



**BRITISH ASSOCIATION OF BARBERSHOP
SINGERS**

GUILD OF JUDGES HANDBOOK

VERSION 7.8

October 2017



***“They won’t care how much you know
Until they know how much you care.”***

AMENDMENT HISTORY

Version 7.1	Changes to recruitment and training sections, plus correction of minor errors
Version 7.2	Establishment of ten included in 6.7
Version 7.3	Removal of Contest manager description; CD term extended to three years Full definition of contest management process
Version 7.4	Correction of some minor errors. Inclusion of revised Expenses policy Appendix 3. Removal of Appendix 4 relating to International Contests.
Version 7.5	Introduction of a Safeguarding Policy. Restructure of the Guild Committee.
Version 7.6	Introduction of level setting pre-contest. Description of variance system.
Version 7.7	Updates to Conferencing description Updates to Variance description. Addition on guidance on social media.
Version 7.8	Updates to training programme for new judges Various minor changes to wording.

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SECTION I : CODE OF CONDUCT

General Guidance

- 1.1 Whilst acting as a judge/coach or representing the Guild in any other way, you should behave in a manner which will bring, or be seen to bring, credit to the Guild.
- 1.2 Do not coach or make evaluative comments to contestants within 30 days of a contest in which you are to judge. If, as a result, you are placed in a difficult position, you should alert your Category Director to this conflict as soon as possible. The Category Director will then decide how to proceed.
- 1.3 Although opportunities to undertake private shadow judging at non-BABS contests are to be encouraged, members are reminded that the Guild does not support their approaching other judging bodies with a view to gaining favoured positions in the auditorium. This is particularly so in North America, where provision for their own shadow panels may be extremely limited. Any invitation to the Guild from the Barbershop Harmony Society to sit on shadow panels at International will be handled through the Chairman.
- 1.4 Certified judges may be requested to serve on panels in chorus contests in which they may have previously chosen to compete.

Guidance for Contest Duties

- 1.5 The conduct of contests is set out in the BABS Contest Rules which are updated from time to time. Judges should be conversant with both the Contest Rules and Category Descriptions well enough to quote from them or know where to refer to within them, in respect of any queries that may arise. Copies of the latest rules can be obtained from the Guild web-site, and a copy will be available from Contest Administration at contests for reference.
- 1.6 Score the "Total Presentation" based on your lifetime experience; include all that you see and hear from the holistic viewpoint. Do not allow your score to be influenced by the reputation of the contestants or the reaction of the audience. Score at a consistent level, irrespective of the status of the contest.
- 1.7 Other than for the purposes of providing advice to contestants, do not comment on a contest performance to anyone unconnected with the 'panel of the day'. During breaks in a contest, neither the judges nor shadow judges should discuss individual performances with anyone except official panel members. It is acceptable after mike warming performances to establish a level setting score with other members of the official panel and with shadow judges.
- 1.8 Judges shall be smartly dressed while carrying out official duties. Clothing should not distract either the contestants or audience. The Chairman of the Panel may waive this conduct rule in the event of a judge mike-warming the contest and then taking his place on the official panel.
- 1.9 Situations have arisen in the Society where judges gave a contestant a standing ovation. BABS Category Directors feel this is not good judging etiquette. Judges customarily may offer moderate applause to welcome and thank the competitor, and are of course entitled to enjoy the performance, which may cause involuntary laughter, etc. Other than that, judges should not grossly indicate approval or disapproval, so as not to influence fellow judges or indicate a preference in public.
- 1.10 A formal level setting session will be held before every BABS contest. It is mandatory for all panel judges to take part. Material chosen for use will reflect the broad spectrum of performances expected in the contest. A minimum of 45 minutes will be allowed for level setting prior to the contest start. Shadow judges may also take part, subject to any limits on space in the available rooms.

Variances

- 1.11 From May 2015, the Guild adopted a formal Variance system, following the guidelines of the BHS. The statistical method of calculating a variance is given in Appendix 8. The Variance system will be used for all contests unless its use would cause inconvenience to the contestants or be detrimental to the contest timing.
- 1.12 in addition, any category variance of 10 or more marks will be flagged up for discussion by the panel judges. These are commonly known as Asterisk variances.
- 1.13 Before the start of every contest, each Category Director will nominate to Contest Administration one judge to be the leader in handling any variances. The three leaders, in conjunction with the Chairman of Judge, will decide where any discussions about variances should be held. Ideally, these will be in private but in many venues, time and space will not allow this to happen.
- 1.14 Where the Scores program determines a variance to exist, the Chairman of Judges will bring this to the attention of the nominated leader in the category involved, This will take place at the earliest convenient time. Then, at the next break, the category members on the panel must discuss and agree any action before leaving the judging table. The Chairman of Judges is responsible for overseeing this process. The discussion needs to be brief and to concentrate on any issues identified with the performance. The discussion may consider general scoring levels but it should not agree a correct score for the song.
- 1.15 Discussion on the variance is not limited to the one song which created the variance. Both songs may be discussed and any judge may adjust the score on either song.
- 1.16 Any judge in the category may make a score adjustment, as well as the judge identified with the variance. Judges should be aware that the process is designed to give the contestant the right score for the performance, not simply to eliminate any variances.
- 1.17 An individual judge is not required to make a score adjustment if he feels the original score is justified, i.e. the panel is not under any obligation to remove a variance.
- 1.18 If one or more judges make a score change, this will be communicated to the Chairman of Judges and entered into the Scores program. No further variance report will be run and there will then be no further changes to the scores.

Evaluations

- 1.19 The writing of chorus evaluations will be shared between individual panel members at Convention. The judges will collate the category views from their colleagues' score sheets and write them to the Guild web-site by the end of two weeks following the contest. The score sheets should then be returned to the originators. Quartet evaluations will also be written to the Guild web-site and, when complete, e-mailed to the quartet correspondent.
- 1.20 Chorus visits should not be arranged until at least 3 weeks after the end of Convention.
- 1.21 Judges must recognise the importance of evaluations, particularly to disappointed contestants. Arrive on time and be fully prepared. Be discreet and tactful in your comments, remembering that you are representing all three scoring categories, but ensure your messages are clear. The use of bad language, however inadvertent is not appropriate and can cause offence. The drinking of alcohol during evaluation sessions is not permitted. Evaluations are part of the official duties of the judge and the judge should therefore have completed them before consuming alcohol.

Score Reductions

- 1.22 When evaluating a song, the judge will take account of the performance he has seen. He may then reduce the score if it is perceived that the contestant has not conformed to the barbershop style, as defined in the Contest Rules and Category Descriptions. While this arrives at the correct score, it will then be transparent to the contestant that there is an element of the song which needs to be reviewed in the future.

- 1.23 Judges should therefore make an explicit note on the scoring form of the initial score, the reduction applied and the reason for that reduction. This information will then be available to the contestant on the detailed score sheet received after the contest, although only the net score will appear on the published scoring summary available to the public.

