

## GENERAL REQUIREMENTS FOR JUDGING

### General

These Judging Details have been prepared for the use of Judges and contain information applicable to all Judges, which should be read in conjunction with the whole of the Policies & Operations Manual (Technical). It is recommended that Coaches and Chaperones also be fully conversant with these requirements to assist in achieving the correct performance. Teams and Leaders will be adjudicated on as set out in the Competitive Grade Requirements for each Grade.

### Association Chief Judge

The Association Chief Judge will be elected by the Association's Annual Meeting (or appointed by the Association Committee in the case of a vacancy), and shall act in accordance with the Job Profile for the position, ensuring all members of the Panel of Judges are able to perform their duties in a safe and healthy environment, and undertake their duties in accordance with the Policies and Rules of Participation of Marching New Zealand.

### Judges

A Judge is defined as a person appropriately qualified to adjudicate correctly on the performance of competing Teams, and is appointed to a Panel of Judges by the Association Committee, on the recommendation of the Association Chief Judge.

A group of personnel, who will form the basis of each Panel of Judges to adjudicate at Championships and Competitions, will be gathered each season by the elected Association Chief Judge.

### Requirements of a Judge

Judges will present themselves in a neat and tidy manner, complying with uniform requirements as detailed under the heading Judges Uniform, Page 7/8, and maintain an awareness of the standard of behaviour and decorum expected of Judges when adjudicating at all levels.

Each Judge will act in close co-operation with the Association Chief Judge and it will be the responsibility of each Judge to check the following:

- That their allocated judging position on the competition area is the correct measurement.
- That they are adequately prepared for all weather conditions
- That all elements in relation to their judging position are acceptable (e.g. Quickstep guides) and that they check the area of their judging location for any elements of risk or hazard.
- That they take up their correct position for judging at the time stipulated on the Working Timetable for each event.
- That they are aware of any dispensations or rulings directed from the Chief Judge at each contest. All judges shall be conversant with the requirements of the Technical Drills details pertaining to the section to which they have been appointed, and be familiar with all the Marching New Zealand Policies and Rules of Participation applicable to Judging.
- Judges will comply implicitly with the directives and rules promulgated through the Policies and Operations Manual (Technical) and Memos received from the Director of Judging.

Teams will be adjudicated upon in an objective and unbiased manner according to the specified judging system, and in accordance with the criteria stipulated.

Judges will not attend Team training sessions for judging training purposes unless prior arrangement is made with the Association Chief Judge.

Coaches may request, through the Association Chief Judge, a Judge to attend a training session, but only for clarification purposes, and not assist in coaching a Team.

A Judge may be a registered Coach of a Team. Eligibility to judge at local competitions is detailed in Marching New Zealand Rule of Participation RAC8.

### Judges Training

Immediately upon election to office, the Association Chief Judge will inform the Director of Judging of their election and confirm contact details. It is then required that they establish a list of Judges available in the area who wish to be included in the Panel of Judges, and establish a timetable which will enable a regular training/information programme to be undertaken. Contents of the training programme should include the following:

- Upon receipt of the Drills, Routines and Judging Details, individual Judges should familiarise themselves with the requirements pertaining to their sections.
- A video of drill requirements will be available for purchase, to ensure that both Judges and Coaches have a unified "picture of correctness". Association Chief Judges should ensure that a copy of this video is available specifically for the Judging Panel.
- A Judges Training Kit containing DVD and a USB of Quickstep/Compliments/Movements/Display phases taken from each judging position is available from Association Chief Judges for training purposes.
- Full Panel meetings, to feature individual section discussion. It is important that all Judges are aware of what goes on in other sections, as they are all connected in some way. A broader knowledge gives better understanding.
- Practical sessions with Teams, for familiarisation with score sheets.
- Communication training:
  - How to deal with Judges/Coaches interviews in a positive and informative way.
  - How to deal with an "irate" Coach.
  - General communication skills when dealing with people at all levels.
- Set questions (no more than three) sent in advance to Judges, to be answered verbally when attending the next Judges meeting. This helps to build confidence in communicating verbally.
- Regular combined Coaches/Judges meetings.
- Training Plan (as set by the Director of Judging in conjunction with the Group Advisor of that position).
- Six essential items for a judge:
  - ✓ Score sheets
  - ✓ Red Pens
  - ✓ Pencils
  - ✓ Plastic Bag
  - ✓ Wet Weather Gear
  - ✓ Black or White sun hat or visor

It is vital that both prior to the commencement of a season, the Association Chief Judge and the relevant Group Advisor maintains a dialogue with each Judge. The Chief Judge will keep a watching brief on the practical judging of each member of their panel and will at regular intervals send copies of score sheets through to the relevant Group Advisor for assessment/advice. It should also be realised that individuals will have a different rate of learning, competency and experience therefore it should not be expected that all Judges will be achieving at the same level.

