

Chapter I.

Organizing a Concours d'Elegance

A. GENERAL

1. Purpose

The foremost purpose of the JCNA Concours is to encourage the owners of Jaguars to preserve, maintain, and present their Jaguars in as clean and authentic condition as possible. See Chapter II for exceptions to authenticity in Special Division Classes. A secondary purpose is to celebrate all Jaguars and their owners by creating an event where people may share all degrees of interest in owning, driving, maintaining, and restoring Jaguars.

2. Concours Year

The JCNA Concours year runs from January 1st through November 30th.

3. Number of Concours per Year

Each JCNA affiliated Jaguar club that has met JCNA Judges' Training and Certification prerequisites may hold only **ONE JCNA** sanctioned Concours d'Elegance per year.

4. Regional Concours per Year

One sanctioned JCNA Regional or Joint Regional Concours may be held in each Region or Joint Region per year without affecting the host club's **ONE** per year rule or the sanctioning of another affiliate's Concours.

5. Concours d'Elegance Divisions

In order for scores to be eligible for annual JCNA Concours Standings, Champion Division, Special Division, and Driven Division competition must be offered at each Concours.

B. SELECTING THE CONCOURS DATE AND OBTAINING A SANCTION

1. Selecting the Concours Date

The Concours Chair is required to carefully choose the date as far in advance as practical. Normally a Saturday or Sunday is best. Saturdays have become popular in recent years, often with an awards banquet in the evening and, occasionally, a rally or slalom on Sunday after the Concours.

2. Avoiding Local Conflicts

Investigate other activities in the immediate area to determine that the date requested does not conflict with other popular local events. Some clubs have been very successful tying their Concours in with other local car related events or local festivals.

3. Obtaining a Concours Date

To request a Concours date, go to the "Calendar Page" of www.jcna.com, then click on the "Login" link at the top of the page. Using your club number and password, access the "Club Page Main Menu" and follow the instructions to "Post new events in the Calendar and Request New Event Sanction".

The request can be submitted **within one (1) year** but **no less than four (4) months** prior to the requested Concours date. This avoids conflict with other clubs and ensures notice of the Concours will be listed as promptly as possible in the *Jaguar Journal's* Clubs Calendar.

4. Obtaining a Sanction

No less than four (4) months prior to your event, you may submit a request for sanction and validation from the JCNA Concours Committee.

You must submit a request for sanction and validation from the JCNA Concours Committee no less than four (4) months prior to your event.

A sanction can be granted on requested date subject to:

- a. Priority of request
- b. No same-weekend conflict within the JCNA Region or within 200 miles of other JCNA Concours meets.
- c. Clubs whose Concours would be within 500 miles of a JCNA Major Event, i.e., International Jaguar Festival or Regional Concours, may not schedule their Concours within 7 days of the JCNA Major event, provided that if a Club event has been posted on the JCNA website prior to the posting of a date for a JCNA Major Event then the Club event will have priority and the Club will still be able to hold its event.
- d. The Sanction Request via the JCNA Website affirms that the Concours Chairman, Chief Judge, and Officers of the club shall conduct and report the Concours in accordance with the official JCNA rules and regulations.
- e. Concours sanctions requested can be granted only if the requesting club's JCNA online Judge Roster/List verifies that:
 - it currently has listed a Chief Judge, whether it is a guest Chief Judge from another affiliated JCNA club or a Chief Judge selected from within the host club's membership.
 - an active Certified Judge's School
 - and has secured a team of at least three (3) JCNA Certified Judges and a sufficient number of additional Certified Judges for the number of cars expected with reference to the club's previous Concours history or a conservative assumption based on the Chief Judge's personal experience.
- f. The Chief Judge(s) of the assisting club(s) must be notified that a member of their certified judging team is being utilized at another club's Concours in order for them to obtain credit for their service. The Judge's certification can be verified by contacting the Chief Judge of the guest Judge's club or by contacting the JCNA administrator at 888-258-2534, Extension #9.
- g. If the Judge's status must be updated to conform to sanction requirements, it must be updated no less than 30 days prior to the date of the Concours event and the Concours Committee Chair must be notified this has been completed.

