



Recording Handbook

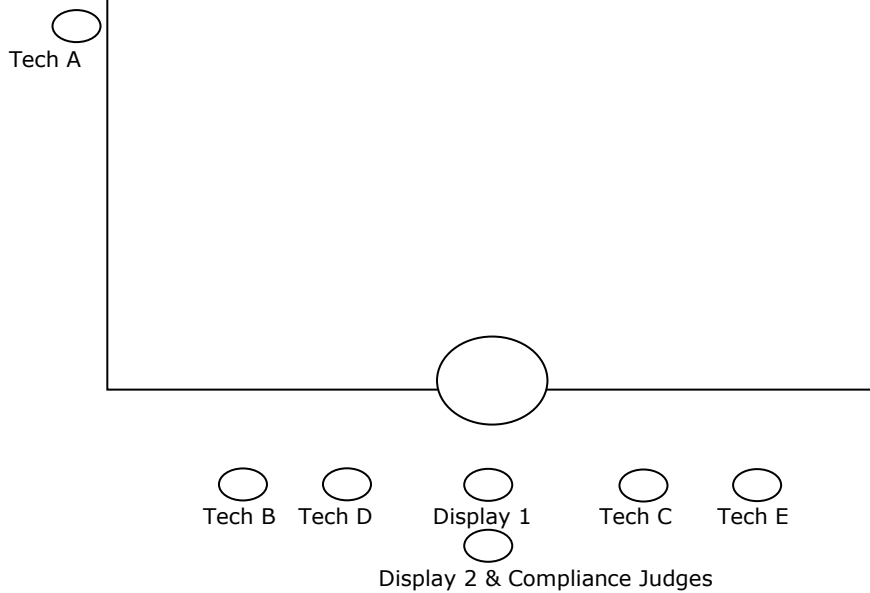


STAFFING & PROCEDURES OF RECORDING ROOM

Unless otherwise approved by the Secretary of the Day, the staffing / procedures of the Recording Room shall consist of;

- The Association Secretary or Secretary of the Day who is in sole control of the Recording Room and the Chief Recorder shall supervise the operations of the Recording Room.
- Chief Recorder to be preferably free of any specific clerical duty to allow appropriate supervision of operations.
- Two persons to individually sight each Judging Sheet and enter points separately on an individual Master Sheet each, either manual sheets or computer programme.
- Three or more persons to add, check and recheck Judging Sheets, providing that no one person may conduct more than one of these functions in respect of an individual Judging Sheet.
- One person to handle clerical aspects such as photocopying of Master Sheets, sheet collection into Team sets, preparation of Judging Sheets for distribution at end of contest etc. This could be handled by the Chief Recorder.
- One person to act as Runner to the Chief Judge where clarification of markings are required, this could be handled by the Chief Recorder
- The use of two Master Sheets is recommended, either manual sheets or computer programme to cross-reference and thus alleviate possible errors.
- The person checking the Judging Sheets must initial each sheet and the person re-checking the Judging Sheets must also initial each sheet.
- The Chief Recorder will inspect the Master Sheets prior to the Awards being announced and confirm the placings entered by the officials as correct.
- The Recording Room should be located well clear of the competition area, not near the music and with due regard to the weather.
- No persons other than those directly connected with the recording shall be permitted in or near the Recording Room. The Secretary of the Day and the Chief Judge of the Day shall be permitted to visit the Recording Room in the furtherance of their duties.
- Recorders must not disclose any information relating to the Judging Sheets remarks or points to any person other than the Secretary and Chief Judge of the Day.
- No Judge who has participated in judging at a competition is permitted to join the recording staff during that competition, excepting that during the luncheon adjournment, recording staff may join judges and officials for lunch.
- Runner/s who bring the sheets to the Recording Room will be positioned on the field - one to cover the Review & Inspection Judge, the Technical Judges AND the two Display Judges at the front of the field. Runners to be of an age-group who know exactly what they are doing, do not require constant supervision and can be as unobtrusive as possible - preferably not Introductory/young Open Free Choice Marchers for NZ Championships.

