



# 2016 JUDGING MANUAL

Early Ford V-8 Club of America

**January 1, 2016**

**(BOLD type indicates changes taking effect in 2016)**



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This manual has been prepared for the purpose of implementing the approved EFV8CA judging form to achieve accuracy, uniformity and completeness. The manual will also set forth procedures and policies to be used at all EFV8CA National Meets. All Judges must familiarize themselves with the manual and follow the prescribed rules set forth therein.

## GENERAL POLICY

The broad object of EFV8CA restoration insofar as judging is concerned is to duplicate in every detail the vehicle as it left the factory assembly line and/or the Ford dealer showroom floor. Accessories or options shown in the sales catalog or manufacturer's change letters are acceptable.

The term owner includes his representative, driver or the entrant; however, the actual owner must present vehicle registration and evidence of good standing in the EFV8CA to have his vehicle enter the Concourse.

Throughout the judging process, the Early Ford V-8 Club and its judging system do not determine which parts of a vehicle are of genuine Ford manufacture or which parts are reproductions. The vehicle is judged strictly on its appearance of authenticity.

## ALL VEHICLES MUST BE JUDGED

It is vital that all vehicles legally on the Concourse be judged, either visually or by completing a judging sheet. All vehicles will be equally eligible or qualified for judging competition regardless of whether driven, towed or trailered to the meet site. The vehicles will not be classified according to the mode of transportation to the meet site.

Prior to judging, the windshield card should be examined. Any modification to the owner's name, year of vehicle, group, type or division classification may affect the eligibility of the vehicle in this event. If any modification is evident, the vehicle may not be judged without specific authority of the Chief Judge of the meet.

When the sum total of vehicles assigned to one team of Judges is less than ten, all vehicles shall be point-judged. When there are more than ten and insufficient Judges, the judging team shall visually judge all entrants and eliminate any which are obviously not the high-point vehicles. The remaining vehicles shall be point-judged. After judging, each windshield card shall be marked "judged."

## CLASSIFICATION

While it is normally the responsibility of another committee to classify vehicles prior to judging, the judging team also has a responsibility to generally review all vehicles within its jurisdiction to insure that all are properly classified. If any error is found, the Chief Judge of the meet should be notified and the vehicle moved to its proper place.

## DEDUCTIONS

Refer to the judging form and list of mandatory standardized point deductions. It is very important that the judging team carefully judge each vehicle. The judging form will cover most parts included on any vehicle judged. The standardized point deductions list of mandatory point deductions will be used on appropriate listed items. Anytime a standard point deduction is made, a written notation shall be made or the specific item will be circled on the judging form and the incorrect item will be pointed out to the owner or his representative by the Deputy Judge. A one or two-word comment will be made for minor deductions. If there is any deductible item found, but not included on the judging form, there is a space for comment. A reasonable and just point deduction should be made after identifying the item. This should be in keeping with comparable item deductions. Questions concerning judging sheets should be referred to the appropriate Deputy Judge, the Chief Judge of the meet and the advisors present.

## FACTORY CHANGES

Where a modification was made by the factory, or in accordance with factory instructions, there should be no deduction if the fact can be clearly established with respect to the particular vehicle being judged. EXCEPTION: The proper year engine with the correct number of studs, proper location of fan, water pumps and cor-

rect distributor shall be installed. An example of an approved, allowable factory modification would be either a 21 or 24-stud engine in 1938 model Fords. If the modification is questionable, the owner is responsible to substantiate any claimed factory modification.

## **INSPECTION**

Many owners object to having anyone but themselves open or close the hood or doors of their vehicle. The judges should ask the owner or his representative before performing this operation. If the owner is not available, the deputy judge for the class may carefully open or close any parts of the vehicle. Utmost care must be used when judging the vehicle in order to prevent any damage. Treat the vehicle as if it were your own and newly restored.

## **JUDGES' OBLIGATION**

In addition to the care used in judging and inspecting a vehicle as noted before, it is imperative that common courtesy be extended to the owner or his representative. Particularly avoid undue, disparaging or derogatory remarks, concerning the quality of the restoration, for example.

Judges should use extreme care to be sure that all deductions are correct and justified and that the deductions are recorded.

