



RECORDING HANDBOOK



Recording Room Staffing and Procedures

Unless otherwise approved by the Secretary of the Day, the Recording Room will be staffed and operated as follows:

- The Association Secretary or Secretary of the Day has overall responsibility for the Recording Room. The Chief Recorder is responsible for supervising the day-to-day operation of the Recording Room.
- Wherever possible, the Chief Recorder should be free from regular clerical duties to allow them to supervise the Recording Room and assist with any issues that arise.
- Two people must independently check each Judging Sheet and enter the scores onto separate Master Sheets, either manually or using the approved computer programme.
- At least three people are required to add, check and recheck the Judging Sheets. No one person may perform more than one of these functions on the same Judging Sheet.
- One person should be responsible for clerical duties, including photocopying Master Sheets, collating Judging Sheets into team sets, preparing Judging Sheets for distribution at the end of the competition, and any other general administrative tasks. This role may be carried out by the Chief Recorder if required.
- One person should act as a Runner for the Chief Recorder, obtaining clarification from the Chief Judge if required and assisting with other Recording Room tasks. This role may also be carried out by the Chief Recorder if required.
- Two Master Sheets should be used wherever possible, either manually or using the approved computer programme, to allow scores to be cross-checked and reduce the risk of errors.
- The person completing the first check of each Judging Sheet must initial the sheet. The person completing the final check must also initial the sheet.
- Before the awards are announced, the Chief Recorder must inspect the Master Sheets and confirm that the recorded scores and placings are correct.

Recording Room Environment and Access

- The Recording Room should be located away from the competition arena, clear of the music, and in a quiet area that provides suitable protection from the weather.
- Only people directly involved in Recording Room duties are permitted in or around the Recording Room. The Secretary of the Day and the Chief Judge may enter the Recording Room as required to carry out their duties.
- Recording staff must keep all judging information confidential. Judges' comments, scores and placings must not be shared with anyone other than the Secretary of the Day or the Chief Judge.
- A Judge who has officiated at a competition must not work in the Recording Room during that competition. The only exception is during the lunch break, when recording staff may join judges and officials for lunch.

Runner Positions and Requirements

- Runners collecting Judging Sheets should be positioned around the competition field to cover:
 - Technical A Judge positioned at the back left hand side of the field;
 - Technical B, D, E & C Judges positioned at the back of the field;
 - Display D, Display F and Compliance Judges positioned at the front of the field.
- Runners should be experienced, able to work independently with minimal supervision, and remain as unobtrusive as possible. For New Zealand Championships, runners should preferably not be Introductory or younger Open Free Choice Marchers.

Before the Competition

Entry Forms / Registration Card

- Each team must provide a completed Entry Form that includes the Team Name, Grade, names of the Coach(es), Chaperon(s), Manager, and every team member.
- Check the Entry Form against the Team Registration Card to ensure:
 - every team member listed on the Entry Form also appears on the Team Registration Card;
 - the number of marchers on the Entry Form is recorded on the Master Sheet; and
 - the number of registered marchers shown on the Team Registration Card is also recorded on the Master Sheet.
- If there are any discrepancies between the Entry Form and the Team Registration Card, including differences in the number of marchers or any team member not appearing on both documents, immediately notify the Secretary of the Day so they can follow up with the Team Coach. The Chief Judge must also be advised before the team competes.
- Only registered members are eligible to compete, and only marchers listed on the Entry Form are eligible to receive awards.
- Keep the Entry Forms on file with a copy of the relevant Master Sheet and Award List until all trophies have been returned. This provides an accurate record and assists with tracking any outstanding trophies.

Master Sheet Preparation

- The Chief Recorder and Assistant Recorder are responsible for collating the Judging Sheets and transferring the totals to two separate Master Sheets using the approved computer programme.
- Master Sheets are used for the Masters, Senior, Under 18 and Under 13 grades only. Open Free Choice and Introductory grades do not require Master Sheets.
- Before entering any team information, ensure the Master Sheet has enough columns for the number of marches in the competition:
 - Championships: one column per team.
 - Aggregated competitions: allow one column for each scheduled march.
- Enter the team name, the number of marchers from the Entry Form, the number of registered marchers from the Team Registration Card, and the number of marchers for each competition phase (Technical and Display) onto the Master Sheet.
- Calculation of multiple marches - transfer 1st March Totals, add totals from first march to second march totals. Always allow for double column on Master Sheet when preparing first march.

Receiving Judging Sheets

As Judges' Score Sheets arrive in the Recording Room:

- Check that each sheet has been signed by the Judge and that the Judge's name is clearly printed on the sheet.
- Check for any obvious omissions or anomalies, such as:
 - the number of marchers not being circled; or
 - a complete movement not being marked
- All judges' marks and figures must be written in red biro.
- Ignore any notes or markings on the reverse of the Judging Sheet, as these are intended for the Team Coach. However, both sides of the Judging Sheet must be photocopied or scanned.

- If any score, mark or figure is unclear or difficult to read, immediately give the sheet to the Chief Recorder. The Chief Recorder will arrange for the sheet to be returned to the Chief Judge for clarification with the Judge concerned.
- If a section or specific drill has been clearly crossed out on a Judging Sheet, check that the same section has been crossed out on every Judging Sheet completed by that Judge for that grade. Any inconsistency must be referred to the Chief Recorder for clarification before recording continues.

Re-marches and Multiple Marches

- If "Re-march" is written at the top of a Judging Sheet, it indicates the team has been granted a re-march. Continue to process and total the Re-march Judging Sheet as normal. If the original (first) Judging Sheet has already reached the Recording Room, return it immediately to the Chief Judge. No further recording or calculations are to be completed on the original sheet.
- When a competition includes more than one scheduled march on the same day, check whether each Judging Sheet is marked "1st March" or "2nd March". Keep the Judging Sheets for each march separate and collate them accordingly.

Checking and Processing Judging Sheets

Technical Judges

- Technical Judges A, B, C, D and E will record deductions against the relevant subheadings where incorrect aspects are observed.
- Compliance Judges will circle the number for each aspect incorrectly observed.
- Not every box on a Technical Judge's score sheet is required to be completed. However, if an entire movement or section has not been marked, the Chief Recorder must notify the Chief Judge before recording continues.
- Recorders must cross-add the completed boxes to calculate the total deduction for each movement. The movement totals are then added down the deduction columns to calculate the Total Deductions for the Judging Sheet.
- The Technical A score sheet includes sections for Inspection and Calipers.
- The Technical B and Technical C score sheets may include tables for specific movements. Judges may record strokes, numbers, or both within these tables. Recorders must add the values across each table and include the total in the overall deduction for that movement.
- The Compliance score sheet includes a section for recording team compliance
- The Technical E score sheet includes the Quickstep Paces.

Display Judges

- Display Judge D (Seated) and Display Judge F (Elevated) will record deductions in each section of the Judging Sheet.
- The final deduction for each section is transferred to the corresponding Subheading box.
- Recorders must add the Subheading deductions and transfer the total to the Total Subheading box.
- The grey 'Award' section records all aspects correctly demonstrated by the team. The value recorded in this section must be entered into the grey subtotal box and subtracted from the total deductions to calculate the Final Total Deduction.
- Both score sheets include a section for recording team compliance.
- It is possible for the final total to be a negative number. This is correct, and the team with the highest negative score is the winner.

Collating and Calculating

- Collate all Judging Sheets for each team before completing the calculations.
- Once all Judging Sheets for a team have been checked and collated, calculate the totals and enter them using any colour biro (other than red).

- Every Recorder who checks the calculations must initial the bottom of the Judging Sheet to confirm the totals have been checked.

Checking and Initialling

- Each Recorder who checks or verifies a Judging Sheet must use a different coloured pen or biro and initial the sheet to confirm their check has been completed.
- Red pens or pencils must not be used in the Recording Room.

Compliance and Penalties

RAC11.1 Penalty

- Recorders must check for any RAC11.1 infringements. If this is indicated at the top of the sheet, immediately refer the sheet to the Chief Recorder.
- The Chief Recorder must return the sheet to the Chief Judge, who is responsible for applying the RAC11.1 penalty.
- Once confirmed, the RAC11.1 penalty must be recorded in the designated area on the Master Sheet.
- Teams receiving an RAC11.1 penalty remain compliant and are still eligible to receive Judging Sheets, Master Sheets and awards.
- If a team receives an RAC11.1 penalty, the Chief Recorder must record the penalty directly onto the Master Sheet in the designated area.
- As an RAC11.1 is a penalty, it must be added to the team's total deductions.

Technical Compliance

- A team is non-compliant if:
 - it does not complete all movements in the Technical Drill Phase; or
 - the number of Marchers on the Technical A sheet does not match the other Technical sheets; or
 - Marchers are not correctly positioned for either the R&I or Q/C/M phase, as indicated by "**No**" being circled for Marchers Correctly Positioned; or
- A non-compliant team will still receive Judges Sheets, however, the team will not be eligible for any awards in the Technical Drills section at that competition.

