in frame order, a set of worksheets, and lists of exhibits eligible for special awards provided?**

**Did the jury receive all the required information about show and judging logistics, i.e. where to go, and when, times of all events, schedules, names of the judges, etc.?**

## 2) Judging

**Were there any specific problems with any of the jury members during the judging, deliberations, or critique, e.g. not well prepared, uncooperative with fellow jurors, missing for periods of time, not cooperative with exhibitors, not available for at the frames critiques, gross errors of judgement about exhibits, etc.? If yes, specify name and briefly describe the problem.**

**Did you discuss the problem(s) noted with the judge in question, and was there any reaction?**

**Were there any exceptionally good performances turned in by accredited jury members?  
Briefly describe**

**3) Post-Judging**

**Were the jury room facilities adequate?**

**Was the room used for the critique adequate?**

**Was the jury introduced at the banquet?**

**Was there any other judging related difficulty?**

**4) Overall**

**Was there anything exceptionally good, poor or unusual about the show that you would like to mention?**

\_\_\_\_\_  
**(Signed)**

\_\_\_\_\_  
**(Date)**

**MAIL TO:** Stephen Reinhard, Chariman  
Committee on Accreditation of National Exhibitions & Judges  
P.O. Box 110, Mineola, NY 11501

# MENTOR'S REPORT ON APPRENTICE CHAIRMAN'S PERFORMANCE



This report must be filed within one week of serving as the mentoring  
accredited jury chairman on a jury chaired by an apprentice jury chairman.

**MAIL TO:** Stephen Reinhard, Chariman  
Committee on Accreditation of National Exhibitions & Judges  
P.O. Box 110, Mineola, NY 11501

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**TELEPHONE :** \_\_\_\_\_

**NAME OF APPRENTICE JURY CHAIRMAN:**

**SHOW:** \_\_\_\_\_ **YEAR:** \_\_\_\_\_

**EVALUATION:** (Attach written comment supporting the following grades)

	<b>Outstanding</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>
<b>1. Preliminary contacts</b>				
<b>2. Extent of preparation</b>				
<b>3. Instructions to the Jury</b>				
<b>4. Conduct of the judging</b>				
<b>5. Conduct of deliberations</b>				
<b>6. Conduct of critique</b>				
<b>7. Interactions</b>				
<b>8. Overall performance</b>				

- I recommend the above named apprentice jury chairman for accreditation.
- I DO NOT recommend the above named apprentice jury chairman for accreditation.  
If checked, attach detailed comments.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Show Chairman's Report on Jury Performance



This report is voluntary, but if prepared, should be filed within one week of the show.

**MAIL TO:** Stephen Reinhard, Chariman  
 Committee on Accreditation of National Exhibitions & Judges  
 P.O. Box 110, Mineola, NY 11501

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
 \_\_\_\_\_

**TELEPHONE :** \_\_\_\_\_

**NAME OF SHOW:** \_\_\_\_\_ **YEAR:** \_\_\_\_\_

**EVALUATION:** (If you wish, written comments supporting the following grades are welcome).

	Out-standing	Above Average	Average	Below Average	Not Observed
1. Extent of preparation					
2. Conduct of the judging					
3. Conduct of critique					
4. Interaction with show committee					
5. Interaction with exhibitors					
6. Attendance at show functions					
7. Dress and decorum					
8. Overall performance					

- I am pleased with the overall performance of the jury.
  - I wish to call the exemplary performance of \_\_\_\_\_ to your attention. (juror)
  - I wish to call the less than satisfactory performance of \_\_\_\_\_ to your attention. (Attach detailed comments). (juror)
- Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ Revised 09/17/07