



PART 1 - RESPONSIBILITIES

1.0 EVENT RESPONSIBILITIES

- A. Act as a DDCA/JA representative in decisions regarding performance rules and regulations at local events.
- B. Provide current category, caption, and technical score sheets to judging panel. Maintain current copies of annually supplied scored sheets and make copies as needed for events.
- C. Lead pre-event Judges' meeting and provide instruction, agenda, list of teams, and directions for the day of the event to all judges.
- D. Provide pre-event education to judges and interns in the form of topical conversations, worksheets, and exercises.
- E. Attend coaches meetings (if feasible) at local events to answer questions, provide information, collection flash drives, and critique sign-up sheet.
- F. Monitor the judging process during the event to communicate with the event Announcer to prompt the next performance.
 - 1. **Monitor performances. In Kick Category, count and record number of kicks.**
- G. Maintain a small assortment of extra recorders, clipboards, evaluation equipment (i.e. digital recorder), batteries, pencils, calculators, and score sheets.
- H. Stand-in for absent judges if necessary.
- I. Display professional demeanor and dress appropriately.
- J. Facilitate digital downloading of judges' recordings to email to Evaluation Director for evaluation.
- K. Facilitate all aspects of a critique session, if applicable to an event.
- L. Electronically tabulate scores at local events.
- M. Review master tabulation sheets from previous events to be informed, address scoring trends and consistency issues during pre-event education.
- N. Oversee the scoring process, reviewing scores between rounds and communicate to judges any discrepancies, irregularities, etc. Conference with individual judges when necessary to maintain integrity and consistency in judging process. (See 2.3B)
- O. Meet with coaches at end of the event to review master tabulation sheets and answer questions. NOTE: All judges should stay when feasible for informal "meet and greet" at end of the each event.
- P. Complete all necessary evaluations and email to the Evaluation Director.
- Q. Complete the competition Staffing Report and email to the Tabulation Director.



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- R. Email one Tabulation document to Tabulation Director.

1.1 ALL AFFILIATE RESPONSIBILITIES

- A. The Judges' Affiliation requires its affiliates to uphold and maintain a reputation of professional service and credibility to the dance team community. The following is required conduct that all affiliates are expected to keep:
 1. **Dress Code:** Business casual work attire, coordinates, jackets. No jeans, no athletic shoes, no sport clothes, no short skirts, no logo-wear. Make-up and hair should be sensible and adult. No gum.
 2. **Accountability:** Know the rules and regulations of your job and the venue you are judging. Read the Judges' Affiliation manual. Do not allow for a conflict of interest, a lack of understanding, ignorance, or miscommunication to create issues for you and the organization. You represent the Judges' Affiliation.
 3. **Integrity:** No mobile phones belonging to Performance Judges or Clerks may be used in the stands, verbal or texting. Period. **Only Technical Judges who use mobile phones for judging are permitted active phones.**
 4. **Punctuality:** Arrive 10 minutes early to all judging functions.
 5. **Attendance:** Do not bring children, spouses, and friends to the events. The hosting schools will not be responsible for people that travel with you to the events. All guests are considered audience and are expected to pay entry fees, meals, etc.
 6. **Preparedness:** Digital recorders, back-up tape recorders, batteries, supplies, calculators, clip-boards are your responsibility.
 7. **Communication:** Always be in touch with JA leadership team. Be available and responsive to communication, offering "well-in-advance" notice to scheduling conflicts, early confirmation of scheduled contracts.
 8. **Tact:** Represent the organization as a professional with a positive attitude. Talk to fellow judges with mutual respect. Sharing is encouraged, lecturing is not. Keep unrelated comments to yourself. Be aware of how you may be interpreted in a highly charged environment. Maintain a low profile. Use discretion when and where you speak to others.
 9. **State of Mind:** Arrive to events with a positive and open attitude directed toward the nurturing and support of the efforts of others. Keep personal and professional frustrations from infiltrating into your voice, taped comments, and interactions with others. It goes without saying that you need to feel confident and be at the peak of your abilities to provide the best evaluations.