Display Compliance

- A team is non-compliant if:
 - it does not meet the minimum Display time specified for its grade; or
 - it performs a repeat or near-repeat of the Q/C/M phase in place of a Display; or
- A non-compliant team will still receive Judges Sheets, however, the team will not be eligible for any awards in the Display section at that competition.

Non-Competitive Teams

- A team is considered Non-Competitive if it has the incorrect number of marchers.
 - If a sheet arrives in the Recording Room with "No" circled under Correct Number of Marchers, it must be referred to the Chief Recorder for clarification before recording continues.
 - The Chief Recorder will confirm the team's status and provide direction to the Recording Team.
 - The team's totals must not be recorded on the Master Sheet.
 - Non-Competitive teams do not receive Judging Sheets or Master Sheets.

Master Sheets and Final Calculations

Transferring and Checking Totals

- Check that the number of marchers recorded on the Technical A Judging Sheet matches the number recorded on the remaining Technical Judging Sheets. If there is any

discrepancy, immediately notify the Chief Judge before recording continues.

- Before transferring any totals, check that the team has not incurred an RAC11.1 penalty.
- Wherever possible, collate each team's Judging Sheets in draw order and in the following sequence:
 - Compliance
 - Technical A
 - Technical B
 - Technical C
 - Technical D
 - Technical E
 - Display D
 - Display F
- Once all Judging Sheet totals have been transferred to the Master Sheets, total each column and cross-check the results against the second Master Sheet. Once both Master Sheets have been verified as correct, enter the final placings.

Achievement Awards

- If awarding for Achievement, enter totals from current deductions and previous deductions, subtract totals to get improvement totals. Please Note – there can still be an improvement with a negative total – the achievement is the most improved.

Final Checks, Copies and Distribution

Final Checks and Distribution

- When all totals have been transferred to the Master Sheet, Judges Score Sheets are handed to the Secretary of the Day or Chief Judge to deliver to the Team Coaches.
- Before the awards are announced, the Chief Recorder must inspect the Master Sheets and confirm that the recorded scores and placings are correct.

Copying Judging Sheets

- Both sides of every Judging Sheet, including any Shadow Judging Sheets, must be scanned/copied and forwarded to the Director of Judging within seven (7) days of the competition.
- For Island Championships and New Zealand Championships, an additional printed copy of both sides of every Judging Sheet, including Shadow Judging Sheets, must be provided to the Director of Judging at the conclusion of each competition day.

Master Sheet Copies

Master Sheets must not be distributed until after Coach and Judge Interviews have concluded for all grades. Then ..

- Team Coaches will receive a copy of the Master Sheet for their grade only
- The officiating Judges will also receive a full set of the competition Master Sheets.
- Where aggregated competitions are held over more than one day, Team Coaches are to be provided with a copy showing marks only (no placings) for the earlier day/s march.

Awards Lists

- Prepare an Award List for the Announcer and Publicity Officer. A copy should also be provided to the Trophy Custodian to assist with maintaining accurate records of trophy winners.

Registration Cards

- Registration Cards, along with any written dispensations or medical certificates, are returned to the Team Coach.

Records and Filing

- A copy of the Master Sheets (as per Rule of Participation RAC17.1) is also forwarded, within one week of the march to the Technical Working Party. This is encouraged to be sent electronically.
- A copy of the Master Sheets should also remain with the Association Secretary (or Competition Secretary).

Guide to Judge's Sheets (Under 13, Under 18, Senior & Masters Grades)

This section provides guidance for Recorders on how to process each Judge's Sheet and where information is to be recorded. Recorders should follow the instructions on the individual sheet and refer to the Compliance and Penalties section of this manual whenever a compliance issue or RAC 11.1 penalty is identified.

Public Address Quickstep Sheet

- The Public Address Quickstep Sheet is for Under 13, Under 18, Senior and Masters Grades only.
- The sheet is the same for all four grades, with the applicable grade circled at the top right of the sheet.
- The sheet is completed by Technical Judge E, who records the number of paces taken by the Leader in the designated square.
- This sheet is for announcement purposes only and is not recorded on the Master Sheet.
- The sheet must not appear in the Recording Room prior to the announcement. If it does, return it to the Announcer immediately.
- Once the sheet has been returned by the Announcer, attach it to the team's Judging Sheets before returning them to the Team Coach.
- Check that the announcement number matches the number recorded on the Technical E sheet.

Public Address Caliper Sheet

- The Public Address Caliper Sheet is for Under 13, Under 18 and Senior Grades only. It is not used for Masters Grade.
- The sheet is the same for Under 13, Under 18 and Senior Grades, with the applicable grade circled at the top right of the sheet.
- The sheet is completed by Technical Judge A, who enters the caliper deduction in the designated box.
- This sheet is for announcement purposes only and is not recorded on the Master Sheet.
- The sheet must not appear in the Recording Room prior to the announcement. If it does, return it to the Announcer immediately.
- Once the sheet has been returned by the Announcer, attach it to the team's Judging Sheets before returning them to the Team Coach.
- Check that the announcement number matches the number recorded on the Technical A sheet.

Technical Judge A

- Masters Grade teams do not have a Technical A Judge Sheet.
- The Judge will enter the number of marchers at the top of the sheet.
- The Judge will check whether the marchers are correctly positioned.
- If "NO" is circled for Marchers Correctly Positioned, the sheet must be returned to the Chief Judge.

- The Judge will enter a deduction for each subheading on the score sheet where an incorrect aspect is observed.
- It is not necessary to place a number in every box.
- Recorders will cross-add the subheadings to determine the total deduction for each movement. This total is then transferred to the Deduction column.
- The Recorder will add down the Deduction column to determine the Total Deduction for the sheet.

Discipline/Error Bar

- The Discipline/Error bar may contain strokes and/or number markings.
- These markings must be added and the total transferred to the Sub Total box.

Inspection

- The Judge has a section on the sheet for the Judges' Inspection of the team.
- The Judge will mark each incorrect element with a stroke in the appropriate box.
- Strokes are totalled across each row, and those totals are then added together to determine the Total Deductions for the Inspection.

Calipers

- The Judge will circle the correct calipers obtained.
- The Recorder will use the number directly below the circled Calipers figure. This number represents the deduction to be transferred to the Sub Total box in the Calipers section.

Compliance

- If the Judge has circled No heading under Marchers Correctly Positioned, the sheet must be returned to the Chief Judge.
- The Chief Recorder will confirm the team's status and provide direction to the Recording Team.
- For Team Compliance and RAC 11.1 penalties, refer to the Compliance and Penalties

Technical Judges B, C, D and E

- The Judge will enter the number of marchers at the top of the sheet.
- The Judge will enter a deduction for each subheading where an incorrect aspect is observed.
- It is not necessary to place a number in every box.
- Recorders will cross-add the subheadings to determine the total deduction for each movement.
- This total is then transferred to the Deduction column.

The Recorder will add down the Deduction column to determine the Total Deduction for the sheet.

Discipline and Error Bars

Technical B and E – Discipline Bar

- The Discipline Bar may contain strokes and/or number markings.
- These markings must be added and the total transferred to the Sub Total box.

Technical C – Error Bar

- The Error Bar may contain strokes and/or number markings.
- These markings must be added and the total transferred to the Sub Total box.

Technical E – Quickstep Paces

- The Technical E Judge will have a Quickstep Paces box at the top of the sheet.
- The Judge will enter the number of paces taken by the Leader.
- The Judge will use the table at the bottom of the sheet to determine the applicable deduction.

- The Judge will enter the calculated deduction in the Quickstep box.
- This deduction is then transferred to the right-hand side of the sheet under the correct subheading.

Team Compliance

- If the team has not completed ***all*** movements in the technical drill phase, then the sheet must be returned to the Chief Judge
- The Chief Recorder will confirm the team's status and provide direction to the Recording Team.
- For Team Compliance and RAC 11.1 penalties, refer to the Compliance and Penalties

Compliance Judge

The Judge will circle all numbers that are incorrect.

Whistle and Disc Deductions

- Add across all 'Whistle and Disc' circled deductions.
- If there are no circles, enter "0" in the Sub Total box.
- Add down all circled 'Whistle' deductions.
- Add down all circled 'Disc' deductions.
- Add down the Sub Totals to determine the total deduction.

Uniform Presentation

- The Judge will circle the number applicable for the incorrect aspect observed

Team Compliance

- If the Judge has circled any heading under Team Compliance, the sheet must be returned to the Chief Judge.
- The Chief Recorder will confirm the team's status and provide direction to the Recording Team.
- For Team Compliance and RAC 11.1 penalties, refer to the Compliance and Penalties

Display Judge D (Seated)

Deduction Sections

- The Display Judge will mark the boxes in each deduction section.
- The final mark is the deduction to be transferred to the right-hand side of the sheet under the correct subheading.

