



2018 Fall Adjudicator Guide

Updated: September 6th, 2018

The mission of Youth Education in the Arts is to support the development of young people into **magnificent** human beings through participation in the performing arts.

Dear Colleagues,

I want to extend a warm welcome to you and my deepest gratitude for your willingness to spend time with our ensembles and committing to USBands events this fall.

This is my first year as the coordinator, last year I worked as a liaison, and I am both thrilled and honored to serve the USBands adjudication community in 2018.

Of special note is the evolution of our community, a three-year endeavor that begins this fall and will take us through 2020. This is coming through multiple facets of YEA's new focus on Safety, Stability, Communication and Excellence. This year we implemented ULearn in cooperation with e-Adjudicate to give our community an opportunity to sharpen your skills and deepen your understanding of adjudication. We have also made adjustments to the sheets in adding a Criteria Reference System to give you a better tool in which to apply your expertise. For the first time in USBands history we were able to assign a full season of adjudication on June 1. We are evolving!

The bottom line is that you represent a major ingredient in USBands' success at every event. We are counting on your professionalism, expertise, and skill sets as an adjudicator. Your part is not only that of judge but also an ambassador of good will. In addition, our Event staff are there to assist, but like you, their focus is primarily on the performers, band directors and staffs. It is in the team effort that make our events a positive experience for all.

Finally know that adjudication can be complex and challenging at times, especially when it involves travel and weather. Your patience and understanding is deeply appreciated. The entire team here at USBands is behind you and here to assist if you need anything.

My place is one of service, to help in any way I can in fostering a positive experience for you and our constituents. Please call or email if I can be of any assistance in any capacity.

Best of luck and have a fabulous fall season!

With kind regards,

Eric Kitchenman
USBands Adjudication Coordinator

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ABOUT USBands

USBands operates alongside The Cadets and Cadets2 Drum Corps under the banner of the Youth Education in the Arts (YEA!) non-profit organization. Since its first event in 1988, USBands has supported the development of scholastic performing ensembles through exceptional service, adjudication and venues. Our guiding principle is to provide ensembles, regardless of style, size and experience, an opportunity to be successful, allowing students to benefit from their involvement with scholastic music. The rules that govern USBands' events are minimal by design. USBands prides itself on a user-friendly approach to support and service, in which directors and performers can fully enjoy the performance process without the concern of rules and penalties.

Now celebrating its 30th anniversary, the USBands calendar includes more than 110 local, state and regional events across the country, concluding with two National Championship events in November. With over 550 ensembles participating in fall events across 20 states, USBands has grown to become the largest independent scholastic music organization in the nation.

In addition to marching events in the Fall, USBands offers year-round performance opportunities for students, including a vibrant Indoor Color Guard and Percussion circuit in the winter as well as a prestigious Concert Series each Spring. Other programs include student leadership workshops, adjudicator training seminars, other educational opportunities for music programs, and presentations to boosters and school administrations.

PHILOSOPHY OF ADJUDICATION

USBands views the role of the adjudicator as one of service. We ask each adjudicator to begin every performance with a mindset of humility and grace, as it is truly an honor to stand in front of these students while they share the product of their hard work. We believe this sense of service must be conveyed in every recording, in every number and in every critique discussion.

We respect and acknowledge that each ensemble comes from a unique circumstance and has a different story. The great equalizer in the marching band activity is that every single performer can perform on the same field, regardless of budget, parent support, director experience, geography, or other circumstances outside the control of the students.

USBands is passionately committed to supporting our adjudicators and our adjudication system with integrity, respect, and a pervading sense of community amongst all its constituents. We do our very best to place our adjudicators in various regions from week to week, and from year to year; our ultimate goal is to provide fresh, unbiased, supportive and relevant feedback for each and every program.