## **DEPUTY JUDGES' RESPONSIBILITY**

Upon completion of judging, the Deputy Judge for the class shall review the judging form with the owner or his representative to advise him of the standard deductions and major deductions in excess of 50% of the available points for a specific area that have been deducted from his vehicle. If the owner can authenticate or corroborate a deduction, the Deputy Judge will consult again with the judging team and review this item.

Upon completion of judging, the Deputy Judge shall review the form for each vehicle for complete information. The Deputy Judge is not to total the points deducted from a vehicle, only to confirm that the form is complete, fair and in the opinion of the judges, honestly reflects the true condition of the vehicle.

## **OPERABILITY**

The parking chairman will see that each vehicle is driven to the Concourse. It is the duty of the parking chairman to provide competent personnel at the Concourse to make certain that each vehicle is driven under its own power. Any vehicle not operating should be reported to the Chief Judge of the meet. The judges shall ask the owner or his representative to demonstrate the workability of all items of equipment.

## **ORGANIZATION**

There will be a Meet Judging Chairman of the meet, whose responsibility is all-inclusive and whose authority is final on all decisions. He must follow all policies and procedures set forth by the National officials. He shall appoint Senior Judges, Deputy Judges and Judges. There shall be a Deputy Judge for each group. There shall be a minimum of four Judges per team, plus Novice Judges.

Guidelines for Team Judging: A minimum of two Judges will judge all engines and chassis with a year grouping, including commercials, special interest, wood-bodied vehicles, etc. A minimum of two Judges will judge interiors and exteriors within a year grouping, including commercial, special interest, wood-bodied vehicles, etc. Additional qualified judges will be used to judge the body and paint section of station wagons, Sportsmans and other wood-bodied vehicles. A fifth judge on the team will be a Deputy or Senior Judge and will supervise the team and check the point deductions. Additional judges could be added, including Novice Judges, to help in all classes and including large classes.

All Rouge Division Vehicles will not be point judged, but will be inspected by a team of experienced judges selected by the National Chief Judge and representatives of the Judging Standards Committee for certification of original features.

There will be a short Judges' meeting prior to judging to assemble Judges, verify assignments and distribute attendance cards and judging materials.

Judging should start promptly at the assigned time. Teams shall judge and submit the form to the Deputy Judge in a timely manner. Thirty minutes should be adequate for a team to spend on an individual vehicle. After checking the form for accuracy and compatibility, the Deputy Judge shall sign the form and immediately hand it to the accounting runner.

All vehicles will remain at the Concourse until a pre-determined time set by the Chief Judge of the meet.

## **OVER-RESTORATION**

Over-restoration greatly complicates the problem of judging. All vehicles are to be scored against the appearance as they left the factory. Castings and forgings are not smooth, stampings may show stress marks. A minor deduction of one (1) point per occurrence with a maximum of five (5) points total per vehicle, should

be made for over-restoration. Examples of over-restoration are: panel seams and welds which have been filled and polished, casting or forgings that have been filled or porcelainized castings on engine and chassis parts. Remember, however, frames and many other chassis parts were usually painted a gloss black. An effort toward neatness and clean-lines should be evident, but recent dust and road dirt should be overlooked.\*

### **OWNER'S OBLIGATION**

The owner should be able and willing to answer any question the judge may ask. He/She should not volunteer to help or interfere with the judging process.

The owner of the vehicle that has features which deviate from those generally accepted for the model year of that vehicle must be able to produce documentation substantiating the deviation.

If the deviation is major or questionable, the owner must notify the National Chief Judge and Chairman of the Judging Standards Committee of the intent to show the vehicle. Documentation must be provided at the time of registration or one month in advance of the Meet, depending on which is greater.

### **SCORING**

Each Concourse and Dearborn Division vehicle has a perfect score of 1000 points before it is judged. It is most important that the judges do an accurate and careful job to assure that the best vehicle in the class is the winner. The vehicle must, however, meet the prescribed standard in order to be worthy of the score attained. The current trend in the hobby has produced excellent restorations from the standpoint of appearance. It is very important that added emphasis be placed on correctness and authenticity of the various parts and components of the vehicle.

Commercial colors, although correct for the period, are not acceptable on passenger vehicles: unless documented as fleet order. The judging sheet and standardized mandatory point deductions list have been designed to reflect the added emphasis on correctness and authenticity and should be used carefully and thoroughly.