Uniform Presentation / Not Permissible

- The Judge will circle the number applicable for the incorrect aspect observed
- The final mark is the deduction to be transferred to the right-hand side of the sheet under the correct subheading.

Award Section – Greyed Boxes

There are **two** award sections (greyed boxes):

Creativity & Complexity of Content

- The Display Judge will mark the boxes in this section.
- The final mark is the award to be transferred.

Presentation

- The Judge will circle the applicable number.
- The Recorder will add the three circled numbers together to determine the award.

Recording the Awards

- The Recorder will transfer the final award figures to the relevant grey subheadings on the right-hand side of the Sub Total column.
- These award figures are then subtracted from the Sub Total deductions to determine the Total Deductions.

Time Compliance

- The Display D Judge should enter the team's time in the Time Compliance box.
- Check that the recorded time is within the specified timeframe for the team's grade.
- If the Time Compliance box is empty, return the sheet to the Chief Judge for correction by the Judge of the day.

Minimum Time

- If a team does not meet the minimum time specified for its grade, then the sheet must be returned to the Chief Judge
- The Chief Recorder will confirm the team's status and provide direction to the Recording Team.
- For Team Compliance and RAC 11.1 penalties, refer to the Compliance and Penalties

Maximum Time

- If a team exceeds the maximum time specified for its grade, a penalty of one point per second over the maximum time will be applied.
- This deduction is then transferred to the right-hand side of the sheet under the correct subheading.

Team Compliance

- If the judge has circled any of the headings under the Team Compliance, then the sheet must be returned to the Chief Judge
- The Chief Recorder will confirm the team's status and provide direction to the Recording Team.
- For Team Compliance and RAC 11.1 penalties, refer to the Compliance and Penalties

Display Judge F (Elevated)

Deduction Sections

- The Display Judges will mark the boxes in each section.
- The final mark is the deduction to be transferred to the right-hand side of the sheet under the correct subheading.

Formations Variety

- The Judge will place a mark beside the relevant word prompt each time a formation is seen
- At the end of the Display, the Judge will mark through each box where the formation has been achieved.
- The Judge will circle the number for any formation that has not been achieved.
- The Recorder will add together all circled numbers.
- The total of the circled numbers will be transferred to the right-hand side of the sheet under the correct subheading.

Use of Space

- The Judge will mark through each box where the third has been achieved.
- The Judge will circle the number for any third that has not been achieved.
- The Recorder will add together all circled numbers.
- The total of the circled numbers will be transferred to the right-hand side of the sheet under the correct subheading.

Finish

- The Judge will circle the number applicable for the incorrect aspect observed
- The final mark is the deduction to be transferred to the right-hand side of the sheet under the correct subheading.

Award Section – Greyed Boxes

There are **three** award sections (greyed boxes):

Creativity & Complexity of Content Award

- The Display Judge will mark the boxes in this section.
- The final mark is the award to be transferred.

Presentation Award

- The Judge will circle the applicable number.
- The Recorder will add the three circled numbers together to determine the award.

Formations Award

- The Display Judge will add up the total number of formations achieved.
- Subtract the minimum number of formations required, divide the remaining number by two, rounding down for any decimal score.
- The resulting number is the award to be entered in the box.

Note: If the team has not met the minimum number of formations required, this box should either be blank or have the number zero (0).

Recording the Awards

- The Recorder will transfer the final award figures to the relevant grey subheadings on the right-hand side of the Sub Total column.
- These award figures are then subtracted from the Sub Total deductions to determine the Total Deductions.

Time Compliance

- If there is no Display Judge D on the day, then it is expected that Display Judge F will record the time (See Display Judge D - Time Compliance)

Team Compliance

- If the judge has circled any of the headings under the Team Compliance, then the sheet must be returned to the Chief Judge
- The Chief Recorder will confirm the team's status and provide direction to the Recording Team.
- For Team Compliance and RAC 11.1 penalties, refer to the Compliance and Penalties

Guide to Judge's Sheets (Introductory & Open Free Choice Grades)

Introductory Grade

Technical Judges A, B, C, D and E

- The Judge will enter a deduction in the appropriate boxes on their sheet.
- Recorders will add the boxes to determine the Sub Total.
- Add down the Deduction column to determine the total deduction.
- Introductory Grade DO NOT have a Master Sheet and are not entered onto a Master Sheet.

Display Judges D and F

- The Display Judge will mark the boxes in each section.
- The final mark is the deduction number to be transferred to the box on the right-hand side of the sheet.
- Recorders will then add down the Sub Total deductions to determine the total deductions.
- The Display D Judge should enter the team's time in the Time Compliance box.
- Introductory Grade DO NOT have a Master Sheet and are not entered onto a Master Sheet.

Collate all completed sheets and return them to the Team Coach, following the same process used for other grades.

Open Free Choice Grade

- Open Free Choice Grade is **NOT** judged under the standard judging system.
- Associations are encouraged to have the Open Free Choice Grade assessed using Senior Marchers, Parents and Trainee Judges.
- There will be various sheets used for this section. These may differ from each other as there is NO designed Judging Sheet for Open Free Choice Grade.
- Judge's marks and comments should be encouraging and constructive in nature.
- Open Free Choice Grade teams DO NOT have a Master Sheet and are not entered onto a Master Sheet.
- Collate all completed sheets and return them to the Team Coach, following the same process used for other grades.

Guide to MasterSheets (Under 13, Under 18, Senior & Masters Grades)

This section provides guidance for Recorders on how to set up and complete the Master Sheet, including where information from the Team Registration Card, Team Entry Form and Judge's Sheets is to be entered. Recorders should follow the instructions for each section of the Master Sheet and refer to the Compliance and Penalties section of this manual whenever a compliance issue or RAC 11.1 penalty is identified.

March 1

Entering Competition Information

You can freely enter text and numbers into all light yellow and pink cells.

- Start by entering your Association, Venue and Date.
- Enter the teams on your competition draw using the drop-down box. All registered teams will be listed.

MARCHING NEW ZEALAND		▼ Pace Makers Rhythm Rebels Step Squad
ASSOCIATION:	Hawaii	
VENUE	The Palace	
DATE:	1-Sep-26	
GRADE: UNDER 13		
MASTER SHEET MARCH 1		
ENTER Y FOR THIS PHASE	Technical	Allstars Atuitui Māti Bandolier Blue Jay Buckingham Guards Burlington Burlington Kilties Eclipse Eclipse Fusion Empire Glennette Hokonui
ENTER Y FOR THIS PHASE	Display	
No. Marchers	ON TEAM CARD	
No. Marchers	ON ENTRY CARD	
No. Marchers	R&I PHASE	
No. Marchers	TECH PHASE	
No. Marchers	DISPLAY PHASE	

- Enter the Judges names, by using the drop-down box. All registered judges will be listed.

	NAME OF JUDGE	
Tech Drill Judge A		▼
Tech Drill Judge B	Airdrie Stuart	
Tech Drill Judge C	Anita Ireland	
Tech Drill Judge D	Andrea Evans	
Tech Drill Judge E	Anna Watts	
Compliance Judge	Becky Butt	
	Bob Gibbison	

- Enter the details for the Secretary, Chief Judge & Chief Recorder at the bottom of the sheet. The cell above each heading is open for free text.

Secretary	Chief Judge	Chief Recorder	

Entering Competition Information

- Enter '**Y**' for each phase the team is entering. If a team is not competing in a phase, leave the box blank.
Note: Do not use the space key when clearing any cells, always use the delete key. If there is a space in any of these cells it will mess with the formulas, and overall placings.
- Enter the number of marchers shown on the Team Registration Card
- Enter the number of marchers shown on the Competition Entry Form
Note: These numbers should always match

As Each Judging Sheet Arrives in the Recording Room

- Enter the number of marchers shown for each phase
 - Technical A = R&I Phase
 - Technical B, C, D, E & Compliance = Tech Phase
 - Display D & Display F = Display Phase
 - The number of marchers recorded on all Technical Drill Judging sheets must match.
 - The number of marchers recorded on both Display Judging sheets must match.
 - If the numbers **do not** match, immediately notify the Chief Judge before recording continues.
 - The Chief Recorder will confirm the team's status and provide direction to the Recording Team.
 - For Team Compliance and RAC 11.1 penalties, refer to the Compliance and Penalties section.
- Enter all Judge's Total Deductions from each sheet under the relevant team and Judge.

This season, the Master Sheet includes an additional row called "Pre-normalised Score."

This row replaces the Team Penalties row used in previous seasons.

You do not need to enter anything in the Pre-normalised Score row. The score is automatically calculated based on the team's total score and the number of marchers in the Technical phase.

At the end of March 1 your Mastersheet should look like similar to this.

