

Northern California Band Association

JUDGING GUIDELINES



2021 - 2022 Judges Committee

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Northern California Band Association

JUDGING GUIDELINES

JUDGING PHILOSOPHY

NCBA provides competitive experiences that deliver high-quality educational opportunities for music students.

The Association was created to provide a consistent, standardized format for competitions so bands and their associated units could easily compete at multiple events during the year. It was also created to provide a pool of skilled, competent, like-minded judges to support these students, teachers, and events.

CORE PRINCIPLES

Adjudicators for NCBA will adhere to the following Core Principles:

- Adjudication that supports education
- Performing groups thrive when they have opportunities to perform.
- Competition is used as a foundation activity, not merely for the accumulation of awards.
- It motivates people to strive to their highest level of achievement.
- Every evaluation should provide a positive, educational experience that helps students, directors, and instructional staff to learn and grow.
- The role of the adjudicator goes beyond merely criticizing and pointing out mistakes in a performance. It must include helpful information that helps positively motivate and inspire the performers.
- Scoring is based on the merits of the performance on that given day against an agreed upon rubric which outlines performance standards.
- Rules are created to provide a consistent and fair format for competition. They should not constrict creativity or innovation.

JUDGES COMMITTEE

The Judges Committee will be comprised of the VP of Judges, VP of Winter Activities, VP of Parade & Field, Colorguard Caption Manager, Percussion Caption Manager, Drum Major Caption Manager, and President. The VP of Judges will be the Chair of the committee.

The judging committee will provide oversight and make recommendations to the Board of Directors on judging policies and procedures, recruitment, training, retention, and evaluation.

CAPTION MANAGERS

Caption Managers will be nominated by the President and approved by a majority vote of the elected Board Members. Caption Managers are responsible for the quality and consistency of judging in their specified area. Caption Managers report to the VP of Judges, and depending on the season, the VP of Winter Activities or VP of Parade and Field. At the discretion of each Caption Manager, committee members can be appointed for subcaptions. Committee Members report to the Caption Managers.

Caption Managers are responsible for:

- Ensuring quality and consistency in their specified area.
- Assisting with recruitment and training of new judges.
- Providing regular quality checks and coaching on judging during the season.
- Reviewing, managing, and resolving judging concerns for their caption.
- Forming committees to work under them. Committee members do not have to be Board members.

Caption Managers will be appointed for:

- Parade
- Field
- Colorguard (Board officer)
- Percussion (Board officer)
- Drum Major (Board officer)

ETHICS, PROFESSIONALISM, STANDARDS

ETHICS

Judges are expected to hold themselves to a high standard of ethics, including but not limited to those listed below.

- Distractions need to be avoided at all times when judging and training. For example, pets, small children, and such should be left at home.
- Understand the difference between Impression and Opinion
 - Impression is *what you see at that moment*
 - Opinion is *a fixed idea about a group or a piece of music*
 - Allow that the impression might be different on the next viewing for all groups
- In the role of adjudicator, all conversations must be professional. 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.
- Anything communicated electronically should be considered permanent, with the potential to reach large numbers of people with a single click; be misinterpreted, exaggerated, even misrepresented; and do incalculable damage to your (and/or someone else's) reputation. Use social media with awareness and responsibility.
- Recorded comments must be suitable in tone and content for listening by students.

- Negative criticism, specifically referring to directors and/or private instructors, is inappropriate in commentary.
- Adjudicators represent NCBA 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.

PROFESSIONALISM

- **Act the part.** You are always a judge, even when the contest is over or before it has begun; even in non-activity situations. People will take your casual comments out of context or place greater value on them than you wish. Know this and be prudent in what you say or do around others and on social media.
- **Be prepared.** Present a heightened image of yourself. Be well groomed and professionally dressed. Be punctual.
- **Watch your actions.** Body posture or gestures or side comments during judging are always observed, often misunderstood and usually detracts from the credibility of the judge.
- **Watch your politics.** Leave old bias, angers or axes to grind outside the arena. Leave last year behind and bring to the students the best and most open attitude you can. The students are not responsible for the foolish politics of adults. Be sensitive to your relationship within the activity. Keep friendships out of decision making. This breeds distrust faster than anything.