Conferencing

- 1.24 It is a long established principle that each judge is solely responsible for his or her scores. However, situations can occur in a contest where sharing views with fellow judges will lead to the contestant receiving the correct score. This has not been permitted in the past but in line with the thinking of the Barbershop Harmony Society, a conference may now be called by any Music or Performance judge who wishes to discuss a possible infringement with other members of the same category. Judges only need to consider calling for a conference if the score reduction being considered is 5 points or more.
- 1.25 Although Singing judges do not impose specific penalties, in the very rare situation where an unusual situation arises, a Singing judge may request a conference. This is likely to be where a circumstance arises which appears to be unique or highly unusual.
- 1.26 If a judge wishes to discuss a performance with their fellow judges in the same category, he/she needs to alert the panel Chairman immediately at the end of that performance. With the agreement of the Chairman, the judges may then discuss in general terms the performance. This discussion will take place in the contest administration area or any other convenient location where the discussion cannot be heard by other members of the panel. **While the conference is taking place, the score summaries of the other judges will not be collected until the conference is concluded.**
- 1.27 The discussion which takes place will be restricted to a general exchange of views on the performance and whether it might attract a minor, moderate or severe penalty. **Individual scores must not be discussed.** The panel Chairman or another member of the Contest Administration team should independently witness the discussion.
- 1.28 It is expected that conferencing will be a rare occurrence and all judges should be aware of the need to keep the contest running smoothly and not to call unnecessary or protracted conferences.

Shadow Judging

- 1.29 In order to supply the number of qualifying scores required for certification and re-certification, all judges are encouraged to shadow judge contests where they are not on the official panel.
- 1.30 Any judge wishing to shadow judge a contest must notify their intention to the Contest Administration category at least 14 days prior to the contest, so suitable arrangements can be made. This will equally apply to members of other organisation wishing to shadow judge.
- 1.31 All shadow judges will be expected to attend the contest briefing. This requirement may be waived for long contests, particularly if the judges are also competing. Shadow judges will be expected to ensure that they are seated in a similar order to the official panel (MUS/PER/SNG) not in category groups. All shadow judges **must** hand in their score summary at the end of the contest for evaluation. Shadow judges will have access to the judges' area back stage. See also *Appendix 7 Shadow Judging Protocols*.
- 1.32 Shadow judges should take part in scores' discussions during the contest, other than for the mic warmers. Shadow judges are **not** allowed to take part in any conference called by the official panel during the contest.
- 1.33 In some venues, it may not be possible to provide official shadow judge places to everyone requesting them. In these circumstances, shadow judging may take place from the auditorium seats, but the shadow judges will then not be permitted to use the back stage facilities. Scores must still be submitted at the contest conclusion.

Safeguarding Policy

- 1.34 As a registered charity, BABS is required to have a robust policy for the protection of young people and vulnerable adults. This is also a condition of the insurance policy held by BABS on behalf of member clubs
- 1.35 Every club is required to sign up to this policy annually and make it available to its members. All judges are strongly advised to read this policy, which is available on the BABS web site.
- 1.36 In addition to young people and vulnerable adults, judges may find themselves working with people not covered by this policy but where there could be accusations of improper conduct. To avoid this, all judges are required to follow these guidelines:
- Treat everyone with respect, regardless of age, sex or vulnerability
 - Be aware that gestures and words may be misunderstood or misinterpreted. Use appropriate language and gestures at all times.
 - Always use simple and appropriate language which does not contain any innuendo.
 - If working with children under the age of 18 always ensure more than one other adult is present at all times
 - Be aware that physical contact with any person, regardless of sex, may be misinterpreted
 - If working in a “one on one” situation, try to have a second person present. If this is not possible, ensure the meeting takes place in a location which is publicly accessible.
- 1.37 If any judge becomes involved in a situation where they feel uncomfortable, the judge should immediately end the session and withdraw from the situation.
- 1.38 If a judge is aware that a complaint has or will be made about inappropriate behaviour, it must immediately be reported to a member of the BABS Board and the Guild Chairman. The judge must not attempt to deal with the situation or to make any comments, verbally or in writing, even where the judge knows that no wrongdoing has taken place.

Social media

- 1.39 The rapid increase in the use of web based tools, such as Facebook and Twitter, provide rapid means of sharing information, opinions, knowledge and interests online.
- 1.40 All judges should be aware this sharing of information can also have a negative impact. If a judge posts a comment on a barbershop matter, it may be seen as stating an official Guild or BABS position, even where this is not intended. A judge contributing to a discussion should make clear that comments are personal unless directly speaking on behalf of the Guild.

SECTION 2: THE FUNCTION OF THE GUILD AND ITS ORGANISATION

Function

- 2.1 It is the function of the Guild to provide judges, who have qualified through the BABS training programme or through other formally recognised training programmes (*see para. 6.10*), for contests run under the auspices of BABS.

Organisation

- 2.2 The Guild is organised so that candidates and qualified judges (hereinafter called 'members') receive education on a regular basis. (*An organisation chart for the Guild is shown in Appendix 1.*) The Guild normally holds two seminars each year, which provide the necessary instruction and tuition. Facilities are usually provided at BABS events so that judges who are not appointed to the panel-of-the-day can shadow judge.
- 2.3 The Guild holds its Annual General Meeting during the Autumn Judging Seminar. The Standing Orders for the calling and conduct of the AGM are set out in *Appendix 5*.

Guild Committee

- 2.4 The Guild reports to the BABS Director of Music Services, through the Guild Chairman, and is considered a sub-group of the BABS administration. It is supervised by a Committee that is responsible for (a) the co-ordination of all of its functions, (b) determining general policy with respect to judging procedures and training, and (c) endorsing proposed changes to the rules. All members of the Committee must be members of the Guild (*see Section 5*).
- 2.5 The Committee comprises the Chairman, Vice-Chairman, Education Manager, and four Category Directors. The Immediate Past Chairman is an ex-officio member of the Committee for one year.
- 2.6 No member of the Committee shall have more than one vote in any ballot, even where the member holds more than one official position on the Committee. However, the Chairman or his designated deputy shall have a second casting vote on any tied ballot.

Terms of Office

- 2.7 With the exception of the Chairman, Vice-Chairman and Category Directors, members of the Guild Committee are elected at the Guild's AGM held during the Autumn Seminar. They serve for one year and can be re-elected. Those elected come into office on the following 1st January.
- 2.8 The Chairman is elected for a term of two years. This usually follows his having served for two years as Vice-Chairman. Although the subsequent appointment to Chairman requires ratification by the Guild at its annual general meeting, by accepting the position the candidate indicates a willingness to serve as Chairman. The Vice-Chairman is elected for a term of two years and is an ex-officio non-voting member of the Category Directors' Sub-Committee. Chairman and Vice Chairman take office on 1st January following election.
- 2.9 A Category Director is appointed by the Guild Chairman, on the recommendation of the existing Category Director, and this appointment is ratified by the BABS Executive. A Category Director normally serves for three years, together with three years as an Assistant (*see para 4.4*). Category Directors and Assistants take over their posts immediately following the Spring Seminar.

Category Directors' Sub-Committee

- 2.10 The Category Directors' Sub-Committee consists of the four Category Directors and is responsible to the Guild Committee for the practical aspects of training candidates and member judges, and for maintaining judging standards. The Sub-Committee recommends rule changes to the Guild Committee and is the forum where judging policy and criteria are determined. The Category Directors' Sub-Committee shall review the development and progression of Candidates and members.
- 2.11 The members of the Category Directors' Sub-Committee will appoint a chairman for each meeting from those present. Minutes of the Category Directors' Sub-Committee will be copied to the Guild Chairman.

