JUDGING PROCEDURES MANUAL

For

NATIONAL, DIVISIONAL AND REGIONAL MEETS

COMPILED BY THE MAFCA JUDGING STANDARDS COMMITTEE

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Acknowledgements

This manual represents the collective efforts of the Judging Standards Committee members from 2000 through 2016. Committee Chairman Jerry Hoxsie initiated this work in 2000 and continued through 2003. Chairman Robert Trousil greatly expanded this work in 2004, and for the next 10 years it remained unchanged. In 2014 the Judging Standards Committee under the direction of Chairman Doug Clayton made many changes and incorporated up-to-date information, including changes to the Modified Class. This current revision is the culmination of work by committee members under the direction of Chairman Steve Schmauch in September 2016.

JUDGING PROCEDURES MANUAL

Glossary of Terms

"**Guidelines**"----------The "Model A Restoration Guidelines and Judging Standards"; the official MAFCA publication on which sanctioned vehicle judging is based

Judge Classification----------All Judges must be MAFCA members. The requirements for attaining the skill levels in judging are listed below

Judge, Chief----------Individual recommended by the MAFCA JSC and approved by the MAFCA Board of Directors

Judge, Assistant Chief----------Individual who may be chosen to assist the Chief Judge in fulfilling all judging duties (optional)

Judge, Apprentice----------Individual who meets the minimum qualification of passing 1 of 23 Judging area tests and must be supervised by a Judge, Senior or Master Judge

Judge----------Individual who has passed 5 of 23 judging area tests and has judged one or more of those areas at two national meets. One national meet requirement can be satisfied by judging at two regional/divisional MAFCA sanctioned meets

Judge, Senior----------Individual who has passed 10 of 23 judging area tests and has judged in at least three national meets. One national meet requirement may be satisfied by judging at two regional/divisional MAFCA sanctioned meets

Judge, Master----------Individual who has passed all 23 judging area tests and has judged at five national meets. One or two of the national meet requirements can each be satisfied by judging at two regional/divisional MAFCA sanctioned meets. Served as a team captain at two national meets and instructed a technical or judging seminar in one judging area or have a published a JSC-approved technical article in The Restorer

Judging Coordinator----------Individual who assists the Chief Judge and Assistant Chief Judge in preparing and executing all aspects of vehicle judging/award presentations etc, at a national, regional or divisional MAFCA sanctioned meet

Judging Procedures Manual------The "manual" is provided as a supplement to the "Model A Ford Restoration Guidelines and Judging Standards" ("Guidelines") to assist the Chief Judge, the Assistant Chief Judge and the Host Judging Coordinator in preparing and conducting a Model A Ford vehicle judging event at a national meet

Mandatory Tour----------A vehicle participating in final judging shall be driven on a tour; ideally the tour should be no less than six miles. The Chief Judge has the final say as to when and where or if the tour is to take place at all depending on weather conditions.

Meet, Divisional----------May be held on odd years as a way to encourage greater participation in the showing of vehicles at these meets by MAFCA members and provide judges in other geographical areas an opportunity to judge according to the "Guidelines". Divisional Meets are defined by geography. There are nine geographical areas within the USA and Canada as defined by the policy on Divisional Meets, Part III, Section 18

Meet, National----------Held every two years on even years. These are sanctioned MAFCA national meets and constitute the largest of the meets or conventions

Meet, Regional----------May be held on any year as a way of encouraging greater participation in the showing of vehicles at these meets by MAFCA members and provide judges in other geographical areas an opportunity to judge according to the "Guidelines". These meets are generally put on by a regional group consisting of one or more MAFCA chapters

Ford Model A Body Types---------See the "Judging Procedures Manual" for a listing of Model A/AA body types

Team Captain----------Individual who has achieved the rank of Senior or Master Judge and is responsible for the decorum of the judges working under him/her. Appointed by the Chief Judge

Team Leader----------(see Team Captain)

14 Point Prelim. Judging----------All vehicles participating in vehicle judging must pass a minimum degree of authenticity in 14 areas and are further evaluated for functionality in the areas of lamps, horn and wiper. Modified vehicle preliminary judging differs from that of Blue, Red or White Ribbon Vehicles

Blue Ribbon Vehicle----------MAFCA Restored Class; vehicle was restored to original condition and represents the vehicle as it came off the Ford assembly line (see "Guidelines")

Green Ribbon Vehicle----------MAFCA Modified Class; vehicle with greater alterations than Red Ribbon Vehicle and must have at least five alterations from the "approved alterations" list (see "Guidelines")

Red Ribbon Vehicle----------MAFCA Touring Class; vehicle has been restored and is regularly driven and has limited changes for driving comfort and convenience (see "Guidelines")

White Ribbon Vehicle----------MAFCA Original Class; vehicle that contains several mandatory requirements and must have at least 50% of the original parts in those areas (see "Guidelines")

JUDGING PROCEDURES MANUAL

INTRODUCTION

This manual is provided as a supplement to the *Model A Ford Restoration Guidelines and Judging Standards (Guidelines)* to assist the Chief Judge and the Judging Coordinator in preparing for and conducting a Model A Ford vehicle judging event at a National Meet. It is very important to read and become familiar with the content of the first two sections of the *Guidelines* (the Introduction and Judging the Model A). These procedures are also recommended for Divisional and Regional events at which car vehicle judging is planned in accordance with the *Guidelines* for a MAFCA sanctioned event. A sanctioned event has the benefit of insurance coverage from MAFCA and is the method used for advancement for judges. Regional and certain Divisional events may be organized without strict conformance to these policies. In these cases, an individual's judging advancement credit will not apply.