In the situation of any complaints being made about a Judge, the Association Chief Judge will discuss the matter fully with the Director of Judging, prior to any action being taken.

**Commencing/Ceasing Judging**

Judging will commence:

Tech A - On the completion of the music command "By The Centre Quick March"

Tech B - The Judge will commence judging each member for the straight marching (between movements) requirements of Posture and Armswing only, on the completion of the step out pace from the Quickstep phase. Judging of straight marching will cease on completion of the whistle signal for each movement.

Judging during each movement will commence on the first pace into each movement and cease on the completion of the step out pace from each movement.

In the case of the Masters Grade where the team chooses not to use a whistle signal, judging will commence and cease where the whistle would have commenced and ceased if it had been used.

Tech C - The Judge will commence judging each member for the straight marching (between movements) requirements on the completion of the step out pace from the Quickstep phase. Judging of straight marching will cease on completion of the whistle signal for each movement.

Judging during each movement will commence on the first pace into each movement and cease on the completion of the step out pace from each movement.

In the case of the Masters Grade where the team chooses not to use a whistle signal, judging will commence and cease where the whistle would have commenced and ceased if it had been used.

Tech D - Judging for the straight marching requirements will commence on the completion of the Quickstep phase (after the step out pace) and on each occasion after the step out pace has been taken by each member from a movement. Judging during a movement will commence after the whistle signal has been given for each movement (in the case of the Masters grade where the team chooses not to use a whistle, judging will commence where the whistle signal would have been completed if it had been used).

**Compliance Judge**

Judging of calipers to be judged at the completion of the Review & Inspection. Judging of stipulated disc criteria will commence on completion of the whistle signal into each movement, or in the case of the Masters Grade teams who choose not to have whistles, with the arrival of the correct foot onto the Disc for each movement after completion of the Quickstep/Compliments phase and conclude with the arrival of the correct foot onto the Disc for the final movement of each Grades Quickstep/Compliments. Dignity/Modesty/Cleanliness will be judged throughout the Quickstep/Compliments/Movements.

**Display** From the completion of the command "By The Centre Quick March"

**Judging will cease:**

Tech A At the completion of the Inspection

Tech B,C,D At the completion of the final halt

Compliance With the arrival of the correct foot onto the Disc for the final movement of each Grades Quickstep/Compliments/Movements phase.

Display On the completion of the Leader's salute at the finish

**Score Sheets**

In marking Score sheets, Judges will endeavour to remain relaxed and adjudicate each performance on as broad a basis and approach as possible, according to the drills and requirements relating to each grade, and without any outside or undue influence. Any errors are to be crossed out neatly and initialled by the Judge concerned. The following criteria are to be followed:

Judges are not to concentrate on specific factors only, unless previously discussed with the Chief Judge. Trainee Judges can use “progression” sheets as established by the Director of Judging and Group Advisor (i.e. Training Plan), which enables specific learning stages. Judging sheets will be marked neatly with a red pen only.

The Team Name and Draw Number will be printed exactly as detailed in the programme or working timetable. The judge will print their name under the line where their signature will eventually appear once the sheet has been completed.

Any dispensations approved by the Chief Judge will be recorded on the top right hand corner of the score sheet.

When a re-march is approved, Judges must mark the score sheet near the Team name with the wording “RE-MARCH”.

**When it is programmed for Teams to march twice in one day, Score sheets are to be marked with either “1<sup>st</sup> March” or “2<sup>nd</sup> March”, as applicable.**

### Marking Score Sheets (Technical Judges)

#### RECOGNISE

#### ANALYSE

#### INTERPRET

It is important for a judge to know what the perfect picture is. When assessing a Team’s performance of each movement/phase, a judge is viewing the effort through a “mental template” i.e. visualisation of the perfect picture. The perfect picture is obtained through a variety of ways such as:

- Correct illustrations
- Correct photographs or video clips
- Correct demonstrations
- Correct general discussion

During the execution of the performance by a Team, Judges will remain relaxed and fully observe the criteria pertaining to their individual judging positions. During this time the judge would go through the “Recognise” and “Analyse” phase of their adjudication.

*Recognise* = Are you seeing the perfect picture?

*Analyse* = If not, what is wrong with the picture?