Upon completion of judging, the Deputy Judge shall review the form for each vehicle for complete information. The signature of the Deputy Judge should confirm that the score earned is complete, fair, and in the opinion of the judges, honestly reflects the true condition of the vehicle.

For the purpose of accuracy, it is suggested that each score sheet be totaled at least twice, preferably by different individuals. To avoid confusion, the judging tabulators should be restricted, as far as practical, from the Concourse participants, and point scores, etc., should not be divulged to the meet participants until after completion of the meet.

The judging sheets are to be returned to the individual participants to aid in improving their restorations. However, the individual judging sheets are not to be displayed or surrendered to the participants until after completion of the meet.

### **SELECTION OF JUDGES**

It shall be the responsibility of the Meet Judging Chairman and Judging Standards Committee Representative to assure that the best available Judges are selected, that they have a working knowledge of the judging standards to be used and fully understand the implementation procedure established.

Judges should be assigned to the class of their choice whenever possible. Most judges make a specialty of becoming informed on a particular vehicle or class. All judges should be urged to research catalogs, manuals, etc., to become more knowledgeable of Ford manufactured vehicles. A judge should never be assigned to a class where he has a vehicle in competition except in extreme emergencies.

### **ACCESSORIES**

No extra points will be awarded for accessories at this time. Added, approved accessories will be subject to deductions for completeness and authenticity. However, points in a reasonable amount must be deducted for accessories not approved or released by Ford Motor Company at the time the vehicle would have been delivered to the first retail customer. No deductions will be made for a Columbia overdrive installation of proper style for the year, but subject to normal deductions as part of the undercarriage and other appropriate categories. No deductions will be made for overdrives installed on post Columbia era vehicles if the OD is a Ford unit and is of the same year as the vehicle on which it is installed, but subject to normal point deductions as part of the undercarriage and other appropriate categories.

The following rules will apply to the display of white sidewall tires:

### **WHITE SIDEWALL CONFIGURATION**

1932-1939	DOUBLE WHITE SIDEWALLS
1940	DOUBLE or SINGLE WHITE SIDEWALLS

1941-1942	SINGLE WHITE SIDEWALLS
1943-1946	BLACK SIDEWALLS ONLY (Effective January 1, 2013)
1947-1953	SINGLE WHITE SIDEWALLS

Body undercoating will be allowed on 1946-1953 vehicles.

## SAFETY

All vehicles must have an Underwriters-approved-type fire extinguisher in evidence in order to qualify for judging at national meets. The extinguisher does not have to be permanently mounted. The fire extinguisher will be displayed by the left front wheel. The extinguisher must have a minimum capacity of 2-1/2 lbs.

## VEHICLE CLASSIFICATION

1. DIVISION - The classification within which a vehicle will be judged and eligible for awards.
  - A. CONCOURSE - All eligible club vehicles entered which are to be point-judged and have not previously won the Dearborn Award.
  - B. DEARBORN - All eligible club vehicles entered which are to be point-judged and have previously won the Dearborn Award.
  - C. DEARBORN EMERITUS - All eligible club vehicles entered which are not to be point-judged and have previously won a V-8 Dearborn Medallion Award, and have had a minimum of one walk-around. The vehicle owner may select the class or the NCJ (or his/her designee) may assign a vehicle to this class.
  - D. ROUGE - All eligible club vehicles unrestored, original as manufactured, which meet the requirements set forth in the judging rules for the ROUGE DIVISION and are not participating in the DEARBORN, Concourse, or TOURING Divisions.
  - E. TOURING - All eligible club vehicles entered which are not point-judged or participating in the ROUGE Division.
2. CLASS - The marque (Ford, Mercury, Lincoln, etc.) or general classification such as commercial, special interest, factory vehicle, etc., and the production year or years which a vehicle is assigned for judging.
3. GROUP - Body Style
  - A. OPEN - Folding or removable top, including Roadsters, Phaetons, Cabriolets, Convertibles, etc.
  - B. CLOSED - Solid or non-folding top, including Coupes, Sedans, 1932 Sport Coupe, etc.
4. TYPE - A specific body style or engine size within a class, such as Tudor Sedan, Roadster, Panel Truck, etc.