STANDARDS

- An unquestioned sense of ethics, standards, and professionalism.
- A strong understanding of the activity, its goals, values, and direction.
- A full and comprehensive understanding of the caption(s) and application of the criteria.
- Strong in-depth recognition skills.
- Well-developed communication skills relative to tape observation.
- An open mind and an educational approach to adjudication.
- The ability to function within a team.

AFFILIATIONS

- If a judge clinics a competing unit, the judge must wait 21 calendar days before judging that unit.
- Judges may not judge their groups or students. If they do, they are to be considered exhibition only.
- Retired band directors or who have left their teaching position must wait 3 years if they taught HS or 2 years if they taught MS to judge the school with which they had an affiliation.
- Instructors must wait 1 year to judge the school with which they had an affiliation.
- It is the responsibility of the judge to inform the VP of Judges and Caption Managers if there is an affiliation or potential conflict.
- A violation to any of the above rules will result in a 1-year suspension and reinstatement pending the approval of the judging committee.

TRAINING

- Judges are required to actively participate in training sessions in order to adjudicate for NCBA.
- Judges must participate in mandatory training sessions to be considered for assignments.
- At the discretion of the VP of Judges, college band directors can be an exception for concert and jazz assignments.
- Judges trained in other circuits can be considered at the discretion of the Judges' Committee.

DRESS CODE

- Judges must dress professionally and appropriately for the event. Business casual is the expectation.
- Judges must not wear anything with a school or organizational affiliation; however, NCBA attire is acceptable.
- Caption managers are responsible for addressing dress code issues.

MEMBERSHIP

As independent contractors, judges are not required to be a member of NCBA to judge. While not required, the Board encourages judges to become members so they can have an active voice in the association, such as voting privileges. Please note that being a band director and a judge are separate roles and subject to separate guidelines. For example, if you participate in any event requiring band director membership, you are required to be an active member and pay the commensurate fee.

ASSIGNMENTS

The VP of Judges is responsible for oversight of all judging assignments. Caption Managers will assist the VP of Judges in assigning judges to each event.

Judge assignments for fall will be sent out by June 30. Judge assignments for winter will be sent out by November 30. Judge assignments for spring will be sent out by January 30.

Requests from show hosts are to be considered but not guaranteed. The VP of Judges will send a list of all current, qualified judges to show hosts no later than April 1. Show host requests for specific adjudicators for the next school year (for all seasons) need to be sent in to the VP of Judges no later than May 1 of the current year.

Judges are to report to the event 35-45 minutes before the first groups performs. After the event they are to check out with the tabulator and head judge.

INDEPENDENT CONTRACTORS

Judges for NCBA are not employees of NCBA. Judges for NCBA are Independent Contractors and will be required by a show host and/or the association to fill out an IRS Form W-4 and they will receive an IRS Form 1099-NEC, if required. Being an active judge does not guarantee a minimum number of assignments or the same assignments year to year. Loss or removal from judges assignments is not grounds for legal recourse. A judging assignment is not a contractual obligation between the judge and NCBA.

JUDGING FEES, MILEAGE, AND HOTELS

PARADE

Head Judge, Tabulation	<ul style="list-style-type: none"> • \$300 for the first 20 participating units • \$325 for 21 to 25 participating units • \$350 for 26 to 30 participating units • \$375 for 31 to 35 participating units • \$400 for 36 to 40 participating units • \$425 for 41 to 45 participating units • \$450 for 46 to 50 participating units • After 50 units, the judge will earn \$5 per participating unit.
All other judges	<ul style="list-style-type: none"> • \$250 for the first 20 participating units • \$275 for 21 to 25 participating units • \$300 for 26 to 30 participating units • \$325 for 31 to 35 participating units • \$350 for 36 to 40 participating units • \$375 for 41 to 45 participating units • \$400 for 46 or more participating units • After 50 units, the judge will earn \$5 per participating unit.

