



2018 Competitions

Judges' visits
of the competing groups

HOW THE JUDGES PREPARE FOR A VISIT

- The judges prepare for the visit by reading through the competing group's registration form and descriptive appendix.
- The information contained in the entry file is not systematically checked during the visit. However, the judges may ask questions in order to clarify the information on file. This is why the number of questions may vary, depending on the agri-business. Note that fewer questions do not indicate a lack of interest on the part of the judges and the number of questions has no incidence on the agri-business's score.
- Judges' decisions are based on verifiable results and not on plans or projects to come.
- The date and time of the visit are confirmed by the recording judge a week before the visit. Unless otherwise agreed upon, the owners must be available to welcome and accompany the judges throughout the visit.

HOW COMPETING GROUPS PREPARE FOR A VISIT

- The competing group must make sure that the mandatory or, if need be, anyone actively involved in the agri-business, is present for the judges' visit.
- The competing group must prepare the required documents: agri-environmental fertilization plan, certificate of authorization, field log, financial statements, etc. See the appendix entitled *Required documents*. However, the competing group must not make a copy of these documents for the judges because the judges refer to them on site (apart from the most recent financial statements, which must be provided to the judges if the statements were not included with the registration form).

WHAT HAPPENS DURING A VISIT

- When the judges arrive, they introduce themselves and explain how the visit will be conducted. The judges ensure that the duration of the visit is fair to the competing group.
- The judges answer any questions from the competing group.
- They pay attention to the information conveyed by the competing group and they inspect the facilities.
- They visit the agri-business in teams of three. However, in order to make the best use of the time available to them, they may split up to tour the fields.
- They inform the competing group of any obvious accident risks.
- They do not comment either positively or negatively on what they observe.
- No recommendations are made during the visit.
- Biosafety is of special interest to the judges. Before the visit begins, the competing group must therefore inform them about the measures in place, such as compliance with species-exposure restrictions, showering (where applicable), disinfecting of boots on entering and leaving the facility, use of disposable coveralls, and so forth.
- During the visit, the judges must be respectful, professional and discrete.
- Before leaving, the judges make sure they have all the information they need to complete the evaluation grid correctly.

AFTER THE VISIT

- The judges each speak in turn and discuss the visit.
- They complete the grid by reaching a consensus on each point.
- They note the agri-business's strong points and make suggestions for improvements.

APPENDIX

REQUIRED DOCUMENTS

Documents	Available Yes/No	Being acquired	Unnecessary (do not apply to the agri-business)
AGRI-ENVIRONMENT			
Agri-environmental fertilization plan (PAEF) for the current year			
Agri-environmental support plan (PAA)			
Manure stock piling record			
Storage facility record – manure export			
Manure spreading record			
Manure export records (treatment by an authorized plant)			
Written shared manure storage agreement			
Spreading agreement or lease			
Operator-manure treatment plant agreement			
Manure characterization			
Certificate of authorization			
Phosphorous report			
INSURANCE			
Crop insurance			
Farm income stabilization insurance (FISI)			
AgriStability, AgriInvest and AgriQuebec programs			
Property insurance			
Partnership insurance			
Personal insurance (life, disability, salary, etc.)			
TRAINING			
Degree or attestation of training			
FINANCIAL MANAGEMENT			
Financial statements for the preceding three years			
Budget for the current year (annual projection results and monthly cash budget [monitoring of the line of credit])			
Strategic planning			
Business expenditure planning			
MARKETING AND CERTIFICATION			
Marketing plan			
Proof of organic certification			
PAYMENTS AND CLASSIFICATION			
Milk cheques or other payments			
Product grading and classification records			
LIVESTOCK PRODUCTION			
Livestock performance records			
Feeding program			
Genetic improvement program			
Herd performance index (HPI)			
CROP PRODUCTION			
Farm plan			
Field log (planting, fertilization, crop protection, etc.)			
Crop plan			
Crop yield records			
PROCESSING, MARKETING OR BOTH			
Production monitoring (records)			
OTHER			
Human resources (payroll, employee handbook, etc.)			
Municipal taxes			
Consultant reports or other relevant documents (advisory service network, group analysis results, etc.)			

N.B.: The documents indicated above will be consulted on site. Do not make photocopies.