MARCHING NEW ZEALAND		Pace Makers	Rhythm Rebels	Step Squad	Drill Thriller	Happy Feet	Formation Station
ASSOCIATION:	Hawaii						
VENUE	The Palace						
DATE:	1-Sep-26						
GRADE:	UNDER 13						
MASTER SHEET MARCH 1							
ENTER Y FOR THIS PHASE	Technical	Y	Y	Y	Y	Y	Y
ENTER Y FOR THIS PHASE	Display	Y	Y	Y	Y	Y	Y
No. Marchers	ON TEAM CARD	14	12	9	11	10	8
No. Marchers	ON ENTRY CARD	14	12	9	11	10	8
No. Marchers	R&I PHASE	10	10	9	10	10	7
No. Marchers	TECH PHASE	10	10	9	10	10	7
No. Marchers	DISPLAY PHASE	14	12	9	10	8	8
	NAME OF JUDGE						
Tech Drill Judge A	Mandy Marshal	159	168	113	89	175	210
Tech Drill Judge B	Max March	319	306	127	211	464	273
Tech Drill Judge C	Penny Pace	260	262	111	127	438	216
Tech Drill Judge D	Terry Tempo	134	151	103	108	180	150
Tech Drill Judge E	Penny Pace	215	184	158	215	435	277
Compliance Judge	Justin Time	0	4	0	6	8	6
Rule of Participation RAC 11.1 - TECHNICAL							
Pre-normalised score		1087	1075	612	756	1700	1132
MARCH ONE TECH DRILL TOTALS		1087	1075	680	756	1700	1617
MARCH ONE TECH DRILL PLACINGS		4	3	1	2	6	5
Display Judge D	Dolly Drill	54	11	-28	-15	69	54
Display Judge F	Annie Eightcount	12	-33	-52	-50	2	13
Rule of Participation RAC 11.1 - DISPLAY							
MARCH ONE DISPLAY TOTALS		66	-22	-80	-65	71	67
MARCH ONE DISPLAY PLACINGS		4	3	1	2	6	5

MARCH ONE COMPLETE.

March 2

Using the same Master Sheet, you will notice that the overall scores for March One are already transposed into the March Two section of the spreadsheet.

Entering Competition Information

- When entering the data for the second march, there are additional cells for teams that have entered the same phase in both competitions.
- Enter a Y where applicable. Leave the cell blank if the team only entered one competition or only marched one phase.

At the end of March 2 your Mastersheet should look like similar to this.

MARCHING NEW ZEALAND								MARCHING NEW ZEALAND									
ASSOCIATION:		Hawaii						ASSOCIATION:		Hawaii							
VENUE:		The Palace						VENUE:		The Palace							
DATE:		1-Sep-26						DATE:		2-Sep-26							
GRADE:		UNDER 13						GRADE:		UNDER 13							
MASTER SHEET MARCH 1								MASTER SHEET MARCH 2									
ENTER Y FOR THIS PHASE		Technical	Y	Y	Y	Y	Y	Y	ENTER Y FOR THIS PHASE		Technical	Y	Y	Y	Y	Y	Y
ENTER Y FOR THIS PHASE		Display	Y	Y	Y	Y	Y	Y	ENTER Y FOR THIS PHASE		Display	Y	Y	Y	Y	Y	Y
ENTER Y FOR ENTERED IN BOTH		March 1 & March 2 TECH						Y	Y	Y	Y	Y	Y	Y	Y	Y	
ENTER Y FOR ENTERED IN BOTH		March 1 & March 2 DISPL						Y	Y	Y	Y	Y	Y	Y	Y	Y	
No. Marchers		ON TEAM CARD	14	12	9	11	10	8	No. Marchers		ON TEAM CARD	14	12	9	11	10	8
No. Marchers		ON ENTRY CARD	14	12	9	11	10	8	No. Marchers		ON ENTRY CARD	14	12	9	11	10	8
No. Marchers		R&I PHASE	10	10	9	10	10	7	No. Marchers		R&I PHASE	10	10	9	10	10	7
No. Marchers		TECH PHASE	10	10	9	10	10	7	No. Marchers		TECH PHASE	10	10	9	10	10	7
No. Marchers		DISPLAY PHASE	14	12	9	10	8	8	No. Marchers		DISPLAY PHASE	14	12	9	10	10	8
NAME OF JUDGE								NAME OF JUDGE									
Tech Drill Judge A		Mandy Marshal	159	168	113	89	175	210	Tech Drill Judge A		Mandy Marshal	164	65	169	60	200	151
Tech Drill Judge B		Max March	319	306	127	211	464	273	Tech Drill Judge B		Max March	558	166	446	167	357	228
Tech Drill Judge C		Penny Pace	260	262	111	127	438	216	Tech Drill Judge C		Penny Pace	399	203	420	186	325	320
Tech Drill Judge D		Terry Tempo	134	151	103	108	180	150	Tech Drill Judge D		Terry Tempo	156	69	144	54	163	74
Tech Drill Judge E		Penny Pace	215	184	158	215	435	277	Tech Drill Judge E		Penny Pace	228	96	297	59	294	78
Compliance Judge		Justin Time	0	4	0	6	8	6	Compliance Judge		Justin Time	0	0	2	0	0	8
Rule of Participation RAC 11.1 - TECHNICAL								Rule of Participation RAC 11.1 - TECHNICAL									
Pre-normalised score		1087	1075	612	756	1700	1132	Pre-normalised score		1505	599	1478	526	1339	859		
MARCH ONE TECH DRILL TOTALS		1087	1075	680	756	1700	1617	MARCH TWO TECHNICAL TOTAL		1505	599	1642	526	1339	1227		
MARCH ONE TECH DRILL PLACINGS		4	3	1	2	6	5	March ONE Technical Drill TOTAL		1087	1075	680	756	1700	1617		
								COMBINED Technical Drill TOTAL		2592	1674	2322	1282	3039	2844		
								CHAMPION TECH DRILL PLACINGS		4	2	3	1	6	5		
Display Judge D		Dolly Drill	54	11	-28	-15	69	54	Display Judge D		Dolly Drill	22	8		-43		-16
Display Judge F		Annie Eightcount	12	-33	-52	-50	2	13	Display Judge F		Annie Eightcount	-14	-39		-59		-53
Rule of Participation RAC 11.1 - DISPLAY								Rule of Participation RAC 11.1 - DISPLAY									
MARCH ONE DISPLAY TOTALS		66	-22	-80	-65	71	67	MARCH TWO DISPLAY TOTAL		8	-31		-102		-69		
								March ONE Display TOTAL		66	-22	-80	-65	71	67		
MARCH ONE DISPLAY PLACINGS		4	3	1	2	6	5	COMBINED Display TOTAL		74	-53	-167	-2		-2		
								CHAMPION DISPLAY PLACINGS		4	2		1		3		
Sergeant Stepwell				Major Marchington				Colonel Countwell									
Secretary				Chief Judge				Chief Recorder									

COMPETITION COMPLETE.

Guide to Competition Awards

Competition Awards

- Awards, Trophies and Medals/Badges/Bars (or similar) can be presented on one-march occasions, such as Island or Association Championships.
- All other competition awards MUST be aggregated over two or more competition marches in accordance with the Rule of Participation – RAC16.
- To present awards, there MUST be at least two eligible teams.
- For Island or Association Championships where only one team competes in a grade, the Championship Trophy may be presented to that team, in accordance with RAC16.
- Introductory and Open Free Choice Grades DO NOT receive cups or medals. However, something appropriate, such as certificates or rosettes, may be presented for participation at the event, in accordance with RAC16.
- Confirm the competition awards with the Secretary of the Day before marching begins.
- Have an Awards List prepared for the Announcer.
- Provide a copy of the Awards List to the Publicity Officer to distribute to the media immediately following the competition for publication of the results. A copy may also be made available for spectators who wish to take one home.

Smaller Competitions

When a competition does not attract large entries, Associations are encouraged to be creative with awards across all team grades.

Be mindful to ensure judging remains fair and consistent across all grades.

Include All Competitive Grades

Include all competitive grades where a Judge has deducted the same number of points across all grades. E.g. Display

Achievement – Most Improved

An Achievement Award, such as Most Improved, can be determined by comparing the current competition deduction totals with previous results.

- Subtract today's competition deduction total from the previous deduction total to determine the improvement total.
- The team with the greatest improvement receives the award.
- There can still be improvement where the result is a negative number. The award is based on the most improved team, rather than requiring a positive improvement total.

Tips for Competition Days in the Recording Room

Recording Staff Briefing

- Have a briefing with your Recording Staff before the competition to outline what is required of them.
- It is strongly recommended that Checkers are instructed to approach each sheet as though it is being checked for the first time and not assume that the Recorder's calculations are correct.
- Where possible, undertake a run-through on a field day involving competition-day officials and volunteers so everyone has an opportunity to familiarise themselves with the process.
- If a field-day run-through is not possible, ensure a briefing is held prior to the first competition of the season.

