

i) pre-evaluation and evaluation sessions, schools, seminars or any other contest and judging function as a member of the contest and judging programme. A period of inactive status may be required after a suspension

ii) revoking the registration of the offender.

b. If an allegation of violation of the code of ethics is made against any member of the Education & Judging Committee, such allegation must be fully documented and submitted in writing to the Executive Committee Chairman. The alleged offender shall be notified in writing by said Chairman, with a full and complete explanation of the situation and an identification of the accuser(s), and a request for a written response in a reasonable time. Upon receipt of said response, the LABBS Chairman and her Executive Committee may take action by majority vote in any of the ways as in 2a 1-5 given above.

c. Any member of the contest and judging programme who is disciplined may, within 60 days of notification of such action, appeal said action in writing to the Executive Committee.

d. In all cases, the alleged offender and the accuser(s) must be informed, in writing, of the actions taken.

3. Requirements for active status of contest and judging personnel are as follows:

a. Each judge and administrator shall make themselves available to serve on at least one contest panel in any given period of twelve consecutive months.

b. Each judge and administrator must serve on an official panel at least once in any period of twelve consecutive months. Where there are insufficient contest opportunities in one year for each judge to judge a LABBS contest in order to

maintain registration, the Category Director may give approval for the appropriate judges to 'officially' shadow judge the next available contest for another association. In these cases, reasonable expenses may be reimbursed, as agreed by the E & J.

c. Each trainee judge must submit an acceptable tape of at least one evaluation session per year or in accordance with category guidelines.

d. Each registered judge and administrator must attend one weekend category school a year.

e. Each judge and administrator must maintain acceptable standards of performance and conduct.

f. Each registered judge will be required to participate in coaching and education events for LABBS choruses and quartets, the levels of participation to be reviewed annually between the Category Director and the registered judge.

4. The Education & Judging Committee may take action to remove a judge or administrator from active status.

a. If a judge or administrator does not meet the requirements for active status, the Education & Judging Committee may place her on inactive status for a period of not more than six months.

b. A judge or administrator may be placed back on active status by completing whatever requirements are specified by the Education & Judging Committee prior to the end of the six-month period.

c. After six months on inactive status, the judge or administrator shall be removed from the official register and registration shall be revoked. She shall then be eligible to re-apply for the contest and judging programme in the same manner as any LABBS member.

5. No official panel member shall be assigned to a contest judging panel if she has coached any of the contestants in that contest within the preceding 30 days.

Coaching in this context shall be defined as any private, exclusive meeting, or any pre-arranged meeting, or any correspondence, written or otherwise, between the performer (quartet, and/or chorus or any member thereof) and an individual sharing one or more areas of her expertise for the purpose of improving the performer's performance.

6. On the day of contest, if an assigned panel member is missing or delayed by unforeseen circumstances, a registered member of that category may be substituted. The substitute should meet the criteria for official panel members.

If no registered panel member who meets the above specified moratorium requirements is available, then, and only then, may the requirement be waived for the substitute by the Chairman of Judges for that contest.

7. No-one shall be registered in more than one category at the same time.

C. Recommendations of the Education & Judging Committee

1. If a judge appointed to score a contest is prevented from serving by transportation failure, or other mishap, which occurs too late to permit replacement by the usual means of appointment, the CoJ should remedy the situation by one of the following means:

a. If a double or triple panel is to score, attempt to replace the missing person. If a suitable replacement is not available, proceed without replacement, but apply appropriate arithmetical modification to the available scores of the relevant category. The Scores program facilitates this automatically.

i) For a double panel, add a score equal to the sole judge's score; The Scores program facilitates this automatically.

ii) For a triple panel, add a score equal to the average of the two judges' scores, rounding fractions to the benefit of the contestant. The Scores program facilitates this automatically.

b. If a single panel is to score, apply the following in order of preference listed:

i) Replace with most readily available certified judge of the necessary category,

ii) Replace with the most experienced or best qualified candidate of that category,

iii) Replace with the most qualified individual available.

c. Guidelines for replacing judges

i) It is best if competitors are judged by currently registered judges in the category under consideration. It is permissible, though clearly less satisfactory, for either an experienced candidate or a recently registered judge of that category to serve on the panel.

ii) It is best if competitors are judged by the same judging panel for an entire contest round, whether that be the preliminaries, semi-finals or finals.

iii) On a double panel it is better to have two judges in a category than to double one judge's score. On a triple panel it is better to have three judges in a category than to add a score equal to the average of the two judges' scores. Only as a last resort should one triple a judge's score for a triple panel in the event that two judges are unable to serve.

iv) On a single panel it is better to have a judge for each category rather than have none at all. The CoJ should appoint

the best qualified person to serve on the panel, even if that means selecting someone who is neither a candidate nor a registered judge in the category under consideration. However, the CoJ should not appoint anyone to the panel who has not been or is not currently a member of the contest and judging community.

2. The most crucial interface between a judge and a contestant occurs at the post-contest evaluation session. The Education & Judging Committee recognises this fact but reserves the right to determine the manner of the evaluation sessions at each contest, dependent upon conditions and time available.

3. The CA category shall ensure that sufficient flexibility is provided in the schedule to permit judges to compare their scores following each completed session and prior to the beginning of the subsequent evaluation session. No evaluation session shall begin until such comparisons have been made.