Conflicts must be referred to the appropriate Regional Directors. Avoid commitments involving financial penalties until a sanction is granted.

5. Canceling/Rescheduling the Concours

The date of the Concours must be made firm. If the Concours must be canceled and rescheduled, it is imperative that the JCNA Regional Directors be notified. Thereafter, a new sanction must be requested through the JCNA Website again taking precaution to avoid conflict with other Concours or a major JCNA event in the Region.

C. LOCATION OF THE CONCOURS D’ELEGANCE

1. Concours Sites

- a. National, State or local parks
- b. Historical sites, such as stately homes with extensive grounds
- c. Museums or restoration complexes
- d. Hotel, motel, or resort complexes, with a central area for staging events, offering restaurant and banquet facilities
- e. Expositions or local festivals and celebrations

2. Amenities and Facilities to Look For

a. Central Location

Centralize efforts by operating out of one location or a Concours site combined with lodging and restaurants within a reasonable distance

b. Shade & Grass

For people and Entries

c. Water

For washing Entries

d. Food

Available during Concours hours; either a restaurant on or near the Concours site or catered

e. Rain Shelter

In case of rain

f. Rest Rooms

Clean restroom facilities nearby

g. Trash Receptacles

D. JAGUAR CARS NORTH AMERICA SPONSORSHIP

Jaguar Cars, Inc. values the contribution that the JCNA and its affiliates make toward increasing public awareness of the Jaguar marque. The Jaguar Cars North America Sponsorship application form is available on the Concours Page of www.jcna.com. **The application deadline is February 28th.** Should Jaguar Cars Inc. favor your activity with their support, it is important to provide feedback, proper thanks, and evidence showing that their funds were “money well spent”. Download the form and follow the instructions.

E. INSURANCE & RELEASE OF LIABILITY STATEMENT

Jaguar Clubs of North America, Inc., purchases, as an element of JCNA membership, a blanket coverage for the Corporation, its officers, its members, and all affiliated clubs’ officers and members covering General Liability.

Jaguars entered in a sanctioned JCNA Concours d’Elegance must be covered by a current standard motor vehicle liability insurance policy. Each Concours Registration Form must include the following “Release of Liability” signed by the Entrant.

Release of Liability

JCNA Event Participation: It is an Entrant's privilege to participate in any JCNA sanctioned event held by any JCNA affiliate upon executing proper registration forms and paying published entrance fees. Each affiliate shall be responsible for granting entry privileges to each Entrant on an individual basis.

In consideration of the privilege to enter and participate and intending to be legally bound, I, for myself, my heirs and assigns, release, hold harmless, waive, discharge and covenant not to sue Jaguar Clubs of North America, Inc., Jaguar Land Rover North America LLC, and the affiliated JCNA group and its directors, officers and agents presenting this Event, from any and all liability for injuries, damages, losses, or claims, including negligence, arising from my entry, attendance, or participation in this Event. I am signing this agreement freely and voluntarily, and intend by my signature to be a complete and unconditional release of all liability to the greatest extent allowed by law.

Signature of Entrant _____ Date _____

Insurance Company: _____

Policy Number: _____ Policy Eff. or Exp. Date: _____

(Note: If the Policy Exp. Date is sooner than the event, please provide renewed Exp. Date before the event)

If the Entrant is not a JCNA Member, then the Special Event Non-Member Registration Form must be either downloaded from the JCNA web site or used as shown on page I-5, filled out and sent to JCNA along with the non-Member's check for \$20.00 within 72 hours after the end of event). (See Chapter IV, A3, Note, IV-2).

You are to either incorporate the JCNA approved Release of Liability statement in your registration form or, for your convenience, you can go to the Concours Page of www.jcna.com and download the "Entrant Registration Form", which contains the Release of Liability, and have each Entrant sign it.

Clubs are only to use the approved language.

F. ONLINE EVENT REGISTRATION

Clubs must use the Release of Liability statement exactly as written above.

In lieu of a signed paper document, the following statement must be included immediately after the Release of Liability:

I HAVE READ, UNDERSTAND AND AGREE TO THE RELEASE OF LIABILITY.