Recording Room Tool Kit

- Stock the Recording Room Tool Kit with the following items:
 - Paper clips for collating and marking sheets.
 - Staplers and plenty of staples for securing completed sheets ready to be returned to Team Coaches.
 - Other stationery required by the Recording Team.
- **IMPORTANT: NO red pens or pencils are to be used in the Recording Room.**

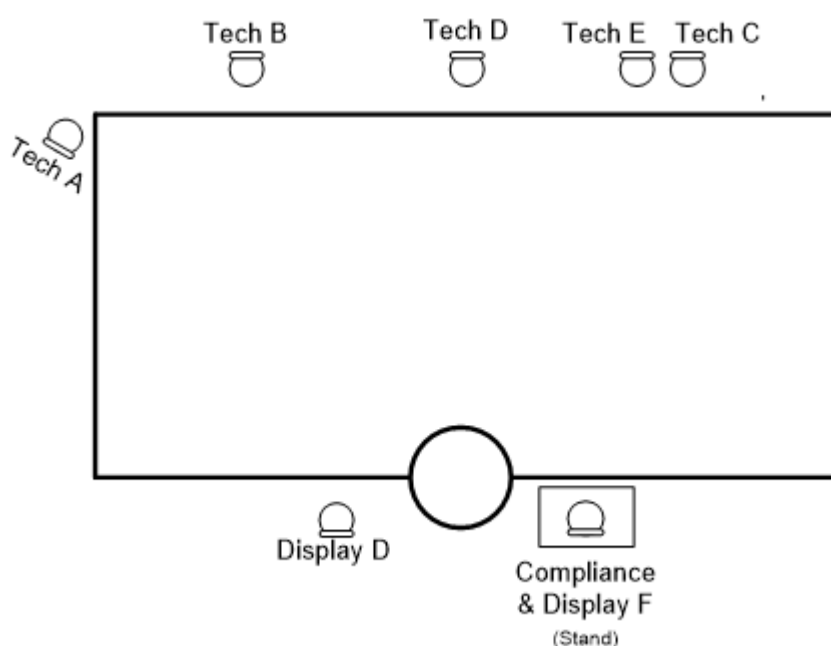
Awards List

- Obtain the Awards List early from the Secretary of the Day.
- When completing the Awards List, always check carefully for ties in placings.
- Where two teams are equal second, the next placing is fourth.
- Have someone double-check the Awards List before the results are announced.

Looking After Your Recording Staff

- Offer Recording Staff refreshments, including tea and coffee.
- On hot summer days, ensure iced water is available.
- Always thank your Recording Staff at the end of each competition.
- Consider providing a small thank-you card and chocolate as a token of appreciation for their time and effort.

Judges Positions



Technical Working Party (TWP)

Director of Judging

Mrs Victoria Law
20a Fairmile Place
Russley
CHRISTCHURCH 8042
judge@marching.co.nz

Director of Coaching

Mrs Karyne Cassells
11 Grasmere Court
St James Park
HAMILTON 3210
coach@marching.co.nz

Technical Manager

Mrs Jodie McLuskie
55 Livingstone Ave
Newton
HAMILTON 3200
technical@marching.co.nz

Sample Judges Sheets

<u>PUBLIC ADDRESS QUICKSTEP SHEET</u>		2026/2027
TEAM No: 5	GRADE: U13 U18 SNR MASTERS (CIRCLE APPLICABLE GRADE)	
TEAM NAME: Happy Feet		
NUMBER OF PACES TAKEN		21
JUDGES SIGNATURE: Judge Judy JUDGE JUDY		

<u>PUBLIC ADDRESS CALIPER SHEET</u>		2026/2027
TEAM No: 5	GRADE: U13 U18 SENIOR (CIRCLE APPLICABLE GRADE)	
TEAM NAME: Happy Feet		
CALIPER AWARD OUT OF 9 =		3
JUDGES SIGNATURE: Judge Judy JUDGE JUDY		

MOCK TECHNICAL A SENIOR GRADE

TEAM NO: 5

TEAM NAME: Happy Feet

DATE: 1st Sept 2026.

Number of Marchers	7	8	9	10	Marchers Correctly Positioned (If No - Team is not eligible for awards)	No	
STAND AT EASE / ATTENTION:							40
LAc	10	Post	10	Arms/Hands	10	Pau/Hes	10
ALL MEMBERS MARCHING:							135
Armswing	Ac/ 10 H 10 D 10	Hands	Gr 10 Pos 10	Pacing	Ac 10 D 10	Posture	10
Halt	LAc 10	Pau/Hes	10	Tempo	10	VOD 25	
ALL MEMBERS TURN:							50
LAc	#	Pau/Hes	#	LAc	#	Pau/Hes	10
						Posture	#
						VOD 25	
ALL MEMBERS MARCHING:							132
Armswing	Ac/ 10 H 10	Hands	Gr 10 Pos 10	Pacing	Ac 10 L 10	Posture	10
Halt	LAc 10	Pau/Hes	10	Halt	LAc 10	Posture	10
				Disc	2	Tempo	10
						VOD 25	
ALL MEMBERS HEAD TURNS / SALUTE:							81
Head Turn	Ac 3 T 3 (3)	Pause	3 (3)	Shuffle	3 (3)	Pause	3 (3)
Head Turn	Ac 3 T 3 (3)	Pause	3 (3)	Shuffle	3 (3)	Pause	3 (3)
Head Turn	Ac 3 T 3 (3)	Pause	3 (3)	Shuffle	3 (3)	Pause	3 (3)
Salute	Ac 3 T 3 (4)	Salute	Ac 3 T 3 (3)	Salute	Ac 3 T 3 (3)	VOD 25	
Judging Track (If point deduction applies to each calligned interval outside the 2.5m tolerance)							
	0	1	2	3	4	5	6
Deduction	9	8	7	6	5	4	3
DISCIPLINE / ERROR:							
SUBTOTAL							444
INSPECTION: (reflects the judges track)							
Position:	L	1	2	3	4	5	6
Hand Grip	/	/	/	/	/	/	/
Hand Position	/	/	/	/	/	/	/
Feet Angles	/	/	/	/	/	/	/
Heads	/	/	/	/	/	/	/
Shoulders Square	/	/	/	/	/	/	/
Posture	/	/	/	/	/	/	/
Heels in Line	/	/	/	/	/	/	/
Dressing	/	/	/	/	/	/	/
INSPECTION DEDUCTION TOTAL							79
ADD INSPECTION DEDUCTIONS							79
TOTAL DEDUCTIONS							523
Judge's Signature	Judge Judy. JUDGE JUDY						
Recorder Check	JW	KC	VL				

MOCK TECHNICAL B SENIOR GRADE

TEAM NO: **5**
 TEAM NAME: **Happy Feet**

DATE: **1st Sept 2026**

Number of Marchers		7	8	9	10			
DISC 1: LEFT FORM (L) 19 beats						DISC 7: 180 DEGREE PIVOT / LEFT WHEEL (L) 27 beats		
Armdrop	Ac/T	5				Armdrop	Ac/T	5
Posture	Bod	5				Posture	Bod	5
Armswing	Ac/T	5		D	5	Head Turn	Ac/T	5
Posture	Bod	5				Armswing	Ac/T	5
Hands	Pos	5	Gr	5		Posture	Bod	5
Armswing Out	Ac/T	5				Armswing Out	Ac/T	5
Other	Disp	2	VOD	25		Other	Disp	VOD 25
DISC 2: LEFT FIXED PIVOT WHEEL (L) 22 beats						DISC 8: FORM T / SLOW MARCH (R) 29 beats		
Armdrop	Ac/T	5				Armdrop	Ac/T	5
Posture	Bod	5				Posture	Bod	5
Head Turn	Ac/T	5				Armswing	Ac/T	5
Armswing	Ac/T	5				Posture	Bod	5
Posture	Bod	5				Armswing Out	Ac/T	5
Head Turn	Ac/T	5				Other	Disp	VOD 25
Posture	Bod	5				DISC 9: SPECIAL TURN (R) 20 beats		
Armswing Out	Ac/T	5				Armdrop	Ac/T	5
Other	Disp	VOD 25				Posture	Body	5
DISC 3: SPECIAL ABOUT TURN BY RANKS (R) 26 beats						Hands	Pos	5
Armswing	Ac/T	5				Gr	5	
Posture	Bod	5				Posture	Body	5
Armswing	Ac/T	5				Armswing Out	Ac/T	5
Posture	Bod	5				Other	Disp	2
Armswing	Ac/T	5				VOD 25		
Posture	Bod	5				DISC 10: REFORM TEAM (L) 13 beats		
Other	Disp	VOD 25				Armdrop	Ac/T	5
DISC 4: PIVOTS / INCLINE (R) 19 beats						Posture	Body	5
Armdrop	Ac/T	5				Hands	Pos	5
Posture	Bod	5				Posture	Body	5
Armswing	Ac/T	D				Armswing Out	Ac/T	5
Posture	Bod					Other	Disp	VOD 25
Armswing Out	Ac/T					DISC 11: FORM LINE / LEFT TURN (L) 17 beats		
Other	Disp	VOD 25				Armdrop	Ac/T	5
DISC 5: SALUTE / RIGHT TURN COUNTERMARCH (L) 27 beats						Posture	Bod	5
Armdrop	Ac/T	5				Hands		Gr
Salute	Ac/T	5				Armswing	Ac/T	5
Hands	Pos	5	Gr	5		Armswing Out	Ac/T	
Posture	Bod	5				Other	Disp	VOD 25
Armswing	Ac/T	5				DISC 12: LEFT TURN / SLOW MARK TIME (R) 40 beats		
Other	Disp	VOD 25				Armdrop	Ac/T	5
DISC 6: OFF STEP RIGHT TURN (L) 1 beat						Posture	Bod	5
Armdrop	Ac/T					Armswing	Ac/T	5
Posture	Bod					Posture	Bod	5
Armswing Out	Ac/T					Hands	Pos	5
Other	Disp	VOD 25				Gr	5	
						Armdrop	Ac/T	5
						Salute	Ac/T	5
						Other	Disp	VOD 25
SUBTOTAL 1						SUBTOTAL 2		
152						202		

