

## District Judging Contact - Requirements, Roles and Responsibilities FACTSHEET

A District Judging Contact must meet, agree & commit to the following requirements, roles and responsibilities; they should resign if unable to fulfill their obligations and the District Committee in consultation with the OAAS Executive Director/Board shall replace them.

### **A) Requirements**

1. Must follow the OAAS and the OAAS Judging Program guidelines, policies, requirements and procedures.
2. Must have access to computer with email and reliable internet access and ability to participate in Virtual webinars. (e.g. Zoom, Webex, Microsoft Teams, etc.)
3. Must have sufficient and necessary computer skills to learn and use the various AssistExpo Modules.
4. Are expected to attend OAAS Expo Judging Program training and information webinars. For each session of webinars scheduled, the OAAS will ensure that at least 2 webinars are held at different dates and times to accommodate everyone's schedule. Those that cannot attend at least one of the webinars will be required to notify the OAAS office at [oaas@oaasfairs.com](mailto:oaas@oaasfairs.com).

**IMPORTANT:** individuals that are new to the District Judging Contact and/or District Secretary position will be given “*Inquiry*” access to the AssistExpo Modules. They will be required to attend at least one training session prior to being given access to input or modify judges or judging school information.

5. Must be able/have the time to complete and/or submit tasks within the specified timeframes.
6. Does not have to be a judge, but should have interest in and understand the Judging Program.
7. As per OAAS policies for District Committee members, must submit a Police Record Check and submit a new one every 3 years.
8. As per OAAS policies for District Committee members, must submit a signed Code of Conduct annually.

### **B) Roles**

1. The District Judging Contact will update the Judges' List and the Judges' information, as required, using the AssistExpo Judges Module. Note: the District Secretary may assist with this task.
2. The District Judging Contact will work with the District Committee to ensure judging schools are organized and hosted annually as needed in the district following the OAAS judging schools' requirements. The schools may be held jointly with neighbouring districts to help provide more opportunities for a variety of different Categories for judging schools.

3. The District Judging Contact or District Secretary is responsible for registering each Judging School in the AssistExpo Judging Module at least 45 days prior to the judging school.
4. The District Judging Contact will work with the District Committee to organize District Competitions at the Fall District meeting and ensure that society winners are aware of date and time, and location.
5. The District Judging Contact will input District winners into the “**AssistExpo Competitions Module**”. Note: the District Secretary may assist with this task.
6. The District Judging Contact will assist the District Committee to ensure District winners get their items to the Provincial.

### **C) Responsibilities**

**FYI:** The AssistExpo links and the usernames/passwords have been/will be provided to the District Judging Contact and Secretary by the OAAS staff.

#### **1. Update District Judges’ information in AssistExpo Judges Module**

Judges that don’t have computer/internet access or prefer not to update their information through the ‘**AssistExpo Judges’ Profile module**’, shall contact the District Judging Contact using the District’s requested method (e.g. email, phone, mail or in person) and request a correction or modification to their judge’s profile information (e.g. contact information, etc.). The District Judging Contact (individually or in co-ordination with the District Secretary) must update the information within the ‘**AssistExpo Judges Module**’ within 30 days of receiving the request - <https://www.assistexpo.ca/mobile/oaas-judges/> .

**FYI:** See the “**AssistExpo - Judges Module: Participants - Modify, Create Or Remove A Participant’s Profile**” manual pages 1 to 3 for instructions on modifying a judge’s profile. The manual is located on the OAAS website at <https://ontarioagsocieties.com/wp-content/uploads/2025/04/AssistExpo-Judges-Module-How-to-manually-modify-create-or-remove-a-Judges-Profile-April-2025.pdf>

#### **2. Organize and host Judging School**

The District Judging Contact with assistance from the District Committee to organize and host judging school(s).

i.e. Determine Category; set date; Book location (e.g. at a district agricultural society building or other facility); book Instructor; Other details – refreshments and/or lunch – is attendee bringing their own or is school providing and at what cost, advertising, calculate expenses to help determine the fee for the judging school.

Since Certified Judges must attend a Judging School at least once every 3 years, the District Judging Contact and District Committee should 1) review their District Judges list in AssistExpo regarding which Certified Judges must recertify & in which Categories and 2) which judging schools Categories have been held in the past several years to help determine which Categories they should hold.

### 3. Register/Set up Judging Schools in AssistExpo

The District Judging Contact or District Secretary must register **all** district judging schools, via the AssistExpo Judges Module a **minimum of 45 days prior** to the event - <https://www.assistexpo.ca/mobile/oaas-judges/> .

**FYI:** See the “***AssistExpo - Judges Module: Judging Schools – Register or modify a Judging School***” manual pages 2 to 6 for instructions. The manual is located on the OAAS website at [https://ontarioagsocieties.com/wp-content/uploads/2025/04/AssistExpo-Judges-Module\\_Register-or-Modify-a-Judging-School\\_April-2025.pdf](https://ontarioagsocieties.com/wp-content/uploads/2025/04/AssistExpo-Judges-Module_Register-or-Modify-a-Judging-School_April-2025.pdf)

**NOTE:** Failure to register judging schools or other events could result in your district not being covered by the OAAS insurance policy if there were any issues or injuries at your event and not being eligible for OAAS grants for judging schools.

