



PART 1 - AFFILIATION MEMBERS

1.1 MEMBERS

- A. **AFFILIATES:** The Judges' Affiliation is an organization involved in the adjudication of Oregon's competitive dance team events. Involvement is open to anyone that can demonstrate a proficiency in the judging process, is of respectable character, and maintains a professional and reliable attendance.
- B. **ACTIVE STATUS:** In order to be placed on the Judges' Affiliation active duty roster, interns, judges and directors must [attend the fall educational workshop](#) to be a Judges Affiliation member. The workshop registration fee for the Affiliation is \$45.00. (DDCA membership is not included with this fee.) All Affiliation fees should be made payable to the DDCA/JA each year. Those joining the Judges Affiliation will receive the following:
 - 1. Active judging status for the upcoming season, after a successful internship and certification.
 - 2. Judges' Affiliation (electronic) Manual.
 - 3. Annual Fall Judges' Education Workshop, Evaluation Show, and one/two All-Affiliation Meetings per year.
 - 4. JA Leadership Team meeting minutes and educational articles.
 - 5. Roster of current active judge affiliates.
 - 6. Official Affiliation identification badge for admission to local events.
 - 7. Performance evaluations and feedback.
- C. **REQUIREMENTS:** The following is required to be an interning/certified judge for local events:
 - 1. At least 21 years of age, or have graduated from high school at least four years earlier.
 - 2. Active member status in the Judges' Affiliation.
 - 3. Necessary paperwork and registration fee completed and submitted.
 - 4. Attendance at the Fall Education Workshop.
 - 5. New Judges: Successful completion of internship process. The intern process is finalized when you receive your certificate.
 - 6. Established Judges: Those judges cross-training toward certification in a 2nd or 3rd traditional caption, must still successfully complete the same internship, evaluation and certification process.

1.2 JUDGING PERSONNEL

- A. **Criteria for Performance Judges**
 - 1. To achieve and maintain active status in the Affiliation, interns and judges should complete the following:
 - a. Previous involvement in dance team and/or previous dance experience as a performer, choreographer, or instructor.
 - b. Submission of membership application to the Affiliation with resume/biography.



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- c. Completion of the internship program and achievement of certification in a score sheet caption. (See following section Part 4: "Internship & Certification.")
- d. Submission of availability sheet and W-9 form, each year.
- e. Attendance at annual education workshops.

B. Judges' Directors

1. Judges' Directors for local competitions preside over the judging process, performance rules and regulations, and tabulation procedures. They are selected by the JA Leadership Team based on the criteria below. Each year, this criteria and prospective directors are subject to JA re-evaluation and review.
2. Criteria
 - a. Judging experience of a minimum of five years.
 - b. Actively pursuing certification in all three captions.
 - c. Proficiency at MS Excel software and e-mail.
 - d. Attendance at annual education workshops.
 - e. Certification in Tabulation process and ability to computer tabulate.
 - f. Knowledge of the DDCA rules and regulations for performance and competition procedures.
 - g. Knowledge of and adherence to the Judges' Affiliation policies and philosophies as described in the Affiliation Manual.
 - h. Ability to facilitate pre-event education and preside over a critique session.

C. Tabulators

1. Tabulators must attend a Tabulation class and be certified by the JA/DDCA in order to fulfill the event sanctioning requirements of the DDCA. Certified tabulators can be judge directors, judges, interns, or outside personnel.
2. Tabulators should provide their own equipment, understand how to use it, and be prepared to use the tabulation program. It is possible that other equipment arrangements could be made by the Tabulator with the JA or hosting school to use other available lap tops, key pads, and printers, but it is the Tabulator's responsibility to assure that tabulation happens without error.

D. Information Techs

1. Info Techs download recordings of team evaluations from each judges' digital recorder onto a laptop after each round of a competition. Each team or Head Coach should receive a CD or an email of those recordings after the event.

1.3 LEADERSHIP TEAM

- A. The Affiliation is directed by a Leadership Team comprised of selected qualified administrators that have experience in the judging profession as well as experience and skills necessary to fulfill their individual positions. They provide an administrative base for the selection, coordination, training and evaluation of the affiliates, as well as officiating over rules, direction, and goals of the Affiliation.



