

INTERNATIONAL JUDGING PROGRAM

Potential applicants for the IJP should be experienced Sweet Adelines International members. Following are examples of the criteria used by the Judge Specialists and EDC in reviewing potential applicants.

BASIC REQUIREMENTS

Sweet Adelines International Experience

A potential applicant to the IJP should meet the following requirements:

- At least five years' membership in Sweet Adelines International
- Responsible musical position at Regional and/or Chapter level
- Attendance at Regional and/or International competitions
- Participation in chorus and/or quartet competitions
- Attendance at Regional and/or International music schools
- Writing skills

Musical Experience

While experience in Sweet Adelines competitions is necessary, musical experience outside the organization is also an asset, such as:

- Vocal/choral experience
- Instrumental or musical production experience
- A degree in music

Personal Characteristics

Potential applicants are evaluated on communication and people skills, professional image and demeanor, the ability to work well under pressure, and the ability to support the IJP as determined by the International Board of Directors.

References

In addition to references furnished by the potential applicant, favorable recommendations are also solicited from administrative and musical leaders within the potential applicant's region. Please be aware that only non-family members may be submitted as references.

Specific Category Requirements

All candidates should have basic musicianship skills and an ear for accuracy and barbershop harmony, and basic understanding of entertainment elements. In addition, each of the four judging categories has the following special requirements:

Sound

Potential applicants for the sound category must demonstrate a knowledge of good vocal production and the ability to recognize the barbershop sound and its component parts, as well as the ability to identify accuracy and tuning problems.

Music

Potential applicants for the music category, who advance to taking tests, must pass a music theory and arrangement analysis test or have successfully completed Module 1 and Module 8 of the Arranger Certification Program (ACP). (Participation in ACP is optional, but the potential applicant must complete either types of exams in order to be accepted as an applicant for the music category.)

Expression

Potential applicants for the expression category must demonstrate a sense of musical style appropriate to the barbershop art form, together with an understanding of the artistry and finesse needed to display, and communicate barbershop music and lyrics in the most effective manner. Potential applicants must also possess a thorough knowledge of American-English diction.

Visual Communication

Potential applicants for the visual communication category must demonstrate an appreciation for the role played by the visual package in supporting and enhancing the musical product and an innate sense of the requirements for creating an entertaining performance. They must also demonstrate a basic knowledge of onstage elements, including makeup, costuming, stage movement, characterization, and the role played by each of these elements in creating a total unit performance.

ADMITTANCE PROCEDURES

1. Sweet Adelines International members may download an application from the website or contact the Competition Department at international headquarters to request an application. The member will receive The Basic Requirements of the International Judging Program, a copy of the Application, a Request for References and an Information Release Form.
2. The potential applicant should return the completed application to international headquarters by February 15, together with a photograph, the Request for References and an Information Release Form and a non-refundable check for \$125.00.
3. The Judge Specialists review the applications and references at their June meeting and recommend to the EDC whether a potential applicant should be accepted.
4. The EDC reviews applications together with references and recommendations of the Judge Specialists at its August meeting. The EDC will approve or decline Judge Specialists recommendation. The Judge Specialist Moderator will collaborate with HQ staff to create a letter to advise the potential applicant as to whether the application has been accepted or declined.
5. If the application is declined, the member may reapply at any time. **Note—You may only apply up to three times before you will become ineligible.*
6. If the application is accepted, the member is classified as an Applicant.

STEPS FOR ADVANCEMENT

Applicant

The international headquarters office forwards the following literature to the Applicant to assist her in preparing to take the General Knowledge Test (GKT) and the Category Test:

- The *Competition Handbook* and
- the *Judging Category Description Book*

General Knowledge Test and Category Test

The GKT and Category Test must be completed no later than 45 days after the Applicant receives the above literature from international headquarters. Test procedure is:

1. Competition Department appoints the ED, or her designee, to supervise the tests.
2. The Category Test and GKT are **not** an open-book tests.
3. Applicant is allowed 20 minutes to complete the GKT test.
4. Applicant is allowed one hour to complete the category test.
- ◆ Music category applicants will also take the Music Theory test in addition to the General Knowledge and Category tests, unless they have already successfully completed Module 1 and Module 8 of the Arranger Certification Program (ACP). A keyboard or piano is required for the Music Theory test. It may be taken at the same time as the General Knowledge and Category tests or can be taken separately.
5. There is no time limit (within reason) on the Music Theory test.
6. Monitor returns the completed GKT and Category test to Competition Department at international headquarters for grading and review by the Judge Specialists during their December meeting.
7. Applicant is notified of results by international headquarters:
 - ❖ The applicant needs at least an 80% to pass the GKT, and at least a 75% to pass the Category test.
 - a.) If test score is unacceptable, the Applicant may reapply at any time.
 - i.) In the instance that an applicant passes the Category test, but fails the General Knowledge test, they will be able allowed to reapply to the IJP at any time.
 - b.) If test score is acceptable, the Applicant is furnished with instructions for trial scoring a regional competition, along with an availability form.