PART 2 - EVENT PROCESS AND PROCEDURES

2.1 JUDGE DIRECTOR CHECK-LIST

- A. Pre-Event:
 1. Prepare **performance** score sheets, **technical penalty sheets**, and staffing report.
 2. Prepare/check backup supply kit and **your own flash drive**.
 3. **Confirm attendance of Performance and Technical judges by their signatures on staffing report or completing it yourself.**



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4. Prepare education/discussion topics/activities, etc.
 5. Confer with Event Director on use of scores. (See 5.2)
 6. Receive communication from Evaluation Director as to necessary digital dubbings, self evaluations, etc.
- B. Upon Arrival:
1. Check into judges' room.
 2. Set room for meeting.
 3. Set up for tabulation, if required.
 4. Copy performance sheets, penalty sheets, education exercises, as needed.
 5. Attend coaches meeting, if feasible.
 - a. Collect flash drives for team comments.
 - b. Provide Critique Sign-up Sheet (if having a critique between rounds).
 6. Confirm number of awards to be given.
 7. Complete Staffing Report, naming Performance Judges, Technical Judges, Tabulator, and Information Technician.
 - a. Confirm those that carpooled for assigning mileage reimbursement.
 - b. Drill-Down Callers are contracted by hosting events and need not sign staffing report. (2008)
- C. During Judges Meeting:
1. Have judging staff and interns introduce themselves.
 2. Lead educational session/discussion/activities, etc.
 3. Create conversation and dialogue between judges and interns.
 4. Answer questions, give feedback and provide instruction to judges and interns.
 5. Ensure the judging staff is prepared for the event by preparing score sheets and equipment.
- D. During Event:
1. Monitor pace of scoring/taped comments/evaluation.
 2. Address any "security" issues in the stands.
 3. Address any rules and regulations issues.
 4. Count Kicks. Give number to Technical Judges to note on Penalty Sheets.
 5. Receive Technical Sheets to record Penalties. Return to Technical Judges.
 6. Begin tabulation, if feasible, and have 1st round results ready by the end of first round.
- E. Post-Event:
1. Collect score sheets from performance judges.
 - a. Input scores and penalties from all judges.
 - b. Input scores on separate tabulation tab from intern judges.
 2. Have yourself and judges review correctness of tabulation results.



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3. Provide placements and scores to announcer.
 4. Have master tabulation sheet copied.
 - a. Transfer electronic master tabulation to your JD flash drive, if done by another Tabulator.
 - b. Transfer digital recordings of those judges selected for evaluation to your flash drive, from Information Technician. Or confirm that the IT will send recordings to Evaluation Director.
 5. Confirm all team 'flash drives' with recorded evaluations are in coaches' packets.
 6. Confirm all technical sheets are stuffed into the coaches' packets.
 7. Provide master tabulation sheet to judges, coaches, etc.
 8. Provide a summation/wrap up discussion with judging staff and interns.
- F. By Sunday (no later) following the Event:
1. Email master tabulation form to Tabulation Director.
 2. Email Final Staff Report to Tabulation Director/Treasurer.
 3. Complete Self-Evaluation (1 category & 1 traditional/season) and email to Evaluation Director, if being evaluated.
 4. Complete evaluations of judging staff and IT and email to Evaluation Director.
 5. Email digital recordings to Evaluation Director.



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2.2 FLOW OF PAPERWORK

Document	Destination	Delivery Method	Frequency	Due Date
Event Staffing Report "Staffing-Event-Year"	Dodi Coreson jatabulation@gmail.com	Email	Every Event	No later than the <u>Sunday</u> following each event.
Master Tabulation Sheet "Tab-Event-Year"	Dodi Coreson jatabulation@gmail.com	Email	Every Event	No later than the <u>Sunday</u> following each event.
Judges Director Self-Evaluation "Last Name-by Self-Event"	Carie King jaevaluation@gmail.com	Email	1 during the Category Season, 1 during the Traditional Season (If applicable to your schedule)	No later than the <u>Sunday</u> following the event at which you are Self-Evaluating (Designated by Eval. Dir.)
Judges Director's Evaluation of Judges "Last Name by JD Event"	Carie King jaevaluation@gmail.com	Email	Every Event	No later than the <u>Sunday</u> following each event.
Judges' Recordings*** "Last Name-Caption-Event"	Carie King jaevaluation@gmail.com	Email	For each event you JD, Evaluation Director will provide you a list of those judges that you will need to have "duplicate" their recorded comments digital recorder. Please email Evaluation Director with any questions on this process.	Please email by the <u>Sunday</u> following the event.
Judges' Individual Score Sheets	NONE		The individual judges' score sheets DO NOT need to be submitted to any staff member after each event. The Master Tabulation sheet is the only document relating to scoring that needs to be submitted post-events. Please keep the judges' original score sheets on file for approximately 1 month in the event a score(s) is contested and the original score sheets are needed for verification. After the 1 month "holding period" please dispose of the score sheets.	