USBANDS CLASSIFICATION SYSTEM

CLASSIFICATION – GROUP SIZE

USBands classification for participating ensembles is based on the total number of performers, not the size of the student population at their school. **This count includes playing members, auxiliary (color guard, majorettes, etc.), and command personnel (drum majors, guard captains, etc.).** This does not include members of an American Flag Section or Honor Guard when these members do not move or otherwise add to the effect of the program. Ensemble sizes are grouped as follows:

National	
Group I	1 - 38
Group II	39 - 53
Group III	54 - 70
Group IV	71 - 95
Group V	96 - 130
Group VI	131+

Texas	
<i>For all groups participating in Texas events</i>	
Group I	1 - 45
Group II	46 - 80
Group III	81 - 115
Group IV	116 - 160
Group V	161 - 200
Group VI	201+

USBands reserves the right to “combine” group sizes within a particular competitive class at smaller events. “A” and “Open” will never mix in these instances, but ensembles may be consolidated up or down ONE group size. This decision is made at the discretion of the Host, and communicated well in advance of the Event.

Note: When applicable, this does not change anything for the Adjudicators’ process; it is simply a re-sorting of placements in the tabulation software and the awards ceremony.

CLASSIFICATION - PROFICIENCY

USBands provides three (3) proficiency classifications to ensure that ensembles are competing with other ensembles at or about the same relative skill level, thus providing a progressive educational experience at any level of performance.

Open Class: populated by seasoned ensembles demonstrating expanded skill sets. Open ensembles are adjudicated on a scale supporting *intermediate to advanced* skills. The OPEN CLASS sheets are balanced equally, with 200 points assigned to the “top box” and 200 points assigned to the “bottom box.”

A Class: for an ensemble in the process of building or rebuilding a program, new to the competitive setting, or under other circumstances impacting the program. A Class ensembles are adjudicated on a scale representing *basic to intermediate* skills. In order to better align with our philosophies, the visual, overall effect, percussion, and guard captions for the A CLASS sheets are split with 100 points assigned to the “top box” and 300 points

assigned to the “bottom box.” The MUSIC sheets are split with 200 points assigned to the “top box” and 200 points assigned to the “bottom box”.

Festival Class: a non-competitive setting, in which ensembles receive scores, commentary and feedback, but overall ratings (Fair, Good, Excellent and Superior) are announced instead of scores and placements. The content of the FESTIVAL CLASS sheets mirror that of the A CLASS sheets.

TYPES OF EVENTS

USBands SHOWCASE EVENTS

Showcase Events are designed to exceed your expectations from an educational and an experiential standpoint. USBands standards are in place to ensure a fair, impartial, and fun experience for all participating ensembles, and are identified as Silver or Gold, based on the Adjudication Panel assigned. The Guard and Percussion scores do NOT factor into the overall score; they are caption awards only.

Silver Showcase

Music Individual
Music Ensemble
Visual Performance
Overall Effect

Gold Showcase

Music Individual
Music Ensemble
Visual Performance
Overall Effect
Color Guard (caption award only)
Percussion (caption award only)

A **Clinic Event** will be adjudicated in alignment with the showcases listed above, with TWO additional clinicians assigned to rotate throughout the Event. Clinicians will meet with the entire ensemble and provide immediate feedback on the performance. Clinicians will not submit scores nor recordings.

Texas Clinic Event will be a separate event from the performances. Ensembles will have a break after the event and then re-enter the field for 20-minute time slots with the adjudication panel. Band Directors will work with the Chief Adjudicator to decide how this time will be utilize. The band can split into sections and receive information from each caption, or the director may want to perform a section of show and receive deeper insight for the instructors and performers. We ask that the panel be flexible with this unique opportunity.

USBands PREMIUM EVENTS

Premium Events were established to provide higher profile competitive events with more robust Adjudication Panels at larger high school, municipal, collegiate and professional venues. All ensembles, regardless of membership status, are eligible to participate in Premium Events. Premium Events may be designated as Regional, State, or Championship Events. Sponsored Events such as the Yamaha Cup and Remo Series, are considered Premium Events.

PREMIUM EVENTS – Regionals and State Championships

When deemed appropriate, USBands may choose to provide an additional OVERALL EFFECT judge to a large Regional event. In this instance, the average of the two Effect judges counts for the Effect score.

<i>*Music Individual (field)</i>	<i>*Visual Performance (box)</i>	<i>*Overall Effect 1 (box)</i>
<i>*Music Ensemble (box)</i>	<i>*Color Guard (box)</i>	<i>*Overall Effect 2 (box)</i>
<i>*Percussion (box)</i>		

PREMIUM EVENTS – National Championships

In some situations, USBands may choose to provide a modified double panel of ten adjudicators. In this instance, all judges who are “doubled up” will have the average of their two scores count toward their respective caption in the total score.