For Technical A, B, C and D Judges diagonal strokes (/) or crosses (X) will be placed through the relevant heading or word prompt for each movement/phase when faults are observed. Judges will write their own abbreviation alongside each heading or word prompt as a reminder of the faults observed. Diagonal strokes will indicate any aspects requiring attention. Crosses marked through headings will indicate incorrect technical aspects. (It is not required that a stroke or cross for each individual marcher per occasion be applied).

The Compliance Judge will write the appropriate award in the Award column for each movement on the sheet. Dignity/Modesty/Cleanliness award to be placed in the appropriate box on the sheet. Comments to be placed in the comments section.

Each movement/phase on the score sheets will have allocated values either as one total value for each movement/phase or a series of subheadings that represent the “perfect” score for a particular drill within the movement/phase.

*Interpret* = Degree of correctness, i.e. the award.

Judges will mark awards, movement by movement, by recognising the correctness of the drill being performed.

When deciding on an award, Judges B/C/D will take into consideration the Team's correctness of execution and the overall performance of each march to (last three paces into each movement for C Judges) and during movements drills (a quick perusal of the strokes and crosses through the word prompts should indicate how well a Team has performed the requirements).

To make an assessment of the value to be awarded each Judge will start at the middle number of the award (in this example it would be 10) and work up or down depending on how well or not the Team executed the particular drill.

Technical D judges will award for each movement/phase as set down in their individual section criteria with the Total Award being calculated and entered by the recording staff.

Technical A, Technical B and Technical C judges will award for each of the sub-headings for each movement/phase as set down in their individual section criteria with the total value of each movement/phase being calculated and transferred to the Award column by the Recording Room staff who will then calculate and enter the Total Value of the Awards given.

It is important that careful and clear indications are shown on the word prompts to support the calculation of the award given.

Every value on the sheet can be expressed in words. There are no scores given for subjective or unarticulated criteria. In each case, THE VALUE of an award represents something that is OBSERVABLE.

#### Marking Score Sheets (Display Judges)

Each section on the score sheet will have an allocated award which represents the "perfect" score for criteria being executed. Display Judges will award for each word prompt as set down in their individual section criteria. Display Judges will mark the word prompts using diagonal strokes (/) to indicate when the correct criteria is shown throughout the display. A cross (X) marked through a word prompt will indicate incorrect timing or positions as well as any error observed under the heading Finish. However, awards given must be accompanied by appropriate written comments in each section, giving an accountable explanation for the degree of the award.

It is important that careful and clear indications are shown on the word prompts to support the calculation of the award given.

Due to the many Display performances of varying standards that are often seen, it is expected that awards within a Team's performance may differ considerably (some high and some low) as it is often observed that some Teams may meet some criteria particularly well, but are somewhat lacking in others. This should be recognised appropriately within the awards.

At the completion of the Team's performance, when assessing the total to be awarded for each word prompt. Judges should visualise a "ladder" starting at "1" (being the lowest) to the total award allocated (being the highest).

As a guideline, the following is an indication of how points could be allocated. This would need to be adjusted appropriately depending on the Award Value of the particular requirement, e.g.:

Presentation (Total award = 30)	
1 to 6	Fair
7 to 12	Good
13 to 18	Very Good

19 to 29	Excellent
30	Perfect

When deciding on an award, take into consideration the Team's correctness of execution and performance criteria. Start at the middle number of the award (in this example it would be 15) and work up or down depending on how well or not the Team performed the routine or specific requirements.

It is important that a clear explanation in the Comments is provided to support the calculation of the award given.

### **Completion of Score Sheets**

At the conclusion of the team's performance in R & I and Q/C/M phase, Judges in the Technical A, B and C positions will award for each of the sub-headings for each movement/phase as appropriate to the degree of correctness of the performance of the drills within each movement/phase.

At the conclusion of the team's performance in R & I and Q/C/M phase, Judges in the Technical D position will award points appropriate to the degree of correctness of the performance of each movement/phase placing the value of their award for each movement/phase in the appropriate column on the score sheets.

The Compliance Judge will enter the award of 2 points for each Disc achieved in the Award column on the Compliance sheet. Where the Disc has not been achieved the judge will enter a nil award using the figure "0".

After completing all appropriate comments, Judges will thoroughly check their score sheet to ensure that awards appropriate to each movement/phase have been entered on the score sheet which will then be dispatched to the Recording Room.

The Awards entered by each Judge will be added together to show the overall award for each Judging position.