SUBTOTAL 1	152
SUBTOTAL 2	202
TOTAL DEDUCTIONS	354

Judge's Signature..... **Judge Judy** JUDGE JUDY

Recorder Check **JW** **KC** **VL**

MOCK TECHNICAL C SENIOR GRADETEAM NO.: **5**TEAM NAME: **Happy Feet**DATE: **1st Sept 2026**

Number of Marchers		7	8	9	10		
DISC 1: LEFT WHEEL (L) 17 beats						DISC 7: OPEN FORMATION/RIGHT TURN (R) 14 beats	
Halt	Ac 3	He 1				Halt	(6) Ac 1 Pau
Reg Paces	Ac 2	PI 4	H 8	L 1			Mark Time
Step Out	Ac						Pivot
Other	Tempo	Error	VOD 25			Step Out	(6) Ac 6 Hes
						17	
DISC 2: SPECIAL LEFT TURN (L) 9 beats						DISC 8: REFORM TEAM (L) 13 beats	
Halt	Ac 1	Pai 1				Side Paces	(6) Ac 2 PI 2
Special Turn	Pv/Ext	Ac 6		Pau			Reg Paces
	M/T	Ac 2	PI	Pai 1			Step Out
	Pv	Ac	Pau			Other	(6) Ac 2 L
Step Out	L 2					Tempo	Error 2 VOD 25
Other	Tempo	Error	VOD 25			12	
DISC 3: LEFT FIXED PIVOT WHEEL (R) 26 beats						DISC 9: RIGHT TURN COUNTERMARCH/REVERSE FILES (R) 50 beats	
Halt	Ac 1	Pau				Turn	Ac Hes Pv
Reg Paces	(3) Ac 5	PI	H 6	L	Sp 1	Side Paces	(3) Ac L
Mark Time	PI		Spd				Side Paces
Pivot	(7) Ac 4	Hes				Side Paces	(3) Ac 3 L
Step Out	Ac						Other
Other	Tempo	Error 1	VOD 25			Mark Time	Ac Spd Hes
						18	
DISC 4: COUNTERMARCH/OPEN FORMATION (L) 27 beats						DISC 10: SECTIONS WHEELS / SLOW MARCH (R) 56 beats	
Pivot	Ac	Pau				Pacing	L
Turns	(3) Ac	He 1	Pv			Mark Time	He 1
Reg Paces	(3) Ac	PI 2					Pivot
Reg Paces	(3) Ac	PI					Reg Paces
Reg Paces	(3) Ac	PI 6					Reg Paces
Turns	Ac	Hes	Pv			Reg Paces	Ac
Pacing	(7) Ac	L 7					Reg Paces
Mark Time	Ac 4	Sp 2		Hes			Pivot
Step Out	Ac						Pacing
Other	Tempo	3	Error	VOD 25			Slow March
						31	
DISC 5: FORM LINES (R) 10 beats						SUBTOTAL 2	
Mark Time	Sp 1		Hes			81	
Mark Time	(3) PI 1						
Reg Paces	(7) PI	L 2					
Mark Time	Hes						
Step Out	Ac 1						
Other	Tempo	Error	VOD 25				
DISC 6: SALUTE/LEFT TURNS/FORM LINE (R) 41 beats							
Mark Time	Ac	PI 2	H	Sp 1	Hes		
Turns	Ac	/	/	/	/		
Other	Hes	/	/	/	/		
Turns	Pv	/	/	/	/		
Mark Time	Spd		He 1				
Step Out	Ac	L 2					
Other	Tempo	Error	VOD 25				
SUBTOTAL 1						43	

SUBTOTAL 1	43
SUBTOTAL 2	81
TOTAL DEDUCTIONS	174

Judge's Signature: **Judge Judy** JUDGE JUDYRecorder Check **JM** **KC** **VL**

MOCK TECHNICAL D SENIOR GRADE

TEAM NO: 5

TEAM NAME: Happy Feet

DATE: 1st Sept 2026

Number of Marchers

7

8

9

10

MARCH TO DISCS

DURING MOVEMENTS

DEDUCTIONS

		Spacing	Drumming	Covering	Position	Field Position	Spacing	Drumming	Covering	Position	Formation Completion	
1	LEFT FORM	5				5	5					10
2	LEFT FIXED PIVOT WHEEL					5	1		2			3
3	SPECIAL ABOUT TURN BY RANKS	5	1			5		2				8
4	PIVOTS / INCLINE	1		2		5						3
5	SALUTE / RIGHT TURN COUNTERMARCH	2			3	5	5		2			12
6	OFF STEP RIGHT TURN					5	2			3		5
7	180 DEGREE PIVOT / LEFT WHEEL		4	1		5	5					15
8	FORM T / SLOW MARCH	2	4			5		1		5		12
							4		4			8
9	SPECIAL TURN	2				5			2			4
10	REFORM TEAM	2			5	5				1		8
11	FORM LINE / LEFT TURN	5				5	5					10
12	LEFT TURN	4			6	5	4				3	17
	SLOW MARK TIME								2			2
TOTAL DEDUCTIONS												117

Judge's Signature: *Judge Judy* JUDGE JUDY

Recorder Check

JM

KC

VL

MOCK TECHNICAL E SENIOR GRADETEAM NO: **5**TEAM NAME: **Happy Feet**DATE: **1st Sept 2026****QUICKSTEP PACES**

(Refer to Quickstep Key below)

Paces

21**20****1**

Number of Marchers

7**8****9****10****MARCH TO DISCS****QUICKSTEP / COMPLIMENTS**

1	(3)	LEFT FORM
2	(17)	LEFT FIXED PIVOT WHEEL
3	(3)	SPECIAL ABOUT TURN BY RANKS
4	(10)	PIVOTS / INCLINE
5	(18)	SALUTE / RIGHT TURN COUNTERMARCH
6	(17)	OFF STEP RIGHT TURN
7	(17)	180 DEGREE PIVOT / LEFT WHEEL
8	(16)	FORM T / SLOW MARCH
9	(17)	SPECIAL TURN
10	(12)	REFORM TEAM
11	(3)	FORM LINE / LEFT TURN
12	(14)	LEFT TURN / SLOW MARK TIME

Posture - Body	Marching - Action/Timing	Marching - Direction	Marching - Height	Hands - Position	Marching - Action	Marching - Length	Tempo	Discipline
Bod	Ac/T	D	H	Pos	Ac	L		
							1	
5	2					1		
	2	5		1			5	
	2					5		1
	4			4	5		4	
	2			3	1		4	
	5			2		5		
		3					4	
	4		5					
	6						7	
5		3				8	5	7
	1		2		7	8		
3				6			7	1

DEDUCTIONS

1
8
13
8
17
10
12
7
9
13
28
18
17

QUICKSTEP KEY

Paces Taken	Deduction
20	= 0
19 or 21	= 1
18 or 22	= 2
17 or 23	= 3
16 or 24	= 4
-15 or 25+	= 5

SUBTOTAL**161****QUICKSTEP****1****TOTAL DEDUCTIONS****162***Judge Judy***JUDGE JUDY**

Judge's Signature.....