## DEFINITIONS

1. AUTHENTIC - The proper description of a genuine standard production vehicle in that it must be of the same chassis, body, upholstery, color, engine, year and parts as that which the Ford Motor Company offered in that particular year of the vehicle production.
  2. FORD V-8 - All authentic 1932-1953 Ford Motor Company cars and commercial vehicles bearing the name Ford, and being powered by the factory production flat cylinder-head V-8 engine.
  3. FACTORY VEHICLE - All authentic 1932-1953 Ford Motor Company vehicles which do not bear the name Ford. Lincoln and Mercury automobiles are included as "Factory Vehicles" as well as the four and six-cylinder Fords of these all-inclusive years, and foreign automobiles of Ford manufacture. This will also include the Foreign Factory Vehicles (as an example Canadian and Australian) 1954 flathead motor powered vehicles including, but not limited to Ford, Meteor and Monarch cars and Mercury Trucks.
  4. SPECIAL INTEREST - Any vehicle utilizing a chassis manufactured by the Ford Motor Company during the era from 1932-1953 and incorporating a body which was of unique design, outstanding features or unusual factory custom styling powered by a Ford product 1932-1953 four, six, eight or twelve-cylinder engine. Included in this class are limousines, hearses, fire trucks, and ambulances. All Ford manufactured vehicles 1932-1953 not specifically noted, but otherwise qualified, shall be entered in the Special Interest Class.
  5. STATION WAGON - All authentic 1932-1953 Ford Motor Company manufactured wooden-bodied, simulated wood or painted vehicles with a station wagon-style body.
  6. COMMERCIAL LIGHT - All authentic 1932-1953 Ford Motor Company vehicles used or adopted to commercial use which use passenger car sheet metal, passenger car frames or similar wheelbases. Examples are Sedan Deliveries, 1/2-ton Pickups and Panel Deliveries.
  7. COMMERCIAL-HEAVY - All authentic 1932-1953 Ford Motor Company vehicles which utilize unique commercial sheet metal, heavier frames or other features which would classify them as a truck.
- All factory vehicles, special interest vehicles, station wagons and commercial vehicles will be judged with their appropriate marque and year. All U.S. manufactured Fords with four and six-cylinder engines will compete for awards with their V-8 powered counterparts.

## AWARDS

### 1. CONCOURSE DIVISION

A. All vehicles with 950 points or more will receive the Dearborn Award. All other vehicles in each class group with 900 or more points will be awarded a First Place Award. Vehicles which receive the Dearborn Award will graduate to the Dearborn Division and will be ineligible for further direct Concourse competition.

B. Second-Place will be awarded to any vehicle that receives a score between 750 and 899 points. A Third-Place will be awarded to any vehicle that receives a score between 600 and 749 points.

C. Minimum points for awards.

1. Dearborn Award – 950 points
2. First Place - 900 points
3. Second Place - 750 points
4. Third Place - 600 points

### 2. DEARBORN DIVISION

A. All vehicles which have won the Dearborn Award at a previous National Meet may be entered for point judging to qualify for a V-8 Medallion Award. A vehicle must score a minimum of 925 points to earn the V-8 Medallion Award.

B. The Dearborn Award License Tab will also be presented to a vehicle the first time it earns a V-8 Medallion Award. Any vehicle displaying a Dearborn Award License Tab may be visually judged only at the discretion of the National Chief Judge or his designee.

C. The Dearborn Award will be engraved to indicate the meet, date and location where the award was earned, along with the year and type of vehicle and the name of the owner.

D. V-8 Medallions will also be engraved with the meet and the date.

E. The meet logo or inset for the meet souvenir gearshift knob may be used on the lower circle of the 8 on the V-8 Medallion to satisfy part of the requirements of paragraphs C and D above.

### 3. DEARBORN EMERITUS DIVISION

A. All vehicles that have won a Dearborn Medallion and have had at least one walk-around at a previous National Meet may be entered.

B. The purpose of this award is to honor the medallion vehicles that have attained walk-around status and the owners that wish to drive and display these vehicles. The vehicle will not be point-judged. The NCJ (or his/her designee) will conduct an inspection of the vehicle to assure the vehicle meets the qualifications regarding condition/the vehicle in general.

C. All vehicles meeting the requirements of the Dearborn Emeritus Division will be awarded a medal (medallion).

D. The medal will be similar in size and shape to the Dearborn Medallion. It may be displayed on a separate plaque/board or on the vehicle's Dearborn Plaque.

