

F A L L



USBANDS

FALL 2019
ADJUDICATOR GUIDE

*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 you to know how deeply appreciated you are in the service to thousands of performers and educators this fall season. Without you there would be no USBands. Without you these performers would not receive the quality input that is expected at our events. You make the event and you do so at times under difficult conditions. Your sacrifice does not go unnoticed friends – THANK YOU!

This is my second year as the coordinator for adjudicators at USBands. I have learned quite a bit from the folks we serve and from you my colleagues. I humbly take this task on with only the simplest of qualifiers, and that is to serve our extended community. Service is the cornerstone of USBands and I believe in leading by example.

In 2018 we introduced e-Adjudicate ULearn Level 100 to much accolade. USBands finally has an educational component to aid in your skill sets as an adjudicator. We also added a Criteria Reference system to assist you, the performers and staff members to better understand the origins of their number assessment. We brought an emphasis to the Points of Comparison on the front of the sheet. All these steps were greatly appreciated by the USBands community on a whole.

We continue to evolve and 2019 will be a big step forward for all of us involved in USBands. You will be offered the next step from e-Adjudicate, ULearn Level 200 home study. This level is focused on number management and quality commentary. You will also see an adjustment on how numbers are applied in the system. In 2019, all will be using two 10 point captions. This is meant to not only aid in an easier application by all but also to assist in box management through the season.

In addition in 2019 you will see improvements in what you are compensated and how you are compensated. You will also no longer be sharing rooms when you travel to a USBands event. We are evolving!

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 Xcape Dance Company under the banner of 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 600 ensembles participating in fall events across 13 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 Indoor Color Guard and Percussion circuit in the winter. 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, every number and 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.

COMMUNICATION

Primary Contact in the USBands office is Eric Kitchenman, Adjudication Coordinator, 484-387-1137, Ekitchenman@yea.org

BANDDATA

BandData software is used by USBands to connect with all involved at a USBands events. The adjudicator needs to be fully integrated in the system in order to receive information about assignments and important details about the event. It is of the utmost importance that you check and make sure all your contact information is updated. Connections for adjudicators is

<https://yea.org/programs/usbands/fall/fall-adjudicators>

Adjudicators are responsible to provide and update information as it related to their independent contractor assignments through USBands.

1. Availability
 - a. Dates are check-able (click save if making changes before assignments are distributed)
 - b. Judges may change availability, however; once the season begins it MUST accompany email to ekitchenman@yea.org
2. Other assignment requirements (When adding information be sure to click "Save" at page bottom)
 - a. Captions in order of preference
 - b. Special needs
 - c. Comments
3. Biography
 - a. Education
 - b. Marching Experience
 - c. Adjudication Experience
4. References
5. Affiliations

Finally, 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.

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

BAND APP

Download the Join Band app to your mobile phone.



In order to stay in communication leading up to and during the event, USBands has partnered with BAND App to provide the sharing of communication and information all in one place. Please make sure to download this 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.

You may chat with the USBands Event coordinator before and during the show. Adjudicators will receive recaps through the band app after scores a published in Competition Suite at the conclusion of the event.

CREDENTIALS

USBands will issue a laminated "Adjudicator" credential for the 2019 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. Credentials assist event management to recognize entry to environments such as: gate, elevators, press box, food lines, etc.

ATTIRE

Adjudicators and Event Staff should feel "overdressed" at every USBands event (Business casual). 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. (Those music adjudicators working the field may wear sneakers as appropriate).

At Texas events you may wear shorts under heat conditions.

AFFILIATIONS

USBands is a national organization that places adjudicators in their contracted event locations in many areas of the country. It is the responsibility of the adjudicator to note their affiliations in BandData to be available for consultation by the assignment team.

- Affiliation Level 1 Performers in high school bands or outside ensembles may not adjudicate.
- Designers, arrangers, administrators, instructors of competitive ensembles may not evaluate ensembles competing at their level.
- Adjudicators may not evaluate ensembles that have relatives/family members marching or instructing.
- In an unusual circumstance, at the direction of the Chief Adjudicator in consultation with the Event Coordinator, who will attempt contact with USBands official an Adjudicator may be used with this affiliation.
- Affiliation Level 2 Consultations Any adjudicator working for USBands will not consult competitive units directly or indirectly, paid or unpaid (by phone or social media).
- When a band is consulted, and it is known, the adjudicator will forfeit evaluative assignments for the remainder of the season, and will not judge with that level band regionally, or if that ensemble will attend a Regional or National Championship for two years.
- ** PLEASE NOTE: USBands provides professional consultation through the E-Adjudicate USBands CRITIQUE.