Recorder
Check**JM****KC****VL**

MOCK COMPLIANCE SENIOR GRADETEAM NO: **5**TEAM NAME: **Happy Feet**DATE: **1st Sept 2026**

Team Compliance - (Notify Chief Judge if a non-compliant situation has been identified)			UNIFORM PRESENTATION		5
Correct Number of Marchers	Marchers Correctly Positioned	Incorrect Uniform	Dignity / Modesty	Cleanliness	
No (Non-Competitive)	No (Not Eligible)	RAC11.1 (Notify Chief Judge)	5	5	
			WHISTLE	DISC	
MARCH TO DISC 1: LEFT FORM			(L) 2	2	
MARCH TO DISC 2: LEFT FIXED PIVOT WHEEL			(L) 2	2	
MARCH TO DISC 3: SPECIAL ABOUT TURNS BY RANKS			(R) 2	2	2
MARCH TO DISC 4: PIVOTS / LEFT INCLINE			(R) 2	2	
MARCH TO DISC 5: SALUTE / RIGHT TURN COUNTERMARCH			(L) 2	2	2
MARCH TO DISC 6: OFF STEP RIGHT TURN			(L) 2	2	
MARCH TO DISC 7: 180 DEGREE PIVOT / LEFT WHEEL			(L) 2	2	
MARCH TO DISC 8: FORM T / SLOW MARCH			(R) 2	2	2
MARCH TO DISC 9: SPECIAL TURN			(R) 2	2	
MARCH TO DISC 10: REFORM TEAM			(L) 2	2	
MARCH TO DISC 11: FORM LINE / LEFT TURN			(L) 2	2	
MARCH TO DISC 12: LEFT TURN / SLOW MARK TIME			(R) 2	2	
FINISH: (finish in the centre of the circle)				2	2
			TOTAL DEDUCTIONS		13

Judge's Signature _____

Judge Judy**JUDGE JUDY**Recorder
Check**JM****KC****VL**

MOCK DISPLAY D SENIORS GRADE Example 1

TEAM NO: 5

Seated

TEAM NAME: Happy Feet

DATE: 1st Sept 2026

Number of Marchers	7	8	9	10	11	12	13	14																																																																																																										
Team Compliance (Notify Chief Judge if a non-compliant situation has been identified)									Time Compliance (3:00 - 3:45)				(Under/Not Eligible for Awards)																																																																																																					
Correct Number of Marchers			Repeat or Near Repeat of Tech Drill			Incorrect Uniform			(3 mins 44 secs)				(Over)																																																																																																					
No (Non-Competitive)			Yes (Not Eligible)			RAC11.1 (Notify Chief Judge)			Under minimum time requirement - Not Eligible for Awards Over maximum time requirement - a penalty of 1 point per second over the time limit				(Positions)																																																																																																					
DRILLS - POSITIONS:									DRILLS - VARIETY: (Combination of Arm / Leg / Body Actions)				(Variety)																																																																																																					
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Each time you see a position error, put a mark, <u>circle</u> the final mark and this is the deduction									Each time you see a repetitive drill or lack of drill, put a mark, <u>circle</u> the final mark and this is the deduction				20																																																																																																					
DRILLS - TIMING:									MOVEMENT TO MUSIC: (Beat / Rhythm / Melody)				(Timing)																																																																																																					
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Each time you see a timing error, put a mark, <u>circle</u> the final mark and this is the deduction									Each time you see music being used ineffectively, put a mark, <u>circle</u> the final mark and this is the deduction				22																																																																																																					
UNIFORM PRESENTATION: (circle the number applicable for the incorrect aspect observed)									NOT PERMISSIBLE:				(Uniform/Not Permissible)																																																																																																					
CLEANLINESS 2			MALFUNCTION 2			MODESTY 2			UNIFORMITY 2			DIGNITY 2		LYRICS/MUSIC 2		4																																																																																																		
DRILLS - CREATIVITY & COMPLEXITY OF CONTENT AWARD:									DRILLS - PRESENTATION AWARD:				SUBTOTAL		75																																																																																																			
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Each time you see a drill that is creative, imaginative, artistic, original, intricate, challenging, difficult, innovative, interesting or complex, put a mark, <u>circle</u> the final mark and this is the award									The overall presentation from start to finish, encompassing visual value, impact, projection and excellence, <u>circle</u> the number applicable for the presentation observed				LESS PRESENTATION AWARD		20																																																																																																			
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Judge's Signature: Judge Judy									Recorder Check		JM	KC	VL																																																																																																					

2026/2027													
MOCK DISPLAY D SENIORS GRADE Example 2													
TEAM NO: 5 TEAM NAME: Happy Feet DATE: 1st Sept 2026													
Number of Marchers		7	8	9	10	11	12	13	14				
Team Compliance (Notify Chief Judge if a non-compliant situation has been identified)										Time Compliance			
Correct Number of Marchers		Repeat or Near Repeat of Tech Drill		Incorrect Uniform						(3 mins 47 secs) (3:00 - 3:45)			
No (Non-Competitive)		Yes (Not Eligible)		RAC11.1 (Notify Chief Judge)						Under minimum time requirement - Not Eligible for Awards Over maximum time requirement - a penalty of 1 point per second over the time limit			
										(under) Not Eligible for Awards 2 (over)			

2026/2027													
MOCK DISPLAY D SENIORS GRADE Example 3													
TEAM NO: 5 TEAM NAME: Happy Feet DATE: 1st Sept 2026													
Number of Marchers		7	8	9	10	11	12	13	14				
Team Compliance (Notify Chief Judge if a non-compliant situation has been identified)										Time Compliance			
Correct Number of Marchers		Repeat or Near Repeat of Tech Drill		Incorrect Uniform						(2 mins 50 secs) (3:00 - 3:45)			
No (Non-Competitive)		Yes (Not Eligible)		RAC11.1 (Notify Chief Judge)						Under minimum time requirement - Not Eligible for Awards Over maximum time requirement - a penalty of 1 point per second over the time limit			
										(under) Not Eligible for Awards (over)			

2026/2027 MOCK DISPLAY F SENIORS GRADE Example 1																		
TEAM NO.: 5																		
TEAM NAME: Happy Feet																		
DATE: 1st Sept 2026																		
Number of Marchers		7	8	9	10	11	12	13	14									
Team Compliance (Notify Chief Judge if a non-compliant situation has been identified)										Time Compliance (3:00 - 3:45) (Under)								
Correct Number of Marchers		Repeat or Near Repeat of Tech Drill			Incorrect Uniform					(.....minssecs)								
No (Non-Competitive)		Yes (Not Eligible)			RAC11.1 (Notify Chief Judge)					Under minimum time requirement - Not Eligible for Awards								
FORMATIONS POSITIONS:										FORMATIONS - VARIETY:								
1	2	3	4	5	6	7	8	9	10	Open		4	4	4	4	4	11	22
11	12	13	14	15	16	17	18	19	20	Closed		4	4	4	4	4	15	
21	22	23	24	25	26	27	28	29	30	Straight		4	4	4	4	4	9	
31	32	33	34	35	36	37	38	39	40	Angled		4	4	4	4	4	4	
41	42	43	44	45	46	47	48	49	50	Numbers		4	4	4	4	4	8	
Each time you see a position error, put a mark, <u>circle</u> the final mark and this is the deduction										Each time you see a formation put a mark through the relevant word prompt and at the end of the display put a mark through each box which has been achieved, <u>circle</u> what's left and that is what's deducted				4				
FORMATIONS - TIMING:										FORMATIONS - AWARD: (only available if Variety Requirements have been met)				(Timing)				
1	2	3	4	5	6	7	8	9	10	No Award as minimum was not met				15				
11	12	13	14	15	16	17	18	19	20	Add up the total number of formations achieved, subtract the minimum required (if met) and divide by two (rounding down for any decimal score). The resulting award should be added to this box.								
21	22	23	24	25	26	27	28	29	30	USE OF SPACE:				(Use of Space)				
31	32	33	34	35	36	37	38	39	40	10	10	10			10			
Each time you see a timing error, put a mark, <u>circle</u> the final mark and this is the deduction										Put a mark when you see majority of the team each third, <u>circle</u> what's left and that is what's deducted								
FINISH: (<u>circle</u> the number applicable for the aspect observed)														(Finish)				
BOUNDARY LINES		10		CIRCLE		5		FACING FRONT		5		MOVEMENT		5		5		
FORMATIONS - CREATIVITY & COMPLEXITY OF CONTENT AWARD:										FORMATIONS - PRESENTATION AWARD:				SUBTOTAL				
1	2	3	4	5	6	7	8	9	10	Visual Value	2	4	6	8	10	56		
11	12	13	14	15	16	17	18	19	20	Impact	2	4	6	8	10	0		
21	22	23	24	25	26	27	28	29	30	Transitions	2	4	6	8	10	24		
31	32	33	34	35	36	37	38	39	40	Developing Progressing Good Very Good Excellent				22				
41	42	43	44	45	46	47	48	49	50	The overall presentation from start to finish, encompassing visual value, impact, projection and excellence, <u>circle</u> the number applicable for the presentation observed				22				
Each time you see a formation that is creative, imaginative, artistic, original, intricate, challenging, difficult, innovative, interesting or complex, put a mark, <u>circle</u> the final mark and this is the award										TOTAL DEDUCTIONS				10				
Judge's Signatu Judge Judy										JUDGE JUDY				Recorder Check				
JM										KC				VL				