<i>*Music Individual 1 (field)</i>	<i>*Visual Performance 1 (box)</i>	<i>*Overall Effect 1 (box)</i>
<i>*Music Individual 2 (field)</i>	<i>*Visual Performance 2 (box)</i>	<i>*Overall Effect 2 (box)</i>
<i>*Music Ensemble 1 (box)</i>	<i>*Color Guard (box)</i>	
<i>*Music Ensemble 2 (box)</i>	<i>*Percussion (box)</i>	

HOW DO THE NUMBERS WORK?

The USBands adjudication system places more emphasis on performance and musical repertoire, rather than design and visual components, especially in the A (introductory) class. While every aspect of an ensemble’s performance is taken into consideration, this emphasis ensures that the performers are rewarded for their own achievement on the field.

USBands uses a 5-Box criteria system on all adjudication sheets. Each box includes a range of numbers that move upward during the season (see Sliding Scale section below). Sample sheets are available online at www.usbands.org.

In order to preserve the consistency of the criteria between the captions, a multiplier is used when calculating the final score. Regardless of the number of adjudicators in each caption, this is the multiplier used to appropriately weight the captions to USBands standards.

	MAXIMUM POSSIBLE	EXAMPLE
Music Individual	400 x .050 = 20.00	375.0 x .050 = 18.75
Music Ensemble	400 x .050 = 20.00	380.0 x .050 = 19.00
Visual Performance	400 x .075 = 30.00	360.0 x .075 = 27.00
Overall Effect	400 x .075 = 30.00	364.0 x .075 = 27.30
Total Score	100.00	92.05

SLIDING SCALE

USBands utilizes a sliding scale that shifts the range of each box as the season progresses. This number will move incrementally higher throughout the season.

WEEK	DATE	NOTES	BOX 1	BOX 2	BOX 3	BOX 4	BOX 5
Week 1	Sep 8	Preview Weekend	53-62	63-70	71-79	80-87	88-100
Week 2	Sep 15	First Heavy Weekend					
Week 3	Sep 22	Second Heavy Weekend					
Week 4	Sep 29-30	Third Heavy Weekend	58-67	68-73	74-81	82-89	90-100
Week 5	Oct 6-7	Fourth Heavy Weekend					
Week 6	Oct 13	Last Seeding for MD, VA States					
Week 7	Oct 20	MD, VA States / Last Seeding for NE, NJ, NY, PA States	63-70	71-76	77-84	85-92	93-100
Week 8	Oct 27-28	NE, NJ, NY, PA States / Last Seeding for Southern States and A Class Nationals					
Week 9	Nov 3-4	Southern States, Regional Championships, A Class National Championships	67-72	73-78	79-86	87-94	95-100
Week 10	Nov 10	Open Class National Championships					

The philosophy behind the sliding scale is that the descriptors within each rubric box do not change throughout the season. However, the numbers that create the boundaries of those boxes do incrementally re-calibrate throughout the season. The USBands adjudicator simply needs to place the ensembles in the appropriate boxes based on the criteria on the sheet, and the numbers will take care of themselves.

Thus, the students, instructional staff and parents/community will see a gradual improvement in score congruent with their improvement in performance quality and educational process throughout the season.

	BOX 1	BOX 2	BOX 3	BOX 4	BOX 5
	Never	Rarely	Sometimes	Frequently	Consistently

CRITERIA REFERENCE SYSTEM

In 2018 USBands is implementing a new reference system to aid adjudicators, band directors, staffs and students in understanding how a number is generated and how is progress obtained.

NUMBERS MANAGEMENT

The process by which a great adjudicator manages his/her numbers is one of the most complex facets of adjudication.

Below is some information that may assist you in managing your ranking and rating in a large event. Keeping these concepts in mind as you assign spreads can be helpful for many judges.

VERY IMPORTANT NOTE --- THIS CHART IS ONLY INTENDED TO BE USED AS A GUIDE! SHOW DYNAMICS MAY DICTATE A NECESSARY ADJUSTMENT TO THESE SPREADS.