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- B. While this leadership team uses a “committee management” approach, the principal director of operations and staff is the Commissioner. The Commissioner is selected from experienced affiliation judges and confirmed by the DDCA board.
- C. Other leadership positions include:
 - 1. Director of Scheduling & Personnel,
 - 2. Director of Education,
 - 3. Director of Evaluation,
 - 4. Director of Internship,
 - 5. Director of Tabulation,
 - 6. Director of Marketing & Events,
- D. This Leadership Team of directors may add or delete to its positional responsibilities depending on the needs or functionality of the Affiliation. The Leadership Team may also create various sub-committees or individual positions to support in the functioning of the Affiliation's purpose and goals, such as Team Assistant, Treasurer, Fund Raisers, Instructors, Evaluators and Volunteers.
- E. TERMS:
 - 1. Each Leadership Team Director commits to a one-year term, which they may repeat until they decide to leave or are asked to leave by the Commissioner. Team members leaving their positions are asked to provide information or training support for incoming directors.
 - 2. The Commissioner's position initially commits to a minimum two year term which they may then continue on a year to year basis. Should they decide to resign, the outgoing Commissioner agrees to spend a full year to support the training and transition of the incoming commissioner.
- F. OPEN DIRECTOR POSITIONS: Open Leadership positions are initially advertised to the Affiliation, then to DDCA membership and general dance team community. Applicants are selected by the standing Leadership Team based on experience and appropriateness for the job description.
 - 1. The acting Commissioner has final decision in the hiring and/or dismissing of all staff. The standing Leadership Team has final decision in the hiring of the incoming Commissioner.
 - 2. Judge Directors, Tabulators and other support personnel are selected by the JA Leadership Team based on experience, commitment, evaluation and completion of training and certification. (Note: The State Judges' Director and State Performance Judges are positions hired and paid by OSAA.)

1.4 PERSONNEL EVALUATIONS

- A. All judging personnel and leadership positions are open for evaluation each year by the Commissioner and Leadership Team, welcoming input from DDCA and OSAA.

1.5 COMPENSATION AND BUDGET

- A. The JA Leadership Team and subsequent support positions are compensated by the event application fees paid by those schools hosting local sanctioned competitive events.



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- B. A budget is created by the Commissioner and DDCA Treasurer for each season, September through April, predicated by the amount of competition application fees and expected expenses. Salaries, paid 50% in October and 50% in March, are based on the number of Leadership Team members and depth of their responsibilities for each season. Salary percentages may vary slightly year to year depending on cross-training, sharing of job duties, or temporary absence of member or job. A suggested fee scale might be:
- | | |
|---------------------------------------|-----|
| 1. Commissioner | 20% |
| 2. Director of Education | 14% |
| 3. Director of Evaluation | 14% |
| 4. Director of Internship | 14% |
| 5. Director of Marketing & Events | 14% |
| 6. Director of Tabulation | 14% |
| 7. Director of Scheduling & Personnel | 5% |
| 8. Assistant | 5% |
- C. Funds earned through JA hosted events, sponsorship, etc. are used towards education, equipment, marketing materials, increasing judging pool, and promoting the activity.

PART 2 - JOB DESCRIPTIONS

2.1 COMMISSIONER

- A. Oversee and manage the general operation of the Judges' Affiliation.
1. Annually review the Judges' Affiliation organization and its effectiveness and make recommendations to the Leadership Team for improvement and/or changes.
 2. Collaborate with JA Leadership Team to develop vision and goals for the Affiliation.
 3. Develop and supervise the JA Leadership Team to meet the administrative, staffing, and training needs of the competitive events.
 4. Annually review of Leadership Team responsibilities, performances, and salaries with input and review by Leadership Team Directors.
 5. Coordinate and facilitate all Leadership Team and Affiliation meetings and agendas.
 6. Develop, manage and implement annual budgets, finances and revenue streams.
 7. Act as principal spokesperson and resource point for judges, coaches, event directors, prospective judges, and other people or organizations inquiring about the judging system in Oregon.
- B. Commission all local judging personnel upon completion of training and certification programs.
1. Implement change in certification or working status of all local Affiliation personnel based on performance evaluations.
- C. Coordinate and manage all aspects of the Judges' Director training and commissioning.
1. Annually review the Judges' Director program and make recommendations to the Leadership Team for improvement and/or changes.