The recommended duties of the Chief Judge and the Judging Coordinator are presented as well as a list of judging guidelines based on the suggestions received from the principals of recent events. A list of all Model A body styles, arranged by body type number, is included as a convenient reference.

All forms necessary to carry out an event can be found at the JSC part of the MAFCA website. It will be necessary to edit the headings to adapt many of these for use at your specific event. The individual scoring sheets are to be printed with colored paper according to the class – blue for Restored, white for Original, red for Touring and green for Modified.

Copies of all MAFCA policies regarding Model A judging are in a separate section of the MAFCA website.

It is hoped that the procedures and material included in this manual will be helpful in the planning of a successful Model A vehicle judging event at your meet. If you have any questions or recommendations for improving this manual, please send them to the Judging Standards Committee (*JSC*) at: 1) the MAFCA business office at 250 South Cypress Street, La Habra, California 90631-5586, 2) jsc@mafca.com or 3) use the MAFCA website, www.mafca.com.

RECOMMENDED MODEL A FORD JUDGING GUIDELINES

All aspects of the Model A Ford judging process at a sanctioned national, divisional and regional meet shall be carried out in accordance with the *Guidelines*. The initial step for the Event Coordinator is to contact the JSC and submit a completed "Request for a Sanctioned Meet" form. This form is found on the JSC part of the MAFCA website.

SELECTING A CHIEF JUDGE

Selecting a Chief Judge for your national, divisional or regional meet can begin with the MAFCA JSC. Address your inquiry to the committee c/o the MAFCA Office or through the MAFCA website. It is the JSC's responsibility to find a Chief Judge for a national meet. The Chief Judge for a national meet must be a Master Judge and a member of MAFCA, but does not need to be a member of the host

chapter(s). MAFCA policy requires that the Board approve the selection of the Chief Judge who, in turn, works closely with the Judging Coordinator in order to have a successful, educational and professional vehicle judging experience at a meet. The Chief Judge for a national meet becomes a full voting member of the Judging Standards Committee until the next Chief Judge is selected.

For regional and divisional meets, the meet Steering Committee appoints a Judging Coordinator, who works with the JSC to find a Chief Judge. The JSC will provide the Coordinator with a list of currently certified and active judges and can recommend some names to consider. The Chief Judge for divisional or regional meets can be a Master or a Senior Judge.

CHIEF JUDGE RESPONSIBILITIES

These duties are amendable according to local circumstances, but, in the main, spell out most of the details involved in the task of being a Chief Judge at a national, divisional or regional meet where vehicle judging is to take place and the certification of judges is to follow.

Expenses

The Chief Judge's expenses include the copying, mailing and phone calls that will be incurred in arranging for judges, the judges assignments, for vehicle entries and matters pertaining thereto. The host chapter(s) in their budget should make provisions for reimbursement to the Chief Judge for these costs. The host chapter is also responsible for expenses related to travel and lodging for the Chief Judge's preliminary facilities inspection. The Chief Judge is responsible for paying personal expenses related to attending the meet.

At national meets, MAFCA has authorized an entry fee for vehicles being judged to help defray some of the costs involved. The amount of the entry fee is determined by the meet Steering Committee.

General Responsibilities

The Chief Judge has the overall responsibility to see that the vehicle judging is carried out in accordance with the *Guidelines.* This includes establishing a complete understanding with the host chapter Judging Coordinator of the requirements and responsibilities necessary to ensure adequate planning and follow-through for a successful event.

It should be remembered that Model A's are judged to:

1. Support the restoration of these vehicles.
2. Continue to educate the participating judges on the various aspects of authenticity.
3. Give recognition to the Model A owners for their efforts in restoration, maintenance and preservation.

Specific Responsibilities

The specific responsibilities of the Chief Judge are as follows:

To be accomplished before a meet -

1. Serves as the single point of authority for the management and control of vehicle judging.
2. Does not judge any aspect of the vehicle entries, nor enter a personal vehicle for judging.
3. Prior to national meets, submits a one page article for *The Restorer* outlining Vehicle Classes, Awards and associated judging requirements. This is published as early as possible to assist those who may enter their vehicles for judging. A 6-month lead time is suggested.
4. Investigates the proposed judging site to determine suitability and layout.
5. Works with the Judging Coordinator to determine the feasibility, date, time, and route of the mandatory tour.
6. Establishes a time in the meet schedule for a judging seminar (optional), judges' meeting, and, if possible, preliminary judging team training on a day prior to actual judging. At the judges meeting, the Chief Judge will discuss: all the basic elements of good judging; the allotted time for judging each vehicle; discuss correct methods of completing the judging sheets; and any other special matters pertinent to this particular meet. If time permits, a car owners meeting is suggested to answer last minute questions on procedures, etc.
7. Coordinates the scheduling of the photography of the vehicles by the host chapter for potential use on the trophies, for a presentation at the banquet and for an article in *The Restorer.*
8. Oversees the selection and preparation of the tabulation team by the host chapter. Ensures that there is a system to verify the tabulation of scores that is accurate and complete. Ensures "runners" will be available to deliver completed judging sheets to the tabulation team.
9. Makes available to the Judging Coordinator a sample of all the necessary forms that will be used to facilitate the judging process. All of these forms can be downloaded from the JSC part of the MAFCA web site.
10. For national meets, informs the Vice President of MAFCA regarding any significant changes or additions to the judging program.
11. Receives from the Judging Coordinator or the Registrar, the names, mailing addresses, email addresses, phone numbers, and judging classification of individuals requesting to judge.
12. Determines the team structure and number of judges to be assigned to each judging area(s) and notifies individuals of their area responsibility. This notification is made well before (one month if possible) the meet to allow the time necessary for the individual to study and prepare for the assigned judging area(s).
13. Determines which judges will be assigned as Team Captains and their assigned area(s) of responsibility. Supplies Team Captains with a list of judges assigned to their team.
14. Mail or email a list of the vehicles to be judged in each class to Team Captains, at least two weeks before the meet. Encourage Team Captains to communicate with their Team Members. This is especially important preparing the team for judging Area 12, Interior Trim .