2026/2027 MOCK DISPLAY F MASTERS GRADE															Standing																																																																																				
TEAM NO.: <u>5</u>										Example 2					DATE: <u>1st Sept 2026</u>																																																																																				
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Correct Number of Marchers		Repeat or Near Repeat of Tech Drill			Incorrect Uniform					(.....minssecs) Under minimum time requirement - Not Eligible for Awards					Not Eligible for Awards																																																																																				
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FINISH: (circle the number applicable for the aspect observed)															(Finish) 5																																																																																				
BOUNDARY LINES		10		CIRCLE		5		FACING FRONT		5		MOVEMENT		5																																																																																					
FORMATIONS - CREATIVITY & COMPLEXITY OF CONTENT AWARD:										FORMATIONS - PRESENTATION AWARD:					<table border="1" style="width: 100%;"> <tr> <td colspan="2">SUBTOTAL</td> <td>42</td> </tr> <tr> <td colspan="2">LESS FORMATIONS AWARD</td> <td>20</td> </tr> <tr> <td colspan="2">LESS COMPLEXITY OF CONTENT AWARD</td> <td>24</td> </tr> <tr> <td colspan="2">LESS PRESENTATION AWARD</td> <td>20</td> </tr> </table>					SUBTOTAL		42	LESS FORMATIONS AWARD		20	LESS COMPLEXITY OF CONTENT AWARD		24	LESS PRESENTATION AWARD		20																																																																				
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1	2	3	4	5	6	7	8	9	10																																																																																										
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	Developing	Progressing	Good	Very Good	Excellent																																																																																														
Each time you see a formation that is creative, imaginative, artistic, original, intricate, challenging, difficult, innovative, interesting or complex, put a mark, <u>circle</u> the final mark and this is the award																																																																																																			
Judge's Signature: <u>Judge Judy</u>										JUDGE JUDY		Recorder Check		JM	KC	VL	TOTAL DEDUCTIONS		-22																																																																																

Sample MasterSheet

MARCHING NEW ZEALAND		Pace Makers	Rhythm Rebels	Step Squad	Drill Thriller	Happy Feet	Formation Station				
ASSOCIATION:	Hawaii										
VENUE	The Palace										
DATE:	1-Sep-26										
GRADE: UNDER 13											
MASTER SHEET MARCH											
ENTER Y FOR THIS PHASE	TECHNICAL	Y	Y	Y	Y	Y	Y				
ENTER Y FOR THIS PHASE	DISPLAY	Y	Y	Y	Y	Y	Y				
ENTER Y FOR BOTH PHASES	CHAMPIONSHIP	Y	Y	Y	Y	Y	Y				
No. Marchers	ON TEAM CARD	14	12	9	11	10	8				
No. Marchers	ON ENTRY CARD	14	12	9	11	10	8				
No. Marchers	R&I PHASE	10	10	9	10	10	7				
No. Marchers	TECH PHASE	10	10	9	10	10	7				
No. Marchers	DISPLAY PHASE	14	12	9	10	8	8				
NAME OF JUDGE											
Tech Drill Judge A	Mandy Marshal	159	168	113	89	175	210				
Tech Drill Judge B	Max March	319	306	127	211	464	273				
Tech Drill Judge C	Penny Pace	260	262	111	127	438	216				
Tech Drill Judge D	Terry Tempo	134	151	103	108	180	150				
Tech Drill Judge E	Penny Pace	215	184	158	215	435	277				
Compliance Judge	Justin Time	0	4	0	6	8	6				
Rule of Participation RAC 11.1 - TECHNICAL											
Pre-normalised score		1087	1075	612	756	1700	1132				
TECHNICAL DRILL TOTALS		1087	1075	680	756	1700	1617				
TECHNICAL DRILL PLACINGS		4	3	1	2	6	5				
Display Judge D	Dolly Drill	54	11	-28	-15	69	54				
Display Judge F	Annie Eightcount	12	-33	-52	-50	2	13				
Rule of Participation RAC 11.1 - DISPLAY											
DISPLAY TOTALS		66	-22	-80	-65	71	67				
DISPLAY PLACINGS		4	3	1	2	6	5				
CHAMPION TEAM TOTALS		1153	1053	600	691	1771	1684				
CHAMPION TEAM PLACINGS		4	3	1	2	6	5				
Sergeant Stepwell		Major Marchington					Colonel Countwell				
Secretary		Chief Judge					Chief Recorder				

MARCHING NEW ZEALAND		Pace Makers	Rhythm Rebels	Step Squad	Drill Thriller	Happy Feet	Formation Station	MARCHING NEW ZEALAND		Pace Makers	Rhythm Rebels	Step Squad	Drill Thriller	Happy Feet	Formation Station
ASSOCIATION:	Hawaii							ASSOCIATION:	Hawaii						
VENUE	The Palace							VENUE	The Palace						
DATE:	1-Sep-26							DATE:	2-Sep-26						
GRADE:	UNDER 13							GRADE:	UNDER 13						
MASTER SHEET MARCH 1		MASTER SHEET MARCH 2													
ENTER Y FOR THIS PHASE	Technical	Y	Y	Y	Y	Y	Y	ENTER Y FOR THIS PHASE	Technical	Y	Y	Y	Y	Y	Y
ENTER Y FOR THIS PHASE	Display	Y	Y	Y	Y	Y	Y	ENTER Y FOR THIS PHASE	Display	Y	Y	Y	Y	Y	Y
								ENTER Y FOR ENTERED IN BOTH	March 1 & March 2 TECH	Y	Y	Y	Y	Y	Y
								ENTER Y FOR ENTERED IN BOTH	March 1 & March 2 DISPL	Y	Y	Y	Y	Y	Y
No. Marchers	ON TEAM CARD	14	12	9	11	10	8	No. Marchers	ON TEAM CARD	14	12	9	11	10	8
No. Marchers	ON ENTRY CARD	14	12	9	11	10	8	No. Marchers	ON ENTRY CARD	14	12	9	11	10	8
No. Marchers	R&I PHASE	10	10	9	10	10	7	No. Marchers	R&I PHASE	10	10	9	10	10	7
No. Marchers	TECH PHASE	10	10	9	10	10	7	No. Marchers	TECH PHASE	10	10	9	10	10	7
No. Marchers	DISPLAY PHASE	14	12	9	10	8	8	No. Marchers	DISPLAY PHASE	14	12	9	10	8	8
	NAME OF JUDGE								NAME OF JUDGE						
Tech Drill Judge A	Mandy Marshal	159	168	113	89	175	210	Tech Drill Judge A	Mandy Marshal	164	65	169	60	200	151
Tech Drill Judge B	Max March	319	306	127	211	464	273	Tech Drill Judge B	Max March	558	166	446	167	357	228
Tech Drill Judge C	Penny Pace	260	262	111	127	438	216	Tech Drill Judge C	Penny Pace	399	203	420	186	325	320
Tech Drill Judge D	Terry Tempo	134	151	103	108	180	150	Tech Drill Judge D	Terry Tempo	156	69	144	54	163	74
Tech Drill Judge E	Penny Pace	215	184	158	215	435	277	Tech Drill Judge E	Penny Pace	228	96	297	59	294	78
Compliance Judge	Justin Time	0	4	0	6	8	6	Compliance Judge	Justin Time	0	0	2	0	0	8
Rule of Participation RAC 11.1 - TECHNICAL								Rule of Participation RAC 11.1 - TECHNICAL							
Pre-normalised score		1087	1075	612	756	1700	1132	Pre-normalised score		1505	599	1478	526	1339	859
MARCH ONE TECH DRILL TOTALS		1087	1075	680	756	1700	1617	MARCH TWO TECHNICAL TOTAL		1505	599	1642	526	1339	1227
								March ONE Technical Drill TOTAL		1087	1075	680	756	1700	1617
								COMBINED Technical Drill TOTAL		2592	1674	2322	1282	3039	2844
MARCH ONE TECH DRILL PLACINGS		4	3	1	2	6	5	CHAMPION TECH DRILL PLACINGS		4	2	3	1	6	5
Display Judge D	Dolly Drill	54	11	-28	-15	69	54	Display Judge D	Dolly Drill	22	8	48	-43	-7	-16
Display Judge F	Annie Eightcount	12	-33	-52	-50	2	13	Display Judge F	Annie Eightcount	-14	-39	24	-59	-45	-53
Rule of Participation RAC 11.1 - DISPLAY								Rule of Participation RAC 11.1 - DISPLAY							
MARCH ONE DISPLAY TOTALS		66	-22	-80	-65	71	67	MARCH TWO DISPLAY TOTAL		8	-31	72	-102	-52	-69
								March ONE Display TOTAL		66	-22	-80	-65	71	67
								COMBINED Display TOTAL		74	-53	-8	-167	19	-2
MARCH ONE DISPLAY PLACINGS		4	3	1	2	6	5	CHAMPION DISPLAY PLACINGS		6	2	3	1	5	4
Sergeant Stepwell		Major Marchington						Colonel Countwell							
Secretary		Chief Judge						Chief Recorder							