2. Provide the Judges' Directors with procedure updates, rules and regulations, tabulation training, and pre-event instructional topics.
 3. Facilitate Judges' Directors with performance evaluations.
 4. Provide hard copies and electronic copies of score sheets to JA as needed.
- D. Act as the primary liaison with DDCA and OSAA.
1. Attend DDCA general membership meetings and DDCA board meetings as the JA representative (or designate an alternate attendee.) The Commissioner position is a voting DDCA Board member.
 2. Field all judging questions, complaints, and comments from DDCA and OSAA.
 3. Provide a list of recommended qualified judging personnel and their caption certifications to OSAA Judges' Coordinator for selection to the State Championship judging panel.

2.2 SCHEDULING AND PERSONNEL DIRECTOR

- A. Schedule performance judging personnel for all local events during the season (Judges, Judges Directors, and Tabulators.)
1. Facilitate sending and signing of annual personnel contracts
 2. Provide scheduled personnel with competition information sheets.
 3. Handle all scheduling and availability concerns.
 4. Confirm preliminary billing statements with Treasurer.
- B. Receive and process all event applications and balance competitive calendar.
- C. Act as primary contact for Event Directors.
1. Provide Event Directors with event application forms, fee and mileage schedules, and additional materials (as requested).
 2. [Facilitate judging portion](#) of annual Event Directors meeting at the DDCA Fall Conference.
- D. Maintain Affiliation personnel files, including contact roster, applications, tax forms, resumes, evaluations, and annual contracts of assignments.
- E. Annually review the scheduling process and make recommendations to the Leadership Team for improvement and/or changes.

2.3 EDUCATION DIRECTOR

- A. Work with Leadership Team to define the Affiliation's program philosophies, educational directions, and adjudication concepts.
1. Annually review the education program and make recommendations to the Leadership Team for improvement and/or changes.
 2. Provide interpretation of score sheets and recommend revision updates.
- B. Oversee the training and educational subject matter of Judges, Judges' Directors, and Interns.
1. Provide judges with educational materials.



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2. Offer teaching tools and discussion topics for pre-event education at competitive events.
- C. Contract with educators and speakers and for the JA Fall Workshop and JA Evaluation Show.
 1. Oversee the educational concept and format of the Evaluation Show.
- D. Maintain and update Judges' Affiliation Manual regarding organization changes and current performance topics and philosophies.
- E. Work with State Judges' Director to develop pre-event education for the State Championship event.
- F. Work with Commissioner, Evaluation Director, and Judges' Directors to determine educational needs and advise on judging issues and performance trends.
- G. Provide feedback/analysis of judges, scores and outcomes from local and state events.
- H. Create, revise, and update score sheets as requested by the Judges' Affiliation and/or DDCA.

2.4 EVALUATION DIRECTOR

- A. Develop and maintain all evaluation forms and formats.
 1. Annually review the evaluation process and make recommendations to the Leadership Team for improvement and/or changes.
 2. Receive and process all evaluation forms completed during the season from judges, interns, coaches, judges' directors, and event directors.
- B. Conduct annual evaluations of tapes and scores of local certified judges.
 1. Select and lead a committee of evaluators to assist with critiques.
- C. Communicate all evaluation results to the Leadership Team.
- D. Provide evaluation results and feedback to evaluated parties and offer guidance or instruction for improvement to the appropriate party.

2.5 INTERNSHIP DIRECTOR

- A. Develop, manage, and maintain all aspects of the Internship Program.
 1. Annually review the intern process and make recommendations to the Leadership Team for improvement and/or changes.
 2. Work with Marketing & Events Director to promote the judging program in an effort to build the prospective intern base and increase the judging pool.
- B. Develop intern/mentor relationship with prospective interns and provide ongoing contact and information throughout the intern process.
 1. Develop and send prospective internship informational packet.
 2. Maintain database information of prospect interns.
 3. Process all applications and registration to the fall Workshop.