At the conclusion of the team's performance in the Display phase, the recorders will calculate and note the total award for each heading by adding the sub-heading totals. These totals will then be added together to show the overall award from the Display Judges. **NOTE:** Where a time penalty has been applied to the Display B Score sheet the recorders will deduct the amount of the penalty noted by the Judge from the total award at the bottom of the sheet.

Pre-printed details in the COMMENTS section on the reverse of some score sheets will be marked appropriately by the Judge, to bring any major faults to the attention of the Coach or further comments may be written by the Judge if necessary.

Any phase or drill marked with a cross indicating an incorrect technical aspect must be accompanied by an appropriate comment/explanation by the Judge. While Coaches will still need to know what aspects require attention, positive comments are encouraged for drills executed correctly. The score sheet should then be signed (with the judges name printed under the signature) and dispatched to the Chief Recorder.

### **Perfect Execution**

In the case of a Team executing perfectly any requirement, phase or movement, the Judge will award the total value given for that requirement, phase or movement. It will be the decision of the Chief Judge of the day as to whether or not any requirement recorded without any strokes or crosses and showing no award, will be withdrawn.

**Incomplete Execution/Non Compliance**

If a Team does not complete the number of technical drill requirements as stipulated in the Technical Drills phase for that Grade, then the maximum points for a RAC11.1 penalty will be incurred (25 points).

If a Team does not comply with the required Display requirements as stipulated in the Competitive Requirements for that Grade, then the maximum points for a RAC11.1 penalty will be incurred (25 points).

If a Team does not comply with the Uniform requirements for Technical and Display phases as stipulated in the Uniform section of the Policies & Operations Manual (Technical) then **a RAC11.1 penalty will be incurred. Such penalty will not exceed 25 points and the recommendation of penalty should be relative to the offence.**

If Judges in any of the above sections have recognised a non-compliance situation, they will continue to judge the Team's performance, complete the score sheets as required, and notify the Chief Judge that a RAC11.1 should be applied. The Chief Judge will confirm the reasons for the RAC11.1 and ensure this is brought to the attention of the Recorders. An appropriate notification explaining reasons for the RAC11.1 will be completed by the Chief Judge and attached to the score sheets for that Team.

**Open Free Choice Grade**

No judging is required for this Grade; however, Comment Sheets may be requested by the Team Coach. This will be advised to Judges prior to commencement of the contest by the Chief Judge.

**Introductory Grade**

This grade will have simplified sheets.

**False Starts**

The procedures for false starts are detailed in Section 1 of the Policies & Operations Manual (Technical).

**Re-March**

The procedures for a re-march are detailed in Section 1 of the Policies & Operations Manual (Technical).

**Music**

Should the music cease playing during a Team's Technical Drill or Display, Judges will cease judging and await the instructions of the Chief Judge of the day.

**Judge/Coach Interviews**

Interviews may be held after local competitions for clarification only and will be co-ordinated by the Association Chief Judge or Chief Judge of the Day.

**Judges' Uniforms**

The following are the official Judges' uniform requirements and optional extras:

**Male Official Uniform:**(Association Championships & Competitions, Island Championships)

- Black & White Tracksuit Jacket <sup>1</sup>
- Black & White Polo Shirt <sup>1</sup>
- Official short sleeved shirt <sup>1</sup>
- Black socks, black shoes
- Black tailored trousers

Female Official Uniform: (Association Championships & Competitions, Island Championships)

Black & White Tracksuit Jacket <sup>1</sup>  
Black & White Polo Shirt <sup>1</sup>  
Official Shirt/Blouse <sup>1</sup>  
Black Tailored Trousers OR  
Black Tailored Skirt

Male and Female Uniform (New Zealand Championships):

Black Tailored Trousers or Skirt  
Official Shirt/Blouse <sup>1</sup>  
Black shoes, socks, pantyhose (if wearing a skirt)  
Official NZ Championships Jacket/Blazer <sup>2</sup>

Optional Extras:

Black sleeveless vest with logo – Island Championships, Association Championships & Competitions <sup>1</sup>  
Plain white skivvy or long sleeved top – under jacket only - New Zealand and Island Championships, Association Championships and Competitions  
Black Jacket (Suit type or zip up smart casual) – Island Championships, Association Championships and Competitions  
Black tracksuit pants – Association Competitions only <sup>1</sup>  
Black shorts/three quarter length trousers – Association Competitions only  
Hat/visor (all events)  
Wet weather gear (all events)  
Sports shoes – Association Competitions only

Notes:

1. Available for purchase from the Supplier
2. Provided by Marching NZ

At all times, when adjudicating, Judges will wear the Judge's badge that depicts their highest grading.