SCALE	Toss Up	Slight Advantage	Strong Advantage	Decision
100-point scale	1	2	3	4+
200-point scale	1-2	3-4	5-6	7+
300-point scale	1-3	4-6	7-9	10+
400-point scale	1-4	5-8	9-12	13+

Toss Up:

The ensembles are essentially “equal” except for a few minor issues that caused you to make a decision one way or another. (Line them up next week and the outcome could easily flip).

Slight Advantage:

There are at least one or two distinct differences that make it clear one ensemble is stronger than the other in performance or design (depending on the caption or sub caption you are using).

Strong Advantage:

There are some obvious differences in the performance and composition qualities of the two ensembles, which lead you to a confident advantage for one ensemble.

Decision:

There is a distinct and decisive difference between the two ensembles.

ADJUDICATOR TRAINING

USBands ULearn

In 2018 USBands has arranged with e-Adjudicate to offer specific on line adjudication training. USBands requires all participating adjudicators to take this course in 2018 prior to your assignment. It will take about 3 to 4 hours at your leisure and you can stop and start as many times as you like.

This year Course 100 is the focus. There are four lessons in Course 100:

Lesson 100 – Judging approaches and contest structure

Lesson 110 – Role of the judge

Lesson 120 – Ranked and Scored build up systems

Lesson 130 – The USBands Systems

ULearn Registration Instructions

1. Go to: <https://usbands.e-adjudicateacademy.com/>
2. On the drop-down menu choose courses offered and choose ULearn
3. Click the Take Course button
4. Choose add to cart
5. Choose check out, **enter coupon code** (course is offered free to USBands Adjudicators, note emails sent or ask kitch@yea.org for code)
6. Course will appear in the blue area on the right of your screen.

We thank you in advance for your professionalism and investment in your skill sets as an adjudicator.

WEEKLY WEBINARS

USBands strongly encourages ALL adjudicators to tune in each week during the fall season for online training and discussion. Specific topics will be posted as the season progresses. These webinars contain detailed conversations and presentations on the USBands sheets and philosophies. In addition to the breakdown of philosophy on the sheets, we often have guest panelists who can discuss and share the finer points of serving as an excellent adjudicator. Most importantly, each weekly webinar reviews crucial information about the upcoming weekend events. (Weather, Report times, and other pertinent details that may impact the weekend).

In 2018, the USBands Fall Adjudicator training sessions will take place every Wednesday at 8:00pm Eastern.

TRIAL ADJUDICATION

USBands offers the opportunity to serve as a trial adjudicator at any showcase event throughout the season, with mentorship and feedback available after the event. Please contact the office if you're interested in trial adjudicating on a new caption, so that we may prepare materials for you. (Please remember that Trial Adjudication is not a paid position at USBands events).

COMMENTARY REVIEW AND MENTORING

Throughout the fall season there will be periodic review of judges' commentary by the Adjudication Coordinator and supporting team to assist in the quality and high standard of USBands service. In addition, mentorship will be offered to aid adjudicators in elevating their performance. Either is available upon request at any time during the fall season.

RECORDING DEVICES

USBands utilizes iPod devices to record adjudicator commentary during each ensemble's performance. USBands **strongly recommends** adjudicators to use their own recording devices when possible. These can be tablets, iPads or smart phones. Be sure to have the correct mic to use in an outdoor setting so that your voice AND the performing ensemble is recorded properly. (3 rings on the input plug and a splitter are usually necessary unless otherwise indicated).

It is important to recognize that students may have access to these recordings, and the commentary should be geared toward both the instructional staff and students in a constructive, compassionate manner.

When utilizing the iPods or personal devices, the only app needed to record commentary and input scoring is **Competition Suite**.

Prior to the event it is imperative that you check with your Competition Suite account and ensure you have access to the event. First, be sure to be using the Competition Suite "JUDGE" app – and not the app used to listen to recordings (look for the gavel on the app logo). You need to know **the email you use and your password**. Under the USBands banner you should find your event.

Depending on your device, take time and familiarize yourself with how the "Judge" app works. Record button, and then once you work your tote sheet, proceed to enter numbers (either another button or a slide to another screen). You will eventually need to verify your numbers (green check mark next to the number entered) once you adjust and refine. Please familiarize yourself with your device and how Competition Suites works.