15. Coordinate with MAFCA headquarters in La Habra, CA about one month in advance of the meet to determine and have available sufficient Award of Excellence. The medallions include those for Touring, Original and Restored classes for presentation at the Awards Banquet. Award of Excellence medallions are not awarded in the Modified Class.
16. Coordinate with Judging Coordinator on obtaining and planning the presentation (traditionally at the mandatory tour) of the Touring, Original, Restored and Modified Class ribbons. The host chapter is responsible for supplying the participation ribbons.
17. Work with Judging Coordinator to ensure that a sufficient number and types of awards or trophies are provided by the host chapter.

To be accomplished during a meet -

18. Reviews the score sheets and tally results to determine that there is no inconsistent judging or deviation from the basic philosophy outlined in the *Guidelines* and reinforced in the judges meeting.
19. Completes the Team Captain evaluation form for each Team Captain. Ensures each Team Captain has completed all of the Team Member evaluation forms before dismissal from judging duties.
20. Releases the Team Captains after verifying all vehicles in their area(s) have been judged and that all judging sheets are completed.
21. Makes trophy determinations after all scores are double-checked. Coordinates the awarding of trophies with the Judging Coordinator.
22. Maintains the confidentiality of the judging results.
23. Coordinates with Judging Coordinator to review the vehicle pictures for the Awards Banquet.
24. The Chief Judge announces and presents the awards at the banquet.

To be accomplished after a meet -

25. Distributes the score sheets to each entrant within 30 days after the meet.
26. Provides the JSC a complete list of judges, Team Captains, tabulation team members and their area(s) of responsibility. Sends the completed Team Member and Team Captain Judge Evaluation Forms (for all MAFCA sanctioned meets only) to the JSC. At national meets only, a complete list of vehicles judged with a copy of the score and tally sheets will also be sent to the JSC.
27. Retains the vehicle score sheets for one year in case of dispute.
28. Writes a "Thank You" letter to all judges and key support personnel.
29. Provides a written summary (in concert with the Judging Coordinator) within 45 days of the judging event to the MAFCA Vice President and a copy to the JSC for the next Chief Judge (national meet). This report should be a “critical analysis” for use at future meets. It should contain ideas of what worked well, what did not, and suggestions for improvement.
30. Ensures that the Judging Coordinator provides to the Editor of *The Restorer* the following information. Owner name, award and points scored, class, year, model of the vehicle and photographs.

JUDGING COORDINATOR RESPONSIBILITIES

The Judging Coordinator shall be a MAFCA member and for national meets shall be designated by the host group and approved by the Chief Judge. For regional and divisional meets, the approval of the Chief Judge is not required. The Judging Coordinator does not need to be a certified judge. The Coordinator acts as the liaison between the host group and the Chief Judge for the Model A judging program, and handles all of the administrative and clerical tasks.

Specific Responsibilities

The specific responsibilities of the Judging Coordinator are as follows:

1. Contacts the Judging Standards Committee and submits Request for MAFCA Vehicle Sanction form, available from the JSC part of the MAFCA website, if it is to be a MAFCA sanctioned event.
2. Ensures the request to have a vehicle judged and the request to be a vehicle judge is included on the meet registration form.
3. Provides in the meet registration packet for vehicle entrants, the pertinent information as to where, when and how the prejudging, photographs and staging of the vehicles for judging will take place.
4. Ensures the Chief Judge receives all the names, addresses, email addresses, phone numbers and judges' classification of those requesting to judge and of those who wish to enter their vehicles for judging.
5. Proposes a site and layout of the final judging area for the Chief Judges' approval.
6. Coordinates with the Chief Judge and obtains all necessary printed forms and supplies.
7. Recruits and organizes all support personnel for the judging process.
8. Provides for security of the vehicles being judged and all materials needed in support of the judging process.
9. Provides for a secure space near the judging area for the judging of tools.
10. Provides for a secure room near the judging area for tallying the score sheets.
11. Provides tables, chairs and availability of electrical outlets for the tabulators and tool judging.
12. Provides for judge's shirts, hats, ribbons, or other items for security identification during event.
13. Provides photographic coverage of each vehicle entered for judging. A copy of each photo of those placing-3rd place or above shall be forwarded to the Editor of *The Restorer*. This is mandatory for national meets but optional for regional or divisional meets.
14. Arranges for meals and refreshments for the judging teams during the judging process.
15. Ensures that water, shade, and toilet facilities are available for judges, close to the judging area.
16. Makes arrangements and supervises any subsequent public viewing of the judged vehicles.