An order form for uniform items available from the Supplier can be obtained from the Association Chief Judge or the Director of Judging. Orders will be made directly with the Supplier and not through the Director of Judging's office.

**Selection Policy for New Zealand/Island Championship Panels**

In pursuing its main object to promote, encourage, administer and control the Sport of Marching, Marching New Zealand aims to ensure that Teams' performances at New Zealand/Island Championships are adjudicated upon by a competent panel of Judges.

Judges who are registered, currently adjudicating at their own Association contests, and who are qualified by the relevant accreditation will be eligible for selection for New Zealand/Island Championships.

All registered judges who hold a "National" qualification and are nominated by their Association Chief Judge will be considered for New Zealand Championship Panel selection. All registered judges who hold a "Regional" or "National" qualification and are nominated by their Association Chief Judge will be considered for Island Championship Panel selection.

The Director of Judging will, at the commencement of each season, advise Association Chief Judges of the procedure for Judges to indicate their availability.



Qualification levels are as follows:

- National - Eligible to adjudicate at New Zealand Championships in any Grade.
- Regional - Eligible to adjudicate at Island Championships in any Grade
- Qualified - Eligible to adjudicate at Association Championships and Competitions in any Grade.

New Zealand and Island panel selections will be made by the Director of Judging.

Notwithstanding the above, the Board, after consulting the Technical Working Party, may make a variation if satisfied that departure is in the best interests of the sport.

Process – Guidelines

#### PRINCIPLES

Process-Guidelines to apply whenever the Director of Judging is required by a MNZ Rule of Participation (RAC2-8) to select any of the above Judging Panels.

“How and Who to Select” will be the responsibility of the Director of Judging. Other members of the Technical Working Party are to be given an opportunity for input on draft selections before recommendations are presented to the Board for approval.

The Process-Guidelines will facilitate a seamless and timely relationship between the Director of Judging, other members of the Technical Working Party and the Board – latter to provide final approval.

Where the MNZ Board is required by a MNZ Rule of Participation (A20.1-b) to meet the travel and accommodation expenses of officiating Judges every effort must be made to keep costs to a manageable level and within the Budget approved by the Board prior to the previous Annual Meeting.

The Director of Judging, when submitting recommended Panels for Board approval, subsequent to inviting and obtaining input from the other members of the Technical Working Party, to attach supporting documentation in justification of the individual recommendations.

Opportunity available to develop pathways for very competent regionally Qualified Judges, to be appointed to officiating Island Panels.

An invitation is to be extended to those Judges who were unsuccessful in their bid for appointment to communicate through their Association Chief Judge to the Director of Judging seeking details as to their non-selection to a panel.

#### ISLAND CHAMPIONSHIPS

Requirements for selection:

- Nationally qualified and regionally qualified judges, recognised in the latter part of the previous season for demonstrating a good consistent standard of judging, nationally and locally. This gives the opportunity for regionally qualified judges and national judges to gain the experience at a higher level if they have proven themselves to be competent at a local level. Practical experience at this level is also important for our more experienced national judges, they also, are required to keep their practical skills up to a high level: to maintain their levels of competency by experience.
- All judges in consideration, will need to have shown willingness to gain theoretical experience: upskilling by way of attending local and national training sessions and

workshops. Extenuating circumstances need to be considered if a judge has been unable to attend these sessions.

- All judges considered need to have shown a good standard of dress (uniform) and exemplary conduct in past season.
- The Director of Judging will seek information/support from the judge's Association Chief Judge and/or Group Advisor where necessary.
- Effort be made to consider and keep costs to a manageable level (travel and accommodation will be a charge on Associations in the respective Island).
- Where possible appointees from within the Island be appointed, although it could be more economically viable for Wellington Judges to be considered for the South Island event when held in Nelson or Marlborough and vice-versa. Up to 3 judges from outside the Island may be appointed to the panel. In recognition of an Island event having a prestigious place in the marching calendar, a maximum of 1 Technical and 1 Display judge be appointed from the regionally qualified group. In all these cases, the appropriate justifications submitted by the Director of Judging will refer specifically to the "why". Not only must cost be justified, but selections must recognise the broader need to provide pathways for aspirational judges without sacrificing overall "quality".
- A panel of seven judges should be required to adjudicate at the Island event.

#### Timeline:

##### Late August

Director of Judging to invite Association Chief Judges to submit availability of members of their Judging panels, including recommendations and justifying comments.

##### Early September

Association Chief Judges to submit recommendations (as above) to Director of Judging. If this timeline is not able to be met (e.g. annual leave), the incumbent must make appropriate arrangements with the Director of Judging to ensure recommendations are forthcoming.