USBands will supply Wi-Fi at events. Please check in with the tabulator and be sure your device is connected to the correct device. In the event that there is no Wi-Fi, or the signal is lost, the adjudicator does not need to do anything differently. Simply keep recording as you would, and as soon as the Wi-Fi signal returns, all of the files will automatically move into Competition Suite.

To assist the tabulator in quality recording check and redirecting sound files, please be sure to provide a thorough greeting at the beginning of each and every recording. An example of such a greeting:

“Good Evening, Allentown Band, my name is Bob Smith from Perkasie, PA, adjudicating Overall Effect here at MetLife Stadium for the USBands Open Class Nationals on November 7th, 1934. I’m looking forward to a great performance. Best of luck!”

There are 3 important points of information: the ensemble’s name, your name and your caption. These must be present in your introduction.

COMMENTARY

What is the purpose behind an adjudicator’s commentary?

- To provide the ensemble with a moment-by-moment accountability of what the adjudicator is responding to according to their caption through the Points of Comparison (POC) on their sheet. You may find that you will need to “take in” several moments and this is fine as long as the listener knows that this is what you are doing. Blank time on commentary to band directors and instructors is very negative. Take time and practice for the best results. (There are thousands of band recordings on YouTube you can use to refine your skills sets).

What should an adjudicator offer in their commentary?

- Comments should emphasize those parts of the program that are important to the scoring process.
- Comments should be specific identifying both strengths and weaknesses. Please make an attempt at balance commentary (not all positive and not all negative).
- Comments should assist the band director or instructor in improving the program or performance through the discipline of the caption and focused through the Points of Comparison (POC).
- Comments need to reflect an educational approach that rewards achievement. Please remember your listening audience (band directors, instructors, parents, students, principals, administration etc.).
- Comments should offer an equal observation both to **what** is unfolding on the field as well as **how** the performers are achieving.

POST-EVENT CRITIQUE

A post-event meeting is held between adjudicators and the director and staff of each ensemble, in order to discuss the ensemble’s individual performance at a particular event. These meetings will last for 12 minutes with a 4-minute rotation at three stations (Music, Visual, Effect).

Each ensemble’s staff will be provided time to meet with adjudicators at the conclusion of all events (excluding designated regional and championship contests). In most cases, the order of critique is based on performance order. Critique is open to ALL ensembles, regardless of

classification. Special arrangements may be made for ensembles that have traveled extensive distances, and can be communicated to the event staff team upon arrival on the day of the event.

The Chief Adjudicator, in coordination with the Event/Assistant Coordinator, is the only person authorized to make a change from the traditional layout of a USBands critique. This should only occur after a phone call has been made to USBands leadership and should only occur if an extenuating circumstance arises.

Note: Critique is a valuable service we provide as adjudicators. Please take full advantage of the time allotted to listen, to serve, and to assist our colleagues as they develop their programs with our support.

What is the purpose for critique?

- To provide a discussion venue where band directors, instructors and adjudicators can grow from the exchange of information.
- To allow band directors and instructors to gain clarification on any questionable are of the commentary.
- To discuss the scoring application offering insights into what drove that number.
- To allow the ensemble to best prepare for the remainder of their competitive season.

How can an adjudicator best prepare for critique?

- Take notes during and following each performance.
- Identify each ensembles' "neighbors."
- Find out the goal of the ensemble so your dialogue has a maximum benefit.
- Encourage band directors and instructors to take the lead in asking questions.
- Know that the band director and instructors' primary concern is scoring and ranking and be accountable for your decisions.
- Be relaxed and "in control" of your fatigue, emotions and frustrations when you engage in this dialog.
- Speak in a calm tone of voice and listen to answers.

Please remember the power of empathy for all involved and that you represent the USBands brand at this event. Your primary purpose at critique is to be of SERVICE.

COMMUNICATION

BANDDATA

This software is how we assign and connect to all factors within USBands. You need to be fully integrated in the system in order to receive assignments and pertinent information. W9 forms are available on this site as well. Please check and make sure all your contact information is updated.

Please contact our Adjudication Coordinator, Eric Kitchenman (kitch@usbands.org) if you have questions or problems accessing your BandData profile.

If you have *multiple profiles* in the online database, it may create confusion with our communications to you. Please log in to your account to make sure that all of your information is up to date prior to the start of the season. If you need assistance in verifying your information, please contact the office as soon as possible.

