JUDGES QUICK GUIDE: - The Judging Year

**Judges’ Training Day.** Usually in March/April to give information about any updates to judging/criteria/etc. Also if possible, to give information about judging teams and signing of contract for current year.

**Judging Dates.** Judging takes place always 5th to 25th July. All judging must be within these stated dates. (NO Judging at Weekends )

**Informing Entrants of Judging Dates/Times.** Lead judge to liaise with team members and agree dates by mid-May. Lead judge to send out letters to entrants by Mid May – 1st June at the **very latest**.

**Portfolios.** These will be sent to judges attending entries by mid-June. These **MUST** be read prior to judging day (**at least once**) so that you have knowledge of what you area you will be judging. These portfolios represent many hours of volunteer labour – please be respectful of this.

**Judging Days.** Please ensure that you arrive in good time for the judging to begin – entrants will (should) have planned this day and be waiting for you, with parking places identified. If you want to take photos for reference please do so discreetly – no stopping the tour to take photos and don’t let photo taking distract from your guides’ talks. Please don’t remove your green jackets unless it is very hot and when it would be dangerous to keep them on. In any group photos/press calls please try and have your Anglia in Bloom logo on show.  
At the end of the tour there are usually some refreshments on offer – lead judge should ask to make a short speech and thank all concerned for their hospitality. Please also give the entrant details of Awards day, and encourage them to attend.  
**As soon as is possible** after your judging tour consult with fellow judge(s) to complete a marking sheet noting areas of achievement and areas where improvements could be made. It is **VITAL** that this is done as soon after the tour as is practicable, even if there is wider discussion and ‘tweaking’ of marks at a later date.  
Entrants MUST provide you with a list of ‘special awards’ entered and give you a USB stick/disc by the end of the tour. If one is not offered – don’t ask! Their special awards will not be considered if nothing is supplied.  
Entrants should also supply 6 good quality photos of their main category entry, and any of the other categories entered (parks, cemeteries, etc.) Please ensure that all pictures supplied are labelled. These will be used at the Awards Day when presenting certificates/prizes.

**Post Judging.** Each judging team will decide on one entry to put forward for each category of special awards. Entrants’ photos (6, non composite) for these awards will need to be added to a USB stick, or uploaded as directed making sure that these are **correctly labelled** with name of entrant and **special award** entered. Stick (or upload) will need to be sent to Chair of Judges (or his designated team member) by early August (date to be fixed by Chair of Judges at the Judges’ Training Day).   
A comprehensive report **MUST** be written for each main category entry. This should take the form as follows:  
Section A: Horticultural Achievement.  
brief report of the day of judging and what was seen, bearing in mind the sections set out in the judges’ marking sheet  
Some notes of what was ‘good’ in this area, and possibly some pointers about where improvements could be made (*note: your comments here could assist the entrant with matters they have been pressing authorities to remedy!)*

Section B: Environmental Responsibility  
Brief report of the day of judging and what was seen, bearing in mind the sections set out in the judges’ marking sheet  
Some notes of what was ‘good’ in this area, and possibly some pointers about where improvements could be made (*note: your comments here could assist the entrant with matters they have been pressing authorities to remedy!)*

Section C: Community Participation  
Brief report of the day of judging and what was seen, bearing in mind the sections set out in the judges’ marking sheet.  
Some notes of what was ‘good’ in this area, and possibly some pointers about where improvements could be made (*note: your comments here could assist the entrant with matters they have been pressing authorities to remedy!)*

A brief report (200 words or less) for each subsidiary category should also be prepared.

**Judges de-brief.** This takes place mid-August when **ALL** judges should attend. At this meeting the Special Award Winners will be decided with each team ‘pitching’ for their nominated entry. In order for this to go as smoothly as possible, please decide **prior to the meeting** who will be leading the pitch and have your bullet points ready to hand. At this meeting the scores, and therefore the winners, for each main category and each subsidiary category will be shown. **ON NO ACCOUNT** must this information be shared with any entrant prior to the Awards day.

**Events:** There are 3 ‘events’ during the year – Spring Launch, Awards Day and Autumn Seminar. Judges are expected to attend each of these events to assist with marshalling, meeting the entrants, etc. Expenses will be paid as agreed.

*This is a quick guide. All information including judges marking sheets, criteria, contact details for judges and committee members, etc. are in the full Judges Manual.*