

Chapter 2 – Organization

Part 1 – Affiliation Members

1.1 Affiliates

- 1.1.1 All Affiliates are required to pay a yearly Affiliation Fee.
- 1.1.2 In order to be placed on the active status roster, affiliates must fulfill the following requirements:
 - a. Have graduated from high school at least three years earlier, or determined competent by the JA Leadership Team.
 - b. Successful completion of the internship process resulting in Certification.
 - c. Maintain knowledge of the JA Manual
 - d. Attend fall and winter education workshops.
 - e. Submit availability calendar to the Scheduling Director.
 - f. Submit a W-9 to the DDCA Treasurer.

1.2 Personnel

1.2.1 Performance Judges

Each certified judge will be evaluated by the Evaluation Director/Team at least once during the category season and at least once during the traditional season for EACH caption they are certified in. Each time a certified judge is evaluated by the Evaluation Director, they must fill out a self-evaluation of their performance.

1.2.2 Judges' Directors

Judges' Directors are selected by the JA Leadership Team. At local competitions, they preside over the judging process, DDCA rules and regulations and complete tabulation. The JD should have the ability to facilitate pre-event education and preside over a critique session. A Judges' Director must attend the yearly tabulation class, and have their own laptop computer.

1.2.3 IT

ITs' download recordings of team evaluations from each Judges' digital recorder and load them onto individual team thumb drives.



1.3 Conflict of Interest

The following personnel have been designated appropriate or inappropriate to judge competitions attended by a school with which they have some level of association. These levels of affiliation or appropriateness are general guidelines to be used by the discretion of those making judging assignments at local and state competitions.

Definition: The term “hired” is referring to a person who has been a paid or volunteer member of the coaching staff either as an advisor, coach, choreographer, show designer (drill, concept, music, etc.) or consultant. This person has a vested interest in the team and their success due to the time put into the creation and development of the show.

Definition: The term immediate family includes: daughter/son, aunt/uncle, niece/nephew, mother/father, grandmother/ grandfather, cousin, sister/brother.

Definition: Judging Consult: A Judge attending a practice in order to view the routine and then educate the coaching staff of what works or doesn't work in relation to the score sheet. A Judging consult does not involve creating or designing elements of the show (providing choreography or drill as an example).

- 1.3.1 Level One – Direct Team Affiliation / Current: Inappropriate to Judge
- A. Advisor, Coach, Choreographer, varsity or JV currently or previously hired (volunteer or paid) by the school or team within the previous three years or until all previous team members have left the team (graduated/quit).
 - B. Creative consultant or designer hired (volunteer or paid) by the school or team to contribute to the program within the previous three years or until all previous team members/coaches have left the team (graduated/quit).
 - C. Performer, manager, team member, or student of the team/school within the previous three years.
 - D. Immediate family member affiliated with the team within the previous three years.
 - E. Employee of the team hired (volunteer or paid) to coordinate fund raising, competitions, or creative endeavors for the team within the previous three years or until all previous team members/coaches have left the team (graduated/quit).
- 1.3.2 Level Two – Past Team Affiliation After Three Years: Appropriate to Judge
- A. Advisor, Coach, Choreographer, varsity or JV hired (volunteer or paid) by the school or team.
 - B. Creative consultant or designer hired (volunteer or paid) by the school or team to contribute to the program.
 - C. Performer, manager, team member, or student of the team.
 - D. Immediate family member associated with the team.



- E. Employee of the team hired (volunteer or paid) to coordinate fund raising, competitions, or creative endeavors for the team.
- 1.3.3 Level Three – Indirect Team Affiliation: Appropriate
 - A. Technical consultant or certified judge, asked to consult on the program or provide education on the score sheet/judging criteria.
 - a. Certified Judges will be allowed to consult 2 times per season (Sept. – Dec.; Jan. – March)
 - B. Employee of the school or school district with no direct involvement with the dance team.
- 1.3.4 Additional items
 - A. OSAA State Championship judging personnel are under a no-consult policy after the final day of competition during the traditional season.
- 1.3.5 Affiliation Reporting Process
 - A. Annually, all Judges are required to note any affiliations on workshop registration or directly to the JA Scheduling Director prior to the start of dance team season.
 - B. The JA Scheduling Director will use the website, where teams who are attending an event are listed, to avoid any conflicts with Judges and their affiliations.
 - C. Coaches may also report a judge affiliation. Coaches may report (by email) an affiliation to the JA Scheduling Director, the JA Commissioner, or JA/DDCA Board Representative. If needed, the JA Commissioner may investigate the affiliation to determine if a policy has been violated. Information to be included in the reporting process should be:
 - a. Name of Judge
 - b. Name of School/Team affiliated with the Judge.
 - c. Detailed explanation of job description of the Judge in relation to the team/school.
 - d. Name and contact information of person reporting the affiliation, in case of questions.
 - D. All affiliations reported by Coaches and Judges will be documented with the JA Scheduling Director.

Part 2 - Leadership Team

The Affiliation is directed by the Leadership Team. 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.

- A. Leadership positions include:
 - a. Commissioner
 - b. Scheduling Director



- c. Education Director
- d. Internship Director
- e. Tabulation & IT Director
- f. Evaluation Director
- g. Marketing Director

B. The Leadership Team may add or delete to its' positional responsibilities pending the needs or functioning of the Affiliation. The Leadership Team may also create various sub-committees or individual positions to support the functioning of the Affiliation's purpose and goals.

2.1 Term of Service

2.1.1 Commits to a two year service. Yearly evaluations of each director will be completed by the Commissioner. Directors may be removed from their position if they are given unsatisfactory evaluations.