17. Arranges for the vehicle award trophies and oversees the part of the awards banquet that features the vehicle awards. At many meets, the awards trophies are designed, budgeted and produced by a special committee of the host chapter as they are also required for other events.
18. In concert with the Chief Judge, writes a summary of experiences and forwards it to the MAFCA office in CA and to the JSC for use by future Judging Coordinators. This applies to national meets only.
19. Determines the feasibility, date, time, and route of the mandatory tour.
20. Arranges for a meeting room for the judges meeting and owners meeting.
21. Coordinates with Chief Judge on requirements set out by the local Fire Marshal on what is necessary to provide safety and protection. Many times the Fire Marshal will require vehicles to have ½ tank of gas or less; other times the gas tank cap must be sealed with tape; and often the battery must be disconnected and secured in a safe manner. Sometimes a section of rubber hose is applied to the disconnected starter cable to comply with the Fire Marshal's directives.

BUDGET ITEMS

Budget items include the following:

1. Printed forms (see Printed Forms list).
2. Postage, FAX and telephone expenses.
3. Chief Judge's expenses (travel, postage, copying and telephone calls).
4. Supplies (see Supply list).
5. Refreshments and meals for judges and support personnel.
6. Distinguishing hats, shirts or other items for judges and support personnel in the judging area.
7. Space rental and preparation expense.
8. Sanitation facilities (portable toilet where applicable).
9. Security, fire extinguishers (per local codes) and other safety items.
10. Printing supplies.

PRINTED FORMS

The following printed forms are to be reproduced in quantities, color and paper weight as described. It is suggested that extra forms should be available for those lost or misplaced during judging. The forms can be downloaded from the JSC part of the MAFCA website.

Use common, readily available 20 pound bond white paper for all forms, except for the Judging Sheets. Use very light colored paper for Judging Sheets. It is very important that copies of these judging sheets are clear and readable.

1) Teams A through I:
   - blue - blue ribbon vehicles
   - red - red ribbon vehicles
   - white - white ribbon vehicles

- green - green ribbon vehicles

1. Windshield Placard form. Use heavy card-stock paper for the placard so it will remain rigid when affixed to the windshield.
2. A and AA tool layout sheet/inventory forms (reproduce at full-size ONLY).
3. Quality Assurance check list form.
4. Team Member Evaluation Form, one per judge, white standard weight paper.
5. Team Captain Evaluation Form, one per team, white standard weight paper.

In addition to the above, the Judging Coordinator will need to provide a "Judges Information Sheet" describing the meet procedures, meals, refreshments, safety requirements, smoking rules, sanitation facilities, etc., and a "Vehicle Owner Information Sheet" describing the meet schedule of events with times, locations and other general information pertinent to the judging procedure. The Chief Judge should approve these sheets and handle their distribution.

SUPPLY LIST

The following supplies have been very useful for the judging process at prior meets. These items include:

1. Clipboards (for the Team Captains)
2. Pencils and marking pens
3. Flashlights
4. Soft clean rags (one bundle)
5. Oil Drip mats
6. Cardboard or creepers (for undercarriage judges)
7. Duct tape
8. Masking tape
9. Tape and poles to cordon off the Judging area
10. Staplers
11. Large paper clips
12. Full sized manila envelopes (one/car min.)
13. Postage stamps
14. Bottled water or water cooler with cups
15. Award ribbons (provided by the Host Chapter) in the appropriate color are required for each vehicle (blue for Restored, white for Original, red for Touring and green for Modified)

LOCATION (SITE) REQUIREMENTS

1. A large well-lit, level area for the vehicle judging activity (inside or outside)
2. Indoor facilities should have appropriate HVAC
3. Restrooms within easy walking distance
4. Portable shade structure for tabulator and for tool judging if outside
5. Extra shade and chairs for judges if vehicle judging is in the sun and it is hot (heat illness prevention). Extra chairs for inside judging is also recommended.

INCLEMENT WEATHER

Alternate plans or arrangements should be made in advance to protect the vehicles, owners and judges in case of inclement weather.

TRAILER AND VEHICLE PARKING

Owners must be informed before or when they arrive as to where they will be able to park their trailers and their Model A's. Enclosed trailers should be accessible for those wanting to park their vehicles inside day or night.

VEHICLE PREPARATION AREA

If facilities permit, an area of appropriate size should be designated where owners can prepare their vehicles for judging. Owners should be informed as to the location and when the area will be available for their use.

JUDGING CODE OF ETHICS

The purpose of the Code of Ethics is to be a guideline of principles and requirements for judges at National Meets. Refer to the ethics sub-section found in the Judging the Model A section of the *Guidelines*. The ethics shall be applied using the honor system.

- Strive to encourage others in their restoration and in the betterment of the hobby.
- Vehicle entrants may judge; however they may not serve as the Chief Judge, score or judge their own vehicle or appear near their vehicle while others are judging it.
- No one is to judge any vehicle which they cannot evaluate fairly and objectively.
- No one is to judge any area of a vehicle which they have had a major involvement in the restoration. No one is to judge a vehicle belonging to a close friend or relative.
- A judge must display qualities of courtesy, tact, patience, alertness, unselfishness and self control.
- A judge must focus on the assigned task and not make comments about judging a vehicle that may be heard by the owner, driver or other judges.
- Scores may be changed only by the Team Captain or Chief Judge after consulting the team members responsible for a score in question.
- Arguments over technicalities should be avoided. Resolution will be made by the Chief Judge and the Assistant Chief Judge (if there is one) or the Team Captain

In the past, judges may have used their technical knowledge of specific items that were not included in the *Guidelines* available at the time a vehicle was judged. Individual judges must not use their own ideas, knowledge, interpretations and/or opinions as this puts the owner at a disadvantage when his vehicle is judged against information not in the *Guidelines.* This practice shall be discontinued.