FIELD

Head Judge, Tabulation	<ul style="list-style-type: none"> • \$350 for the first four hours including breaks • \$15 for each additional participating unit
All other judges	<ul style="list-style-type: none"> • \$300 for the first four hours including breaks • \$15 for each additional participating unit

WINTER ACTIVITIES

Tabulation	<ul style="list-style-type: none"> • \$250 for the first four hours including breaks
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	<ul style="list-style-type: none"> • \$30 for each hour or fraction thereof over four hours • Tabulators will get paid for 30-minutes before the first event and 30-minutes after the last event
T&P, Colorguard, Percussion, Drum Major	<ul style="list-style-type: none"> • \$250 for the first four hours including breaks • \$30 for each hour or fraction thereof over four hours
Chief Judge	<ul style="list-style-type: none"> • A Chief Judge will be appointed by the VP of Judges and the VP of Winter Activities for each event. • The Chief Judge will earn \$25 per event for each show – ie \$25 for colorguard and \$25 for percussion to be paid by NCBA at the end of the season

LARGE ENSEMBLE FESTIVALS

All judges	<ul style="list-style-type: none"> • \$250 for the first four hours including breaks • \$30 for each fraction of an hour over four hours
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MILEAGE

The mileage rate for all NCBA events will be paid at the current government rate, one-way.

Show hosts will only be responsible for paying judges' mileage one-way up to 100 miles. Any miles over 100 miles per judge will be covered by NCBA. The exception to this rule is if a show host requests a judge from over 100 miles away.

HOTEL GUIDELINES

- Show hosts must provide a room for a judge *the night before an event* if the judge (a) has to travel more than 120 miles from home to the school AND (b) has to report to the school by 8:00 am.
- Show hosts must provide a room for a judge *the night after an event* if the judge (a) has to travel more than 120 from the school to home AND (b) has to judge past 9:00 pm.
- Show hosts must provide a room for a head judge or T&P judge *the night before and the night after an event* if the judge has to work 12 or more hours.
- The judge must request a hotel from the show host at least 14 days in advance.
- The host will provide up to \$100 towards the cost of hotel accommodations. The judge will be responsible for paying the difference if the hotel accommodation is over \$100.

UNIFORM CONCERN POLICY

Periodically participants in NCBA events may have a concern with the quality of the adjudication they received.

Here is the correct procedure to follow:

1. All concerns must be in writing. They should include specifics about the performance, the judge, and what the violations of NCBA policies occurred. This should be emailed to the Judges' Coordinator.
2. A response should be sent quickly to the person who filed the concern and let them know the situation is being evaluated.
3. The complete concern is then referred to the correct Caption Manager for review and appropriate handling.
4. The Caption Manager reviews the written concern, as well as recaps, and judges recording. If they determine there is validity to the concern, all of that information is forwarded to the judge so they can respond.
5. The Caption Manager will determine the appropriate remedy. This may range from determining there was no problem with the judges actions, involve some additional training for the judge, and/or may involve a warning.
6. If the issue is egregious enough, it may include removing the judge from future assignments.
7. The final determination will be decided upon by the Judges' Committee.
8. The Board of Directors will be informed of the resolution of all concerns.

REQUESTING A JUDGE RE-APPRENTICE

Per the Uniform Concern Policy, the NCBA Board has the authority to request the re-apprenticing of a judge under these criteria:

1. Complaints must be in writing and include evidence
2. Copies of those letters must be sent to the judge.
3. The board will not remove the judges because a director is unhappy with their placement in an event
4. Reasons for request of re-apprenticeship

REMOVAL OF A JUDGE

As Independent Contractors, judges seeking and accepting assignments from NCBA are assumed to be familiar with and in agreement with the Judging Guidelines. Failure to meet the professional responsibilities and/or maintain the professional conduct presented in the Judging Guidelines is sufficient cause to withhold future assignments and/or cancel currently scheduled assignments. Review of the situation will be handled by the Judges Committee and taken to the Board for final approval.