Trial Scoring

The applicant is expected to trial score a regional chorus and quartet competition during the next regional competition season so that her potential as an adjudicator can be evaluated. The procedure is:

1. Trial Scoring information is furnished to Applicants by international headquarters in January/February of each year.
2. Applicant notifies Competition Department of her intent to trial score specific Regional competition(s) by returning her *Trial Scoring Availability* form to the Competition Department.
3. Competition Department notifies official panel(s) and appropriate personnel in the region(s) where the Applicant will trial score.
4. Applicant trial scores and attends all designated meetings with official judges.
5. Applicant's trial scoring is analyzed by the Judge Specialist in her category prior to the June meeting of the Judge Specialists.
6. Applicant's trial scoring, together with the analysis by the Judge Specialist in her category, is reviewed by the Judge Specialists at their June meeting.
 - a.) If trial scoring is unsatisfactory, the Applicant may reapply at any time.
 - b.) If trial scoring is satisfactory, the Applicant will receive the Judge Progress Report (JPR) and her trial scoring work along with the notice that the Applicant is accepted into the IJP as an Approved Candidate Judge (ACJ).

Approved Candidate Judge

To qualify for advancement to the level of Approved Judge, the Approved Candidate Judge (ACJ) must fulfill many requirements and obligations. It is, therefore, likely that she should expect to remain at the ACJ level for an average of three years. The requirements to be met are:

Attendance at ACJ workshop

All new ACJ's are invited to attend an ACJ workshop scheduled during the next regional competition season. (When an Applicant is notified of her acceptance, she is furnished information on the date and place of the next ACJ 1 Workshop.) Expense of required attendance at the ACJ Workshop is funded by Sweet Adelines International. Attendance at the ACJ Workshop gives new ACJs the opportunity for intensive training and trial scoring with an official panel composed of the current Judge Specialists.

Trial Scoring

a) Regional Competitions

ACJs are encouraged to trial score regional competitions as often as they are able.

Because ACJs are generally familiar with competing choruses and quartets within their own regions, it is strongly suggested that a high percentage of regional trial scoring be completed outside the home region. **When trial scoring, ACJs are expected to attend**

all designated meetings with the official judging panel and other trial scorers. For the work to be reviewed by an analyst, both the quartet and chorus competitions should be trial scored. On rare occasions, if a trial scorer is unable to attend both competitions at a regional convention weekend, permission must be attained from the Judge Specialists Moderator in order to be allowed to trial score only one competition.

ACJs are required to trial score at least 1 regional competition weekend per season (2 or more are of greatest benefit). If the ACJ is unable to complete at least one regional trial scoring experience in their first and second year, they will be removed from the Judging Program. She may reapply at any time with review by the Judge Specialists as mentioned in the *Admittance Procedures*.

b) International Competitions

After an ACJ has gained sufficient trial scoring experience, she is invited to trial score at the international chorus and quartet competition. She will also be invited to trial score at the Harmony Classic competitions and attend the level viewing, however, she is not required to attend this competition. Should she choose to decline this last invitation, she will still be able to attend the chorus level viewing.

Trial scoring at the international level is by invitation of the Judge Specialists and EDC only. ACJs may trial score the Harmony Classic, quartet and/or chorus competition(s) for analysis; however, all sessions must be completed for the trial scoring experience to fulfill a requirement for advancement.

Trial scoring work is evaluated by Judge Analysts. The trial scoring and its analysis are reviewed by the Judge Specialists at their regular meetings. The ACJ then receives a Judge Progress Report sheet with comments and recommendations for improving judging skills.

Judge Training

Every three years, funded training is provided for members of the IJP. Training typically occurs in July/August. Members of the IJP are expected to take advantage of this opportunity when invited. Absence from two consecutive funded training workshops may result in removal from the IJP.

Official Panel Judging Service

When an ACJ has demonstrated through successful trial scoring experiences that she is ready to serve on an official judging panel, the Judge Specialists Moderator assigns her for service during the next regional competition season. Official panel work is reviewed by the Judge Specialists, and comments are furnished to the ACJ on the Judge Progress Report (JPR) she receives after each competition season. The ACJ is expected to demonstrate satisfactory service on several official panels before progressing.

Category Essay

When an ACJ has served satisfactorily on one or more official panels, the Judge Specialists request that she submit a category essay. Instructions outlining the essay requirements are provided with the request.

