

Duties of the Clerks

Relating to the

Central Coast Cactus and Succulent Society's Annual Show

There will be a team of 3 clerks to work with each pair of judges – 3 teams altogether – one each for Novice, Advanced and Open.

The general job description for the clerks is to handle all details on behalf of the judges so that they can concentrate on the judging without distractions.

To this end, the clerks should:

- Ensure that all entries for the category being judged are grouped together in each class – so that none are overlooked
- Mark the entry cards with 1st, 2nd, and 3rd once the judges have decided
- Place the ribbons next to each winning plant
- Record any comments that a judge wants to make on the back of the entry card
- Remind the judges if any of the plants in the class being judged should be considered for a Sponsored Award. **This requires the clerks to be familiar with the Sponsored Award categories.**
- Keep track of which plants the judges consider to be contenders for each Sponsored Award, and for Best Cactus and Best Succulent. This will ensure that none are forgotten or overlooked when it comes time to give out the special awards (which happens after all the ribbons have been placed).
- Know where the next class to be judged is, and lead the judges to it
- Move the special award winners to the awards table.
- Once the judges have decided on all the special awards, the clerks can place the Outstanding Specimen rosettes
 - Each clerk gets to award one rosette, at their discretion, to a plant that did not win any other special award.
 - Only give rosettes to first place winners (unless first place was a special award winner).
 - Write comments on the back of the rosette, which should include the winner's name and the clerk's name.
 - The Outstanding Specimen winners are not moved to the awards table
- After all awards have been given out, the clerks must turn up the exhibitors' names on all entry cards.

Be aware that each plant entry is limited to no more than one special award.

The judges' have sole responsibility to decide on the ribbons, Sponsored Awards and Best Cactus and Succulent – clerks should be careful not to influence them – never express an opinion about the plants!

The clerks' duties start at 6:30 pm and extend until the job is complete – usually around 10:00 pm. Your presence is required the entire time!