That statement must be in bold type and a font larger than the Release of Liability statement.

A checkbox (or similar method) must be provided for the entrant to explicitly indicate agreement with this statement.

Jaguar Clubs of North America, Inc.

Special Event Non-Member Registration Form



This form must be executed and fees paid by all **non-JCNA members** prior to registering and participating in any JCNA Sanctioned Event. One \$20.00 fee covers all competitions held during this event (i.e., rally slalom & concours). Special Event Membership permits entrant to compete for Local Event awards but not for National Event Awards. **This form, along with the payment, must be sent to the JCNA Administrator within 72 hours after the event.**

Event name: _____ Event date/s: _____

JCNA Host club collecting \$20.00 Non-member fee:

Participant: _____
First and Last Name (Please print)

Co Participant: _____
First and Last Name (Please print)

Address: _____

City: _____

State/Province ZIP: _____

Home Phone: _____

Cell Phone: _____

Work Phone: _____

Year: _____ **Make:** _____ **Model:** _____
XK, E-Type, Saloon

Body Style: _____
Coupe, Conv, OTS

Special Event Non-Member Release of Liability

JCNA Event Participation: It is an Entrant's privilege to participate in any JCNA sanctioned event held by any affiliated JCNA group upon executing proper registration forms and paying published entrance fees. Each affiliate shall be solely responsible for granting privileges to each Entrant on an individual basis.

In consideration of the privilege to enter and participate and intending to be legally bound, I, for myself, my heirs and assigns, release, hold harmless, waive, discharge and covenant not to sue Jaguar Clubs of North America, Inc., Jaguar Land Rover North America LLC, and the affiliated JCNA group and its directors, officers and agents presenting this Event, from any and all liability for injuries, damages, losses, or claims, including negligence, arising from my entry, attendance, or participation in this Event. I am signing this agreement freely and voluntarily, and intend by my signature to be a complete and unconditional release of all liability to the greatest extent allowed by law.

Signature _____
Date

Spouse/Co-Owner's Signature _____
Date

Insurance Company: _____

Policy Number: _____ Policy Eff. or Exp. Date: _____

Notice to Affiliate executing form: Collect a **\$20.00** check and the completed Special Event Non-Member Registration Form from each non-JCNA Entrant and send it to JCNA within 72 hours after the event. Failure to do so will result in voiding the affiliate's insurance coverage for claims made by this entrant, and dropping of the entrant's score(s) from local scoring.

JCNA Administrator, 500 Westover Drive, No 8354, Sanford, NC 27330 USA 888-258-2524, Option 2
Special Event Non-Membership Form (SENM v07102021)

G. RECORD RETENTION

Paper entry forms and digital entry records must be retained for three years following completion of the events.

H. PUBLICITY

1. Host Club Announcements

a. Include

Date, time, place, registration deadline, entrance fee, and a statement that JCNA Concours d'Elegance Rules will govern. Include an Entry Form listing Champion, Special, and Driven Division Concours Classes and a statement that Driven Division Entries less than 35 years old must not be trailered.

b. Social Activities

Information on social activities such as reception parties and awards banquets, etc.

c. Travel Information

Information on travel; maps of the immediate area, lists of available lodging and prices (including addresses and telephone numbers)

d. Parking

Information on general parking facilities, trailer off-loading and trailer and motor home parking.

2. Publicity through JCNA

a. Contact Regional Clubs

Send Concours announcements and registration forms to all JCNA affiliated clubs in the Region and nearby affiliated clubs in other Regions. Addresses can be found by visiting the "Club List Page" of www.jcna.com and clicking on the club's name, when the club page appears click on "Club Officers and Contact Info".

b. Distribute Flyers

Distribute flyers at local club activities and at neighboring JCNA club activities.

c. Publicity through the JCNA Website and *Jaguar Journal*

Sanctioned events are automatically posted on the JCNA Website and listed in the next possible issue of the *Jaguar Journal* on its Club Calendar Page.

d. *Jaguar Journal* Concours Articles

Concours articles must be sent to the *Jaguar Journal* a minimum of four months prior to the Concours itself. Follow-up articles and photos must be sent immediately following soon after the Concours. *Jaguar Journal* can be accessed through the *Jaguar Journal* page of www.jcna.com.