APPRENTICESHIP REQUIREMENTS

MUSIC, SHOWMANSHIP, MARCHING - PARADE MUSIC, GENERAL EFFECT, VISUAL - FIELD LARGE ENSEMBLE

Requirements

1. A strong commitment to NCBA's judging philosophy.
2. Be a college graduate, with a degree in music
3. Minimum of five years as a band director with a proven track record of success. Success is defined as teaching a group that consistently scores in the top box.
4. At the Board's discretion, individuals who are not band directors but are identified as experts in their field can judge any of the above mentioned captions following successful training and apprenticeship. These individuals must have a minimum of five years of successful instruction or equivalent experience.
5. Judges already trained and approved by another association can apply to the NCBA to waive apprenticeship. Application must include a letter from an NCBA board member. After attending a judges training and approval by the board, this person may judge NCBA events on a one year probationary status.

Application Process

1. Submit a cover letter and resume outlining teaching, performance, academic, and work experience.
2. Submit video recordings of successful groups taught with a statement of responsibilities for each program.
3. Provide two letters of recommendation.
4. Pass initial interview with the VP of Judges and appropriate Caption Manager and receive a majority approval from the Judges Committee.

Apprenticeship Process

1. Apprenticing does not guarantee placement as an active judge
2. Schedule and attend a 1-on-1 meeting to discuss the caption philosophy with the VP of Judges or designee.
3. Successfully complete a training or clinic if offered.
4. Complete season apprenticeship with a *minimum* of two trial shows under the supervision of the VP of Judges, VP of Parade & Field, and/or designee.
5. VP of Judges or designee will review recorded commentary and scores.
6. Feedback will be provided to the apprentice identifying strengths and areas for growth.
7. Following successful apprenticeship and approval from the VP of Judges and the Judging Committee, the candidate will move into the judging pool for a one-year probationary period.
8. Upon successful completion of the probationary period, the candidate will become a certified adjudicator for NCBA.

As deemed necessary, any of the above requirements can be waived with a majority vote of the Judges' Committee. Written documentation justifying the reason for waiving the requirements must be provided and approved with a majority vote of the Judges' Committee.

COLOR GUARD

Requirements

1. A strong commitment to NCBA's judging philosophy or judging philosophies adopted by NCBA
2. Be a high school graduate, at least 21 years of age, preferably with an undergraduate degree
3. Minimum of four years of colorguard/winterguard instruction with a proven track record of success. Success is defined as teaching a group that consistently scores in the top two boxes

Application Process

1. Submit a cover letter and resume outlining teaching, performance, academic, and work experience.
2. Submit video recordings of successful groups taught with a statement of responsibilities for each program.
3. Provide two letters of recommendation. Both recommenders must be directly affiliated with performing arts. One recommender must be a supervisor of a program the candidate worked for.
4. Pass initial interview with the VP of Judges and Colorguard Caption Manager and receive a majority approval from the Judges Committee.

