

GUIDELINES FOR PARADE & FIELD ADJUDICATORS – 2017

I. ADJUDICATORS

- Adjudicators are independent contractors.
- Independent contractors who have been approved by the SCSBOA Board of Directors are utilized to judge events for which SCSBOA has been contracted to provide adjudication or which are SCSBOA-sponsored.
- Approval by the SCSBOA Board of Directors is granted upon motion presented by the Vice President of Parade Adjudication. Such motion is presented upon successful completion of an apprentice training program defined by the respective Vice President.
- Guest adjudicators may be utilized for special events or other short-term service upon approval of the appropriate adjudication committee (i.e. Parade, Field or Festival). Some of these guidelines do not pertain to guest adjudicators.

II. EVENT ASSIGNMENT

- Approved contractors who desire event assignment must complete an availability form indicating ability to complete a judging assignment on a given date. Unless otherwise specified on the form, indication of availability on a given date must be without time constraints.
- Adjudication assignments are made by the Vice President of Parade & Field Adjudication with assistance from the SCSBOA office manager.
- Frequency of assignment is dependent on availability, schedule of events, and discretion of the Vice President. **Approval of an individual contractor by the Board of Directors does not constitute a guarantee of assignment, nor is there any guaranteed minimum number of assignments, nor a requirement that assignments be made equally among approved adjudicators.**

III. DUTIES

- Unless other instructions have been issued, adjudicators should arrive at the event site at least thirty (30) minutes prior to the start of the event.
- Adjudication of the participating entries must be according to the currently approved adjudication process and criteria and based solely on observation of the present performance, without consideration of past performance.
- Following the final performance, end-of-event procedures differ depending on the type of event:
 - Parade – Judges assist in checking judging sheets and tabulation. If the parade awards are scheduled immediately following the conclusion of the event (30 minutes after completing tabulation check), judges are required to attend the awards ceremony for

introduction and a five-minute perusal period. Judges are excused by the head judge at the conclusion of the perusal period.

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IV. COMPENSATION

- Parade - \$175 per event.
- Expenses are reimbursed based on the following guidelines:
 - Mileage is reimbursed at the rate of \$0.40 per mile, round trip.
 - Reimbursement for overnight lodging may be requested if mileage exceeds 100 miles one way, or if travel time can reasonably be expected to exceed two hours. Such reimbursement must be approved in advance by the appropriate Vice President and is limited to a maximum of \$85 per night.
 - Expense reimbursement is limited to a maximum amount of \$200 per event.

V. HEAD JUDGES

- Head judges for Parade, Field and Festival adjudication are appointed by the respective Vice Presidents subject to approval by the SCSBOA Board of Directors.
- Head judges have additional duties defined by the Vice Presidents, primarily involving advance communication with and assistance to event hosts and administrative tasks facilitating effective adjudication by the other adjudicators.
- Head judges receive additional compensation as determined by the Vice Presidents subject to approval by the Board of Directors.
 - Parade - \$100 per parade; \$150 per band review in addition to standard compensation.

VI. PROFESSIONAL RESPONSIBILITIES AND REQUIREMENTS

- All adjudicators must be in good standing of SCSBOA.
- All adjudicators should dress professionally while representing the SCSBOA. While professional attire in education may be less formal than in business, the adjudicator should err in the direction of formality if in doubt as to the appropriateness of attire.
- An adjudicator may not judge any event if he/she is associated with a participating unit as either an advisor, choreographer, show designer, drill designer, composer, music arranger or family member concurrent with that particular season.
- An adjudicator may not judge any group with whom he/she has had a professional association within fourteen (14) days prior to the event.

- The adjudicator is responsible for checking performance schedules of all units with which he/she has any of the relationships cited in #3 and #4 above and informing the office manager and/or the appropriate Vice President of all possible conflicts at least fourteen (14) days prior to the event in conflict.

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- An adjudicator who needs to cancel a previously accepted judging assignment must notify the SCSBOA office and the appropriate Vice President. Contact the head judge to advise him/her of any delays or problems on the day of the event.
- Adjudicators must maintain familiarity with current evaluation forms and procedures. Attendance at training sessions is encouraged, along with careful attention to revisions of forms, criteria and published guidelines.

VII. PROFESSIONAL CONDUCT

- Adjudicators must refrain from discussion and criticism of fellow judges, participating groups and directors, and events in public settings. This especially includes but is not limited to discussion within hearing of students, parents, other audience and directors at an event site.
- Adjudicators must refrain from posting comments on social media or disseminating via any public mass media comments that include or imply negative comments about fellow judges, participating groups and directors, and event. It is also inappropriate to post awards, results and/or scores prior to the conclusion of the awards ceremony.
- Recorded comments must be addressed to and suitable in tone and content for listening by students.
- Negative criticism specifically referring to directors and/or private instructors is inappropriate in written commentary. “Consider trying it this way” is constructive; “You have been taught incorrectly” is inappropriate.
- Adjudicators represent SCSBOA to the participating schools, audience and community. Rude and/or disrespectful comments or actions directed towards or observed by event volunteers or attendees are unacceptable.

VIII. EVENT EVALUATION BLUESLIPS & GREENSLIPS

- Participating directors are invited to submit blue and green slips of adjudicators and the event organization. Blue slips are for feedback about the adjudication and event. Blue slips are distributed by the Head Judge and/or available on the SCSBOA website.

- Copies of Blue and Green Slips are received by the respective Vice Presidents and are discussed at the PAC & FAC meetings.
- Copies of Blue Slips are also retained by the Vice President, who may refer to them when considering event evaluation and award recognition.

IX. ACCEPTANCE OF GUIDELINES

- Independent contractors seeking and accepting adjudication assignments from SCSBOA are assumed to be familiar with and in agreement with these Guidelines.
- Failure to meet the professional responsibilities and/or maintain the professional conduct presented in these Guidelines is sufficient cause to withhold future event assignments and/or cancel currently scheduled event assignments.

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X. REVISIONS TO THE GUIDELINES

- Revisions to these Guidelines may be made annually at the request of the Vice President of Parade Adjudication, Field Adjudication or Festival Adjudication subject to approval by the SCSBOA Board of Directors.
- Revisions to these Guidelines will be communicated to independent contractor adjudicators prior to making/accepting event assignments.
- The current Guidelines may be viewed on the SCSBOA website.