The Chief Judge shall advise judges to exercise extreme care around the vehicles they are judging. The owner should not find hand prints on painted or plated parts or scratches from belt buckles, zippers, metal buttons, cell phones, watches, rings or other jewelry. A JUDGE SHOULD NOT TOUCH ANYTHING THAT DOESN'T HAVE TO BE TOUCHED! He shall remind the judges that they have been given an unusual challenge and responsibility to evaluate fairly and honestly and assign points to a Model A against an arbitrarily established maximum of 500 points.

In the field, judges are expected to demonstrate untarnished qualities of skill, impartiality and thoroughness. While judging a vehicle in which a judge may have a personal or professional involvement in the restoration, the judge is expected to notify his Team Captain or the Chief Judge and excuse himself from judging the vehicle.

Judges shall be advised to make all verbal exchanges quietly within the judging team. It is not the responsibility of judges in one area to point out discrepancies, poor workmanship or other items to other area judging teams. Each judging team should only be concerned with its assigned areas.

JUDGES MEETING

A judges' meeting is recommended before the day of final judging in order to brief the judges on specific variations pertinent to the meet as well as to review proper conduct, ethics, fairness and responsibilities. Team Captains should assemble their teams after the meeting for specific procedural instructions and team training. This may include actual practice judging on a few vehicles if available. A brief second judges' meeting is suggested on the morning of final judging to make last minute announcements, answer any remaining questions and to verify that all judges are assembled and ready to begin judging. Typically hats, shirts, pins, ribbons, or other items that identify those involved with judging vehicles will receive one of these at this meeting.

PRELIMINARY JUDGING

Preliminary judging starts with a visual check to verify that information on the windshield placard is correct and agrees with the vehicle month, year, body type, and classification. Of particular importance is identifying non-original bodies, especially for Blue Ribbon judging. It is also very important to recognize White Ribbon original vehicles, and ensure that at least 4 of the 5 "original" requirements have been met.

If a variance documentation letter is attached to the windshield placard (which confirms a component that is to be judged differently from the *Guidelines*) must have the signature of the JSC chairman on it.

Preliminary judging is also conducted to determine that each vehicle has been restored to at least a minimum degree of authenticity. Vehicles that exhibit the following features, and otherwise appear well restored, will be qualified for final judging and will be awarded a Blue Ribbon:

Original:

- Four cylinder Model A engine and drive train
- Engine mounts
- Carburetor (Holly, Zenith or Ford)
- Mechanical brake system.
- Horn
- Steel spoke wheels

Original Type:

- electrical system including lamps, generator, starter and battery located under the floor board
- Two blade fan
- Top and upholstery materials for year and model of the vehicle
- Steel sheet metal (no fiberglass)
- Exterior paint color and stripe pattern for the vehicle
- Tires - correct size for year of vehicle
- Metal valve stems and covers
- Shock absorbers, arms and tubular links

Preliminary judging includes the above 14 point judging and the classification of vehicles (Restored, Original, Touring and Modified), "Start and Idle" (Area 21) and the function of "Lamps" (Area 18), "Horn" (Area 19) and "Windshield Wiper" (Area 20). It is recommended to begin the prejudging process just prior to the final judging. Once classified, vehicles in the Modified Class will be judged on a separate scoring sheet (green) which includes two prejudging categories, "Start and Idle" (Area 1A) and "Safety Check" (Area 1B). It is important that the details of this procedure be understood by those judges assigned to this task. In order to expedite this process it may be advisable to provide two or more lines with the modified vehicles, once classified, to be processed separately. Vehicle owners must be informed in advance, in writing, as to where and when prejudging will take place and what they are expected to do. The Chief Judge may elect to assign a time for each car to go through prejudging.

MANDATORY TOUR

The Chief Judge, working with the Judging Coordinator, schedules the time and place for the mandatory tour. The Chief Judge is responsible for determining how, when and where the tour is conducted or at his option, not conducted. Ideally, it would be about 6 miles long. If local and safety conditions warrant, the mandatory tour can be a part of the scheduled grand tour or before preliminary judging if necessary. It is recommended and preferred that the mandatory tour be conducted after judging, which will eliminate the need for owners to clean their cars twice.

The mandatory tour should be planned to assure that all vehicles participating in final judging are driven. Small colored stickers, applied to a headlight or front bumper at some point along the route, have worked well for verifying completion. The Chief Judge shall ensure that only vehicles that have completed the mandatory tour are eligible for awards.

PHOTOGRAPHS

It is recommended that photographs of each vehicle along with registration number and its owner are taken prior to entering the final judging location. Usually this is done at pre-judging/start & idle, or somewhere along the mandatory tour route.

FINAL JUDGING

Instructions included in the meet registration packet should provide owners well in advance, precisely when and where final judging will take place and what is expected of them including details regarding the windshield placard, hood latches, side curtains, etc. This information should be outlined in the confirmation letter from the Judging Coordinator. The Judging Coordinator should review the first two sections of the *Guidelines* to make sure all pertinent information is supplied to owners of the vehicles. Owners will stay in their vehicles until they are parked in their final judging location. Vehicles can be parked together by their classification, i.e., restored, original, touring and modified with adequate aisle space (5' minimum) to allow access to the undercarriage and free movement of judges. Oil mats and other safety requirements (fire extinguishers, gas cap covers, battery disconnect) as may be required, must be in place during the time the vehicles are in the final judging location. Allow a reasonable time (at least 15 minutes) for the owner of a vehicle to take care of last minute business (a final wipe down, etc.) before beginning the final judging. The public is restricted from the final judging.