JUDGES POSITIONS



A GUIDE TO RECORDING ROOM PROCEDURES

Entry Forms / Registration Card

Check Entry Forms with Team Registration Cards.

Each Team must provide an appropriate Entry Form detailing Team Name and Grade, names of Coaches, Chaperons and Manager along with the names of every Team member.

These entry forms must be checked against the Team Registration Card, ensuring all members are registered **and entered on the Mastersheet**

Only registered members are eligible to participate in a competition and only marchers listed on the entry form are entitled to receive awards.

It is suggested that Entry Forms be kept on file, keep a copy of the Master Sheet & Award List with the entry forms until all trophies are returned. Makes for easier tracking of missing trophies – a condition of entry is abiding by the rules to return trophies.

Judges Score Sheets

As Judges Score Sheets arrive in the Recording Room, have them checked for signature of the Judge and for any glaring anomalies, e.g. number of marchers not circled, complete movement not marked.

All Technical Judges marks and figures are written in red biro. All Display Judges marks and figures will be indicated with either a red biro or pink highlighter.

All Judges sheets are to be signed by the Judge and have their name printed clearly on the sheet.

Disregard all markings on the reverse of the judge's sheet – these are notes from the Judge to assist the Coaches. The reverse of the sheet needs to be photocopied as well.

If unsure of the mark or figure give the sheet to the Chief Recorder who will have a Runner return the sheet to the Chief Judge to be clarified with the Judge concerned.

If a section or specific drills have been crossed out, make sure that ALL sheets from this Judge, in that particular grade, are the same.

Compliance Judges will circle the number for each aspect incorrectly observed.

Technical A, B, C, D, and E Judges will enter a deduction for those subheadings on their score sheets where they observe incorrect aspects. Not all boxes are required to be completed, but if there are complete movements missed, the Chief Recorder should notify the Chief Judge of the day. The completed boxes will be cross added to find the total value of the deduction for each movement. Recorders will then add down the deduction columns to get the Total Deductions for each sheet.

Technical A sheet contains sections for the Inspection and Calipers.

The Technical B, and C sheets contain tables for specific movements. Judges may choose to mark strokes and/or numbers in any of the boxes within these tables. These marks are then added across and added to the overall deductions for these movements.

The Display Judges (1 – seated, 2 – elevated) will mark the boxes in each section. The final mark is the deduction number that is to be transferred to the sub heading box. The Recorders will add the sub heading boxes, down and transfer to the Total Sub Heading box. There are sections (grey boxes) where the judges will identify and award all aspects seen. This number is required to be placed in the greyed subtotal and SUBTRACTED from the sub totaled deductions to create the TOTAL deductions.

There is a possibility that the TOTAL could be a negative – please be mindful of this. It will be correct. The highest negative will be the winner.

Be alert to “Re-march” written on the top of the Judges sheet – this is as stated – a re-march by the team and the first sheet (if it has reached the Recording Room should be returned to the Chief Judge immediately with no adding being done). Also be alert to “1st March” and “2nd March” Judging sheets when a 2-march competition is being held on the same day and make sure that sheets are collated accordingly – 1st march or 2nd march. Collate sheets for each Team and have Totals added. Using any colour biro (other than red) enter totals and have each Recorder that has checked the sheet initial at foot of page.

Team Deduction Table

At the bottom of the Technical A, B, C, D and E sheets is a **Team deduction** table. The amounts are to be added to the deductions for teams who are marching less than the 10 marchers required. Please check the number circled and apply the deduction accordingly.

RAC11.1 Penalty

Recorders should take note if “Yes” is circled for any RAC11.1 infringement at the top of a judge’s sheet. Please return it to the Chief Recorder for further action. The Chief Recorder must return the sheet to the Chief Judge to apply the RAC 11.1. This deduction will be recorded on the Master Sheet in the appropriate space. Teams will still be compliant and will be eligible for awards and Master Sheets.

Note: A different colour pen/biro for each checker is a good idea.