2.1.2 Open leadership positions are advertised to the Affiliation. Applicants are selected by the leadership team based on experience and appropriateness for the job description.

2.2 Compensation and Budget

2.2.1 The Leadership Team is compensated by the event application fees paid by those schools hosting local sanctioned competitive events. Stipends are distributed 50% in September and 50% in March.

2.2.2 Funds earned through the JA Evaluation show, sponsorship, etc. are used towards education, instructor fees, committee member stipends, equipment marketing materials, increasing the judging pool and promoting the activity.

2.3 Job Descriptions

2.3.1 Commissioner

- A. Complete yearly evaluations of all Directors.
- B. Create agendas and facilitate Leadership Team meetings.
- C. Act as the primary liaison with DDCA and OSAA.
- D. Fields all judging questions, complaints and comments from DDCA and OSAA.
- E. Communicate a list of qualified judging personnel and their caption certifications to OSAA for the state competition.

2.3.2 Scheduling Director

- A. Schedule all personnel for local sanctioned events.
- B. Send and receive all availability calendars



- C. Distribute all personnel contracts.
- D. Provide JD with Event Staffing Information.
- E. Act as primary contact for Event Directors.
- F. Send Event Information to the website master.
- G. Maintain personnel files.
- H. Attend Leadership Team Meetings.

2.3.3 Education Director

- A. Coordinate with the Evaluation Director for educational needs for our affiliates.
- B. Annually review the education program and make recommendations to the Leadership Team for improvement and/or changes.
- C. Create individualized education for judges' individual needs.
- D. Provides the Judges' Directors with procedure updates, rules and regulations, tabulation training, and pre-event instructional topics.
- E. Work with the State Judges' Director to develop pre-event education for the State Championship event.
- F. Revise and update score sheets as requested by the Judges' Affiliation and/or DDCA.
- G. Attend Leadership Team meetings.

2.3.4 Evaluation Director

- A. Annually review the evaluation process and make recommendations to the Leadership Team for improvement and/or changes.
- B. Receive and process all evaluation forms completed during the season from all personnel, coaches and event directors.
- C. Conduct evaluations of commentary 1 time during category season and 1 time during traditional per certification.
- D. Provide a summary of evaluation scores to the Leadership Team.
- E. Attend Leadership Team meetings.

2.3.5 Internship Director

- A. Develop, manage and maintain all aspects of the Internship Program.
- B. Develop Intern/mentor relationships with prospective Interns and provide ongoing contact and information throughout the Intern process.
- C. Evaluate Intern commentary, write evaluations and communicate progress to Interns, Evaluation Director and Scheduling Director.
- D. Attend Leadership Team meetings.



2.3.6 Tabulation & IT Director

- A. Develop and maintain all aspects of tabulation procedures and training.
- B. Annually review tabulation sheet.
- C. Collect all master tabulation files from local events.
- D. Provide thumb drives for JD's that provide score sheets and tabulation.
- E. Train and maintain process for IT's, including schedule and maintenance of digital recorders.
- F. Attend Leadership Team meetings.

2.3.7 Marketing Director

- A. Annually review the marketing program and make recommendations to the Leadership Team for improvement and/or changes.
- B. Coordinate and oversee all JA events and activities with assistance of Leadership Team, volunteers and assistants.
- C. Recruitment of Judges (social media)
- D. Attend Leadership Team meetings.

Part 3 – Personnel Expectations

3.1 Judges Directors

- 3.1.1 Lead pre-event Judges' meeting and provide instruction, agenda, performance order and directions for the day of the event.
- 3.1.2 Provide score sheets to the Judging personnel.
- 3.1.3 Attend coaches meeting, if needed.
- 3.1.4 Work in conjunction with the event staff.
- 3.1.5 Maintain a small assortment of extra recorders, batteries and calculators.
- 3.1.6 Electronically tabulate scores.
- 3.1.7 Submit master tabulation to Tabulation & IT Director.
- 3.1.8 Submit all evaluations to the Evaluation Director.
- 3.1.9 Stand in for absent judges if necessary.
- 3.1.10 Conference with individual judges, when necessary, to maintain integrity and consistency in judging process.

3.2 Personnel Responsibilities

- 3.2.1 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:
 - A. 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.



- B. Accountability: Know the rules and regulations of the job and the venue of the event. Read the Judges' Affiliation manual. Do not allow for a conflict of interest, a lack of understanding, ignorance, or miscommunication to create issues.
- C. Punctuality: Arrive 10 minutes early to all judging functions.
- D. Attendance: Do not bring children, spouses, and friends to the events. All guests are considered audience, should sit in the audience areas and are expected to pay entry fees, meals, etc.
- E. Preparedness: Bring all needed equipment: recorders, back-up recorders, batteries, supplies, calculators, clip-boards and pencils.
- F. Communication: Always be in touch with JA leadership team. Be available and responsive to communication, offering "well-in-advance" notice to scheduling conflicts. Be open to constructive criticisms from the Evaluation Director's evaluations.
- G. Professionalism: Represent the organization with a professional and positive attitude. Talk to fellow judges and coaches with mutual respect. Sharing is encouraged, lecturing is not. Unrelated comments to the task at hand are not needed. Be aware of misconceptions that may occur due to behavior or comments. Maintain a low profile. Use discretion when and where you speak to others.
- H. State of Mind: Arrive to events with a positive and open attitude. Keep personal and professional frustrations from infiltrating into your voice, commentary, and interactions with others. Feel confident in scores and commentary to be at the peak of your abilities.