### 4. ROUGE DIVISION

A. All unrestored, original as manufactured, vehicles which meet criteria set forth in the judging rules for the Rouge Division and are certified on the Concourse at a National Meet will be awarded the ROUGE AWARD for the preservation of original features.

B. The Rouge Award plaque will be similar to the Dearborn Plaque in all ways except the title plate identifying the award.

C. All vehicles which have won the Rouge Award at a previous National Meet may be entered for repeat certification to qualify for a V-8 Medallion Award. A vehicle must continue to meet the criteria here for a repeat certification.

D. The Rouge Award will be engraved to indicate the meet, date and location where the award was earned, along with the year and type of vehicle and the name of the owner.

E. V-8 Medallions will be engraved with the meet and the date.

F. The meet logo or inset from the meet souvenir gearshift knob may be used on the lower circle of the 8 on the V-8 Medallion to satisfy part of the requirements of paragraphs C and D above.

G. The Rouge Award license tab will also be presented to a vehicle the second time it is certified.

### 5. TOURING DIVISION

A. Stock body as it came from the factory with full fenders, hoods, sides, etc., and a pre- 1954 paint scheme: No flames, scallops, etc. Tinted glass of the original type is acceptable in any vehicle for which it was available as an original option. Dash and instruments will be stock.

B. All vehicles shall be powered by a Ford flathead engine produced in the design manufactured from 1932 - 1953. This engine can be a 4, 6, V-8, or V-12 cylinder engine. The suspension and drive train shall be Ford Motor Company of the type originally installed in the vehicle. 1952 and 1953 Lincolns and 1952 and 1953 six-cylinder Fords may have Overhead Valve engines as originally equipped. The suspension and drive train shall be Ford Motor Company of the type originally installed in the vehicle. All 1932 through 1948 vehicles must have transverse springs, front and rear, solid front axles, with a torque tube to the rear axle. Dropped front axles are not acceptable.

C. Stock or factory accessory wheels.

D. CLASSES: 1932-34 Open; 1932-34 Closed; 1935-36 Open; 1935-36 Closed; 1937-40 Open; 1937-40 Closed; 1941-48 Open; 1941-48 Closed; 1949-53 Open; 1949-53 Closed; 1932-53 Commercial; 1932-53 Wagons; 1939-48 Mercury; 1949-53 Mercury; 1932-53 Lincoln and Lincoln-Zephyr. These are suggested classes and may be changed by the hosting group.

E. Suggested awards are First, Second and Third Place in each class.

F. All Touring Division vehicles will be checked under the hood for allowed equipment.

G. Any added options must be Ford factory options for 1932-53.

H. Allowable updates include dual exhausts, seat belts, turn signals, electric fuel pumps, hydraulic brakes, twelve volt systems with generators, radial tires and added gauges.

I. All vehicles will be inspected for operational items including: fire extinguisher, tires, brakes and steering.

J. All Touring Division winners will be chosen by popular vote of registered participants at the meet. Emphasis will be on touring desirability rather than total authenticity.

#### 5. TOURING DIVISION - A (Accessories)

A. Stock body as it came from the factory with full fenders, hoods, sides, etc., and a pre-1954 paint scheme. No flames, scallops, etc.

B. All vehicles shall be powered by a Ford flathead engine produced in the design manufactured from 1932 - 1953. This engine can be a 4, 6, V-8, or V-12 cylinder engine. The suspension and drive train shall be Ford Motor Company of the type originally installed in the vehicle. 1952 and 1953 Lincolns and 1952 and 1953 six-cylinder Fords may have Overhead Valve engines as originally equipped. The suspension and drive train shall be Ford Motor Company of the type originally installed in the vehicle. All 1932 through 1948 vehicles must have transverse springs, front and rear, solid front axles (dropped front axles are permitted), with a torque tube to the rear axle.

C. Stock or "era" accessory wheels.

D. CLASSES: 1932-34 Open; 1932-34 Closed; 1935-36 Open; 1935-36 Closed; 1937-40 Open; 1937-40 Closed; 1941-48 Open; 1941-48 Closed; 1949-53 Open; 1949-53 Closed; 1932-53 Commercial; 1932-53 Wagons; 1939-48 Mercury; 1949-53 Mercury; 1932-53 Lincoln and Lincoln-Zephyr.

These are suggested classes and may be changed by the hosting group.