Advancement

When these requirements have been successfully completed, and upon agreement by the Judge Specialists and the EDC, the Approved Candidate Judge is advanced to the status of Approved Judge. *Please note: Judge Specialists may request an e-Vote from the EDC for time sensitive recommendations (e.g. Advancements).*

Approved Judge

Official Panel Service

Approved Judges continue to be assigned official panel service with comments and suggestions provided on the JPR.

Judge Training

Approved Judges are expected to attend the biannual judging workshops in order to maintain their status in the IJP and continued eligibility for official panel service. Absence from two consecutive funded workshops may result in removal from IJP.

Trial Scoring

Approved Judges may continue to trial score at regional competitions if they so desire. To qualify for advancement to Certified Judge, the Approved Judge must either, satisfactorily trial score an international quartet and chorus competition, or satisfactorily score on an official international panel. Service on an international panel, whether serving as official panel or as trial scorer, is by invitation only. Trial scoring for certification is reviewed by a Judge Analyst, then by the Judge Specialists and the EDC at their respective December and January meetings. Comments and suggestions are furnished to the Approved Judge on the Judge Progress Report. *Please note: Judge Specialists may request an e-Vote from the EDC for time sensitive recommendations (e.g. Advancements).*

If the trial scoring experience is determined to be successful, the Judge Specialists and the EDC recommend to the International Board of Directors that the Approved Judge be advanced to the status of Certified Judge. Following approval by the International Board of Directors, the new Certified Judge receives her certified judge pin. *Please note: Judge Specialists may request an e-Vote from the EDC for time sensitive recommendations (e.g. Advancements).*

If the trial scoring experience is deemed unsuccessful, then the current status is maintained.

Certified Judge

Reaffirmation of Status

Performance of Certified Judges is reviewed annually. To maintain that status, a Certified Judge is expected to:

1. Be available for official panel service.
2. Continue to demonstrate acceptable service on official panels, as reflected on the JPR prepared by the Judge Specialists and the EDC.
3. Adhere to the standards laid out in the *Volunteer Leader Code of Conduct*, included in the opening pages of this handbook.

4. Promptly submit all required paperwork to international headquarters.
5. Attend the internationally sponsored educational events for judges, when invited. Absence from two consecutive funded workshops may result in removal from the IJP.
6. At all times, conduct herself in a manner befitting the IJP and Sweet Adelines International.

If these requirements are successfully met, status is reaffirmed and the Certified Judge is notified of this reaffirmation on her JPR. If these requirements are not successfully met, the Judge Specialists and EDC may decide to:

1. reaffirm status of the Judge, but request that she successfully trial score both a chorus and quartet contest to be considered again for panel service; or,
2. recommend the Judge be removed from the IJP.

SPECIAL POLICIES

Enrollment in Additional Categories

After reaching the level of Certified Judge, a member may request an application for enrollment in a second category.

Admittance Procedures for a 2nd Category are the same as a new applicant, with the following exceptions:

1. Application fee will be waived.
2. No references will be collected with the application, because the judge is already a part of the program.
3. If the application is accepted by the Judge Specialists committee, and approved by the EDC, the applicant will only take the category exam. It is not necessary to take the General Knowledge exam.
 - a.) If the applicant passes the category exam, she will be fast tracked into the earliest ACJ Workshop available. She will skip the applicant trial scoring step that new applicants must complete. With approval from the Judge Specialists committee and the EDC, she would also be advanced to Approved Candidate Judge (ACJ).
 - b.) If the applicant does not pass the exam, the applicant may reapply at any time.

The applicant's advancements in the new category would then follow the path of a new applicant Approved Candidate Judge (ACJ).

Closed Categories

When deemed that there is an appropriate number of judges available in a category, the Judge Specialists and the EDC may close a category to new applicants except by invitation from the international organization. These invitations are issued only to members who have proven themselves to be an asset to the organization in areas specific to that category.

Leave of Absence

Requests to the Judge Specialists for a leave of absence for **one** regional competition season are considered on an individual basis. Leaves of absence for a longer period may require that the judge trial score a regional quartet and chorus competition in order to be considered for official panel service again. A leave of absence for more than two competition seasons may result in removal from the IJP.

Removal from the IJP

A member may be removed from the IJP at any time for failure to meet the criteria established for participation in the program. A member who is removed from the program is notified by letter from the International President and, upon request, receives a final evaluation of her work from the Judge Specialists and the EDC.

EMERITUS STATUS

Emeritus status is an honor bestowed upon an individual who resigns or is retired from the program. It is based upon the individual's quality of work, length of service, extent of participation and service to the program. These are the various criteria considered when determining the honor. It may be conferred upon a certified program member by the International Board of Directors upon recommendation by the Education Direction Committee; or the program coordinators/specialists may recommend emeritus status to the EDC.

Emeritus members may continue to wear their program pins, and are entitled to VIP seating for one at international conventions.