ALL Judges Sheets need to be copied and forwarded to the Director of Judging.

Both sides of A/B/C/D/E, Display 1 and 2 sheets are to be copied as well. This is encouraged to be sent electronically.

Master Sheets

Chief Recorder and Assistant Recorder to collate judge's sheets, then transfer sheet totals onto separate Master Sheets (either manual sheets or computer programme). Master Sheets record the competitive judges scores for Masters, Senior, Under 18 and Under 13 Grade. Open Free Choice and Introductory Grade DO NOT have Master Sheets.

When preparing Master Sheets before entering Team names **and number of registered marchers**, be aware of the number of columns required for the number of marches for the competition – one for Championships and 2 or 3 or 4 or ... for aggregated competitions.

Before entering the totals check that THE TEAM HAS NOT INCURRED an RAC11.1 PENALTY on any of the sheets.

Try to enter judge's sheets in order of draw, in TEAM lots, collated in order of Master Sheet i.e. Compliance, Technical Drill Judge A, B, C, D, E, Display 1 and 2.

At completion of all sheets being entered, total columns and check and cross check with second Master Sheet. Enter placings for awards.

Rule of Participation RAC11.1 – should any Team receive a RAC11.1 penalty, this will be given to the Chief Recorder to enter direct to the Master Sheets. The penalty is entered onto the Master Sheet and **ADDED** – remember it is a penalty.

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.

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.

Technical Compliance - If a team does not complete all movements in the Technical Drill Phase, they will still receive judging sheets, however the totals will not be recorded on the Master Sheet and the team will not be eligible for any awards for that competition.

Display Time Compliance - If a team does not meet the minimum time as specified for their grade, they will still receive judging sheets, however the totals will not be recorded on the Master Sheet and the team will not be eligible for any awards for that competition.

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.

Photocopy Master Sheets. Team Coaches will receive a copy of the Master Sheet for their grade showing both marks and placings, at the conclusion of any Judges interviews. The officiating Judges will also receive a 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.

A copy of the Master Sheet (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).

Technical Working Party

Director of Judging

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

Director of Coaching

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

Technical Manager

Marching New Zealand
Mrs Jodie McLuskie
55 Livingstone Ave
Nawton
HAMILTON 3200
technical@marching.co.nz

Award Lists

Prepare Award List for Announcer and Publicity Officer. A copy also for the Trophy Custodian will assist with records of trophy winners.

Registration Cards

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

**Always be conscious of time but
DO NOT PANIC,
do it right the first time**

SAMPLE MASTER SHEET

MARCHING NEW ZEALAND		TEAM NAMES											
ASSOCIATION NAME													
COMPETITION													
GRADE:	UNDER 13												
DATE:													
March No.1	NAME OF JUDGE												
Technical Drill Judge A													
Technical Drill Judge B													
Technical Drill Judge C													
Technical Drill Judge D													
Technical Drill Judge E													
Compliance Judge													
Rule of Participation RAC 11.1													
Technical Drill Totals		0	0	0	0	0	0	0	0	0	0	0	0
CHAMPION Technical Drill Placings		1	1	1	1	1	1	1	1	1	1	1	1
DATE:													
March No.2	NAME OF JUDGE												
Technical Drill Judge A													
Technical Drill Judge B													
Technical Drill Judge C													
Technical Drill Judge D													
Technical Drill Judge E													
Compliance Judge													
Rule of Participation RAC 11.1													
Technical Drill Totals		0	0	0	0	0	0	0	0	0	0	0	0
CHAMPION Technical Drill Placings		1	1	1	1	1	1	1	1	1	1	1	1
Technical Drill Achievement - Current Award		0	0	0	0	0	0	0	0	0	0	0	0
Technical Drill Achievement - Previous Award		0	0	0	0	0	0	0	0	0	0	0	0
Technical Drill Achievement Totals		0	0	0	0	0	0	0	0	0	0	0	0
Technical Drill Achievement Placings		1	1	1	1	1	1	1	1	1	1	1	1
DATE:													
March No. 1													
Display Judge 1													
Display Judge 2													
Rule of Participation RAC 11.1													
DISPLAY TOTALS		0	0	0	0	0	0	0	0	0	0	0	0
CHAMPION Display Placings		1	1	1	1	1	1	1	1	1	1	1	1
DATE:													
March No. 2													
Display Judge 1													
Display Judge 2													
Rule of Participation RAC 11.1													
DISPLAY TOTALS		0	0	0	0	0	0	0	0	0	0	0	0
CHAMPION Display Placings		1	1	1	1	1	1	1	1	1	1	1	1
Display Achievement - Current Awards		0	0	0	0	0	0	0	0	0	0	0	0
Display Achievement - Previous Award		0	0	0	0	0	0	0	0	0	0	0	0
Display Achievement Totals		0	0	0	0	0	0	0	0	0	0	0	0
Display Achievement Placings		1	1	1	1	1	1	1	1	1	1	1	1
SECRETARY		CHIEF JUDGE				CHIEF RECORDER							