E. Suggested awards are First, Second and Third in each class.

F. All Touring Division vehicles will be checked under the hood for allowed equipment.

G. Any added options will be of the 1932-1953 era.

H. Allowable updates include dual exhausts, seat belts, turn signals, electric fuel pumps, hydraulic brakes, twelve volt systems with generators or alternators and radial tires.

I. All vehicles will be inspected for operational items including: fire extinguisher, tires, brakes and steering.

J. All Touring Division winners will be chosen by popular vote of registered participants at the meet. Emphasis will be on touring desirability rather than total authenticity.

#### CONCOURSE AND DEARBORN DIVISION CLASSES AND GROUPS (minimum)

CLASS	YEAR	GROUP	
Ford	1932	OPEN	CLOSED
	1933-1934	OPEN	CLOSED
	1935	OPEN	CLOSED
	1936	OPEN	CLOSED
	1937-1938	OPEN	CLOSED
	1939	OPEN	CLOSED
	1940	OPEN	CLOSED
	1941-1942	OPEN	CLOSED
	1946-1948	OPEN	CLOSED
1949-1953	OPEN	CLOSED	
Mercury	1939-1948	OPEN	CLOSED
	1949-1953	OPEN	CLOSED
Station Wagons	1932-1940		
	1941-1948		
	1949-1953		
Commercial	1932-1939	LIGHT	
	1940-1947	LIGHT	
	1948-1953	LIGHT	

	1932-1953	HEAVY
Special Interest	1932-1953	
Factory Vehicle	1932-1953	

The Special Interest and Factory Vehicle Classes may be further divided for the purpose of additional awards into Passenger, Commercial, Lincoln, etc., or groups of Open and Closed if there are three or more of a particular vehicle or at the discretion of the hosting group. Sportsmans will compete for awards with the 1946-1948 Open cars unless there are three or more competing. In this case they will have a separate class. Other classes may be divided, but not combined, at the discretion of the hosting group.

**Display Class:** The Early Ford V-8 Club of America will have a “Display Class” at all national meets. The cars shown in this class are those cars of Ford manufacture from 1932-1953 (Fords, Mercurys, Lincolns, trucks, etc.) that do not qualify for any of the other concourse or touring classifications.

Vehicles placed in display class will submit to a safety inspection and be equipped with a fire extinguisher.

The regional group(s) hosting the national meet will have the discretion on whether or not to give awards for this classification.

The Early Ford V-8 Club National Meet Award Medallion shall not be given on any award in the Display Class.

### ROUGE DIVISION

1. Vehicles will be considered for certification in one or more of three areas: Interior, Exterior, and/or Running Gear (which includes the engine). Originality, as manufactured, is the primary criteria for certification. Cosmetic condition, wear and tear, except for items which might affect safety, will not be considered. Proper maintenance and reasonable cleaning is expected.

2. A minimum of 90% of the area being considered must be original from the manufacture of the vehicle to be certified for the Rouge Award or subsequent V-8 Medallion Award.

3. Allowable replacement parts for original vehicles shall be limited to:

- A. Water hoses and fan belts.
- B. Spark plugs.
- C. Water pumps and fuel pumps
- D. Generator and starter.
- E. Distributor and battery.
- F. Tires and tubes
- G. Topping fabric and pads on open cars, however top boot and side curtains shall be original.
- H. Top insert of 1932-1936 model closed cars.
- I. Exhaust pipe, muffler and tail pipe.
- J. Windshield wiper blades.
- K. Minimum amount of wiring to be replaced/repaired to ensure dependable operation and drivability is allowed. The replacement of entire looms is discouraged.

4. Allowed replacement parts shall be the correct type, finish and color for the year and model of the vehicle.

5. Parts which are repainted, replated, refinished, reupholstered or in any way restored are not original as manufactured.

6. Past winners of the Dearborn Award/Medallion are eligible for the Rouge Division.

### SPECIAL AWARDS

1. Special awards shall not be based on points scored on the judging forms.

2. The V-8 Club “National Meet Award” medallion shall not be used on any special award.

3. Special Awards are the responsibility of the hosting or donating group and shall not reflect judging results.

4. Any Group proposing a special award shall submit their request for approval to the National Chief Judge and Judging Standards Committee by April 1 of the year of the Meet. Written guidelines to be used in selecting the recipient shall be provided along with the request for approval.