



PART 1 - EVENT DIRECTOR RESPONSIBILITIES

1.1 MANDATORY INFO THE JA SCHEDULING DIRECTOR 2-WEEKS PRIOR

1. Competition packet, same as sent to teams.
2. Final competition round times, meeting times
3. Event emergency contact number.
4. Direction to competition site.
5. Location and times of Judge's meeting and Coaches' meeting
6. Order of performances by Category or Division.
7. Type of in-house meal provided for Performance Judges, Technical Judges and Interns.

1.2 FACILITIES

1. Provide well-marked assigned parking spaces for Performance and Technical Judges.
2. Designate a meeting room for the Judging staff which is quiet, can be private, not used by several groups, and close to gymnasium.
3. Mark off Performance and Technical Judges' seating area in gymnasium – please ensure that there is plenty of room and that the audience will not be in the way or too close to the judges.
4. Provide a Security Personnel contact for safety measures during the event and keep Judges' seating area free of spectators.

1.3 INFORMATION READY FOR JUDGES' DIRECTOR

1. Key to room.
2. Event procedures.
3. Directions to nearest restroom.
4. On-site dinner instructions.
5. Announcer and award information.
6. Use of scores information.
7. Programs for Judges.
8. Last-minute cancellations, additions, and changes.

1.4 RUNNER

1. Provide a runner for the Judges available all day.
2. Run errands and get information.
3. Run errands between Technical Judges and Judge Director.
4. Assist with clerks.

1.5 CLERKS

1. Provide 1 Clerk per judge for 'tape recorded' events.
2. Mature, responsible, dependable 18 year old Clerks not directly associated with the hosting team. (See following Clerk info.)
3. Assist Judge add scores, manage tapes/recorder.
4. Fill team packets at end of event.



5. No clerks necessary for 'digital recorded' events.

1.6 TASKS DAY OF COMPETITION

1. Have host/hostess at front door to direct/escort Judges to Judges' Room.
2. Have materials prepared as requested by Judges' Director.
3. Have beverages/refreshments in Judges' Room; coffee, water, soda/diet soda.
4. Mints/candies/snacks for stands (optional).
5. Water or beverages for in stands.
6. Invite JD to beginning of Coaches' meeting.

1.7 MATERIALS PROVIDED BY JUDGES' DIRECTOR

1. Performance score sheets.
2. Evaluation forms for judges and coaches.
3. Evaluation instructions and recorders.
4. Laptop and printer.

1.8 EQUIPMENT PROVIDED BY EVENT DIRECTOR

1. Copy machine ready to print, collate.
2. Access to a computer printer.
3. Electrical outlet in the Judges' seating area for potential tabulation.
4. Large school named envelopes/packets for teams.



PART 2 - COMPETITION PERSONNEL JOB DESCRIPTIONS

PERSONNEL	STAFFED BY	ARRIVAL TIME	DUTIES
Event Director	Event	EARLY!!!!	Provide for the judging staff: a room, nourishment, beverages, judges clerks (1 per judge), and a computer for tabulation (if available). Ensure that the Judges Director has access to a copy machine. Work with the Judges Director to ensure that the day runs smoothly on the judging end of things.
Judges' Director	Judges Affiliation	An hour prior to Judges' Meeting	Serve as the DDCA/JA representative with regard to scoring, rules and regulations, policies and procedures. Handle any and all situations that arise with regard to penalties, rules and regulations enforcement, etc. Bring and organize all equipment and materials, run judges' meeting, provide on-going training through topical discussion, ensure security of scores, ensure for correct tabulation, dubbing tapes and copying score sheets for evaluation team, copy score sheets for teams' packets, send evaluation, tabulation, and staffing reports to JA, trouble shoot.
Performance Judges	Judges Affiliation	15 minutes prior to Perf Judges' Meeting	Rate/Rank performances according to the score sheet criteria, tape critique of each team, and assist Judges' Director as requested.
Technical Judges	DDCA	15 minutes prior to Tech Judges' Meeting	Assure teams follow safety rules, give any infraction penalties to Tabulator.
Tabulator	Judges Affiliation	Before or during first round.	Tabulate scores from judges' score sheets, create master tab sheet (if by hand) or print computerized score sheets, assist in photocopying score sheets.
Clerks	Event Director	15 minutes prior to Judges' Meeting	Add scores, manage recorders, organize tapes, take notes for judges as directed, make copy of tapes as directed, sort tapes following competition, follow Judges' Director's directions.
Runner / Equipment Assistant	Event Director	When Judges' Director arrives	Assist Judges' Director with hauling equipment from car to building before and after the event. Perform tasks for Judges' Director, get beverages and supplies, assist tabulator, assist in copying tapes and score sheets, assist Judges' Director as requested.