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 within 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 details 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 personal 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

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.

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 to the office 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

Base Pay for USBands events is \$250 for the 2019 Fall season.

- a. This includes adjudicating the first ten bands in an event, including the host band.
- b. Beginning with the 11th ensemble, \$10 will be added to your adjudicator pay for each additional ensemble.
- c. Unless otherwise indicated, in writing, adjudicator pay will "cap" at \$500 for a particular event.
- d. As Prelims/Finals events are unique, adjudicators working both halves will receive \$10 per ensemble's second performance.

Level 100 Pay rate. If a USBands adjudicator has completed ULearn Level 100, an additional \$50 will be added to the base pay - \$300

Level 200 Pay rate. If a USBands adjudicator has completed ULearn Level 200, an additional \$50 will be added to the base pay - \$350

Credentialed Pay rate. If an adjudicator is a current credentialed DCI, WGI or BOA adjudicator, they will be compensated \$350 base pay.

COMPENSATION THROUGH ZENEFITS

Youth Education in the Arts has utilized the Zenefits Online HR Platform since 2016, and began using the platform for payroll in 2018. We are excited to extend this platform to our USBands Contractors to enable direct deposit in a timely manner. Every Wednesday morning the USBands team will reconcile finances from the previous weekend and at that time submit all outgoing payments for the previous weekend. Compensation will be in your account by Friday.

How does Zenefits protect your data? Zenefits encrypts your data – from login to logout – using the highest encryption standards available, including 256-bit SSL encryption. That's the same technology banks use to keep your account information safe. Your data is transferred with high-grade TLS and multi-layered encryption at rest with AES-128 — the industry-standard for commercial applications. Encryption keys are stored separately from the data, and it's all hosted in an off-site, secure cloud infrastructure. Server hosting locations are physically secured, staffed 24 hours a day, 7 days a week, 365 days a year by trained security guards who've undergone a thorough auditing process. Access to sensitive data requires two-factor authentication and is restricted only to authorized personnel performing specific tasks. The Zenefits site and API are subjected to independent, ongoing penetration testing, security scans, threat detection and grey box assessment by well-respected cyber security firms including Synack, IncludeSecurity, and Qualys. A real-time audit log is kept of all data access and changes made by administrators, customers, employees and our automated system.

You will receive an email invitation from our HR Partner, Zenefits to onboard for pay. Please follow these steps carefully:

1. [Click on the invitation link received in the email.](#)
2. Register with Zenefits with your email address and select a password that you will remember. Write down your password and keep it in a secure place. Note that registering with Zenefits will not subject your email account to any spam emails.
3. Read, accept and electronically sign the offer letter/contract.
4. Read, accept and electronically sign the additional policy documents.
5. Add and verify your personal information by filling-in all of the required boxes.
6. Provide your taxpayer identification number (social security number) which will fill-out a W-9 form.
7. Once completed with the steps above, log-out of Zenefits. This is an important step that is missed, please take a moment to log out and then back in to complete the process, it is in place for security reasons.

8. Log back into Zenefits and click on Personal Information on the left menu bar.
9. Choose "Banks and Paychecks"
10. Under "Bank Accounts" add your account type, bank routing number, and bank account number. Our goal is to have all USBands Contractors receive pay through direct deposit (all YEA! Staff and all Cadets Staff use direct deposit). It is a faster and more efficient way for us to process your pay, and it reduces the time it takes to receive your pay.
11. Under "Paychecks" select Direct Deposit as your payment method and verify that your distribution account is properly selected.
12. Save and Exit.

Throughout the season, you can log-in to Zenefits to see your pay history. If any of your information changes (perhaps you moved), you can update your information in Zenefits.

At the end of the season, you will be terminated as a Contractor in Zenefits. If you are selected again for a future season, your account and information will be reactivated in Zenefits as long as the new invitation is sent using the email address you used when you registered with Zenefits.

In January, your 1099 will be available for download through your Zenefits account.

Should you choose not to use Zenefits and rather receive a check, please allow at least 2 weeks to allow processing and mail time.