3: DUTIES OF THE MEMBERS OF THE GUILD COMMITTEE

Chairman

3.1 The Guild Chairman is elected as Vice-Chairman (Chairman-elect) directly from the body of member judges. The Chairman's term of office is, therefore, two consecutive periods of two years each. If this continuity cannot be maintained, the Chairman will be elected directly from the body of member judges. The Chairman is answerable to the BABS Executive through the Director of Music Services. His responsibilities are:

- to approve the provision of judges for BABS contests (and other contests upon invitation)
- to oversee arrangements for judging at BABS contests
- to develop a healthy judge-training programme
- to maintain high morale within the Guild
- to act as a focal point for all matters within the Guild
- to provide agendas for all meeting of the Guild Executive and to ensure an accurate record is made of all meetings
- to represent the Guild in matters of contest policy and judging which relate to other organisations
- to appoint Category Directors
- to co-ordinate the preparation of the Guild budget.
- To maintain the Guild Asset Register
- to provide written notification to successful candidates that they have been promoted to member
- to advise any member of the Guild of the consequences of any disciplinary action taken against him/her.
- to act as a focal point for all communications of relevance to the Guild as a whole
- to oversee any revision to the Contest Rules
- to be responsible for publicity relating to the Guild and its activities.

Vice Chairman

3.2 The Guild Vice-Chairman is elected from the body of member Judges. His responsibilities are:

- to become familiar with the workings of the Guild and officiate in the absence of the Chairman.

This appointment has to be approved by the Director of Music Services.

Education Manager

3.5 The responsibilities of the Education Manager are:

- to act as the initial point of contact between potential applicants and the Guild.
- to issue appropriate questionnaires to potential recruits.
- to liaise with the Category Directors on the production and maintenance of formal training programmes.
- to organise the training programme for each seminar, liaise with the Accommodation Manager on this, and publish a timetable for each event.
- to arrange mock contests at seminars and provide taped or live contestants for this purpose.
- to provide appropriate equipment for each category during seminars.
- to liaise with the Category Directors on the progress of all members.
- to co-ordinate the training records on each member of the Guild, for the purpose of recording their training and progress through the Guild.
- to liaise with the Category Directors on the progress made by applicants and their likely suitability for acceptance as members.

SECTION 4: CATEGORY DIRECTORS AND ASSISTANTS

Category Director

- 4.1 Category Directors are chosen for their knowledge and ability to provide leadership within their discipline. A Category Director shall be a member of the Guild and serves on the Category Directors' Sub-Committee and the Guild Committee. The tenure of office for a Category Director shall be three years, running from the conclusion of a recertification seminar to the next recertification seminar.
- 4.2 The responsibilities of a Category Director are:
- to provide to the Contest Manager a full complement of officials
 - to provide a training programme for members of the category
 - to develop the creative direction of the category.
- 4.3 The duties of a Category Director are:
- to advise the CA Category Director or his designated deputy in a timely manner before each contest of the judges who will represent that category
 - to provide questionnaires to the Education Manager for issue to new applicants
 - to review applications to join the category and recommend acceptance or rejection, following the process laid out in *Appendix 2*
 - to provide candidate members with a written training plan showing what they need to achieve to attain full membership and, in conjunction with the Assistant Category Director, to ensure candidates are kept informed about their progress. An outline plan can be found in *Appendix 2*
 - to advise the Guild Committee on the progress of current category members and provide nominations for promotion from candidate to full member status
 - to assess at regular intervals the evaluation skills of all members
 - to consider and nominate a successor having obtained the nominee's agreement.

Category Director's Succession

- 4.4 Taking into consideration the Category Director's nomination, the Guild Chairman shall appoint an Assistant Category Director during the second year of the Category Director's term. The Assistant will work closely with the current candidates and assist them towards certification. The Assistant will then serve for three years as Category Director and, at the end of that tenure, will resume the role of Assistant for a further eighteen months.
- 4.5 An Assistant Category Director may deputise for the Category Director at Committee meetings, subject to the prior approval of the Guild Chairman.
- 4.6 Anyone assuming the position of Assistant Category Director must be prepared to serve for six years and to assume the responsibilities of Category Director in accordance with this plan.

SECTION 5: GUILD MEMBERSHIP AND QUALIFICATIONS

Membership Requirements

- 5.1 Membership of the Guild is open to all members of BABS. In addition, non-members of BABS may be considered for admission, subject to approval by the Guild Committee. There are two active grades of membership – “Candidate”, and “Member”.
- 5.2 All members of the Guild are required to be full members of BABS, where eligible.
- 5.3 Candidates will be selected on the basis of their commitment to barbershop singing, proven ability to coach and educate, and their standing among their peers. Overseas applicants may be accepted as candidates, provided they fulfil all these requirements and confirm their willingness to judge at BABS contests, when required. See also *Section 6* for the qualifications which must be met for acceptance as a candidate judge.
- 5.4 Promotion from Candidate to Member will be on the recommendation of the Category Director and approved by the Category Directors' Sub-Committee and Guild Chairman. Certification requires the Category Director to be satisfied that the candidate has achieved satisfactory standards and will be a credit to the Guild. Promotion to Member status other than at a recertification seminar is provisional. The Member may judge BABS contests but will not be eligible to judge contests in other affiliated organisations.
- 5.5 The maintenance of member status will require attendance and satisfactory performance at the appropriate recertification seminar. A Board of Review comprising the Category Director, the Education Manager and an independent advisor (usually a BHS judge) will review each judge's performance and confirm the appointment. Members will not normally be selected to officiate at barbershop contests outside BABS, unless, and until, they have been certified by this Triennial Board of Review.
- 5.6 The Guild recognises two other grades of membership – “Inactive” and “Honorary”. The ‘inactive’ status may be conferred on BABS judges who for personal, employment or health reasons may request this status. A request for ‘inactive’ status should be made in writing to the Guild Chairman, who will consult the Category Directors' Sub-Committee for an opinion. A judge who has ‘inactive’ status shall be reviewed on an annual basis by the Guild Committee. Return to an active status within the three-year re-certification cycle shall be on the recommendation of the respective Category Director and shall require the full support of the Guild Committee. All judges relinquish their status on arrival at the Joint Category School and need to re-certify.
- 5.7 ‘Honorary’ status (temporary for that occasion) may be conferred by the Guild Chairman, on the recommendation of the appropriate Category Director, on any person considered by them to be able to discharge the judging duties for a nominated contest. Trained judges from other approved organisations (*see para. 6.10*) do not need the Chairman's prior approval to be assigned to BABS contests.

Maintenance of Certification

- 5.8 All members are required to fulfil a minimum requirement in order to remain certified. Certification will last for three years only, when members may be re-certified, subject to the requirements specified in 5.9 below.
- 5.9 Minimum requirements for maintenance of certification and for re-certification include:
- attendance at four seminars in a three year period, including the Joint Re-certification seminar;
 - panel judging or shadow judging at four contests in a three year period; (Note: Score summaries must be submitted for this to qualify)
 - satisfactory completion of training material, as required by the Category Director and Board of Review.
- 5.10 Should a judge fail to meet these requirements, either through no fault of his/her own or by choice, it will still be necessary to re-certify at the first opportunity. Other requirements may be waived or some substitution made at the discretion of the Category Director.

