



Minnesota Peony Society

CLERK CHAIR (for Peony Cut Flower and Artistic Design Exhibition)

The Clerk Chair must arrange for clerks well before the show. Two clerks are needed for each judging team. Thus, if there are 5 teams there will be a need for 10 clerks. The Chair should not wait until the day of judging before arranging for clerks.

The Clerk Chair is responsible for having the following supplies ready:

- Clipboards, pens, hole punch, aprons, and record sheets
- 1st, 2nd, 3rd and honorable mention ribbons

Just before judging begins, the Clerk Chair advises the clerks of duties, etiquette and ethics. Clerks are then assigned to their respective team. The Clerk chair explains how to follow the judges, and after the judges have awarded placements, the appropriate ribbon is placed with the winning entries. The classes and subclasses should have been clearly labeled before judging starts.

Records

The Clerk Chair is responsible for seeing that each team of clerks has a complete and accurate recording of the classes they are clerking, and to see that this information is turned into the Show Chairman.

Instructions to Clerks

The Clerk Chair instructs the clerks on what to do and how to do it. It is essential that a complete and accurate record be made of all the entry winners, the number of entries in the class, and all the award winners. On recording the first-place winners (blue in the U.S.) the clerks should close the entry tags since these winners may go on for higher awards. Clerks should stay well behind the judging teams and be discreet in their work. One clerk places the ribbons on the winning entries and the other records the results of judging in the class.

The following is recorded for each place (if any):

- Class # (i.e. 110a)
- Cultivar name
- Exhibitor name
- Total # of entries in class

There should be only one award for each placement except possibly in Honorable Mention

Show Results

The Clerk Chair should re-check when judging is completed that all classes have been recorded. The results are turned over to the Show Chair. The Clerk Chair may assist the Show Chair in tabulating most blue ribbons for the Sweepstakes Award. A tabulated copy of the show results is posted on the MPS website after the convention.

Verbal Instructions for Clerks

1. Classes may be subdivided at the discretion of the Classification Committee. The recorder clerk is to mark the entry and the clerking sheet to designate the subdivided classes.
2. The ribbon clerk is to check both sections of the entry tags to make sure that they are completely filled out. Fill in any blanks. Attach ribbons and close all first-place entries. Be very careful not to bump or disturb the entry in any way; it may go on for a higher award.
3. Know the location of the classes assigned to your judging panel and the number of entries in each class. The judges may ask the clerks to move some entries about to facilitate judging or they may ask classification to do this. Great care must be taken in moving entries since pollen dusting from one flower to another may result in the loss of a ribbon for an exhibitor who has taken great pains to enter a perfect specimen. Judges will mark the winning entries and the clerks should punch the entry cards.
4. Carry a supply of ribbons and writing materials for the clerks to use if requested.
5. Summon show officials or classification or roving judges when they are needed to fill in for another judge or for a question on classification.
6. Maintain certain etiquette during judging:
 - (a) Never expose the name of the exhibitor on the entry tag while judging is taking place.
 - (b) Refrain from talking while judging is taking place. Speak only to answer a question by a judge or in (f) below.
 - (c) Never greet a decision of the judges with dismay or delight.
 - (d) Under no conditions are clerks authorized to announce winners to the exhibitor before judging is totally completed including judging for major awards.
 - (e) Clerks should never communicate to exhibitors comments they may have overheard from the judges while judging.
 - (f) If an alert clerk sees a major discrepancy on the show bench, he/she should mention it to the chair of the judging panel.