

Judges Affiliation Internship Packet



Dear Prospective Intern,

We thank you for taking an interest in our organization and the internship process; we are excited to have you as a part of our upcoming judging season.

From the application process to becoming a certified performance judge, we are here to ensure that your internship is successful & enjoyable and that your experience with the Judges Affiliation is rewarding. We hope that this packet will provide you with all the information you need to get started.

If at any time you have questions regarding our Internship Program or any other aspect of our organization, please don't hesitate to contact:

Kristen Myers, Internship Director at
jainternship@gmail.com or 503-381-9874

Again, we welcome you to our organization and we wish you happy interning!

Sincerely,

Kristen Myers and the Judges Affiliation Leadership Team



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What is the Judges Affiliation?

Mission Statement

Our mission is to provide the Oregon Dance and Drill community with fair, honest, credible and professional adjudication at local competitive events.

Purpose

The Oregon Dance and Drill Judges Affiliation exist for the purpose of training, educating, evaluating and commissioning performance judges within the state of Oregon. It supports the overall functioning and foundation of the Dance Drill Coaches Association, the dance and drill team venue, and operates with the driving premise of creating a quality competitive environment within the state. Its operations, teachings, and philosophies are centered on the principal objective of promoting excellence in judges, coaches and performers.

Getting Started

The first step in the internship process is to carefully read through this entire packet. After reading the information, if you meet the necessary requirements and feel that you can commit to the Internship Program then you will need to complete the Internship Application and submit it to the Internship Director at jainternship@gmail.com and also register for the JA Fall and Winter Workshops by contacting the JA Marketing Director at jamarketingdir@gmail.com



Judging Requirements & Responsibilities

Affiliation Member Requirements

The following is required to be an interning/certified judge for local events:

- Have graduated from high school at least three years earlier, or determined competent by the JA Leadership Team.
- Active member status in the Judges' Affiliation.
- Completion and submission of all necessary paperwork and annual Affiliation Fee.
- Maintain knowledge of the JA Manual
- Attend fall and winter education workshops.
- Successful completion of the internship process resulting in Certification.
- Submit availability calendar to the Scheduling Director.
- Submit a W-9 to the DDCA Treasurer.

The JA requires all of its affiliates to uphold and maintain a reputation of professional service and credibility to the dance team community. The following is required conduct that all affiliates are expected to adhere to:

- Business casual work attire, coordinates, jackets. No jeans, no athletic shoes, no sport clothes, no short skirts, no logo-wear.
- Make-up and hair should be sensible and appropriate for a long, warm day.
- No gum
- Know the rules and regulations of your job by reading the Judges' Affiliation manual.
- Arrive 15 minutes early to all judging functions.
- Do not bring children, spouses, and friends to the events.
- All equipment associated with your assignments is your responsibility. This includes: digital voice recorder, pencils, batteries, supplies, calculators, clipboards, etc...
- Be available and responsive to communication; offering "well-in-advance" notice to scheduling conflicts.
- Represent the organization as a professional with a positive attitude. Talk to fellow judges with mutual respect. Sharing is encouraged, but lecturing is not.
- Arrive to events with a positive and open attitude directed toward the nurturing and support of efforts of others.



Process of Interning & Certification

Internship Certification Process

The certification of a judge is based on a continuing process of education, interning and evaluation. It is not enough that a judge has had practical experience with dance and performance, whether it is as a performer, choreographer or coach. To be a judge, analytical process and communicative abilities are to be continually refined along with constant education about performance criteria and research into the field of judging itself.

The intern process is ongoing and takes as long as necessary based on individual performance and evaluations. A minimum of three successful "trial" experiences are required before certification may be granted, which may take more than one season.

Intern Evaluation/Certification Process

Interns complete an availability calendar and submit it to the Scheduling Director. The Scheduling Director will assign interns to events. Interns will begin the process working at Traditional events, then move onto the Category events the following season.

Interning Judges will be evaluated and receive feedback on their scores and recorded commentary. Notification will be given after each trial on areas for improvement and areas of success, depth of caption knowledge, comprehension of scoring and ability to effectively communicate.

Interns will need to complete 1 successful trial at a traditional event. Once this is completed, the Intern will be required to do their Certification Event (this event's scores and commentary will be evaluated by the Evaluation Director for Traditional Season Certification). The following Category season, the Intern will need to complete 1 successful trial, evaluated by the Internship Director, in order to complete their Category Certification.

After Interns are certified, they will have active judging status. The Scheduling Director may be able to schedule the new Judge into open spots for the remaining events of the season in the appropriate caption.



Important Information about Interning

Trialing at Events

Participate during the Judges meeting. Perform as if you are in active judging status. You will have the same responsibilities as the certified judge. You will sit in the stands with the Judges, record your critique and assign scores. Your scores, however, will not be included in the final tabulation for the event, and will not be seen by anyone outside the JA. You will receive the master tabulation sheet from the event to see how your scores and placements align with the certified judges.

After the Event

You must submit your recording(s) score sheet(s) and self evaluation to the Internship Director for evaluation. You should make copies for yourself.

Evaluation Process

Once recordings and scores are received, the Internship Director will evaluate your performance. You will receive your evaluation via email before your next trialing assignment.

The evaluation will highlight strengths, evaluate your judging abilities and provide recommendations for areas of improvement, strengths and if further interning is needed or if a successful trial was accomplished. Again, bear in mind that this is an ongoing process and will continue as long as necessary based on individual performance and assessment.

After a minimum of one traditional successful trial, you will then have to do a "Certification Event," in which you will do recordings and scores for all teams. You will need to send all score sheets and recordings to the Evaluation Director in order to be evaluated. The Evaluation Director will notify you of your certification and you will be presented with your official certificate at the All Affiliation meeting. The following category season, you must complete one successful trial at a category event in order to earn your category certification. This trial will be evaluated by the internship director and therefore all score sheets and commentary must be submitted to the Internship Director.