- 5.11 In exceptional circumstances the Chairman of the Guild and the respective Category Director may award maintenance of certification. This decision is subject to ratification by the Guild Committee.

Appeals

- 5.12 Appeals by candidates in respect of promotion, or by members in respect of re-certification, should be submitted in writing to the Education Manager. These will be discussed formally at the next meeting of the Guild Committee.

Discipline

- 5.13 When a member's activities are considered to be against the interests of the Guild, the matter will be dealt with in accordance with Guild disciplinary procedures (*see Appendix 6*).

SECTION 6: RECRUITMENT & TRAINING

Qualification for Membership

- 6.1 Application for membership of the Guild is open to any person as described in *Section 5*.
- 6.2 It is not the function of the Guild to train members to be better barbershop singers, teachers, educators or coaches. Any person applying for membership of the Guild will be required to demonstrate suitable skills in these areas. Potential applicants can, if they wish, speak informally to the PRO & Recruitment Manager, the Education Manager or another member of the Guild before submitting an application.
- 6.3 All applicants will be notified of the success or failure of their application. Where a rejection takes place the applicant will be advised of those general areas where improvement is needed for a successful application on a future occasion. Applicants who are not accepted for training are not precluded from re-applying provided they have taken active and demonstrable steps to improve all aspects of their barbershop experience.
- 6.4 All applicants will be required to confirm that they are prepared to undertake the necessary period of study and practise judging, and to confirm their availability for judging, which may include both chorus and quartet contests.

Application for Membership

- 6.5 Recruitment, training and certification normally take place within a 3-year cycle, as shown in *Appendix 2*. In normal circumstances, a new applicant will expect to take 3 years to qualify. It is not anticipated that applicants who join as candidates towards the end of the 3-year cycle will be able to qualify at the Re-certification Category School. The Category Directors will advise such candidates accordingly in the light of their demonstrated progress.
- 6.6 Applications will be made to the Education Manager, who will supply each applicant with the appropriate documentation which can also be found on the Guild website, www.babs-education.info/judges. All applicants will be required to provide details of their barbershop and other relevant musical/stage careers. They will also be asked to include 3 references, one of which must be from an existing certified member of the Guild of Judges and one from their chorus MD. They will also be contacted by the relevant Category Director to arrange a personal interview.
- 6.7 Each category has an established limit of ten members on its membership (8 for Contest Administration) and each application shall be judged against the number of vacancies in the preferred choice. Each application will also be viewed against absolute standards of expertise and the Category Director may reject all submitted applications. In exceptional circumstances, the Category Director may take in candidate numbers in excess of the Category establishment, particularly if well-qualified applicants are available. The budgetary implications of exceeding the established limit must be approved by the Director of Music Services, via the Guild Chairman.

Recruitment Programme

- 6.8 The recruitment programme will normally be based on the three year cycle shown in *Appendix 2*:
- Applications by those BABS members who are interested in joining the Guild should be made to the Education Manager.
 - The Education Manager will check the applications and, if satisfactory, send out the appropriate questionnaires to the applicants. These will be returned to the Education Manager who will pass them to the appropriate Category Director for assessment.
 - After the assessment and on the recommendation of the Category Directors' Sub Committee, the Chairman will write to the applicants to invite them to attend the next seminar. It will be at this Seminar that the applicant will be made aware of the training programme. Unsuccessful applicants will be advised where improvement is needed.

- After the applicant/s have attended their first seminar , the Category Director, if he is satisfied with their progress, will recommend to the CD's Sub Committee that they be invited to attend the next Seminar as a candidate. They should also be supplied with copies of the Judging Reference Book, Guild Handbook and the Contest Rules. They will be introduced to a mentor who is a certified judge. The mentor will assist the candidate with their training

Training and Certification Programme

6.9 The training and certification programme for candidates is set out in detail in *Appendix 2*.

OTHER RECOGNISED JUDGE TRAINING PROGRAMMES

6.10 The following organisations are, at the date of Version 7 of the Guild Handbook, considered by the Guild to operate judge training programmes recognised by, and acceptable to, BABS (see para. 5.6).

1. Ladies Association of British Barbershop Singers (**LABBS**)
2. The Barbershop Harmony Society in America (**The Society**)
3. Harmony Inc. (**HI**)

SECTION 7: FINANCE

Guild Budget

- 7.1 The BABS financial year runs from 1st January to 31st December. Halfway through each financial year, the Director of Music Services will liaise with the Guild Chairman and then prepare a budget for the Guild's predicted expenditure for the next financial year. The Director of Music Services will present the budget to the BABS Board at their Budget meeting.

General Expenses

- 7.2 All members are required to minimise costs when carrying out Guild business. Equally no member should suffer out of pocket expenses for work associated with Guild activities, within any limits agreed by the Guild Committee.
- 7.3 All members are entitled to reimbursement of travel and subsistence expenses when incurred in the pursuit of the Guild's activities. The current rates of reimbursement are shown in *Appendix 3*. Guild members travelling from overseas may only claim expenses from their point of entry to the U.K. which should be the nearest convenient point to the Guild event.
- 7.4 All members are advised to support claims for the costs of UK telephone calls, stationery, copying services and postage with broad details and receipts or other documentary evidence. A personal record of these details, which can be inspected by the BABS Director of Finance, should be maintained.

Extraordinary Expenses

- 7.5 A small provision is made for the reimbursement of necessarily incurred extraordinary expenses. This is intended to cover such matters as ad hoc visits in support of contest arrangements, international telephone calls, hosting guests on behalf of the Guild or any other extraordinary non-recurring expense.
- 7.6 It is expected that this provision will be used only very rarely. The Guild Chairman should be notified prior to such expense being incurred and he will notify the Director of Music Services of the intended action. The agreement of the Director of Music Services will be sought and required if, by invoking this provision, total costs in excess £50 are expected to be claimed in any one financial year.

Submission of claims

- 7.7 All claims must be submitted on the current version of the BABS Expense Claim Form. Copies of the latest version can be downloaded from the Guild web-site or obtained from the Guild Secretary. Claims which are not submitted within 28 days of the event will not be paid.
- 7.8 Major expense claims for costs incurred when attending contests, seminars and committee meetings and, by prior arrangement, official meetings other than these, must be submitted to either the Director of Special Events or the Director of Music Services within **TWENTY EIGHT DAYS** of the expense being incurred. A copy of any submitted claim also needs to be sent to the Guild Vice Chairman. Guidance is given on this topic from time to time. Claims submitted outside this period may be subject to delay in payment. A stamped addressed envelope must be included with any postal claim.
- 7.9 Receipts are always required in support of claims for travel (except for fuel) and accommodation.
- 7.10 Minor and incidental expenses can accumulate but they should be included with the next major claim unless it is likely that they will be delayed for a period greater than three months. Claims submitted outside this period will only be authorised if there are extenuating circumstances for the delay.
- 7.11 Where an expense claim is for mileage only (where no receipts are needed), or where the necessary receipts can be scanned and attached, or forwarded by email, the claim form may be sent electronically to the Director of Music Services for authorisation and payment.
- 7.12 To assist the BABS Director of Finance, all claim forms should be completed with the correct Department Code. A list of valid codes can be found on the Guild web site. Where an exceptional

item is being claimed, not covered by the existing codes, the BABS Director of Finance should be asked for the appropriate code to be used.