### 4. Advertise Judging Schools

- a) When the District registers/sets up a Judging School, it will be automatically posted on the OAAS website.
- b) By using the District’s current processes e.g. email, mail, social media, etc., the District Judging Contact or District Secretary shall notify current and former district judges, agricultural societies in their district & neighbouring districts, and other interested parties of the Judging School date, location and Category/Categories

### 5. Manually Register Participants/judges for a Judging School

**NOTE:** The OAAS encourages judges and other judging school participants to register for judging schools via the online “***AssistExpo Judges Profile***” module.

If people are unable or unwilling to register online, they shall contact the District Judging Contact to register for judging schools as per the district’s preferred method e.g. email, mail, social media, etc.

For those persons that choose to register for judging schools by the district’s requested method (e.g. email, phone, mail or in person), the District Judging Contact (individually or in co-ordination with the District Secretary) must enter the participant’s name and their contact information and school(s) selected for the Judging School into the “***AssistExpo Judges Module***” - <https://www.assistexpo.ca/mobile/oaas-judges/>

**FYI:** See the “***AssistExpo - Judges Module: Judging Schools – Register Modify, View, Finalize Judging School Participants***” manual pages 1 to 8 for instructions It is located on the OAAS website at [https://ontarioagsocieties.com/wp-content/uploads/2025/04/AssistExpo-Judges-Module-Register-Modify-View-Finalize-Judging-School-Participants\\_April-2025.pdf](https://ontarioagsocieties.com/wp-content/uploads/2025/04/AssistExpo-Judges-Module-Register-Modify-View-Finalize-Judging-School-Participants_April-2025.pdf)

**IMPORTANT:** Instructors, Apprentice Instructors and Subject Matter Experts should be added as participants in the Judging school.

### 6. Finalize Judging School Participants after Completion of the School

Within 7 days after the competition of the judging school, the District Judging Contact (individually or in co-ordination with the Secretary) must update the judging school’s records within the “***AssistExpo Judges Module***” to indicate which persons successfully completed the judging school - <https://www.assistexpo.ca/mobile/oaas-judges/> .

**FYI:** See the “**AssistExpo - Judges Module: Judging Schools – Register Modify, View, Finalize Judging School Participants**” manual pages 9 to 12 for instructions. It is located on the OAAS website at [https://ontarioagsocieties.com/wp-content/uploads/2025/04/AssistExpo-Judges-Module-Register-Modify-View-Finalize-Judging-School-Participants\\_April-2025.pdf](https://ontarioagsocieties.com/wp-content/uploads/2025/04/AssistExpo-Judges-Module-Register-Modify-View-Finalize-Judging-School-Participants_April-2025.pdf)

## **7. OAAS Funding for Judging Schools**

To be eligible to receive the ‘District Judging School Funding’, the District Judging Contact (individually or in co-ordination with the Secretary) must successfully complete the following steps in AssistExpo 1) registering judging school, 2) ensuring all judging school participants are entered in AssistExpo for the judging school by manually inputting those individuals that registered directly with the district and verifying information for those that registered online and 3) Finalizing judging school records indicating successful completion.

**IMPORTANT:** Funding may not be provided if the district did not successfully complete the required steps within 30 days of the judging school.

**IMPORTANT:** All District committee members must have submitted a Police Record Check and signed the Code of Conduct for the District to be eligible for this funding.

## **8. District and Provincial Competitions**

- a) Ensure that the date of the district fall meeting and district contact name has been provided to the agricultural societies, so that the information can be provided to the participants whose winning entries will be proceeding to district competitions.
- b) Remind agricultural societies to provide the ‘**Competition Cards**’ and inform the winning entries that they are eligible to proceed to district competitions.
- c) Organize district competition including but not limited to booking judges, organizing payment of the judges with the District Treasurer, coordinating with the exhibitors and the host agricultural society.
- d) Promote district competitions and ensure that the winners of the eligible OAAS agricultural society competitions are entered at the district meeting.
- e) the District Judging Contact (individually or in co-ordination with the District Secretary) must enter the winners of the District Competitions in the ‘**AssistExpo Directors Module**’ by December 1<sup>st</sup>.

**FYI:** See the “**AssistExpo - Competitions Module instructions 2024**”. The manual is located on the OAAS website at <https://ontarioagsocieties.com/wp-content/uploads/2024/10/AssistExpo-Competition-Module-Instructions-2024.pdf>

- f) If the OAAS competition entry does not have a representative attending convention, the district committee along with the Provincial Director will make all efforts to have entries transported to and from the provincial competition at convention.

## **9. Register All District meetings or events other than Judging Schools**

The district Secretary or District Judging Contact must register all district meetings and events via the “***AssistExpo Directors Module***” **a minimum of 45 days prior** to the event. <https://www.assistexpo.ca/mobile/oaas-directors/>

**FYI:** the “***AssistExpo - Directors Module: District Events – Register or modify a District Event***” manual is currently being developed. Once completed, it will be located on the OAAS website at on this page - <https://ontarioagsocieties.com/district-judging-info/>

If you wish more information or have any questions, please contact your Provincial Director or the OAAS Office.