A GUIDE TO AWARD LISTS

Awards, Trophies and Medals/Badges/Bars (or similar) can be presented on one-march occasions such as at Island or Association Championships. All other competition awards **MUST** be aggregated over 2 or more competition marches. (Rule of Participation-RAC16)

To present awards there **MUST** be at least 2 teams eligible, however for Island or Association Championships where only one Team competes in a grade, the Championship Trophy may be presented to that Team. (Rule of Participation – RAC16)

Introductory and Open Free Choice Grades **DO NOT** receive cups or medals, but can be presented with something appropriate (certificates, rosettes) for participating at the event. (Rule of Participation – RAC16)

Confirm the competition awards with the Secretary of the Day before the marching begins.

Have an Awards List prepared for the Announcer and a copy for the Publicity Officer to distribute immediately following the competition to the media for publishing the results. Even the spectators may like to take a copy home.

When a competition does not attract large entries, Associations are encouraged to be creative with their competition amongst all team grades. Be mindful to be equal with your judging.

1. Include all competitive grades – where a judge deducts the same points for all grades e.g. Display
2. Or Achievement (most improved) – subtract today's competition deduction totals from previous deductions to get improvement totals. Please note there can still be improvement with a negative total – the achievement is the most improved.

SAMPLE AWARD LIST

CompetitionDate

Introductory Grade			
Open Free Choice Grade			
Under 13 Grade			
Technical Team			
Display Team			
Achievement			
Under 18 Grade			
Technical Team			
Display Team			
Achievement			
Senior Grade			
Technical Team			
Display Team			

Achievement			
Masters Grade			
Technical Team			
Display Team			
Achievement			

PUBLIC ADDRESS QUICKSTEP SHEET

- Public address Quickstep Sheet for Under 13, Under 18, Senior and Masters Grade only.
- This sheet is the same for Under 13, Under 18, Senior and Masters Grades and the applicable grade will be circled at the top right of the sheet.
- This sheet is completed by the Technical Judge E; the number of paces taken is entered into the square.
- This is for announcement ONLY and does not get recorded on the Master Sheets.
- This sheet SHOULD NOT appear in the Recording Room prior to announcement – if so, have it returned to the Announcer immediately.
- Sheets (when handed back from Announcer) are to be attached to Judging Sheets to be given to Team Coaches.
- A check that the announcement number is the same as recorded on the sheet is advisable.

PUBLIC ADDRESS CALIPER SHEET

- Public address Caliper Sheet for Under 13, Under 18 and Senior Grade only.
- This sheet is the same for Under 13, Under 18 and Senior Grades and the applicable grade will be circled at the top right of the sheet.
- This sheet is completed by Technical Judge A; the caliper deduction is entered into the Box.
- This is for announcement ONLY and does not get recorded on the Master Sheets.
- This sheet SHOULD NOT appear in the Recording Room prior to announcement; if so have it returned to the Announcer immediately.
- Sheets (when handed back from Announcer) are to be attached to Judging Sheets to be given to Team Coaches.
- A check that the announcement number is the same as recorded on the sheet is advisable.