4. Facilitate fall workshop intern training and develop educational tools. Work with Education Director for instructional topics.
- C. Coordinate and schedule interns for event trials and attempts at certification.
 1. Maintain close contact with interns throughout the season.
- D. Evaluate intern critique tapes, write evaluations, and communicate progress to interns.
 1. Communicate to Evaluation Director and Commissioner progress of interns. Submit tapes for final review.
- E. Initiate Mentorship Program assignments between Interns and established judges.

2.6 MARKETING AND EVENTS DIRECTOR

- A. Develop and maintain all Affiliation marketing materials, such as logo, certification badges and certificates, promotional flyers, and stationery.
- B. Annually review the marketing program and make recommendations to the Leadership Team for improvement and/or changes.
- C. Coordinate and oversee all Judges Affiliation events and activities with assistance of Leadership Team, volunteers and assistants.
 1. Secure facility, create and send marketing materials, coordinate all staff members, create and manage event schedules; coordinate and manage all details associated with the event.
 2. Work with Commissioner to develop and manage event budgets.
- D. Work with Internship Director to promote the judging program in an effort to build the prospective intern base and increase the judging pool.

2.7 TABULATION DIRECTOR

- A. Develop and maintain all aspects of tabulation procedures and training.
 1. Provide tabulation training and education.
 2. Provide instruction on DDCA competitive rules and regulations.
 3. Annually review the tabulators and tabulation procedures and make recommendations to the Leadership Team for improvement and/or changes.
- B. Collect all master tabulation forms from local and state events.
 1. Maintain database of team and individual judge scores for reference and evaluation purposes.
 2. Distribute all master tabulation sheets to all Judges' Directors and the Leadership Team on a weekly basis.
- C. Provide tabulation CDs as needed to Tabulators and/or Judge Directors.
 1. Maintain templates of all traditional and category score sheets and Master Tabulation forms.

2.8 JUDGES DIRECTORS

- A. Responsibilities:



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1. Lead pre-event Judges' meeting and provide instruction, agenda, list of teams, and directions for the day of the event.
2. Provide pre-event education to judges and interns in the form of topical conversations, worksheets, and exercises.
3. Provide current caption score sheets to judging panel.
4. Attend coaches meetings (if feasible) at local events to answer questions and provide information.
5. Monitor the judging process during the event to communicate with the event MC to prompt the each performance.
6. Maintain a small assortment of extra recorders, clipboards, dubbing equipment, batteries.
7. Complete training as a tabulator and act as tabulator.
8. Electronically tabulate scores at local events.
 - a. Provide master tabulation results to judges, coaches, and event directors.
 - b. Electronically submit the master tabulation results to the Tabulation Director no later than the Monday following the event.
9. Stand-in for absent judges if necessary.
10. Act as JA and DDCA representative in decisions regarding rules and regulations at local events.
11. Display professional demeanor and dress appropriately.
12. Facilitate **digital** dubbing of judging tapes for evaluation.
13. Maintain current copies of annually supplied scored sheets and make copies as needed for events.
14. Facilitate all aspects of a critique session, if applicable to an event.
15. Review master tabulation sheets from previous events to address scoring trends and consistency issues during pre-event education.
16. 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.
17. Meet with coaches at end of the event to review master tabulation sheets and answer questions. NOTE: All judges should stay for informal "meet and greet" at end of the each event.

2.9 JUDGE 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.



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3. **Punctuality:** Arrive 10 minutes early to all judging functions.
4. **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 expected to pay entry fees, meals, etc.
5. **Preparedness:** Recorders, back-up recorders, batteries, supplies, calculators, clip-boards are your responsibility.
6. **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.
7. **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.
8. **State of Mind:** Arrive to events with a positive and open attitude directed toward the nurturing and support of 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.

2.10 SCORE SHEET APPRAISAL COMMITTEE

- A. A committee will be created, as needed, by the Judges' Affiliation in conjunction with the DDCA, to re-evaluate, re-write and restructure the score sheets and/or judging format. This appraisal of the scoring system is to reflect and respond to the growth and changes in team performances. Each caption of the score sheet, along with judging format, should be open for re-appraisal on a four year rotation basis.