JUDGING OF TOOLS

Tools can be judged in three different manners:

1. During the pre-judging (preferably without the owner overhearing the comments),
2. With the tools displayed in front of each vehicle during the final judging
3. In a separate area with a strict security procedure. A separate area provides the benefit of security in that tools can be checked in and out by each owner.

It is recommended that the tools be judged in a separate area, and in conjunction with pre judging and start & idle activities. This way the tool judges can participate in other areas on the day of final judging. It is further recommended that the large, full-size paper templates using tool outlines be used. These templates may be downloaded from the JSC part of the MAFCA website.

PUBLIC VIEWING

When possible, it is suggested that a period of time be set aside for public viewing of the vehicles after the final judging has occurred. This also gives the owners an opportunity to show and discuss

their vehicle with the public. Security personnel are recommended to remind the visitors of the rules, "DO NOT TOUCH", etc.

CLEARING THE FINAL JUDGING AREA

Owners are responsible for retrieving their tools on the day they are judged, and returning at a pre-established time to retrieve their vehicles after the final judging. Record a cell phone number on these sheets, so the owner can be contacted if necessary, to retrieve his tools in a timely manner after judging.

SCORE SHEETS

Judging sheets for each vehicle will be placed on the front seat in a plain manila envelope by “runners” prior to the final judging. During final judging, the Team Captain will remove the appropriate sheet(s), make the score entries, and when completed, signs the sheet(s), then delivers it to a "runner". The judges shall not tabulate the scores. A tabulating table is located nearby for this purpose with “runners” collecting the sheet(s) from the Team Captains. A tabulator assistant verifies the score entries, the "code red" entries, and Team Captain’s signature. The score sheet(s) is/are then given to the tabulator for final entry. Tabulation is to be done in an area off limits to judges and the public.

DISMISSAL OF JUDGES AND EVALUATIONS

Judges should not be dismissed until the responsible Team Captain and the Chief Judge have verified that all of the score sheets in their area(s) is/are complete. Team Captains should not be dismissed until the Team Member Evaluation Forms are completed. At this time the Chief Judge shall complete the Team Captain Evaluation Forms, which shall be included with the “critical analysis” report to the JSC. The Team Member Evaluation Forms shall be collected by the Chief Judge and forwarded to the JSC. The JSC member in charge of the Judging Certification Program shall enter pertinent information from those forms into the judging record. The Team Member and Team Leader Evaluation Forms may be downloaded from the JSC part of the MAFCA website.

DISPUTES

In the event there is a dispute, the Chief Judge shall serve as the contact and spokesman for the judges. Individual judges may be required to defend their judgment to the Chief Judge as it pertains to a specific instance of judging.

CONFLICTS IN SCHEDULING

Every effort should be made to avoid scheduling conflicts with other major events. Owners are encouraged to participate in all events. Entering a vehicle in judging should not prevent owners from enjoying major tours, era fashion judging or gymkhana if at all possible. Individuals competing for the Jack Peyton or other similar participation award is based on the participation and performance in all of these meet events.

NUMERICAL LIST OF FORD MODEL A BODY TYPES

BODY TYPE	NAME	YEAR
35-A	Phaeton (Std.)	1928-29
35-B	Phaeton (Std.)	1930-31
40-A	Roadster (Std.)	1928-29
40-B	Roadster (Std.)	1930-31
40-B	Roadster (De Luxe)	1930-31
45-A	Coupe (Std.)	1928-29
45-B	Coupe (Std)	1930-31
45.B	Coupe (De Luxe)	1930-31
49-A	Coupe (Special)	1928-29
50-A	Coupe (Sport)	1928-29
50-B	Coupe (Sport)	1930-31
54-A	Coupe (Business)	1928-29
55-A	Tudor Sedan	1928-29
55.B	Tudor Sedan	1930-31
60-A	Fordor (Leather Back - Seal Brown Top) (Briggs)	1928-29
60-B	Fordor (Leather Back - Black Top) (Briggs)	1929
60-C	Fordor (Steel Back) (Briggs)	1929
66-A	De Luxe Pickup	1931
68.A	Cabriolet	1929
68-B	Cabriolet	1930-31
68-C	Cabriolet (slant windshield)	1931
76-A	Cab (open)	1928-30
76-B	Cab (open)	1930-31
78.A	Pickup	1928-31
78-B	Pickup	1931
79-A	"A" Panel Delivery	1928-30
79-B	"A" Panel Delivery	1930-31
82-A	Cab (closed)	1928-30
82-B	Cab (closed)	1930-31
85-A	"AA" Panel Delivery	1928-30
85-B	"AA" Panel Delivery	1930-31
88-A	Platform	1928-30
89-A	Express	1928-30
130-A	De Luxe Delivery	1928-30
130-B	De Luxe Delivery (Std)	1930-31
130-B	De Luxe Delivery (Drop floor)	1931
134-A	Stock Racks	1928-30
134-B	Grain Sides	1928-30
135-A	Taxi Cab	1928-29