##### Mid-October

Draft Island Championship judging panels to be sent by Director of Judging to Technical Manager and Director of Coaching, for their consideration and input. Once satisfied, the Technical Manager will send the draft panels to the CEO requesting them to be forwarded to the Judging Appointments Committee.

##### Late October

After receiving confirmation from the Appointments Committee, the Technical Manager will communicate to the Director of Judging who will advise appointees directly, and request confirmation of acceptance (within one week). Recipients of this appointment must treat this information with utmost confidentiality until the Panels are released by the Technical Manager.

The Technical Manager will include the confirmed Island Judging Panels in her report to the Board meeting scheduled for November.

Upon receipt of advice from the Director of Judging of appointee acceptance the Technical Manager shall release the Panels and their judging positions to the Association Secretaries, Chief Judges, Coaching CoOrdinators, MNZ Board and CEO, and to the Director of Coaching and Director of Judging.

October

Travel arrangements made by the Director of Judging for those requiring air travel as soon as possible to take advantage of less costly airfares. Accommodation booked.

#### NEW ZEALAND CHAMPIONSHIPS

Requirements for selection:

Nationally qualified judges recognised for their competency, consistency and efficiency in judging, as measured by the Association Chief Judge, Group Advisor and Director of Judging.

All judges in consideration need to have shown willingness to gain theoretical and practical experience: upskilling by way of attending local and national training sessions and workshops. Extenuating circumstances can be considered, if not attended.

Adequate recent adjudication practice necessary, regardless of “years” of experience.

Current skills given the utmost consideration.

Copies of judges sheets from 2 competitions in the current season, be forwarded to Director of Judging if judge wishing to be considered for selection.

Consideration given to the workload and judge’s proven ability to cope.

Support from the Judge’s Association Chief Judge and/or Group Advisor to be sought by Director of Judging where necessary, to enable appropriate candidates to be considered.

Effort made to consider costs. Whilst the selection will be from among the “best available” judges, location should be only a factor where more than one judge of equal or almost equal ability is available.

All judges considered need to have shown exemplary conduct in past season. They need to have also shown a good standard of presentation.

#### Timeline:

Early November

Director of Judging to invite Association Chief Judges to submit availability of members of their judging panel, including recommendations and justifying comments.

Mid November

Association Chief Judges to have submitted copies of 2 sets of judging sheets for prospective appointees (can be from same day), to Director of Judging. If said judge is appointed to an Island Championship to be held in December, these sheets can be considered as 1 set. Note: Association Chief Judges who do not submit sheets from a Judge to the Director of Judging would unlikely be eligible to have that panel member considered for selection.

Late November

Draft NZ Championship judging panels to be sent by Director of Judging to the Technical Manager and Director of Coaching, for review and input.

Early December (first two weeks)

Director of Judging to review performances of selected judges at Island Championships and other local events. If any change(s) is required to the original draft, discuss such changes with the Technical Manager and Director of Coaching before the Technical Manager submits the final draft Panel to the CEO for sending on to the Judging Appointments Committee for approval.

Mid December (third week)

Judging Appointment Committee to advise CEO of approval or otherwise of submitted Panel. CEO to advise the Technical Manager of final approval.

Mid December

Upon receipt of advice from the CEO the Technical Manager to advise Director of Judging when the Board's final approval is given. Director of Judging to then advise appointees directly, and request confirmation of acceptance (within one week). Recipients of this appointment must treat this information with utmost confidentiality until the Panels are released by the Technical Manager.

Mid to 23<sup>rd</sup> December

Upon receipt of advice from the Director of Judging of appointee acceptance the Technical Manager shall release the Panel (names and judging positions (not grades) to Association Secretaries, Chief Judges, Coaching Co-ordinators, MNZ Board and CEO and to the Director of Coaching and Director of Judging.

Director of Judging to make travel arrangements for those requiring air travel as soon as possible to take advantage of less costly airfares and to ensure that all panel members are in attendance at any official opening. Accommodation booked.

Note: GRADES allocated to appointees will be circulated on 01 March by the Technical Manager to Association Secretaries, Coaching Co-ordinators, Chief Judges, MNZ Board and CEO and also to the Director of Coaching and Director of Judging and also announced at the coaches meeting at the commencement of the championships.

For New Zealand Championships, appointed Judges are to report their arrival to the Director of Judging, the day prior to the event, who will advise them of the time and location of the Judges Meeting, at which attendance is COMPULSORY.