BAND APP

In order to stay in communication leading up to and day of event, USBands has partnered with BAND to provide the sharing of communication and information all in one place. Please make sure to download to application to your mobile device and join the Adjudicator BAND page. This page will be used to share information and keep you informed of all updates.

EXPECTATIONS OF ADJUDICATORS

AFFILIATIONS

Please ensure that you are not assigned to any USBands events which include band programs you work with, or have recently worked with (2 years). It is the responsibility of the adjudicator to notify the office immediately if this occurs, as it compromises the integrity of USBands. We encourage you to inform USBands if you have any relatives/ family members that either march or instruct units within the USBANDS organization to be listed as conflicts.

CREDENTIALS

USBands will issue a laminated “Adjudicator” credential for the 2018 Fall Marching season. Please keep it with you throughout the season. Additional details about the timeline and method of credential distribution will be communicated in August and September.

ATTIRE

Adjudicators and Event Staff should feel “over-dressed” at every USBands event. It is important to represent our organization and our educational approach as professionally as possible. Our appearance is a key component to portraying USBands in a positive light.

If you are interested in obtaining USBands gear, it is searchable in the YEA! merchandise store by going to www.34store.org and typing “USBSTAFF” into the search bar.

If you don't have USBands gear, “business casual” dress is appropriate for USBands events (our color is BLUE) --- no jeans, no sneakers. Please do NOT wear old USSBA gear to USBands events.

TRAVEL PROTOCOL

In order to assist in the reliable, orderly and cost-effective procedure for adjudicators travel, we ask that you follow these guidelines. It is our aim to make your travel experience a safe and enjoyable aspect of participating with USBands. We will do our best to accommodate your needs and we ask that you do your best to apply these procedures.

FLIGHTS

1. Please make sure that all information on your BandData profile is updated; address, cell phone number and preferred airport of departure. Note that we need to know your preferred carrier as requested in the Judge Information tab.
2. If the start time to the event you are assigned is later in the day on Saturday, we may have the opportunity to fly on Saturday morning. You do understand that we do not want to risk a travel delay to impact your arrival at your assignment. The Adjudication Coordinator and Travel Agent will determine if a Saturday flight is possible.
3. Once dates are established our Travel Agent will find flights 4 to 3 weeks out from the event date. You will receive an email with a flight itinerary from our Travel Agent. If you do not receive this information we ask that you contact the Adjudication Coordinator so that steps can be taken to clarify or resolve the situation.
4. Our Travel Agent will do their best to meet your carrier preference. We ask that you understand that if there is a major difference in fare, our Travel Agent needs special authorization to issue your carrier ticket. There is some leeway but there is also a limit.
5. Once you receive your itinerary, our Travel Agent must hear from you with in **24 HOURS** of the time the itinerary is sent. Please cooperate with this very important step. The space for the ticket is held only for 24 hours. If the ticket timeline is not met our travel agent will need to re-issue another itinerary and the price of the ticket will likely go higher.
6. We ask that you review all the detail of the ticket; dates, times, airports, proper name spelling. Once you are sure all the information is correct, please contact our Travel Agent and **CONFIRM** the itinerary. This is the **24 HOURS** time line in step 4. After this confirmation to our Travel Agent, your ticket will be issued.
7. Upon receiving the ticketed flight, we ask your review again all the pertinent information so there is no miss-step. If something is incorrect, contact our Travel Agent immediately. Again, there is only a 24-hour period in which to fix any issues. After these last 24 hours, the ticket is issued and payment is made by USBands.

ROOMS

1. Flights – you will receive a room for the duration of your stay.
2. If you are driving, we will assume you will NOT need a room unless there are extenuating circumstances; either the length of day (many hours working) or distance traveling or a combination of the two. Your safety is our priority. Please confer with the Adjudication Coordinator if you have any questions or concerns.
3. Please be aware that last minute room reservations (replacement assignment, Friday of travel) may need to be billed to you because of logistics. We will do our best to avoid this scenario, but due to the fact our office staff travels to events on Friday as well and it may cause complications. Rest assured you will be reimbursed quickly.
4. You will need to use your credit card to place a hold against incidentals. This is a common procedure and cannot be avoided.