3. Newspapers

A news release featuring the basic journalistic "Who, what, when, why, where", plus day and evening telephone numbers to call for additional information, should be sent at least three weeks prior to the Concours to the managing editor or sports editor of the local newspaper(s).

4. Radio

Most local stations have a free public service announcement policy. Inquire if there is a specific form to be filled out and sent in. Send the Concours announcement to the station manager at least three weeks prior to the date.

5. Automotive Media

Investigating magazines (both weekly and monthly) can present publicity opportunities. Each publication will have its own policy and deadline for announcement inclusion; some will be free; others will require a fee. It is up to each club to decide if this type of publicity is worthwhile.

6. Local Automobile Related

a. Local Parts Houses

Flyers can be left at local parts houses and auto dealerships (especially the local Jaguar dealer).

b. Multi-make Sports Car Clubs

Announcements can also be made through local multi-make sports car clubs, in person at a meeting, or by passing out flyers.

c. Repair Facilities

Local service stations or shops specializing in repair of foreign cars will sometimes welcome flyers.

I. OPERATING THE CONCOURS D'ELEGANCE

1. The Concours Chair and the Chief Judge

The Concours Chair is in charge of overseeing every Concours detail including choosing the site, ordering trophies, and selecting, organizing and coordinating all committees and personnel, except the Chief Judge. The Chief Judge is responsible for all matters dealing with Concours judging including preparing a Judging Schedule, scrutinizing score sheets, validating and posting scores on *www.jcna.com*, and mailing score sheets to the Entrants. It is imperative that the Concours Chair and Chief Judge work well together.

2. The Concours Chair's Personnel (minimum suggested)

a. Publicity

Oversees advance publicity arrangements.

b. Entertainment

Plans for entertainment that may include a pre-Concours party and post-Concours banquet.

c. Set-up Crew

Arrives **early** to mark parking spots and access lanes, to place tables and chairs, erect canopies and signs, position sound system, etc.

d. Registration

In charge of registration and handing out registration packets to pre-registered Entries. Responsible for registering day-of-Concours Entries if allowed, and ensuring that they receive their blank score sheets and any other associated paperwork. Must coordinate with the Chief Judge so that the Chief Judge can assign proper Judges to the Entries.

e. Parking

Directs incoming Entrants to their proper places.

f. Hospitality (Optional)

Provides coffee, doughnuts, water, etc., as appropriate for early Entrants and Concours helpers.

g. General Personnel

Plan for people who can be called on for any other duties (the plan B People).

h. Stay Late/Clean-up Crew

Willingly stays on site as long as required to disassemble and remove all equipment associated with the event, to pick up and properly dispose of all trash and to properly secure/close the site as required.

3. The Chief Judge's Personnel (suggested)

a. Judges

See Chapter III, Instructions and General Rules for the Judge. It is best to use as many Certified Judges as possible. Using qualified Judges from other JCNA clubs adds to an atmosphere of impartiality.

b. Chief Judge's Appointed Assistant(s)

When assigned by the Chief Judge, the Chief Judge's appointed assistant helps the Chief Judge assure that Judges have pencils and current Rule Books or clip boards (rulebooks in three ring binders with binder clips eliminate the need for clipboards) and other duties as assigned.

Select one or two people, depending on the size of the Concours, to act as appointed assistant(s). The appointed assistant(s) must ascertain that the score sheets registration information is completed correctly. The appointed assistant(s) must then check each score sheet to ensure that each box contains a Judge's entry and that the entry is within the specified deduction range. If an Entry has received a non-authentic deduction, the appointed assistant(s) must ascertain that the Entrant has initialed each such deduction.

If the appointed assistant(s) find any discrepancy or any questionable or illegible figures, the score sheet(s) must be returned it to the Judge(s) responsible for clarification or correction.

c. Score Sheet Runners

Assign each Judging Team a Score Sheet Runner; this is a good way to get children and spouses involved in the Concours. Score sheet runners transport the completed sheets between the Judging Teams and the appointed assistant(s).

d. Scoring Personnel

Select at least three or more non-mathematically challenged people. Find an isolated area where the Scorers can concentrate on tabulating the score sheets.