2.3 JUDGE EVALUATION PROCESS

- A. JA Evaluation of a Judge:
1. Before each competition, the Evaluation Director will send the Judge Director a list of the judges that will need to be evaluated. The JD will need to decide which team to be evaluated (if there is more than one judge being evaluated they must use different teams). Both rounds of the judge's recording needs to be evaluated (unless festival judging – then it will only be one round). The JD or IT will email the digital recordings to the Evaluation Director, on the Sunday following the competition.
- B. **JD Self-Evaluation:** At the competition the JD may be required to fill out a self-evaluation, this must also be returned to the Evaluation Director, in order to get paid.
1. JA Evaluation of the JD: The JD will be evaluated on their JD duties, by a member of the JA Leadership team, at least 1 time during the season.
- C. **JD Eval of Judge:** The JD will be required to fill out an evaluation on each [performance judge](#), [technical judge](#), and [IT](#). These evaluations must be returned to the Evaluation Director via email or regular mail in order to get paid.
1. Clarification: The JD is not responsible for listening to and evaluating the judges' recorded comments; the JD evaluation of the judges is primarily based on their functioning during the event. The digital evaluations or duplicated tapes that are made during the events are to be sent to the Evaluation Director for formal evaluation.
 2. Judge Directors should use their experience to confer with any 'newer' judge that is rewarding an unqualified team with an over-inflated score, especially early in the season. Teams earning a Qualifying Score (QS) or better during the local circuit should be demonstrating the quality performance expected for the final round of Championships.
 3. At local and state events, the JD will never ask a judge to change their scores. If a judge is severely way-out in left field on a specific team, the JD might ask them to re-evaluate that specific interpretation, but refrain from giving your opinion on the performance. The JD should never use the words "change your score" or tell them what score to give.
 - a. As a JD, if you notice a judge that is consistently scoring lower/higher than other judges within that same caption, it is not a priority that they have matching scores with others. Consistency within their own scoring is their priority for that event. Further non-event education will hopefully improve their score-diversity situation.
 - b. As a JD, if you disagree with a judge's scoring or interpretation, the JD may only make a formal comment after the event, preferably by Evaluation Form sent to the JA, and backed up by reference to prior scores.
- D. **Judge Eval of JD/Event:** Each Judge is required to submit an evaluation on the event itself and the performance of the judge director for each event they work. Those evaluation forms (found on the website) are emailed directly to the Evaluation Director.



PART 3 - DIGITAL EQUIPMENT

3.1 DIGITAL RECORDING

- A. All performance judges will use the Olympus WS-100 (or WS-110) 64 MB Digital Voice Recorder with USB Interface.
- B. When using digital recorders, the judge should record the following introduction sequence at the beginning of the recording, to allow for early confirmation that the correct team and judge is being downloaded:
 - 1. Name of the TEAM being judged.
 - 2. Name of the JUDGE.
 - 3. CAPTION being judged.
 - 4. Name & date of the competition.
 - 5. A friendly but neutral greeting.
- C. The Olympus digital recorder creates a file each time it is turned on and off. To create only ONE file per team, judges **cannot use the STOP** button after they start recording. Judges will have to start recording at the beginning of a program, re-use the Record button to PAUSE recording, OR just keep the recorder continuously running until the end of performance. Once the performance is done, hit STOP, so that a new file will be created for the next team.
 - 1. For category competitions, judges are to use a different sequential "folder" in the recorder for each category performed. This will make downloading organization of files easier.