PART 3 - CLERKS

3.1 WORKING WITH YOUR JUDGE

- A. Professional Attitude
 1. Maintain a professional relationship in order to do the best job possible.
 2. Avoid unnecessary conversation; comments can be very annoying and distracting to the Judge, and comments can be misleading to the audience as to whether you or the Judge is making the decision.
 3. **No cell phones may be used or turned-on in the stands, verbal or texting. Period.**

3.2 RESPONSIBILITIES OF A CLERK

- A. Be Accurate - Be able to listen intently, write neatly and add correctly.
- B. Be Trustworthy - Anything seen or heard at the Judges' table is strictly confidential.
- C. Be Quiet - Record decisions made by Judge. Keep your opinions to yourself. It is not your position to participate in the judging process of teams in any manner at all.
- D. Be Prepared
 1. Be prepared to do any and all duties. Judges have different expectations of clerks.
 2. Be prepared to adjust to the individual requirements of each Judge.
 3. Practice on the calculator and with the manipulation of the tape recorder prior to competition.

3.3 PROFESSIONAL COURTESIES

- A. Conversation
 1. Mention of your relationship with any participating schools should be after winners are announced.
 2. Instruct your friends, family, etc., to stay clear of the Judges' area during competition.
 3. Stop anyone coming to the Judges' area. **NO ONE** (except the Judges' Director) is allowed to interrupt a Judge during the competition. Hostesses should not interrupt a Judge until he/she is finished scoring/talking.
 4. Refuse politely to give your opinion on teams or points/placing, even if asked.

3.4 TAPED COMMENTS

- A. Prior to Competition
 1. Organize tapes so each Judge has one tape for each competing school.
 2. Wind each cassette tape past the leader tape (the beginning white or clear tape) on the tape recorder.
 3. Arrange tapes in the tape cassette case according to order of Round I performance. Remove cassettes from their jackets for easier handling when in the bleachers.
 4. Communicate with Judge regarding his/her expectations of you during competition.



- B. During the Competition
 - 1. Insert appropriate competing team's cassette tape in recorder.
 - 2. Pay attention to Judge and the tape recorder at all times to confirm working order.
 - 3. Be prepared to write judges' comments on paper if equipment is not operable. Contact Judges' Director immediately.
 - 4. Prepare cassette tape of next competing team in tape recorder for Judge.
- C. Between Competition Rounds
 - 1. Return to Judges' room to leave equipment.
 - 2. **Prior to Round I:** Prepare each tape cassette for recording Round II on same side of tape. Do not rewind.
 - 3. **Prior to Round II:** Arrange cassettes in the tape cassette case according to order of Round II performance (usually reverse order of Round I).
- D. After Competition
 - 1. Return to Judges' room to help dub tapes and Judges' Director.
 - 2. Separate cassette tapes into school bundles, insert in team packets for distribution at check-out.
 - 3. Arrange all equipment/supplies used for ease in collecting. Throw away scrap paper.

3.5 SCORE SHEETS

- A. During the Competition
 - 1. Watch Judge to make sure he/she is writing in the correct column.
 - 2. Add scores on score sheet after each team's performance. Re-Add scores and note with a small check mark under the column.
 - 3. Combine the total of Round I and Round II scores immediately following Round II performance and write in appropriate box. Re-Add and place check mark under column.
 - 4. Have score sheets ready for Judges' Director immediately following each division.

3.6 OTHER INFORMATION

- A. Refrain from discussion of the competition (scores, comments, etc.) during dinner.
- B. Make sure your Judge signs all score sheets.
- C. Check with Judge Director that job is finished before leaving.