4. Site Layout

a. Visit the Site

The Concours Chair and the person in charge of parking should visit the Concours site shortly before the Concours date in order to walk the areas and decide how the various Divisions and Classes must be arranged.

b. Determine Class Size

Determine the largest Classes and the smallest Classes of Jaguars in the Concours. Allow ample room for all, including late registrations if allowed. Look at past records to see which classes were well filled.

c. Formal Site Layout

When planning the site layout, allow room between Entries for maneuverability, stowage of personal gear, and simultaneous door opening of the Entry and adjacent Entries.

d. Informal Site Layout

In informal settings, Classes might be grouped to take advantage of shade and the contour of the landscape. Driven, Special, and Championship Division Entries of the same Class are always best grouped together.

e. Sprinkler Head Marking and Shut-off

With or without assistance from the site custodian, in-ground sprinkler heads should be located and marked in order to avoid having them run over and damaging either the sprinkler or the Entry. Positive arrangements should be made to assure that the sprinkler or other irrigation systems does not be operated on the day of the Concours, or at any time immediately prior, that would result in the field being soft or muddy.

f. Drive Jaguar to Judging Area

Area size and safety considerations permitting, an interesting site layout is one where the Entries are parked by class and, when called, are driven to a central judging area. This arrangement allows the Judges to work without spectator hindrance and also provides a visible confirmation of the Jaguar's operability.

J. REGISTRATION

1. Registration Form Requirements

Registration forms must clearly state that JCNA Concours Rules must be adhered to by all participants. Registration forms must include a space for the JCNA member's membership number and Release of Liability form. A list of the Classes in Champion, Special, and Driven Divisions must also be included on or attached to the registration form. (See Appendix D).

2. Encourage Pre-Registration

Encourage as many Entrants as possible to pre-register. As an inducement, a slightly lower fee might be offered to pre-registrants. Pre-registration cuts down on a great deal of paperwork on the day of the Concours.

3. Registration Deadlines

If the Registration deadline is in advance of the date of the event, it must be clearly indicated on all Concours publicity. If on-site registration is allowed, a specific entry cut-off time, in advance of judging, must be established, after which, NO further entries must be allowed. Entries must not be added to Classes after judging has commenced. It is the Entrant's responsibility to be aware of, and adhere to, the published Registration deadline. The Chief Judge has final authority in special circumstances.

4. On-Site Entry Registration

If allowed, those registering on the day of the Concours will be required to complete the appropriate registration forms. It is advisable for registration personnel to assist the on-site Entrants in completely filling in the required information at the top of the score sheets. Entrants in a rush often make mistakes or leave out vital information.

5. Entrant's JCNA Membership Number

The Entrant must list their JCNA Membership Number on the registration form in order to qualify for North American Standings. JCNA Numbers are required when posting scores on the JCNA website.

6. Entrant's Packet

For each pre-registrant, prepare an envelope containing:

- Windscreen Placard
- Score Sheets
- General guidance for Entrants who may be new to Concours or not aware of new rules

- Dash Plaques (optional)
- People's or Entrant's Choice ballots (optional)
- Other items (optional)

The envelopes can then be alphabetized and handed out when the pre-registered Entrants check in at Registration.

a. Windscreen Placard

Provide a windscreen placard to identify each Entry. These forms are available in PDF and interactive Word® formats on the Concours Page at www.jcna.com. The windscreen placard identifies the Entry, Class, and Entrant. If different colored score sheets are being used to distinguish between the Divisions, windscreen placards may be color-coordinated as well.

b. Score Sheets

Score sheets may be downloaded by going to the “Concours Page” of www.jcna.com. Each of the four (4) score sheets must be downloaded and printed individually. Clubs are authorized to reproduce the quantity of score sheets required for their Concours. Different colored sets of score sheets may be used to distinguish between Divisions. Sheet # 4 (Engine Compartment) and the Boot portion of Sheet # 3 are not required for judging Driven Division.