4. Judges should score on a scale which reflects their lifetime of listening and viewing experience, background and training. Each performance can be ranked relative to a standard of perfection previously understood by all members of the category, and this standard is constantly upgraded and confirmed through training.

a. Judges adjudicate the end result, not the technique used to achieve it.

b. Each performance is judged as a new experience.

c. The judge's main responsibility as a member of a contest panel is to give the contestant the score deserved for each performance. Contest placements should be determined solely by the sum total of all pertinent scores, and those scores determined only by the worth of the presentation as a once-in-a-lifetime event.

d. Judges must strive to think alike. Judges in the same category on multiple panels should discuss their scores between the end of each contest and the ensuing evaluation session. When differences of opinion have been reflected in significant variances in scores, the judges should reach a resolution prior to briefing the contestant. The evaluation session should reflect that resolution. Variances, and the reasons for them, are to be reported to the category director as required.

e. Each judge shall have an obligation to preserve and encourage the barbershop style. Having the right to forfeit the score, a judge ensures that the performances of contestants are stylistic.

f. The judge's second most important responsibility as a panel member shall be to give the contestant a positive analysis of the performance after the contest, and present meaningful suggestions for improvement. A judge must be able to translate brief clinical notes from the contest into meaningful coaching tips during the limited time available for the ensuing evaluation session. Brief category descriptions should be included to highlight clinical comments where necessary.

D. Applicant Regulations

1. Method of entry – judging categories

Entry to the judging categories can only be by first completing the Foundation Course, run by the Category Directors or their nominated representative. Applicants must pay a fee for the course which is non-refundable and decided by the E & J.

On completion of the course, Category Directors at their discretion shall invite any interested candidates to attend the next Category School with a view to being accepted into the judging programme funded by the E&J. After their attendance at the first category school, the CDs will,

with approval of the E&J, notify the applicants their acceptance or rejection into the judge training programme.

2. Training

a. Training shall be the responsibility of the category director and the Education & Judging Committee.

b. The category director or her designee shall make all training requirements clear to the applicant.

c. A trainee judge shall practice scoring tapes at home and at actual contests, as required by the category director, in preparation for attending category schools.

d. Any trainee who practises at an actual contest shall not divulge any scores or judging comments with anyone other than members of the official panel, except in an evaluation session.

e. A trainee who practises at an actual contest shall complete the appropriate tapes and/or paperwork and return them to the appropriate individual(s) as instructed. Upon receipt of all required materials, the category director or designee shall evaluate the trainee's progress and give suggestions for improvement.

f. The category director shall instruct each trainee as to the requirements for attending category schools.

g. Candidates not reaching a satisfactory standard at the end of the second year may repeat a year at their own expense, at the E&J's discretion, or leave the programme.

h. After successful completion of year two, trainees will become 'registered candidates'.

3. Category Schools

a. The locations and dates for category schools shall be set by the Education & Judging Committee.

b. Each trainee shall be evaluated by the category director and her faculty who shall determine if a satisfactory standard has been achieved.

c. The category director may recommend the successful trainee for registration as a judge. The recommendation shall go to the Education & Judging Committee for ratification.

d. A newly registered judge or administrator shall be issued with a badge and her name shall be added to the official register.

e. Review Board Forms (*shown as Appendix D*) will be completed by the Category Director on an annual basis to monitor progress.

4. Expense Allowance

A trainee shall be entitled to claim 100% for all category schools.

5. Official Shadow Panel

a. A trainee is considered to be an official shadow judge if instructed by her Category Director to act in this capacity as part of her final year's training. If a trainee is required to be an official shadow judge she may claim expenses as follows:

The cost of one night's accommodation per contest judged and travelling expenses to and from Convention.

b. If a decision is made by the E & J that standby judges are to be used, they will also be considered to be on the Official Panel and expenses will be covered as agreed by the E & J.

6. Shadow Judges Code of Ethics

Shadow Judges, whether trainees shadowing as part of their training or a fully fledged judge, shall conform with the code of ethics as laid down for an official panel judge at a contest (*see* B. Policies of the Music and Judging Committee – Judges' Code of Ethics).

a. Shadow Judges shall attend the Judges' briefing prior to the commencement of a contest.

b. Shadow Judges may attend the Judges' room during the competition intervals if the room is sufficiently large to accommodate them.

c. Shadow judges must ensure that they do **NOT** converse with **ANY** member of the audience whilst a competition is in progress, during the intervals and at the end of a competition before the results are announced.

d. Shadow judges shall exhibit care in language, deportment and appearance when involved in shadow judging and shall not wear apparel associated with any club or quartet.

7. Resignation

The E&J should be notified in writing of a judge's intention to resign from the judging programme.

ENTRY INTO THE CONTEST ADMINISTRATION CATEGORY

Interested applicants should contact the Category Director who will provide an application form which should be completed and returned to the CD who will then seek references. If the CD feels that the applicant could be suitable, she will invite her to attend a category school. This will be at the applicant's expense.

If the applicant is considered to be suitable then she will be invited to take part in the

CA training programme, funded by the E&J. She must complete all the CA certification process before full acceptance into the category.

E. Category Directors' Responsibilities

1. Education

a. Ensure good training of trainee judges/administrators.

b. Write programme of work for Category Schools and carry it through.

c. Arrange shadow judging opportunities (judging categories).

2. Administration

a. Attend E & J meetings and report concerns of category to E & J and vice versa.

b. Provide budget of anticipated annual expenditure for E & J Treasurer.

c. Liaise with other barbershop organisations.

3. Administration - CA Category specific

a. Ensure computer equipment is up-to-date and satisfactorily maintained.

b. Organise replacement of computer equipment and software programmes as agreed by E & J Committee.

c. Support judging categories and provide administrative assistance as and when required.

4. Essential Attributes:

a. The ability to communicate effectively.

b. The ability to disseminate relevant information to their category and others.

c. The ability to direct with sensitivity to the needs of the individual.

d. The ability to support trainees and certified judges/administrators with understanding and an awareness of individual, category and association needs.