



Application and Training Process for Scoring Judges

Annex 1 (LABBS C&J Handbook)

Key Dates:

- Between September 1st and November 30th each year: New applications will be accepted if there are spaces available, as advertised.
- By December 31st: Pre-Applicants will be notified of the outcomes of their application.
- January 1st – February 28th: Successful applicants – follow next steps as advised
- Following attendance at day 1 of Spring Seminar – applicants will be notified who will/will not be taken forward as a Candidate.

Pre-requisite

Must be a full member in good standing of BABS or LABBS (including Don Amos (BABS) and Club at Large (LABBS) members) for the association they are wishing to train with.

The Pre-Applicant Stage

Normally from September 1st to November 30th each year (Late applications will not be accepted).

New applications will be accepted during this period if there are spaces available in the chosen category.

(NB: Acceptance of any candidates into the judge training programme is not guaranteed.)

Judges who wish to return to the programme after an absence longer than an agreed sabbatical, as well as judges already qualified and active in another organisation, must complete the full application process outlined in this document. Previous experience does not guarantee re-entry, as acceptance is based on a competitive selection process. If your application is successful, your Category Director will work with you to determine the length and structure of your training programme in line with current requirements.

Steps to take:

1. Complete and return all the required documentation within the timescales noted above. You can access the relevant documents on the LABBS or BABS website.
2. Refer to the person specification when completing your application - give us as much information as possible.
3. Return your application with one letter of recommendation to the Education Manager of your chosen Association. *(This can be from a judge in the category you wish to join, your chorus director or any other person of note in the barbershop world who knows you well, e.g., a top coach or chorus director, BABS/LABBS/BHS Judge.)*

What we will do:

1. The Education Manager will request references from the two people you have listed as referees in your application. (Not the same person who wrote your letter of recommendation).
2. The Education & Judging Committee (LABBS) and Contest and Judging Team (BABS) will meet to review the applications for both associations, before deciding who to take forward as an applicant.

By December 31st: Pre-Applicants will be notified of the outcomes of their application. If successful, the member will become a Musicality/ Singing/ Performance Category **Applicant**.

The Applicant Stage

Successful Applicants – next steps

January 1st – February 28th

You need to:

- Complete and submit a written test (Category-specific)
- Submit a video recording of 1 coaching session with a quartet or chorus – edited to 20 minutes (upload to YouTube as unlisted and send us the link). You must be clearly visible in the shot (ideally both you and the group you are working with should be visible in the shot), and we must be able to hear what you are saying and see any gestural demonstrations.
- Complete a scoring level setting task - this will be sent to you separately with instructions.
- Write an evaluation for one contestant's performance of two songs from the level-setting playlist. This can be either a quartet or chorus.
- Attend Day 1 of the Spring Seminar.
 - This is usually at your own expense. In exceptional circumstances, you may be able to claim some expenses in line with the current expenses policy. Please discuss with your Category Director & the Education Manager of the relevant organisation.
 - Join in the training on the day.
 - Give the feedback for the contestant you have evaluated to a member of the category if not already submitted to the Category Director.
 - Interview with the Category Directors and Education Managers from both LABBS and BABS.
 - You will have the opportunity to ask questions.
 - Please check the dates of the spring seminar on the LABBS/BABS website(s) as these change each year.

What we will do:

- Following your attendance at Day 1 of the Spring Seminar, the E&J Committee (LABBS) or C&J Team (BABS) will meet to decide who to take forward to the Candidate stage.
- You will be notified of our decision as soon as possible following the spring seminar.

The Candidate Stage

This stage begins for those notified as successful in being taken forward, after attendance at day 1 of Spring Seminar. Training usually lasts for 3 years.

What we will do:

- Assign you a mentor from your category, who will provide ongoing training, support, and feedback.
- Provide you with a training programme and training record.
- Invite you to attend all seminars as part of your training.
- Refer you to the relevant expenses policy for how much of your training will be paid for by LABBS or BABS.

What you will do:

- Attend as many contests as you can, either BABS/LABBS to shadow judge. Minimum requirement is scoring 3 live contests (each at separate events) during your training, which will be at your own expense.
- Shadow activities of certified judges as often as you can - writing evaluations, giving in person evaluations etc.
- Complete any exercises, projects or tests set by your Category Director or their appointed person. These will be detailed in your training programme.
- Complete your training record.
- Attend a Contest and Judging **Foundation Course** during your training, if you have not already done so prior to becoming a candidate. (This is a general education course that will be offered at some point during your training).
- Score as an 'official shadow' of a live contest when your Category Director says you are ready for certification. This step is funded, please refer to the relevant expenses policy.

The Certified Judge Stage

- You will usually be certified in the 3rd year of your training – the exact timing of this will be agreed with your Category Director.
- There will be a thorough review of your training record to see if you meet the criteria for certification. Your mentor will recommend certification to your Category Director and to the E&J Committee (LABBS) or C&J Team (BABS).
- Sometimes candidates need more time – this will be discussed with you as part of your on-going mentoring and feedback during your training.

- As a certified judge you will be required to attend all seminars and judge 1 live contest a year, on a main panel if required or as a shadow judge - unless there are extenuating circumstances, which should be discussed and agreed with your Category Director.

Document History

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