Judges appointed to New Zealand Championships MUST NOT attend training sessions of Teams entering these events, until after the appropriate event has concluded.

### **Measurements for Judging Positions**

Measurements for judging positions are as detailed in the respective Judging Criteria for each Judging Position.

### **Judging Accreditation**

Judging accreditation, as required by Marching New Zealand Rule of Participation A11, will be undertaken as follows:

#### *Trainee Judges*

Personnel who have acknowledged an interest in learning to judge will be known as "Trainee Judges" and will be under the guidance of the local Chief Judge. Trainee Judges are required to register as an Associate Member of their Association. (Refer RoP A15.3). The following systems are available for Chief Judges to maintain a programme to assist judges in training to become qualified, and to maintain a programme of continued education in the judging of Marching until National status is achieved and maintained.

- Technical Drills DVD/USB
- Judges DVD/USB Training Kit
- Workshops for Judges training
- Marking of Score Sheets in General Judging Requirements
- Judging Group Advisors
- Training Plan (as set by Director of Judging and Section mentor)
- Practical sessions with Teams
- "Shadow" judging at Local or Island Championships

When the Chief Judge is satisfied with the competency level the Trainee Judge has reached in understanding the basic requirements of the judging section undertaken, and has been able to adequately complete a number of judging score sheets while “shadow” judging, the Chief Judge may appoint that “trainee judge” to a judging panel for a contest, and arrange for the Trainee Judge to complete the Qualifying Judges Accreditation.

### ***Qualifying Accreditation***

The Qualifying Accreditation is in two parts, Written and Practical. It is important also that judges have a good understanding of being able to orally discuss the requirements of their judging section. This will be evident to the Chief Judge during the phases of training.

The written part will require six set questions to be answered.

A “reader/writer” can be used if required, but this request must be in advance, and an independent person will be appointed by the Chief Judge to undertake the “reader/writer” requirements.

The six written questions for each judging section are detailed at Annex A to this chapter.

The written part of the qualifying accreditation is open book and will be under the control of the Chief Judge, who will set a time with the Candidate as to when this will take place. Candidates will print or type their full name on the top page, also showing their judging section, and Association. Candidates will copy the questions onto the paper distinguishing them in some way from the answers. Three or four lines are to be left between the completion of each answer and the next question, so the section Group Advisor can comment appropriately. When the questions have been completed by the Candidate, the Chief Judge will arrange for two additional copies to be made, one to be held by the Candidate and one to be held by the Chief Judge, with the originals to be submitted to the section Group Advisor.

Candidates shall complete at least three judges’ sheets in two Grades (six in total) at the direction of the Chief Judge. At least two of the three required sets of sheets must be completed alongside a qualified Judge. These will accompany the written questions as completed above and along with the copy of the qualified Judges sheets and a Master Sheet of the contest(s) involved, will be forwarded to the section Group Advisor, who will be appointed each season by the Director of Judging.

Chief Judges are encouraged to complete the qualifying accreditations early in the season, so opportunity can be given to the Candidate to rectify any problems and re-submit detail if required before the end of the season.

After marking and commenting appropriately, the section Group Advisor will forward all questions/answers and practical sheets to the Director of Judging with recommendation as to progress of the Candidate. The Director of Judging will advise the Chief Judge closing the Candidates results, and the Chief Judge will advise the candidate accordingly. On passing the Qualifying Accreditation, the Judge will receive the appropriate badge, Certificate, and Judges Card which is required to be signed each season by their Chief Judge.

### ***National Accreditation***

At the beginning of each season, Chief Judges are to advise the Director of Judging and the National Judging Accreditation Co-ordinator of the names and sections of Qualified judges in their Association who are interested in completing the National Judging Accreditation that season.

Details will be advised to Chief Judges as to accreditation fees, and appropriate details, which will be followed up nearer the time to the Candidates as to preparation for the Accreditation requirements.

Judges who have reached Qualified status are eligible to proceed to National Accreditation.

The National Accreditation will be conducted in three parts - written, practical and an oral interview and will be completed in one day at the Island Championship of choice. The date and location of the exam will be advised to the Chief Judge at the commencement of the season. These accreditations will be under the control of the National Judging Accreditation Co-ordinator, who will be appointed each season by the Board of Marching New Zealand.

The written part will consist of two sections comprising of a multi choice section (Section A) and a series of written questions (Section B). A "reader/writer" can be used, but this must be applied for in advance, and will be at the discretion and selection of the National Judging Accreditation Co-ordinator in conjunction with the Director of Judging.

The practical judging and marking of judges sheets will be undertaken over several Teams at the Island Championships, under the control of the Judging Accreditation Co-ordinator.