Tangible Assets

- 7.13 The Guild Committee is responsible for determining the use and safekeeping of all capital items that have been purchased with funds allocated to the Guild by the BABS Executive. A list of all such items, and any other material items of intrinsic value, will be maintained by the Guild Chairman in auditable form. This list forms the "Guild Capital Equipment Inventory".
- 7.14 Storage of all tangible assets will be in the home of one or more Guild members. A register of custodians will be maintained by the Guild Chairman as an appendix to the inventory and each custodian will be responsible for the safekeeping and transit of capital equipment to and from BABS functions.
- 7.15 Tangible assets are insured by BABS and no separate insurance cover is required by members holding any Guild asset. However, appropriate and commonsense security measures must be taken to ensure assets are not stolen or damaged in such a manner as might invalidate a subsequent insurance claim

SECTION 8: CONTEST ADMINISTRATION

- 8.1 The Contest Administration Category Director shall be responsible for organising and running all BABS contests.
- 8.2 A matrix structure will be adopted to cover all the activities needed for a successful contest. Individual members of the CA category will manage specific roles, reporting to the Category Director. In addition, a back-up member shall be appointed to each role.
- 8.3 The roles are defined in the following sections.

Category Director

- 8.4 The responsibilities of the Category Director are:
- Represent category on Guild Executive.
 - Report to the Guild Executive of the status of all contests
 - Ensure agreement with BABS Exec on schedule of closing dates for entries for each contest year.
 - Keep category members in picture on pertinent Guild decisions.
 - Manage category, ensuring adequate manning for all roles and managing recruitment and training for fresh candidates when needed..
 - Plan timetables to maximise use of category sessions at seminars
 - Ensure/lead annual review of Contest Rules at Autumn Seminar.
 - Liaise with Education Manager on his seminar requirements.
 - Lead sessions at Spring seminars to agree forward job allocations.
 - Obtain nominations for competition judging panels from scoring category directors and inform rest of CA team.
 - Allocate CA roles for contests at prelims and conventions.
 - Monitor personal profiles of category to keep abreast of training and experience requirements.
 - Act as link with LABBS CA category director on matters of mutual concern.
 - To check all contest expenses for Guild members and forward to BABS for payment. (Pre-contest briefing to judges to include expenses policy and nominal code for that event.)
 -

Contest Site Manager

- 8.5 The responsibilities of the Contest Site Manager are:
- Liaison with BABS Special Events Director and/ or the Convention Manager and their team to ensure provision of resources and facilities of an appropriate standard for contestants, MCs and judges at BABS contests, including adequate facilities for shadow judges, (and, at Prelims, for Judge for Yourself participants).
 - Co-ordinate with nominated Singing and Performance (and Music?) judges to attend pre-contest site meetings to agree physical positioning of judging panels and review acoustic arrangements.
 - To ensure that, in case of his inability to attend a pre-convention, or pre-prelims site meeting, that a deputy from the CA team is agreed with the CA Category Director.
 - Discuss potential MCs with CA team, liaise with and book preferred choices.
 - To liaise with Special Events/Convention team agreeing start/finish times for contests having regard for the number of entries, and then draw up the timetables for the contests.
 - To provide Quartet and Chorus Contest Managers with detailed timetables for the contests and also stage plans showing risers, entrances and exits, and MC position, for them to distribute to their contestants.
 - To provide Quartet Contest Manager with Stage-time/Walkthrough timetable for competing quartets at convention.
 - To distribute timetables for contests to all relevant members of back-stage teams.
 - To advise CA Equipment Manager of equipment requirements for contests.
 - To liaise with the Chairman of Judges on the day of the contest and provide a pre-contest briefing for all judges to include Emergency procedures.
 - To liaise with Convention team on Trophy presentations.

Quartet Contest Manager

- 8.6 The responsibilities of the Quartet Contest Manager are:
- To ensure that all BABS clubs are advised of the current entry method for Quartet Prelims and given explicit closing dates.
 - On receipt of entries, to liaise with the BABS Quartet Registrar to check names(including surnames), clubs and eligibility of entrants.
 - To organise the draw which determines the order of competing, and ensure that this is communicated to the competitors and generally through HEX and the BABS website.
 - To provide CA IT Manager with draw/contestant details for relevant contest.
 - Agree content of pre-contest briefing pack with CA Contest Site Manager, and distribute to all contestants.
 - To advise quartets of Stage-time/Walk-through schedule and manage session in conjunction with Contest Site Manager.
 - To ensure that forms with song titles are returned by each competing quartet.
 - To lead process, and be responsible for production of all judges packs and scoring slips for Quartet contests, whether being done at the venue or before.
 - To work with the Education Manager on requirements for mock contests.

Chorus Contest Manager

- 8.7 The responsibilities of the Chorus Contest Manager are:
- To ensure that all BABS clubs are advised of the current entry method for the Annual Chorus Contest, (or Preliminary contests, should they be re-introduced) and given very explicit closing dates.
 - To organise the draw which determines the order of competing, and ensure that this is communicated to the competitors and generally through HEX and the BABS website.
 - To provide CA IT Manager with draw/contestant details for relevant contest.
 - Agree content of pre-contest briefing pack with CA Contest Site Manager, and distribute to all contestants.
 - To ensure that song titles are returned by each competing chorus.
 - Ensure that Chorus Membership forms are returned by each contestant, prior to the contest, and provided to BABS Membership Secretary for eligibility checks.
 - To lead process, and be responsible for production of all judges packs and scoring slips for Chorus contests, whether being done at the venue or before.