140-A	Town Car	1928-29
140-B	Town Car	1930
150-A	Station Wagon	1928-29
150-B	Station Wagon	1930-31
155-A	Town Sedan (Murray)	1929
155-B	Town Sedan (Briggs)	1929
155-C	Town Sedan (Murray)	1930-31
155-D	Town Sedan (Briggs)	1930.31
160-A	Fordor Sedan (Std.)	1931
160-B	Town Sedan	1931
160-C	Fordor Sedan (De Luxe)	1931
165-A	Fordor Sedan (Std.) (Murray)	1929
165-B	Fordor Sedan (Std.) (Briggs)	1929
165-C	Fordor Sedan (Std.) (Murray)	1930-31
165-D	Fordor Sedan (Std.) (Briggs)	1930-31
170-A	Fordor Sedan (Std.) (2-window)	1929
170-B	Fordor Sedan (Std.) (2-window)	1929-30
170-B	Fordor Sedan (De Luxe) (2-window)	1930-31
180-A	Phaeton (De Luxe)	1930-31
185-A	Platform (157" wheelbase)	1930
185-B	Platform (157" wheelbase)	1931
186-A	Stake	1930
186-B	Stake	1931
187-A	Platform (131 -1/2" Wheelbase)	1931
188-A	Stake	1928-30
189-A	Stake	1931
190-A	Victoria	1930-31
195-A	Express Body (131-1/2” wheelbase)	1931
196-A	Canopy Top (for 195-A)	1931
197-A	Express Body (157" wheelbase)	1931
198-A	Canopy Top (for 197-A)	1931
199-A	Ice Wagon (Large)	1931
200-A	Hand hoist dump body assembly (Anthony)	1930
200-B	Dump body with hand hoist (1-1/2 cu. yd. capacity) (Galion)	
201-A	Coal body with heavy hydraulic bout and end gate with chute (less swinging partition) (75 cu. ft.) (Galion)	1930-31
201-B	Coal body with heavy duty hydraulic hoist, swinging partition and end gate with chute (high end) (75 cu. ft or 120 cu. ft. with sides) (Wood)	1930-31
201-C	Coal body with heavy duty hydraulic hoist and end gate with chute (less .winging partition) (75 cu. ft.) (Wood)	1930-31
202-A	Gravity dump body assembly (Anthony)	1930
202-B	Gravity dump body (1-1/2 cu. yd. capacity (Wood) 1931	
203-A	Garbage body with heavy hydraulic hoist (2 cu. yd. capacity) (Galion)	1930-31
203-B	Garbage body with heavy hydraulic hoist (2 cu. yd. capacity) (Wood)	1930-31
203-C	Garbage body with heavy hydraulic hoist (3 cu. yd. capacity) (Wood)	1930-31
203-D	Garbage body with heavy hydraulic hoist (3 cu. yd capacity) (Wood)	1930-31
204-A	Dump body with light hydraulic hoist (1-1/2 cu. yd. capacity) (Galion)	1930-31
204-B	Dump body with light hydraulic hoist (1-1/2 cu. yd. capacity) (Wood)	1930-31
205-A	Hi-Lift. Hydraulic Coal Body (72 cu. ft.) (Wood)	1930-31
206-A	Dump body with Rotary power hoist (Anthony)	1930
206-B	Dump body with mechanical hoist (1-1/2 cu. yd. capacity) (Detwiler)	1931
207-A	Combined dump and coal body with heavy hydraulic hoist (Galion)	1930
207-B	Combined coal and coke body with high sides and end gate with chute opening and swinging partition with heavy hydraulic hoist (120 cu. ft. capacity) (Wood)	1930-31
208-A	Dump body w/heavy hydraulic hoist (1-1/2 cu. yd. capacity) (Galion)	1930-31

208-B	Dump body w/heavy hydraulic hoist (1-1/2 cu. yd. capacity) (Wood)	1930-31
210-A	"AA" Panel Delivery	1931
225-A	"A" Panel Delivery (with drop floor)	1930-31
228-A	Stock Racks	1931
229-A	Service Car	1931
236-A	Light hydraulic hoist and body under structure (Galion)	1930-31
236-B	Light hydraulic hoist and body under structure	1931
237-A	Heavy hydraulic hoist and body under structure (Galion)	1930-31
237-B	Heavy hydraulic hoist arid body under structure (Wood)	1930-31
238-A	Stock Racks	1931
239-A	Meat Packers Express	1931
242-A	Heavy Duty Express Body (131-1/2" wheelbase)	1931
244-A	Grain body with or without stock rack or grain rack or grain side extensions (157" wheelbase)	1931
248-A	Grain body with or without stock rack or grain rack or grain side extensions (131 1/2" wheelbase)	1931
255-A	Special Delivery (Natural wood)	1931
270-A	Funeral Service	1931
275-A	Funeral Coach	1931
280-A	Ambulance	1931
285-A	Police Patrol (De Luxe)	1931
290-A	Police Patrol (Std)	1931
295-A	Town Car Delivery	1931
300-A	De Luxe Delivery	1931
315-A	Standrive	1931
330-A	School Bus	1931
400-A	Convertible Sedan	1931

MAFCA VEHICLE CLASSES

Restored Class (Blue Ribbon)

Vehicles that have been restored to original condition and represent the Model A as it came from the factory. Vehicles must meet all of the 14 points as outlined in preliminary judging requirements.

Original Class (White Ribbon)

To participate in the original unrestored class, a vehicle will be evaluated to meet the criteria outlined in preliminary judging requirements, except as noted below.

Mandatory Requirements:

1. Original style two blade fan
2. Original sheet metal

Must have at least 4 of the following 5 items:

1. Original top and interior***
2. Original exterior paint and stripe***
3. Original shock arms and links ***
4. Original electrical system and battery located under the floor board***
5. Original tire valve stems and covers***

****Since these areas have several components the vehicle must have at least 50% of the original parts in each area.*

Touring Class (Red Ribbon)

A Model A which has been restored, is regularly driven and has *LIMITED* changes for driving comfort and convenience. Vehicles in the touring class must be restored and judged as defined in the *Guidelines*. Vehicles that enter this class may include any or all of the following non-original listed parts and shall receive no more than 50% of the points allotted for the individual component in its respective area.