The interview part will be undertaken with the Accreditation Co-ordinator on the sheets completed during the National Championship.

The weighting for each part of the Accreditation exam is as follows:

Written:	50%
Practical:	40%
Interview:	10%

The overall percentage gained by the candidate will determine which level of accreditation is achieved, as follows:

85 – 100%:	National
65 – 84%:	Regional

Below 65% will require a re-sit of the accreditation exam.

Judges must present themselves in the appropriate Judges Uniform as set out for Regional Championships.

At the completion of the National Accreditation examination, the Judging Accreditation Panel will compile a report on each candidate, with recommendations to be submitted to the Director of Judging as to the progress of the judge concerned, and the results, judges sheets and appropriate Certificates and Bars will be forwarded to the Chief Judges concerned for distribution as appropriate.

### ***Refresher Exams***

Judges who return to the sport after an absence of less than four marching seasons may keep their accredited level of judging (at the time of their departure) provided a refresher exam is undertaken.

The refresher written exam must be requested by the Association Chief Judge concerned and can be obtained from the Judging Accreditation Coordinator.

A judge returning to the sport after an absence of four or more marching seasons will be required to re-qualify through the accreditation system.

The written part of the refresher accreditation for either of the above scenarios is Open Book and will be under the control of the Association Chief Judge, who will set a time with the Candidate as to when this will take place. Candidates will print or type their full name on the top page, also showing their judging section, and Association. Candidates will copy the questions onto the paper distinguishing them in some way from the answers. Three or four lines are to be left between the completion of each answer and the next question, so the Group Advisor can comment appropriately.

When the questions have been completed by the Candidate, the Chief Judge will arrange for two additional copies to be made, one to be held by the Candidate and one to be held by the Chief Judge, with the originals to be submitted to the Group Advisor of the appropriate section.

Practical sheets for both of the above scenarios are also required and should be forwarded to the section Group Advisor along with the written section.

After marking and commenting appropriately, the Group Advisor will forward all questions/answers and practical sheets to the Director of Judging with a recommendation as to the progress of the Candidate. The Director of Judging will advise the Chief Judge enclosing the Candidate's results, and the Chief Judge will advise the candidate accordingly.

A refresher exam may be requested by the Director of Judging of any judge at any time should the Director of Judging deem this necessary.

## **ANNEX A: QUALIFYING ACCREDITATION QUESTIONS**

**NOTE:** In each section the candidate will provide details of the Section number and relevant page of the Policy & Operations Manual (Technical) where the answer can be found.

### **Display**

1. Name six essential items you need to have as a Judge.
2. What is one of the first points to master in judging a display?
3. Explain musical interpretation.
4. What is "Presentation", and how do you assess it?
5. If a display accessory is dropped, how would you assess this?
6. Which Display Judge judges "Time" and when does this commence and cease?

### **Technical Judge A**

1. Name six essential items you need to have as a Judge.
2. How many Halts do the teams execute during the review (all Grades)?
3. Describe "Position of Attention".
4. What are three aspects you will judge under "Armswing"?
5. What is the minimum height of a mark time?
6. When do you commence judging and cease judging?

### **Technical Judge B**

1. Name six essential items you need to have as a Judge?
2. In the Position of Attention, describe the Hand Position.
3. Describe in full "Posture".
4. Describe in full the three aspects you will judge under "Armswing"?
5. Explain "Handgrip".
6. What is your seated position when judging?

### **Technical Judge C**

1. Name six essential items you need to have as a judge.
2. When do you commence and cease judging?
3. Describe the action of a Left Turn on the March.
4. What is "Tempo"?

5. What is the maximum award for the "Quickstep".
6. What is a hesitation?

**Technical Judge D**

1. Name six essential items you need to have as a judge.
2. Describe "Spacing".
3. How do you judge "Dressing"?
4. When do you begin and cease judging?
5. What is the correct placement of marchers in a Team of 7 members in order to meet the compliance requirements?
6. Which members are responsible for spacing in Team formation?

**Compliance Judge (Discs)**

1. Name six essential items you need to have as a Judge
2. Give a description of what the Compliance Judge will judge and when do you commence and cease judging?
3. What do you mark on your sheet if the disc is not achieved?
4. How many Discs do you Judge for each of the 4 competitive grades and what colour are the discs for each Grade?
5. Name one movement as seen from the judging position in each grades Q/C/M phase where the Leader is either behind or to the side of the team when marching to the next disc?
6. When judging Dignity/Modesty/Cleanliness what are you looking for?