When preparing score sheets for use with a specific Entry, be certain that the Maximum Deduction columns on Score Sheet # 2 NOT APPLICABLE TO THE PARTICULAR ENTRY have a diagonal line drawn through them, to prevent inadvertent judging in the wrong column.

K. CONDUCTING THE CONCOURS

1. Working Groups

Working groups, including the Concours Chair and the designated Set-up Crew, should arrive at the Concours site approximately an hour and a half before the stated opening time of registration.

2. Class Areas

Predetermined Class areas should be identified with Class signs. A lime base line or a string line will help align the various classes as they arrive.

3. Registration Area

A convenient registration area should be set up near the entrance to the Concours field. Be sure all necessary forms and scoring supplies are available. If sufficient room is available, trophies may be displayed. If late registrations are allowed, have enough money on hand to make change for Entrants paying cash. Be sure to bring a cash box.

4. Loud Speaker/Announcing System

Provide a means of making announcements and paging personnel in order that all present are aware of what's happening. A variety of portable systems are available to rent or purchase.

5. Parking Personnel

Parking personnel should be on hand to safely guide Entrants to their proper Class parking area and to assist in achieving the desired spacing and alignment of Entries.

6. Rags Down

All Entrants must be instructed by the Chief Judge to cease preparation of Entries at a predetermined, published time, referred to as “Rags Down”, before judging begins. The term “Rags Down” refers to the discontinued application of any device used in the performance of further cleaning of the vehicle.

7. Leaving the Concours Site

The Clean-up Crew and the Concours Chair should be the last committee to leave the Concours site, to check for any equipment left behind and to be very particular about cleaning up the area before departing. Many sites require substantial user deposits, which may not be refunded if the area is abused or left cluttered. Make every effort to have your club regarded as one that treated the site with respect and one that would be welcomed back again.

L. TROPHIES

1. Official JCNA Trophies

JCNA offers official trophies for JCNA sanctioned Concours in Champion, Special, and Driven Divisions.

a. Ordering Trophies

Order Trophies by going to the Merchandise tab of www.jcna.com and clicking on JCNA Trophies. Follow the Instructions! First, second, and third place Champion and Special Division winners are awarded Champion Division Trophies. First, second, and third place Driven Division winners are awarded Driven Division Trophies.

b. Trophy Engraving

Engraving is not available through JCNA.

c. Non-JCNA Member Trophies

See Chapter I, L3, Note on Page I-12.

2. Presenting Trophies

When presenting trophies, it is more suspenseful and interesting to begin announcing the finishing positions from the bottom of the Class first, reading upward to the winner. It is recommended that scores of the lower place entries not be read. It is informative and courteous to spectators if, as each class is announced, the models included in the class are announced as well.

As the presenter reaches the top three Jaguars in the Class, the scores should be announced individually and the winning Entrant(s) invited to come forward to receive their trophies and perhaps be photographed.

In order to show appreciation for the Entrant's participation, and possibly the support of a neighboring club, it is recommended that the presenter's announcement include: the placement, the Entrant's name, (if from out of area, the Entrant's city), the Entrant's home club, the car's color, the year, the model, the body style, and the score.

Example: "Third place in **Champion Division, Class C2/140**, goes to **Happy Fellow** from **Scottsdale, Arizona** and the **Central Arizona Jaguar Club**, for his **red, 1950 XK 120 OTS**, with a score of **99.79**".

3. Club Discretionary Trophies

Additional locally prepared trophies may be provided at the Club's discretion; some Clubs present perpetual trophies, e.g., the trophy (sometimes engraved with the name of the yearly recipient) returns to the club for re-presentation each year.

Note: At the host club's discretion, non-JCNA members may be awarded Club trophies but not JCNA trophies. The non-JCNA members scores must not be counted towards Regional or North American Champion or Driven Division points. (See Chapter IV, A3, Note, Page IV-2).

Clubs may also present trophies (of their own design and at their own expense) in recognition of accomplishments such as:

- Best in Show
- Longest Distance Driven to Compete
- Longest Distance Trailered to Compete
- Oldest Jaguar in Show
- Hard Luck (En Route Damage)
- Display
- Peoples' Choice
- Other