TECHNICAL JUDGE A

- Masters Grade teams do not have a Technical A Judge sheet.
- The Judge will enter the “number of marchers” during the Review & Inspection. If there are less than 10 marchers recorded on the sheet the team will have a penalty deduction applied as per the table on the sheet. This amount is to be ADDED to the deductions.
- The Judge will enter a deduction for each subheading on the score sheet when incorrect aspects are observed. It is not a requirement to place a number in every box. Recorders will cross add the sub-headings to find the total value of the deduction for each movement which will then be entered in the deduction column which the Recorder will then add down to find the Total Deduction for the sheet.
- The sheet includes a section for the Inspection of the team. The Judge will mark each incorrect element with a stroke in the appropriate box. The strokes are to be totalled across, and these totals then added together to establish the overall deduction for the Inspection.
- **The sheet includes a Calipers section presented as a table, with the achieved value shown at the top and the corresponding deduction directly below. The Judge will circle the caliper achieved, and the Recorder will transfer the deduction shown beneath it into the subtotal box in the Calipers section.**
- Note: There is a Discipline/Error bar that will potentially have strokes and/or number markings in it. These are required to be added, and the total transferred to the sub total box.
- Add down the deduction column to get TOTAL DEDUCTION.
- DISREGARD any marks on word prompts on the reverse side of the sheet: these are the judges notes to assist the Coaches.
- Any RAC11.1 penalty applied will be added to the total for the Technical Section on the Master Sheet.

TECHNICAL JUDGE B, C, D, E

- The Judge will enter the “number of marchers” at the top of the sheet. If there are less than 10 marchers recorded on the sheet the team will have a penalty deduction applied as per the table on the sheet. This amount is to be ADDED to the deductions.
- The Judge will enter a deduction for each subheading on the score sheet when incorrect aspects are observed. It is not a requirement to place a number in every box. Recorders will cross add the sub-headings to find the total value of the deduction for each movement which will then be entered in the deduction column which the Recorder will then add down to find the Total Deduction for the sheet.
- **Technical E Judge** will have a Quickstep Paces box at the top of the sheet. The number of paces taken by the Leader will be placed in this box by the Judge. The number that is to be transferred to the total can be found in the table at the bottom of the sheet.
- Reminder: If a team does not complete all movements in the Technical Drill Phase, they will still receive judging sheets, however the totals will not be recorded on the Master Sheet and the team will not be eligible for any awards for that competition.

- DISREGARD any marks on word prompts on the reverse side of the sheet: these are the judges notes to assist the Coaches.

COMPLIANCE JUDGE (DISCS)

- The Judge will circle all numbers that are incorrect.
- Should a "Yes" be circled at the top of this sheet to apply a RAC11.1 then the sheet should be returned to the Chief Judge immediately for the deduction to be applied accordingly. This deduction will be transferred to the Master Sheet under the Technical Section.
- Add across all 'whistle and disc' circled deductions. If there are NO circles a "0" will be written into the sub total box.
- Add down the deduction column to get TOTAL DEDUCTION.

DISPLAY JUDGE 1 (*Seated*) and DISPLAY JUDGE 2 (*Standing*)