Equipment Manager

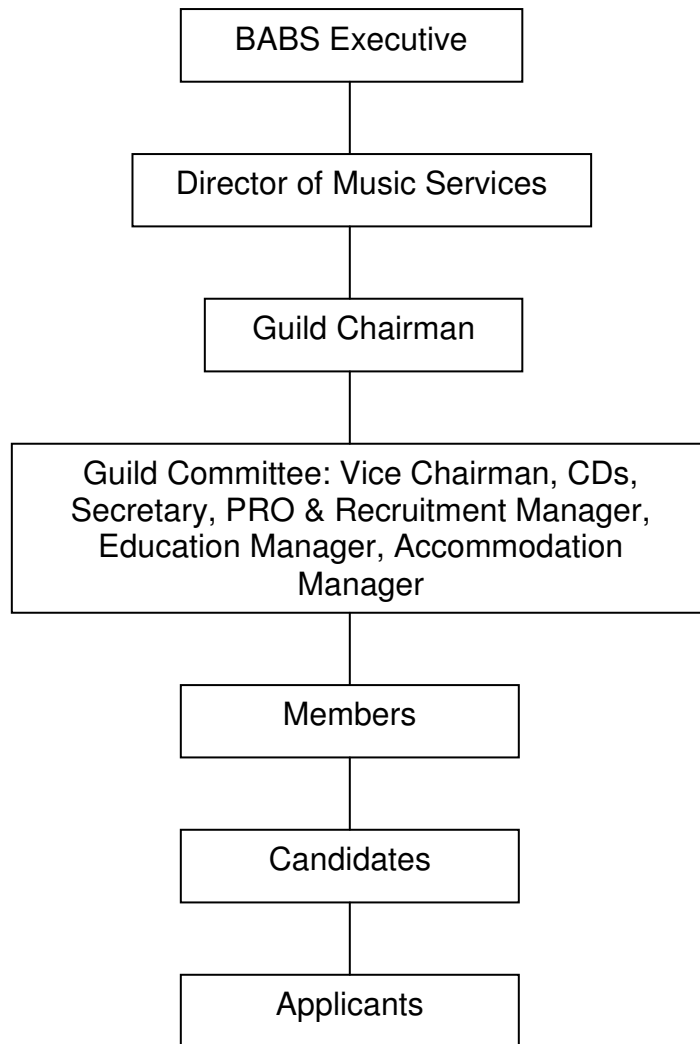
- 8.8 The responsibilities of the Equipment Manager are:
- To produce and maintain an inventory of all CA equipment, whether held in the BABS store or by members of the category.
 - Ensure that all equipment is in working order well before contests, and that any PAT testing is up to date.
 - To monitor the use of consumables, notably paper, agree forecasts for future needs and purchase or organise printing as required.
 - To liaise with the Quartet and Chorus Managers should they need access to printers or paper stocks between contests.
 - To provide CA Category Director with data for forthcoming budgeting rounds.
 - Prior to each contest/convention, to agree equipment needs for the occasion with the CA Contest Site Manager, assemble it at the BABS store and liaise with the Special Events transport team for its collection.
 - Post contest, to ensure that the kit is correctly assembled for return to the BABS store.

IT Manager

- 8.9 The responsibilities of the IT Manager are:
- To ensure that all CA laptops run on identical versions of designated software, are fit for purpose and kept fully updated with new releases of Scores software.
 - To liaise with CA Chorus and Quartet Contest Managers to set up respective contests on BABS laptops.
 - To liaise with BABS provider of SCORES maintenance on all CA requirements for improved functionality.
 - To propose and lead data maintenance sessions for CA laptops.

APPENDIX 1

GUILD ORGANISATION



APPENDIX 2

3-YEAR TRAINING AND CERTIFICATION CYCLE

Notes:

1. The 3-yearly recertification event will be known as the **Recertification Category School**. All other Spring/Autumn events will continue to be known as Seminars.
2. At each Recertification Category School, one or more categories will be recertified.
3. Category Directors will change every two years immediately after the Spring seminar/Category School, as appropriate.
4. Assistant CDs will rotate mid-way through the 2-year CD cycle.
5. **Autumn Seminars** will be the weekend when Applicant are invited to their 1st Seminar
6. **Spring Seminars** will be the weekend when Candidates are invited to commence their 3 year training cycle.

Application received	<p>Potential applicant makes application to the Education Manager and the application form is sent.</p> <p>(Replies are to include 3 references. One each from Guild Member, Chorus CD + one other)</p> <p>CD to checks references and arrange an interview, during which he will discuss the expectations of the Applicant and the Guild, also claimable expenses.</p> <p>If the Applicant is considered suitable the CD will notify the Education Manager who will send out the general and appropriate category questionnaires.</p> <p>Once the questionnaires have been checked and approved, they will be invited to the next seminar as an Applicant.</p>
Attend Foundation Course	<p>If the successful Applicant is still considered suitable, he/she will be invited to the following seminar as a Candidate. They will be supplied with copies of the Judging Reference Book, Guild Handbook and Contest Rules.</p> <p>They will also be informed of the training programme and the records that will kept during their training period. The candidate will also be introduced to a Mentor, who will help with their training.</p>
Years 1, 2 and 3 Spring Seminar CD/Mentor to continue training programme Autumn Seminar CD/Mentor to continue training programme	Monitor candidate progress
Spring Seminar (End of Training Cycle) (Certification/Re-certification Category School).	

APPENDIX 3

LEVELS OF REIMBURSEMENT FOR GUILD ACTIVITIES

This appendix gives general guidance on the levels of reimbursement for Guild activities. As the pattern of training and contests changes regularly, specific guidance for individual events will be issued where this deviates from these general principles.

1. General

All Member judges carrying out official Guild duties will receive full reimbursement of expenses, including travel, accommodation and subsistence, subject to the limits below.

Candidates will receive full reimbursement of seminar costs including travel and accommodation.

Applicants will be invited to attend seminars at their own cost until accepted as Candidates. An Applicant accepted as a Candidate at the end of a seminar can reclaim their accommodation costs only. Travel costs will not be paid.

Wherever possible, accommodation costs will be paid directly by BABS.

Shadow judging costs will not be reimbursed.

Where a judge shares accommodation with a partner, the judge will be liable for the difference between single and double room rate.

All judges have a responsibility to keep their expenses to a minimum and car sharing, for example, should be used where possible and practical to reduce costs to the Association.

Any potential expense which is not covered by these guidelines or specific event guidance must be approved in advance by the Guild Chairman.

In addition to the accommodation guidelines set out below, in special circumstances, a judge may claim an extra night's accommodation and subsistence, e.g. carrying out a sound check at Convention; CA required to make a very early start to set up a contest venue.

These Guidelines will apply to guest judges from other organisations invited to judge contests. However guest judges will be entitled to full expenses from leaving home, including air travel.

2. Travel

Travel by car will be paid at the prevailing BABS rate, currently 30p per mile. The distance claimed will normally be the quickest rather than the shortest.

Rail and bus travel should be booked in advance, where possible, to obtain the best rates. Taxi fares will not be allowed, except in situations where no other means of transport is feasible.

Travel by air will only be allowed in circumstances where car travel is clearly impractical. Wherever possible, flights should be booked in advance to obtain the best deal.

3. Subsistence

Where travel time exceeds two hours, a judge may make a reasonable claim for light refreshments, e.g. coffee and sandwich. Receipts must be provided.

Where total travel time on one day (e.g. travelling to a chorus evaluation) exceeds four hours or where a single journey exceeds four hours, a judge may make a claim for a meal not exceeding £17.50.

4. Seminars

The standard seminar will include a single night stay (Saturday), Exceptionally, where a seminar starts on Friday evening (e.g. recertification), it will include two night's accommodation.

Judges and Candidates whose travel time to seminar exceeds two hours or 120 miles (whichever is the greater) may request accommodation for Friday night. Where approved, a further meal allowance of up to £17.50 may be claimed, subject to receipts. Applicants will only receive free accommodation for one night, irrespective of distance.

5. Convention

Assuming convention follows the normal pattern of quartets on Friday and Sunday, choruses Saturday, the guidelines are as follows. Any alteration will be sent to all judges in advance.

Travel to convention will be reimbursed as described in section 2.

Panel judges for all contests are entitled to reimbursement for two nights – Friday and Saturday. Any judge who requires accommodation for a third night must have this approved by the Guild Chairman in advance.