Acceptable non-original items:

1. Overdrive (torque tube type)
2. Fan and hub (V belt driven)
3. Float-a-motor engine mounts
4. Carburetor (updraft only)
5. Electrical/Ignition System
6. Halogen or sealed beam headlights behind Model A lenses
7. 12-volt conversion and/or an alternator
8. Steering box with original style column
9. Rubber valve stems
10. Manifold heater

The following items will be allowed with no point deduction:

1. Turn signals
2. Seatbelts
3. Gauges
4. Fuses
5. Radio
6. 2nd rear lamp and/or center brake light
7. Cast iron brake drums

Modified Class (Green Ribbon)

The Modified Class accommodates those members who appreciate the Model A, but prefer to make changes that may "improve" comfort, convenience, serviceability or mechanical reliability. Vehicles in the Modified Class include: 1) stock bodied vehicles that are registered for street use and 2) "open wheeled" (no or limited fenders) era-type speedsters or race track vehicles. Only era speed equipment is acceptable. No replica vehicles are allowed. Model A tools/tool kit are not required for judging in this class.

The Modified Class vehicles allow for greater alterations than Touring Class vehicles. An original Model A frame and a Model A, B or G-28 engine block are mandatory requirements. Vehicles without these two requirements will not be judged.

To enter Modified Class, vehicles must have a minimum of 5 modifications from the items listed below. Modifications to the Model A are limited to era components from 1928-1939, except for safety components, like hydraulic brakes, which are allowed up to 1948 for adaptability.

Modified Class may have any of the following non-original items:

1 Float-a-motor engine mounts
2 Front engine mount
3 Carburetor (up draft or down draft/single or dual era)
4 Intake manifold (up draft or down draft/single or dual era)
5 Fuel pump (mechanical or electrical)
6 Fan and hub (belt driven) that is water pump mounted. Electric fans will receive 0 points
7 Exhaust manifold heater
8 Exhaust manifold headers
9 Oil, fuel and/or air filters
10 Modified engine lubrication system
11 Aftermarket or modified ignition/distributor systems
12 Modified electrical system (i.e. 12-Volt conversion and/or alternator. Halogen/sealed beam head lights behind Model A lenses)
13 Any non-stock era head, originally designed for an A, B, or C block (finned, aluminum, overhead, or any pre-war head of a non-Ford manufacturer, such as Cyclone, Chevrolet, Miller, etc.)
14 Era radiators--Pressurized systems are acceptable
15 Modified steering boxes, with original style column
16 Era transmission through 1939. Automatic 4 or 5 speed transmissions will receive 0 points
17 Overdrive (torque tube type)
18 Era rear axles through 1939, including Columbia rear-ends
19 Hydraulic brakes through 1948
20 Hydraulic or friction type shocks only. Tube type will receive 0 points
21 Era wheels through 1935; including wire, wood-spokes, disc, "jumbo", etc
22 Rubber valve stems
23 Accessory horns or whistles
24 Model A body cannot be chopped or channeled. Era type "open wheeled" speedsters are acceptable
25 All body parts shall be metal. Fiberglass components will receive 0 points
26 Paint color must be a Model A color, but need not conform to original factory combinations for body styles. Metallic paint will receive 0 points, and all splash aprons/fenders must be black; except for motorcycle fenders on speedsters
27 Upholstery must remain original style with seats appropriate for body style. Era type material **must** be used. 0 points will be awarded if material is not appropriate for body style

Convenience and safety items such as turn signal indicators, seat belts, gauges, fuses, radios, etc, will receive no point deductions.

Vehicles with "modern" components may enter judging, but will receive 0 points for that component. Examples would be electric fans, Weber carburetors and fiberglass parts.

JUDGING PROCEDURES MANUAL

Judging the Modified Class vehicles follows the *Guidelines* for all components that are not modified. The *Guidelines* become less comprehensive when judging each modification, and points are based on quality, authenticity (era), installation of components and cleanliness. The intent is to keep as close as possible to the *Guidelines* for components that are not modified. A special scoring process is based on 22 judging areas identical to Red, White, and Blue Ribbon class (less Tools, Area 17) plus a 23rd judging area, one based on overall appearance. These 23 areas total 500 points. Additional information is available in the Modified Class Judging Score Sheet available from MAFCA website.

AWARDS

A "Best of Show" award will be awarded to the Blue or White Ribbon vehicle earning the highest points. Awards are given out in a reverse sequence at the Awards Banquet, starting with 3rd place through Modified, Touring, Original, and last Blue Ribbon. The last award is "Best of Show". The point scores of the Blue Ribbon vehicles should be announced.

The "Award of Excellence" medallions and participation ribbons will be given to the vehicles in the Blue, Red and White Ribbon classes that score the appropriate points.

- 400 to 500 points for an Award of Excellence
- 375 to 399 points for ~~a~~ first place ~~award~~
- 350 to 374 points for ~~a~~ second place ~~award~~
- 325 to 349 points for ~~a~~ third place ~~award~~
- Below 325 points, a blue, red or white ribbon or plaque is given.

Award of Excellence medallions are provided by MAFCA and trophies are provided by host as required. The Chief Judge coordinates with MAFCA headquarters in advance of the meet to determine and have available enough Award of Excellence medallions for presentation at the Awards Banquet.

The awards for the Modified Class are the same as all other judged classes. Awards are based on scores of:

- 400 to 500 points for first place
- 375 to 399 points for second place
- 325 to 374 points for third place
- Below 325 points, a green participation ribbon or plaque is given

The Best of Show and Award of Excellence are not applicable to this class.