3.2 DIGITAL DOWNLOADING

- A. Downloading Digital Recordings
 - 1. An Information Technician will download each judge's recordings after each round. Each team's evaluations are collected onto a team provided 'flash drive' and placed in results packet, OR mailed to the Head Coach within a couple days.
 - a. Judge Directors may be asked to do the downloading at smaller events when an IT is not available.
 - 2. Judge Directors will ensure selected judge recordings are emailed to the Evaluation Director for evaluation.

3.3 EMAIL THE FILES

- A. Create an email to Evaluation Director: Jatabulation@gmail.com
- B. Attach all the files to the email.
- C. Send the email and YOU ARE DONE!!

PART 4 - FILE NAMING

4.1 DOCUMENT AND WAVE FILE NAMING

- A. All documents, reports, tabulation results, digital judge evaluations and team performance critiques are subject to a file naming system to keep consistency and organization.



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1. Event Staffing Reports (.doc) should be titled:
 - a. Staffing - event name (school) – year
i.e.: "Staffing Parkose 08"
 2. A Tabulation file (.xls) should be titled:
 - a. "Tab" - Event name (school) – year
i.e.: "Tab Sprague 08"
 - 1) One Tabulation file should contain all divisions; one division per page/tab.
 3. Recorded Wave files (.wav) sent from JD should be titled:
 - a. Judge last name - caption - event name (school)
i.e.: "Smith Effect Liberty"
 4. Judge Evals (.doc) sent from JD should be titled:
 - a. Judge last name - "by JD" - event name (school)
i.e.: "McAfee by JD Wilsonville"
 5. Self Evals (.doc) sent from Judges or JDs should be titled:
 - a. Judge last name - " by Self" - event name (school)
i.e.: "Wilson by Self Gresham"
 6. Event/JD Evals (.doc) sent from Judges & JDs should be titled:
 - a. Event name/"JD" last name - by Judge last name
i.e.: "Clackamas JD Coreson by Napier"
- B. Once everything has been received by Evaluation Director, which includes: evaluated recordings of judges, JD's self-evaluation, and judge's evaluations by the JD. You will then be sent your check in the mail.
- C. At the end of the year, you will receive a final evaluation/report of your year...including an analysis of your self-evaluations, and evaluations done by the Leadership team and judges.

PART 5 - TABULATION AND AWARDS

5.1 SCORES DETERMINE PLACEMENTS

- A. Beginning fall 2006, all local Category and Traditional events will be tabulated to determine each team's (averaged) Score. This highest score will determine the winners and following placement of teams. *Ordinals are only used to break ties, there are NO longer rules declaring a majority of first place ordinals to determine winners.*
- B. New tabulation programs for Category and Traditional events are available to Judge Directors and Tabulators. Make sure you are comfortable with the program before entering the event.

5.2 USE OF SCORES

- A. Judge Directors should confer with Event Director as to the following:
 1. Whether first round tabulation is needed for awards or posted for coaches.
 2. If the second round performance order will be seeded by first round scores. (Need to quickly tabulate first round soon after.)



3. If final scores will be announced with placements.
 - B. Ensure correct tabulation; provide final scores and placements to event announcer and Event Director. Correcting errors in scores and awards to teams is the JD's responsibility.
 - C. Provide master tabulation results to judges, coaches, and event directors.
 - D. Electronically submit the master tabulation results to the Tabulation Director no later than the Sunday following the event.

5.3 CALCULATION OF AVERAGED SCORE

- A. Scores given by all the judges to a team's performance are calculated into one overall 'total point score'. In a one round competition, an average score is calculated by adding the total awarded points, dividing by '3' (the constant number of sub-captions) and then dividing by the number of judges (3, 6 or 9). In a two round competition, points from both rounds are added, divided by '3' (the constant number of sub-captions) divided by the number of judges, and then divided by '2' (the number of rounds).
 1. For example:
$$3548 / 3 \text{ (sub-captions)} = 1182.6$$
$$1182.66 / 9 \text{ (# of judges)} = 131.4$$
$$131.4 / 2 \text{ (rounds)} = \mathbf{65.7}$$
- B. A team's decimal point score may be rounded up if the second number after the decimal is .05 or larger, such as 65.07 could be considered 65.1. Scores will remain unchanged if the second number after the decimal is .04 or smaller, such as 65.04 could be considered a 65.0.