Rooms will be reserved on a B&B basis in the HQ hotel for panel judges. Where a judge stays in another hotel (e.g. with a chorus) a claim may be made up to the cost in the HQ hotel, as notified in advance.

Where appropriate, the Director of Special Events may provide accommodation for judges on a shared room basis only. Any judge wishing to stay in a single room will be required to pay the necessary supplement.

Judges may claim up to £17.50 for a meal where this is not provided as part of the hotel booking.

Convention registration, but no show tickets, will be paid for panel judges.

6. Post contest evaluations

Ideally all evaluations will be carried out by judges living in a reasonable distance from the contestant but occasions will occur where it is not practical for the judge to complete the journey and evaluation in a single day. Ideally, the contestant will provide bed and breakfast for the judge. Where this is not possible, a claim may be made for bed and breakfast at a reasonable hotel plus up to £15 for dinner.

7. Committee meetings

Overnight expenses will not be claimed for committee meetings, unless authorised in advance by the Guild Chairman.

8. Single day events

Where a single day event is held, for example prelims or a special training day, judges will be expected to make a return trip without claiming for overnight accommodation.

Where, in the opinion of the judge, the overall length of the day could lead to an unsafe situation, particularly on the return journey, one night's accommodation may be claimed, subject to prior approval by the Guild Chairman.

9. Other Organisations

Judges may, from time to time, be asked to judge for other organisations. Judges should be aware that these organisations may have different expenses policies. Individual judges should be aware of the policies before accepting an assignment. BABS will not be responsible for paying any difference between these rates and BABS rates.

APPENDIX 4

Appendix deleted February 2014.

APPENDIX 5

ANNUAL GENERAL MEETING **STANDING ORDERS**

The Guild shall hold an Annual General Meeting to coincide with the Autumn Judging Seminar.

ATTENDANCE

Only members and candidates of the Guild and persons invited by the Chairman may attend the meeting.

VOTING

Only members of the Guild may vote. In the event of a tie on any matter, the Chairman shall have a second or casting vote.

NOTICE

The Secretary shall give 7 day's notice of the meeting including any proposals raised under the 14 day rule, by email, publication on the Guild website or other means.

AGENDA

The following shall be included on the agenda:

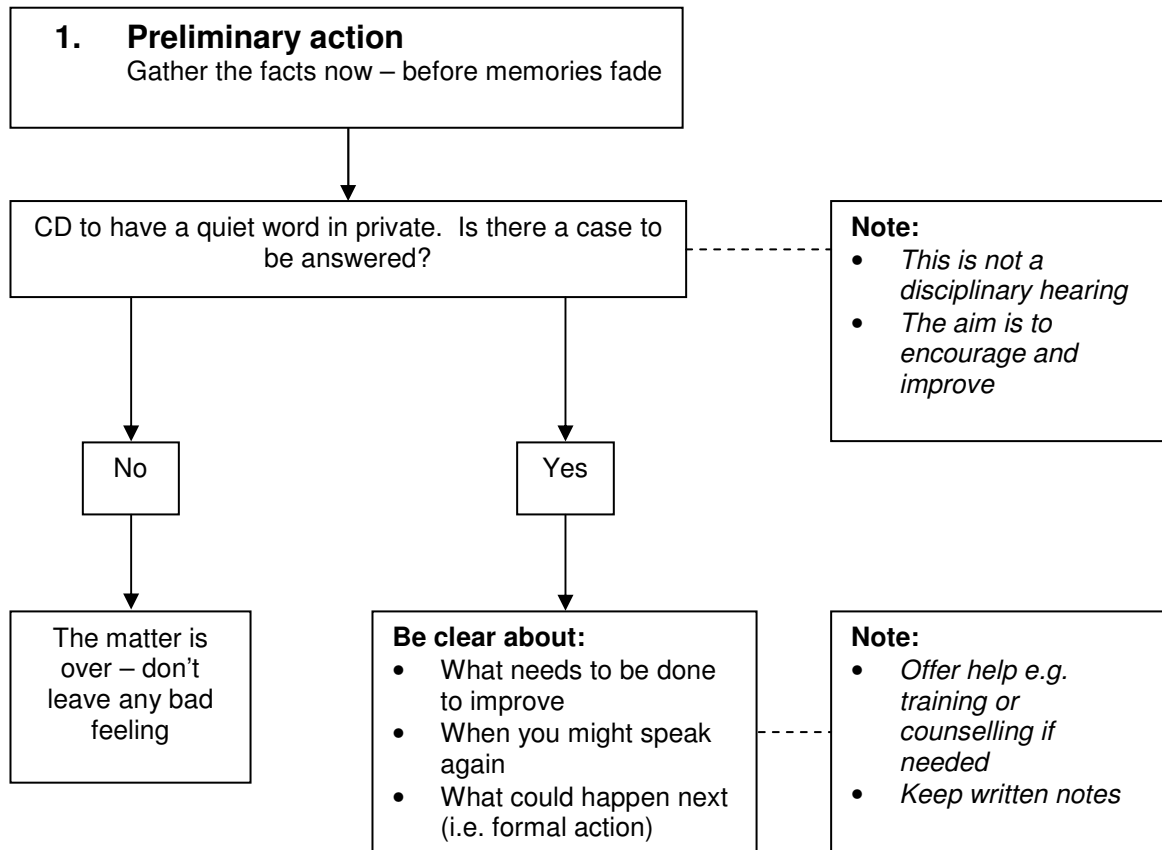
1. Attendance and apologies
2. Minutes of previous AGM
3. Matters arising
4. Chairman's Report
5. Any formal proposals of which 14 days written notice has been given
6. Elections:
 - Chairman (every second year)
 - Vice-Chairman (every second year)
 - Education Manager

Those elected shall assume office on the following 1st January.

Time will be allowed for members' voices after the meeting closes.

APPENDIX 6

Disciplinary Procedure



The Disciplinary Meeting

Tell the member in writing:

- What he/she is alleged to have done wrong
- The time and place for a meeting
- He/she has the right to be accompanied

Note:

- *Carry out a thorough investigation before any meeting*
- *Give the member copies of any information to be used*
- *Arrange another meeting within five days if the member or accompanying person cannot attend*
- *Consider fresh evidence if necessary*

At the meeting:

- State the evidence
- Let the member put their case
- Let the accompanying person ask questions

Adjourn to consider any action (if necessary) and think about it:

- Previous sanctions
- Member's record
- Any special circumstances

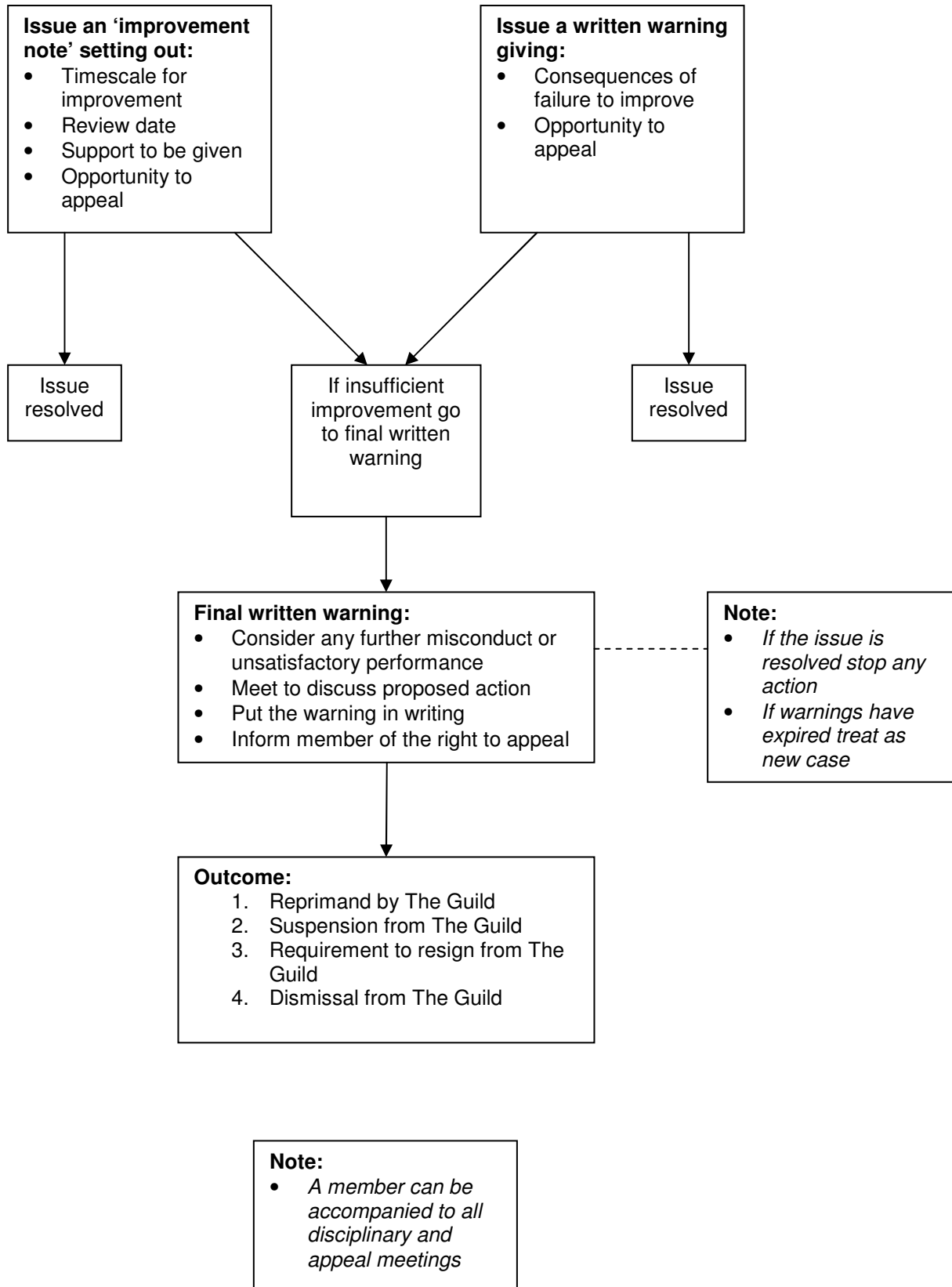
Make your decision:

- Inform the member of the decision and the right of appeal in writing

Note:

- *Monitor the situation and keep an open mind*

Guidance on Disciplinary Action



Disciplinary Appeals

An appeal should:

- Usually be lodged within five working days of the disciplinary decision
- Be heard by the BABS Board representatives

Note:

- *Remind the member of their right to be accompanied*
- *Appeals are a good opportunity to identify and rectify any faults in the disciplinary process*

At the appeal meeting:

- Consider any new evidence
- Allow the member to comment on any new evidence
- Do not be afraid to overturn a previous decision

Appeal finding:

- Tell the member the result of the appeal and the reason for the decision
- Confirm the decision in writing

Appeal finding:

- Tell the member the result of the appeal and the reason for the decision
- Confirm the decision in writing

APPENDIX 7

SHADOW JUDGING PROTOCOL – October 2009

This protocol is a reminder of existing guidelines.

To help further improve audience and contestant perception of the judging process:

- Shadow Judges should consider themselves as part of the Judging Panel and follow the same guidelines described in the Guild of Judges Handbook. In response to challenges faced at recent contest, shadow judges should take particular care to observe the following:-
- Notify your Category Director and Contest Manager in advance of your wish to shadow judge.
- Attend the Judging Briefing.
- Wear suitable attire as per Guild Handbook guidelines.
- Ensure the confidentiality of your scores from the audience at all times.
- Ensure the confidentiality of scores from other panellists, shadow or scoring until all scores have been written down and or collected by Contest Administration.
- Ensure that Contest Administration category is given your scores for entering into the scores program, whether that is contestant by contestant or at the end of the contest. It is our responsibility as shadow judges to ensure our scores are given to Contest Administration .
- Do not discuss scores or contest in general with audience or competitors during contest or breaks. While at 'the table' it's worth having a 'stock phrase' ready for any friend or family member approaching you to speak. Something like... "Hi there! Good to see you but I'm judging right now so we'll have to catch up later! OK! See you Later!" Doesn't have to be rude, just concise and to the point.
- Do not talk to other panellists during contest in excess of what might be considered acceptable or necessary, as observed by the scoring panel.
- Shadow Judges may be asked to contribute to discussions about the mike warming contestants. Otherwise Shadow Judges should avoid discussing their scores with official panel members unless specifically asked for an opinion. Those rare occurrences of disagreements in scoring are best discussed after contest or at subsequent seminars rather than trying to achieve consensus with scoring judges mid-contest.
- Shadow judges **may not** take part in conferences called by the official panel during a contest.
- Generally behave as though on the scoring panel.

APPENDIX 8

VARIANCES

From Convention, May 2015, the Guild introduced a formal Variance system for contests. This is based on the Dixon Q test, as adopted by the Barbershop Harmony Society.

There are many statistical tests available to “detect variance”. “Dixon’s Q Test” was chosen for its simplicity.

Steps:

- Calculate the range (R) from the highest and lowest values.
- Calculate the largest distance (D) from the most extreme value (high or low) to its nearest score.
- Calculate the ratio of $Q = D / R$
- If that ratio is “statistically significant” then it is a variance.

“Statistically significant “depends upon how many judges and the confidence that it is truly a variance and not by chance and chance alone. 90% confidence level was chosen.

Judges	Q (90%)
3	0.941
6	0.560
9	0.437
12	0.376
15	0.338

It is possible that 5 out of the 6 judges were extremely close (e.g.71, 70, 71, 71, 70). A final score of 73 would flag as a variance in this example, but both C&J and competitors would accept this sort of variability in score. The difference between the judges from the category with the identified variance has to be greater than four (4) points before an official variance would be generated.

EXAMPLE

MUS = 77,68 PRS = 78,77 SNG = 76,77

- The total range (R) is $78-68 = 10$
- The largest distance (D) is $78-68 = 10$
- $Q = 8/10 = 0.800$
- For a double panel (6 judges), the critical value is 0.560
- Since $Q = 0.800$ is greater than the critical value of 0.560. we would conclude that the MUS Category has a variance
- The difference between the MUS scores is $77-68 = 9$. This is greater than 4 so this song would flag as a variance for the MUS Category