



AFFILIATION EVENTS

PART 1 - AFFILIATION MEETINGS

1.1 MEETINGS

- A. The Leadership Team meets on a monthly basis, throughout the season, and extra meeting when necessary. Much communicating goes on via email so that business meetings can be concise and productive.
- B. Each year the JA will provide all-affiliation meetings for its members to increase communication, support more involved in the functioning of the affiliation, and reward affiliates for outstanding achievement during the year. These meetings are open to everyone, and most likely be coordinated with the Judges' Workshop in the fall or coincide with major DDCA membership meetings for convenience to those judges/coaches involved.

PART 2 - JUDGES WORKSHOP

2.1 WORKSHOPS AND CLINICS

- A. Fall Workshop: The Affiliation annually provides a Fall Workshop in late September/early October to promote training, education, and activity updating for all new and established judging personnel, judge directors, and tabulators.
 - 1. Attendance at this workshop is required for interns, judges, and judge directors to be placed on Active Status and be scheduled to intern/work at competitive events. It is a weekend event where new interning judges will receive the most comprehensive education to prepare them for the intern process and experienced judges and judge directors to update their skills and information about their roles in the JA.
 - 2. Educational classes at the workshop usually include information about Intern Process, Category Divisions, Traditional Captions and Sub-captions, Numbers Management, Taped Comments, Tabulation training, and discussion on video examples.
 - 3. Most all registration forms, educational materials, score sheets, and JA Performance and Judging Manual will be available on the DDCA.org website.
- B. Caption Classes: Smaller specific clinics or seminars are a possibility during the season offering more in-depth discussion on score sheet captions or various judging topics.

PART 3 - EVALUATION SHOW

3.1 EDUCATION FORMAT

- A. The Judges Affiliation annually sponsors an educational event for teams, coaches and judges pertaining to performance, whether a competition with critique or a casual performance event called an Evaluation Show. At an Evaluation Show, teams/coaches can spend private morning critique sessions performing and speaking directly to judges about their programs. At the same time, intern judges are taking the opportunity to improve their evaluation and scoring skills watching those teams and listening to experience judges. The evening portion of the event is a non-competitive performance for an audience, although judges are making tapes and scoring.



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- B. For the hosting school, it is an opportunity to host an event that requires a minimum of staff to run, and only a few hours when the facility has an audience. It is a great opportunity to offer concessions, gifts, and easy money-making offerings, without the hype and expectations of a full-fledged competition.

3.2 CALENDAR AND AGENDA

- A. To be most beneficial to teams that are developing their shows, the Evaluation Show should be scheduled on a Saturday at the end of January or early February.
- B. The goal for the day's agenda is to allow teams to arrive late in the day, and go home as early as possible. The common agenda for the day will start around 8:00 am for event and judging staff, with teams soon arriving on a staggered schedule. Approximately 12 to 22 teams will attend critique sessions will run from morning to late afternoon, with a significant break for lunch and dinner. The performance round will begin at approximately 5:30 pm, ending with announcements approximately 7:30 pm.
- C. Classes about performance, score sheets, drill down, leadership, and dance may be offered during the day to students and coaches.

3.3 FACILITY

- A. The Evaluation Show requires use of the gymnasium and both sides of bleachers for audience and team seating. A warm-up area very near the gymnasium entrance is needed for teams to use for stretching and prepare to perform. If show teams are attending, an area near the gymnasium will be needed for floors and sets. It is important that gymnasium entrance doors can be adjusted for extra width items.
- B. A commons area is needed for meals. Each team that registers will expect a classroom, locker room, or similar private area for changing costumes and preparations. Extra classrooms may be needed for the judges, and any additional presentations.
- C. Adjacent parking for buses and cars is expected that will accommodate normal event attendance, such as a basketball game.

3.4 FINANCIAL

- A. The Evaluation Show is co-sponsored by the Judges Affiliation and the hosting school. The goal for each group is to provide an event as simply and efficiently as possible without great, if any, financial burden. Proceeds from the "door" or admission fees are divided 50/50 between the JA and school, before expenses. Before consenting to host this event, the hosting school must take into account any facility fees they are expected to pay, to be assured of a profit. The JA can offer an estimate of earning based on previous year's events, based on number of teams attending and their locations.
- B. The following is a list of each group's monetary, personnel, and equipment responsibilities:
 - 1. Hosting School
 - a. Facility fees, including janitorial, kitchen, security
 - b. Facility and driving maps to school
 - c. Concession costs



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- d. Optional team gifts or specialty awards
 - e. Outdoor directional signs
 - f. Admission tickets or stamp, cash box
 - g. Audio equipment and technician
 - h. Personnel to oversee team and audience entrance, gym doors, prop doors, dressing areas, concession sales, parking lot,
2. Judges Affiliation
- a. Judges, tabulator fees
 - b. Incoming registration forms and fees
 - c. Meals for judging and teaching personnel
 - d. Recognition awards
 - e. Copy paper, flyers
 - f. Publicity and marketing
 - g. MC or host with fees
 - h. Event director; instructors for related classes
- C. The Judges Affiliation is approachable about helping a host school earn a profit from its efforts for this event. But it should be understood that elective expenses the hosting school incurs because of this event are the responsibility of the host, not the JA. Especially items such as decorations, T-shirts, gifts, etc. should come out of the hosting school's percentage of income. Communication between both group's responsibilities should be confirmed before the event.

PART 4 - CRITIQUE

4.1 BETWEEN ROUNDS

- A. At selected Traditional events, an opportunity for coaches to meeting judges for a few minutes will be set-up between rounds. Judges grouped by caption will meet with coaches that have heard their first round tapes 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.
- 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.
- C. The Critique is not to be confused with Judges meeting coaches after an event to simple say hello and put a face with a name. The post event "meet and greet" is not to become a critique format and is meant to remain a social opportunity only, allowing both coaches and judges to retire soon after the event closes.