Apprenticeship Process

1. Apprenticing does not guarantee placement as an active judge
2. Proof of completion of WGI Certify 100 and 200 must be provided prior to starting the apprenticeship process for both fall and winter. WGI Certify 300 must be completed before the apprentice is added to the winter judging pool.
3. Apprentices must trial during the fall and winter seasons. For the winter season, candidates must declare a caption of study (movement, equipment, design analysis, general effect). For the fall season, candidates will apprentice on both the IA and EA captions.
4. Schedule and attend a 1-on-1 meeting to discuss the caption philosophy with the Colorguard Caption Manager or designee.
5. Successfully complete a training or clinic if offered.
6. Complete season apprenticeship with a *minimum* of three trial shows under the supervision of the VP of Judges, VP of Winter Activities, Colorguard Caption Manager, and/or designee.
7. VP of Judges, VP of Winter Activities, Colorguard Caption Manager, and/or designee will review recorded commentary and scores.
8. Feedback will be provided to the apprentice identifying strengths and areas for growth.
9. Following successful apprenticeship, completion of WGI Certify 300, and approval from the VP of Judges and the Judging Committee, the candidate will move into the judging pool for a one-year probationary period.
10. Upon successful completion of the probationary period, the candidate will become a certified adjudicator for NCBA

As deemed necessary, any of the above requirements can be waived with a majority vote of the Judges' Committee. Written documentation justifying the reason for waiving the requirements must be provided and approved with a majority vote of the Judges' Committee.

PERCUSSION

Requirements

1. A strong commitment to NCBA's judging philosophy or judging philosophies adopted by NCBA.
2. Be a high school graduate, at least 21 years of age, preferably with an undergraduate degree
3. Minimum of four years of percussion instruction with a proven track record of success. Success is defined as teaching a group that consistently scores in the top two boxes.

Application Process

1. Submit a cover letter and resume outlining teaching, performance, academic, and work experience.
2. Submit video recordings of successful groups taught with a statement of responsibilities for each program.
3. Provide two letters of recommendation. Both recommenders must be directly affiliated with performing arts. One recommender must be a supervisor of a program the candidate worked for.
4. Pass initial interview with the VP of Judges and Percussion Caption Manager and receive a majority approval from the Judges Committee.

Apprenticeship Process

1. Apprenticing does not guarantee placement as an active judge
2. Proof of completion of WGI Certify 100 and 200 must be provided prior to starting the apprenticeship process for both fall and winter.
3. Apprentices must trial during the fall and winter seasons. For the winter season, candidates must declare a caption of study (Music, Effect Music, Visual, Effect Visual). For the fall season, candidates will apprentice on both the upstairs and downstairs captions for field show and street percussion for parade.
4. Schedule and attend a 1-on-1 meeting to discuss the caption philosophy with the Percussion Caption Manager or designee.
5. Successfully complete a training or clinic if offered.
6. Complete season apprenticeship with a *minimum* of three trial shows under the supervision of the VP of Judges, VP of Winter Activities, Percussion Caption Manager, and/or designee.
7. VP of Judges, VP of Winter Activities, Percussion Caption Manager, and/or designee will review recorded commentary and scores.
8. Feedback will be provided to the apprentice identifying strengths and areas for growth.
9. Following successful apprenticeship and approval from the VP of Judges and the Judging Committee, the candidate will move into the judging pool for a one-year probationary period.
10. Upon successful completion of the probationary period, the candidate will become a certified adjudicator for NCBA

As deemed necessary, any of the above requirements can be waived with a majority vote of the Judges' Committee. Written documentation justifying the reason for waiving the requirements must be provided and approved with a majority vote of the Judges' Committee.

DRUM MAJOR

Requirements

1. A strong commitment to NCBA's judging philosophy or judging philosophies adopted by NCBA.
2. Be a high school graduate, at least 21 years of age, preferably with an undergraduate degree
3. Successful experience as a competitor and/or as an instructor. Success is defined as teaching competitors or being a competitor who consistently scores in the top two boxes in parade or field conducting.

Application Process

1. Submit a cover letter and resume outlining teaching, performance, academic, and work experience.
2. Submit video recordings of successful students, along with scores sheets as proof of success.
3. Provide two letters of recommendation. Both recommenders must be directly affiliated with performing arts. One recommender must be a supervisor of a program the candidate worked for.
4. Pass initial interview with the VP of Judges and Drum Major Caption Manager and receive a majority approval from the Judges Committee.

