

## THE ROLE AND PREPARATION OF ADJUDICATORS

### I. Primary Responsibilities of Judges:

- a. Being professional at all times
- b. Ranking units in the assigned caption
- c. Rating units in the assigned caption
- d. Helping the units to improve their performances by the use of commentary, written comments, and constructive criticism
- e. Strive to be an educator

### II. Skills necessary to be successful as an adjudicator:

- a. Judgment skill: can you make a decision
  - i. Knowledge of caption
  - ii. Controlling outside factors
    1. What others think
    2. Past performances/reputations
    3. Ego
- b. An understanding of numerical management and consistency
- c. Communication skill
  - i. Supplying information for improvement, identifying the weaknesses in constructive way, and providing suggestions for maximizing strengths.
  - ii. Providing dialog that communicates how the score was derived.

### III. Preparation:

- a. Always plan to provide your own hand-held cassette recorder. Locate a recorder with good AVC (automatic voice control) response. Many machines "cut out" at higher volumes).
- b. Carry up to three sets of alkaline batteries for a thirty-five band show.
- c. "Cue up" tapes to skip over unusually long leaders.
- d. Test your machine! (before and during shows)
- e. "Tools of the trade"
  - i. Pencils
  - ii. Calculator
  - iii. Clipboard
  - iv. Rubber bands
  - v. Contest program
  - vi. Rain gear
  - vii. Warm weather attire
  - viii. Plastic bags to cover sheets, recorder
  - ix. Tote sheet

### IV. Tape Technique:

- a. Begin each tape with your name, caption, contest identification, and your location. Weather conditions need not be necessary unless they will be taken into consideration in your evaluation.
- b. Communication: Keep in mind that you are communicating via the medium of the tape. Your personality and preferences as reflected in your voice will be as significant as what you say. If your manner offends the listener, he/she won't hear what you are attempting

to convey. Further, consider that every director listening to your tapes will be a literate, educated individual and that errors in grammar and syntax will reduce the effectiveness of your comments. In short, how you say something is as important as what you say. Avoid sarcasm at any cost.

- i. Making your point: Criticism should be stated in a positive manner. Rather than simply stating that something is terrible, try instead to direct the comment in a way so that the group knows what needs to be improved, and how to improve it.
- ii. Conclude your comments of the production with a wrap-up of significant points of the performance. Use your major caption words on the sheet in your commentary.

**V. Weather:**

- a. Prepare for inclement weather regardless of the forecast.
- b. Do not allow your discomfort to affect your evaluation.
- c. Be considerate of the problems of woodwinds, flags, brass, percussion (water loading on heads) and physical movement in such conditions.
- d. Be aware of the problems provided by extremely cold weather.

**VI. Fatigue:**

- a. Pace yourself.
- b. Relax some between bands.
  - i. When judging execution, sit while doing recap and sheets.
  - ii. When located in the pressbox, stand often between bands if you have been sitting throughout the show.
- c. Treat each band the same. If you stand for one, stand for all.
- d. Prepare yourself for the psychological problems of long shows.
  - i. Dangers include:
    1. boredom
    2. harder to impress
    3. physical discomfort
- e. It is necessary to psychologically pace ourselves, to allow ourselves to be excited or excitable at any time.

**VII. Anger:**

- a. A major psychological trap
- b. Anger is directed to the band leadership
- c. Make the evaluation almost totally instructive with information on how to solve the problems and build a program.

**VIII. Ego:**

- a. The judge who is impressed with him/herself and his/her position as a judge is going to have a difficult time communicating effectively.
- b. Always put the student performers first.
- c. Aid through friendly, supportive criticism.
- d. Be humble.
- e. Realize that you will see bands better than your own.

**IX. Sheet:**

- a. The sheet is an important medium of communication. The tape is more complete and keyed to error location, the sheet is immediate and concrete.
- b. Cue positives and negatives. Make notes on the sheets... this will often get your memory past the ending.

- c. Your comments, both written and verbal, must be consistent with the number score. All positive comments with low scores won't work.

**X. Professionalism:**

- a. Be on time.
- b. Dress appropriately.
- c. Don't judge bands that you have an affiliation with.
- d. In a friendly manner, judges should refrain from communicating with representatives of competing bands during or immediately preceding a contest. If specific needs arise, direct those representatives to the contest director or chief judge.
- e. Conduct yourself with decorum and consideration for the public image of your position.
- f. Take care not to drink alcoholic beverages within eight hours preceding serving as an adjudicator.
- g. Avoid discussing bands with others prior to performance.
- h. Don't take yourself too seriously.