5.4 ORDINALS

- A. Ordinals are the numerical rankings from each judge and are used to break ties in points or show team rankings from each judge. Ordinals are derived from the scores in each caption, the highest score receiving '1' or first place ordinal, the second highest receiving '2' or second place, etc. For the purpose of breaking ties in final scores/rankings, ordinals can be added from all judges, the lowest ordinal total denotes the highest ranking.

5.5 PENALTIES

- A. The Technical Judge(s) at an event will inform the Judge Direction of any numerical penalties to be deducted in Tabulation from a team's score before awards are given. Technical Judges will provide teams with a penalty sheet that should be included in the team's packet.
- B. The Judge Director will count kicks during Kick Category performances and notify the Technical Judge(s) of any team doing less than the required 50 kicks (+/- 5). Penalty for less than 50 kicks is disqualification.
- C. All penalties and their values are awarded by the Technical Judges.



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- D. Penalty points are calculated after each category, each division, or each traditional round. Should second round be seeded, any penalty points earned in the first round will factor in to determining seeding scores.

5.6 QUALIFYING SCORE (QS)

- A. The following Qualifying Scores determine final round contestants for State Championships:
 - 1. 60 1A/2A/3A/4A Dance Drill Divisions
 - 2. 65 5A & 6A Dance Drill Divisions
 - 3. 65 Show Divisions
- B. Each year, scores throughout the local season are tracked by the Affiliation for evaluation of Linear Scale, consistency, validity, growth, and performance division averages.

PART 6 - CRITIQUE

6.1 BETWEEN ROUNDS

- A. At selected Traditional events, an opportunity for coaches to meet judges for a few minutes may be set-up between rounds. Judges grouped by caption will meet with coaches that have heard their first round evaluations and offer any further explanations to those recorded comments. Each meeting is to last no longer than 5 minutes which means coaches must be prepared with a few questions before entering the critique.
 - 1. Use a pre-sign-up sheet of coaches wanting to attend critique to confirm a rotation schedule, constant flow and enough time for judges and coaches between rounds.
 - 2. Technical judges should take the opportunity between rounds to meet with any coaches/teams that received warnings or penalties from the first round.
- B. Judge Directors are to facilitate that the critique runs smoothly and timely. It is the JD's responsibility to keep all dialogs on a friendly and unthreatening tone.
 - 1. The Critique is not to be confused with judges meeting coaches after an event to simply say hello and put a face with a name. The post event "meet and greet" is meant to remain a social opportunity only and is not to become a critique format. It is desired to allow both coaches and judges to retire soon after the event closes.
- C. Coaches attending a critique require some sort of information of their performance before meeting with judges. The JD should provide coaches with either a) a posting of first round tabulation or b) the team's "individual score sheets" to use as reference. Coaches should bring questions to the critique and lead discussions.

PART 7 - PRE-EVENT EDUCATION

7.1 JUDGE DIRECTOR MANUAL

- A. A manual is available to judge directors containing a variety of educational exercises and reference material to use during judge meetings at competitions. The manual and its exercises have the potential of being updated or edited each year.



PART 8 - SCORE SHEETS

8.1 TYPES OF SCORE SHEETS

- A. **Multiple Team Sheets:** Used for any type of event, category or traditional, one or two rounds. One sheet per DIVISION per JUDGE is required.
 - 1. Sheets are kept by Judge Director for one month in the event a score(s) is contested and the original score sheets are needed for verification. After the 1 month "holding period" please dispose of the score sheets.

- B. **Individual Team Sheets:** Used for 'festival' events or much smaller traditional events that allow judges a bit more time between teams to organize paperwork. Sheets are still divided by traditional Captions or Categories. One sheet per TEAM per JUDGE per ROUND/CATEGORY is required.
 - 1. After tabulation, each judge's sheets are given to teams in their exit packets.