USBANDS CLASSIFICATION SYSTEM

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		Texas (For all groups participating in Texas events)	
Group I	1 - 38	Group I	1 - 45
Group II	39 - 53	Group II	46 - 80
Group III	54 - 70	Group III	81 - 115
Group IV	71 - 95	Group IV	116 - 160
Group V	96 - 130	Group V	161 - 200
Group VI	131+	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

USBands provides three 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 100 points assigned to the "top box" and 100 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.

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 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

Individual Music
Ensemble Music
Visual
Overall Effect

Gold Showcase

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

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 utilized. 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 State or Regional event.

PREMIUM EVENTS – National Championships

National Championships events USBands will provide a modified double panel of twelve 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.

- *Music Individual 1 (field) *Visual 1 (box) *Percussion (box)
- *Music Individual 2 (field) *Visual 2 (box) *Color Guard (box)
- *Music Ensemble 1 *Overall Effect-Visual 1 *Overall Effect-Visual 2
- *Music Ensemble 2 *Overall Effect-Music 1 *Overall Effect-Music 2

HOW DO THE NUMBERS WORK?

The USBands adjudication system places more emphasis on performance and music, rather than design and visual components, especially in the A (introductory/beginner) 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 in accordance to USBands philosophy of supporting musicians and music educators.

In 2019 ALL sub captions will have a potential of 100 points (tenths). This system wide application will deeply assist in the consistency of number management and the opportunity for all in our community to speak from the same understanding regarding number application.

This adjustment comes from two years of exploration and acquiring insight from band directors (survey and antidotally) and the best consultants in our activity. In this new application of 100 in all sub captions, a tenth will be a tenth and the Criteria Reference system and box ranges will remain the same through the season. This means there will be no sliding scale in 2019.

We understand the progression of the season and a need for reward as the season moves on. There remain two qualifiers involved that must be considered: contest dynamics and positive performance progression. The Adjudication Coordinator and Chief Adjudicators will be disseminating information to the adjudication community about these factors. With this new number system, management becomes much more achievable from contest to contest and weekend to weekend.

USBands uses a 5-Box criteria system on all adjudication sheets. 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 on a four adjudicator panel with a multiplier of 1.25. A five adjudicator panel does not use a multiplier.

4 PERSON PANEL

	MAXIMUM POSSIBLE	EXAMPLE
	<small>Sub-Caption + Sub-Caption = Sub-Total X Multiplier</small>	<small>Sub-Caption + Sub-Caption = Sub-Total X Multiplier = Total</small>
Music Individual	$(10.0) + (10.0) = 20.00 \times 1.25$	$(7.0) + (6.8) = 13.8 \times 1.25 = 17.25$
Music Ensemble	$(10.0) + (10.0) = 20.00 \times 1.25$	$(7.4) + (7.0) = 14.4 \times 1.25 = 18$
Visual	$(10.0) + (10.0) = 20.00 \times 1.25$	$(7.3) + (7.2) = 14.5 \times 1.25 = 18.125$
Overall Effect	$(10.0) + (10.0) = 20.00 \times 1.25$	$(7.8) + (7.8) = 15.6 \times 1.25 = 19.5$
Total Score	100.00	72.875

5 PERSON PANEL

	MAXIMUM POSSIBLE	EXAMPLE
	<small>Sub-Caption + Sub-Caption = Total</small>	<small>Sub-Caption + Sub-Caption = Total</small>
Music Individual	$(10.0) + (10.0) = 20.00$	$(7.0) + (6.8) = 13.8$
Music Ensemble	$(10.0) + (10.0) = 20.00$	$(7.4) + (7.0) = 14.4$
Visual	$(10.0) + (10.0) = 20.00$	$(7.3) + (7.2) = 14.5$
Overall Effect Music	$(10.0) + (10.0) = 20.00$	$(7.8) + (7.8) = 15.6$
Overall Effect Visual	$(10.0) + (10.0) = 20.00$	$(7.6) + (7.4) = 15.0$
Total Score	100.00	73.3

CRITERIA REFERENCE SYSTEM

In 2019 USBands is implementing a new reference system to aid adjudicators, band directors, staff and students in understanding how a number is generated and how its progress obtained.