- If the compliance heading at the top of the sheet has a "Yes" circled by the Judge, the sheet must be returned to the Chief Judge to apply the RAC11.1 as applicable and this penalty will be transferred to the appropriate space on the Master Sheet.
- The Display Judge will, mark the boxes in each section. The final mark is the deduction to be transferred to the sub total column. Where there are sub-headings, Recorders will add these and enter the total deduction to the sub total column. Recorders will then add down the sub total deductions to enter into the Sub Total box.
- Reminder: There **are** sections (grey boxes) that the judges will identify and award all aspects seen. The Display Judge will mark the boxes in this section with the final mark being the award for the recorder to transfer to the sub total column. This figure is to be subtracted from the Sub Total deduction to create the TOTAL DEDUCTIONS.
- The Display 1 Judge should have entered the time in the Time Compliance box. Please check that it is within the time frame and apply the relevant penalty. If you have discovered that the Time Compliance box is empty, the sheet should be returned to the Chief Judge for correction by the Judge of the day.
- Reminder: If a team does not meet the minimum time as specified for their grade, they will still receive judging sheets, however the totals will not be recorded on the Master Sheet and the team will not be eligible for any awards for that competition. If a team goes over the maximum time as specified for their grade, a penalty of one point per second over the maximum time set will be applied.
- DISREGARD any marks not on word prompts on the reverse side of the sheet: these are the judges notes to assist the Coaches.

INTRODUCTORY GRADE – TECHNICAL JUDGE A, B, C, D, E

- The Judge will enter a deduction in the appropriate boxes on their sheets. Recorders are to add boxes to get the sub total.
- Add down Deduction column to get TOTAL DEDUCTION.
- DISREGARD any marks not within the smaller boxes or on the reverse side of the sheet: these are the judges notes to assist the Coaches.
- NO Master Sheet for Introductory Grade.

INTRODUCTORY GRADE – DISPLAY JUDGE 1 AND 2

- The Display Judge will mark the boxes in each section. The final mark is the deduction number that is to be transferred to the box on the right-hand side. Recorders will then add down the sub total deductions to enter into the TOTAL DEDUCTIONS box.
- The Display 1 Judge should have entered the time in the Time Compliance box. Please check that it is within the time frame. If a team goes over the maximum time as specified, a penalty of one point per second over the maximum time set will be applied.
- DISREGARD any marks not on word prompts on the reverse side of the sheet: these are the judges notes to assist the Coaches.
- NO Master Sheet for Introductory Grade.

OPEN FREE CHOICE GRADE - JUDGE

Open Free Choice Grade is NOT judged under the judging system, however, Associations are encouraged to have the Open Free Choice Grade judged utilising Senior Marchers, Parents and Trainee judges.

There will be various Sheets for this section, all different from each other, as there is NO designed Judging Sheet. Judge's marks and comments will be of an encouraging nature.

Open Free Choice Grade Teams DO NOT get entered onto a Master Sheet. Collate any sheets and hand back to Team Coach (same procedure as for all grades).

NO Master Sheet for Open Free Choice Grade.

TIPS for Competition Days in the Recording Room

Remember to add a copy of each Judges sheet to your Recording Handbook for the Recorders to peruse and become familiar with prior to the season's first competition and a back-up copy in case more sheets are needed by the Chief Judge on the day.

Stock up the Recording Room 'Tool Kit' with plenty of paper clips for collating the sheets, for marking the sheets, staplers (and staples) to staple completed sheets ready for returning to the Team Coaches. **Note: NO red pens or pencils are to be used in the Recording Room.**

Emailing the Master Sheets to the Technical Working Party is preferred.

technical@marching.co.nz

judge@marching.co.nz

coach@marching.co.nz

If you do not have access to email, please post.

Technical Manager

55 Livingstone Avenue
Nawton
HAMILTON 3200

Director of Judging

20a Fairmile Place
Russley
CHRISTCHURCH 8042

Director of Coaching

11 Grasmere Court
St James Park
HAMILTON 3210

Have a briefing with your Recording Staff to outline what is required of them. It is strongly advised to communicate to the checkers that they should assume the sheet they are checking is incorrect or they are adding it for the first time. This could be undertaken on a field day when all competition day officials and volunteers "get a run through" of the season. If not, at least prior to the first competition commencing.

Make sure you get an awards list early from the Secretary of the Day and always look for "ties" in placings when completing the awards list – a second equal will then make the next placing fourth. A good idea to get someone to "double check" before they are announced.

Offer the Recording Staff refreshments, tea & coffee and on those hot summer days iced water will be appreciated and ALWAYS thank your recording staff at the end of every competition; even consider a small 'thank you' card and a chocolate given as they leave