Apprenticeship Process

1. Apprenticing does not guarantee placement as an active judge
2. Schedule and attend a 1-on-1 meeting to discuss the caption philosophy with the Drum Major Caption Manager or designee.
3. Review NCBA Drum Major Judges Educational Packet and complete Drum Major Judges' Home Study assignments
4. Successfully complete a training or clinic if offered.
5. Complete season apprenticeship with a *minimum* of two trial shows under the supervision of the VP of Judges, VP of Winter Activities, Drum Major Caption Manager, and/or designee.
6. VP of Judges, VP of Winter Activities, Drum Major Caption Manager, and/or designee will review recorded commentary and scores.
7. Feedback will be provided to the apprentice identifying strengths and areas for growth.
8. Following successful apprenticeship and approval from the VP of Judges and the Judging Committee, the candidate will move into the judging pool for a one-year probationary period.
9. Upon successful completion of the probationary period, the candidate will become a certified adjudicator for NCBA.

As deemed necessary, any of the above requirements can be waived with a majority vote of the Judges' Committee. Written documentation justifying the reason for waiving the requirements must be provided and approved with a majority vote of the Judges' Committee.

ASSOCIATION TABULATION

Requirements

1. A strong commitment to NCBA's judging philosophy or judging philosophies adopted by NCBA.
2. Be a high school graduate, at least 21 years of age, preferably with an undergraduate degree
3. Proficiency in Microsoft Excel, DropBox, or other web-based sharing platforms.

Application Process

1. Submit a cover letter and resume outlining academic and work experience.
2. Provide two letters of recommendation.
3. Pass initial interview with the VP of Judges and Digital Tools Coordinator and receive a majority approval from the Judges Committee.

Apprenticeship Process

1. Apprenticing does not guarantee placement as an active judge
2. Schedule and attend a 1-on-1 meeting to discuss the caption philosophy with the Digital Tools Coordinator or designee.
3. Successfully complete a training or clinic if offered.
4. Complete season apprenticeship with a *minimum* of one trial show per event type under the supervision of the VP of Judges, Digital Tools Coordinator, and/or designee.
5. Feedback will be provided to the apprentice identifying strengths and areas for growth.
6. Following successful apprenticeship and approval from the VP of Judges and the Judging Committee, the candidate will move into the judging pool for a one-year probationary period.
7. Upon successful completion of the probationary period, the candidate will become a certified Association Tabulator for NCBA.

As deemed necessary, any of the above requirements can be waived with a majority vote of the Judges' Committee. Written documentation justifying the reason for waiving the requirements must be provided and approved with a majority vote of the Judges' Committee.

HEAD JUDGES - PARADE, FIELD, LARGE ENSEMBLE CHIEF JUDGES - WINTER ACTIVITIES

Head Judges (parade, field, large ensemble) and Chief Judges (winter activities) will be recommended by the Judges Committee, appointed by the VP of Judges, and are subject to approval by the NCBA Board of Directors. Head Judges (parade, field, large ensemble) must complete an apprenticeship under the supervision of the VP of Judges and the VP of Parade and Field. Chief Judges (winter activities) must complete an apprenticeship under the supervision of the VP of Judges and the VP of Winter Activities.

REVISIONS TO THE GUIDELINES

Revisions to the Judging Guidelines may be made annually at the request of the VP of Judges and/or the Judges Committee. Changes are subject to approval by the NCBA Board of Directors. Revisions to the Judging Guidelines will be communicated to the Independent Contractor Adjudicators prior to making or accepting judging assignments.

This version of the NCBA Judging Guidelines was developed and updated by the Committee Members listed below and was approved by the NCBA Board of Directors on xxx, xx, xxxx.

Matt Mackey, VP of Judges
Chair of Judges Committee

Christy Latham, VP of Parade & Field

Marcus Mills, VP of Winter Activities / Colorguard Caption Manager

Chris Baker, Percussion Caption Manager

Mario Sebastian, Drum Major Caption Manager

Louise Jacob
President