Box 1	BOX 2			BOX 3			BOX 4			BOX 5		
Never	RARELY			SOMETIMES			FREQUENTLY			CONSISTENTLY		
0-49	50-54	55-59	60-64	65-69	70-74	75-79	80-82	83-85	86-89	90-93	94-97	98-100
	Some/ Some	Most/ Most	All/ All									

EACH BOX WILL BE SPLIT INTO THIRDS

Entry level – some of the criteria some of the time (some/some)

Middle of the box – most of the criteria most of the time (most/most)

Top of the box – all of the criteria all of the time (all/all) *and aspects of the next box

NUMBERS MANAGEMENT

The process by which an adjudicator manages his/her numbers is a very important facet of adjudication.

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

VERY IMPORTANT NOTE — THESE SPREAD GUIDELINES ARE ONLY INTENDED TO BE USED AS A GUIDE! SHOW DYNAMICS MAY DICTATE A NECESSARY ADJUSTMENT TO THESE SPREADS.

Spread Guidelines

SCALE	Very Close	Slight Advantage	Advantage	Decision
100-point scale	1	2	3	4+
200-Total	1-2	3-4	5-6	7+

Very Close: 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).

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.

ADJUDICATING A CLASS

USBands philosophy and emphasis is on training and developing skill sets for A Class ensembles. To that end there will be a factoring applied to the numbers used for A Class – universally across all captions. Every adjudicator in every caption will be applying 100 tenths per sub-caption. Our entire community will be applying the same numbers to the Criteria Reference system (5 boxes). However for or A Class a factoring will be applied in Competition Suite, referred to as “70/130” to reinforce the stated philosophy. In application it means 70 over 100 points are used for content and programing, and 130 over 100 points are used for training and excellence. This maintains the intended emphasis on beginning to intermediate skill sets in design, performance and training.

On all A Class sheets and in all USBands training this is the directive (protocol since 2017):

“Adjudicators are to consider the program content and performer’s excellence both as its own entity and as it relates to the overall design. Emphasis is placed on the achievement of technique and excellence by the performers through appropriate design choices as they relate to the maturity and skill sets of the performers.”

Of special note is that band directors will see this application in recap summaries. They will see the two sub-captions applied by the adjudicator at 100 points each BUT the total will not add up because it will have been factored through the 70/130 process.

ADJUDICATOR TRAINING

USBANDS ULEARN LEVEL 100

In 2018 USBands had arranged with e-Adjudicate to offer specific online adjudication training. It is requested that all participating adjudicators to take this course in 2019 prior to your assignment. ULearn Level 100 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

USBANDS ULEARN LEVEL 200

In 2019 USBands ULearn will be adding the next step forward with Level 200. This course will focus on commentary and number management. ULearn Level 200 will take about 12 to 14 hours at your leisure and you can stop and start as many times as you like

We are excited about the opportunity that this course will bring. More details will be coming in the near future about Level 200.

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. For Level 100 Choose check out, enter coupon code (Level 100 is offered free to USBands Adjudicators while open slots remain, please email kitch@yea.org for code)
6. For Level 200 there will be a discounted fee charged.
7. 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 2019, 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.

Please contact the USBands Education Manager, Judy Ulchinsky. She will assist in all aspects of education for adjudicators in USBands.

julchinsky@yea.org

RECORDING DEVICES

USBands will not supply a recording device. Every adjudicator will need to acquire their own adjudication device. These can be tablets, iPads or smartphones. 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).

USBands will supply a tablet if requested by the adjudicator and this will be prorated against the stipend at the first event assigned of the season. The current cost of a tablet (lowest) that will accommodate Competition Suite is \$98.

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 (or other event staff member if tabulator is remote) to 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 upload to 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). 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 the 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.

ADJUDICATOR CHECKLIST

- Study the sheets. Know your caption, memorize the Points of Comparisons (POC), know your expectations, be the expert, 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, and especially the sheets DOWNLOAD from our Adjudication page on our YEA.org website.
 - 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. Do you sound check from your position of adjudication (on the field or in the box).
 - Give an appropriate introduction (your name, your caption, name of ensemble) and a concise and meaningful recap when finished.
 - Rank and Rate. Make decisions. Avoid sub-caption ties and NEVER have a bottom line tie.
 - 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. The CA is present to assist you.
- 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 thousands of young people in their pursuit of excellence and performance. Appreciate the opportunity we have to contribute to this magnificent community!



USBANDS

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