CAR RENTALS

1. USBands is interested in the safety of your travel. If you find that you would like to rent a vehicle to defer the cost impact of a flight, you will need to contact the Adjudication Coordinator.
2. In general, it is USBands' policy to avoid car rentals if possible.

MILEAGE FOR TRAVEL

Mileage reimbursement is available for adjudicators that travel more than 200 miles round trip (per event). A travel reimbursement form will be made available and sent to adjudicators before the end of September and must be submitted back by November 30 to receive reimbursement. Adjudicators that request reimbursement for travel must be approved by the Adjudication Coordinator and Director of USBands. Please make sure to only send form only once at the completion of your assignments. Toll Charges must be accompanied by toll receipts or they may not be reimbursed.

Mileage reimbursement can also be made as a donation to the USBands Scholarship Program, please contact the Adjudication Coordinator or Director of USBands for more information.

ADJUDICATOR PAY

1. Base Pay for traditional USBands events is \$250 for the 2018 Fall season.
 - a. This includes adjudicating the host band (a service from USBands) and 10 additional ensembles.
 - b. Beginning with the 11th ensemble (not including host), \$11 will be added to your adjudicator pay for each additional ensemble.
 - c. Unless otherwise indicated, in writing, adjudicator pay will “cap” at \$375 for a particular event.
 - d. As Prelims/Finals events are unique, adjudicators working both halves will receive 50% extra ensemble pay for the Finals portion of the event (\$6 instead of \$11 for an ensemble’s second performance). There may also be additional pay for special events and jobs that require special travel.
2. Generally, checks will be mailed the Friday following a performance weekend. For example: ***(this is tentative – NOT official)***

For events that occur in Week 1 – Mailing will occur on 09/14/2018

For events that occur in Week 2 – Mailing will occur on 09/21/2018

For events that occur in Week 3 – Mailing will occur on 09/28/2018

For events that occur in Week 4 – Mailing will occur on 10/05/2018

For events that occur in Week 5 – Mailing will occur on 10/12/2018

For events that occur in Week 6 – Mailing will occur on 10/19/2018

For events that occur in Week 7 – Mailing will occur on 10/26/2018

For events that occur in Week 8 – Mailing will occur on 11/02/2018

For events that occur in Week 9 – Mailing will occur on 11/9/2018

For events that occur in Week 10 – Mailing will occur on 11/16/2018

***Checks will only be sent to Adjudicators with valid W9 forms, and will be sent to the address on W9 forms (NOT a BandData address). Please make sure your W9 is submitted and accurate at all times. Please submit W9 forms via BandData or direct to our Finance Department, (directdeposit@yea.org).**

ADJUDICATOR CHECKLIST

- Study the sheets. Know your caption, know your expectations, BE the example.
- Respond to the BANDS app as a final step for communication leading to the event and at the event.
- Leave extra travel time and arrive early. Do not be late to the event. Contact Event Coordinator and Chief Adjudicator (Phone contact is on the Event Sheet)
- Dress Professionally and Appropriately (Prepare for the weather at the start AND the finish).
- Pack the appropriate stationary: pencil, pen, clipboard, extra folder, tablet, power backup, notebook, sliding scale table, sheets etc....
- The Host will usually (but not always) provide refreshments, but it is always a good idea to have water/snacks, just in case.
- Be present for the adjudicators' meeting, to be held exactly one hour prior to the start.
- Make sure you're in place and ready to go with a test recording at least 15 minutes prior to the start.
- Give an appropriate introduction (your name, your caption, name of ensemble) and a concise and meaningful recap when finished.
- Rank and Rate. Make decisions. No bottom line ties.
- Verify your numbers with undivided attention (totes). Use Competition Suite to record your numbers, but you may adjust and refine after each class. If there is a question or issue, Competition Suite numbers are prioritized over your tote, please be careful. Correct scoring means everything to our integrity. Contact the Chief Adjudicator if you have any issues with number input or management.
- Be present in critique. Please be present to the end, and provide the same energy from the first performance to the last critique. Being an adjudicator is not an easy responsibility, you are respected as the expert from start to finish.
- ENJOY! We get to serve hundreds of young people in their pursuit of excellence and performance. Appreciate the opportunity we have to contribute to this magnificent community!

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