



Contest & Judging – Applicant Information

CONTEST ADMINISTRATOR CATEGORY

“The managers of the Barbershop Harmony Society contests”

WELCOME!

Contest Administrator... A Challenging And Rewarding Job.

- Work with leadership and events teams to organize and run barbershop contests for quartets and choruses.
- Meet and interact with passionate people all across the Barbershop Harmony Society and the broader barbershop community.
- Get immense satisfaction managing contests so
 - the contestants give the best performance of their lives
 - the audience is enthralled and entertained, and
 - the judges conduct their most effective coaching evaluations.
- Apply your skills and make a significant contribution to benefit others
- This could be the job for you!

PROCESS OVERVIEW



Thank you for your interest in the BHS Contest and Judging (C&J) program and especially in the **Contest Administrator (CA)** category! There are several expectations and requirements involved with the application process.

Success through the entire process from a high level looks like this:

- △ **Applicant status** (Application accepted and initial tests passed)
- △ **Candidate status** (Invited to and pass candidate school, progressing through administration, communication and organizational skill growth in many areas)
- △ **Certification** (Training ongoing, invited to and successful completion of Category School held once every 3 years)

We set the bar high to represent C&J. This informational document is provided as an overview of those expectations and the process.

HOW DO I BECOME AN APPLICANT?

PRE-REQUISITE:

- Must be a Member or Society Associate in good standing

APPLICATION:

- Form is obtained from the District Representative for Contest & Judging (DRCJ)
- Must include letters of recommendation from two (2) certified Contest Administrators
- Form is returned (along with the recommendation letters) to the DRCJ

DUE DATES:

- Completed applications are accepted no earlier than **July 25th, 2016** – but must be received by the DRCJ no later than **December 15th, 2016**

*** A BHS Member or Society Associate will not be considered an **Applicant** until the CA Category Specialist has **received and approved the application.***

WHAT ARE THE INITIAL APPLICATION PROCESS STEPS?

Please get started on this early in the July-December application period. Work with DRCJ of your district or the one in which you reside. Complete the application process through the DRCJ who will forward the materials to the CS. Ensure that your application with two included CA letters is received by the DRCJ by Dec 15.

You

- Get application from your DRCJ (or CS if you live outside of North America). Your district is where you are a member or where you reside or that “sponsors” you.
- Solicit recommendation letters from 2 Contest Administrators
- Submit completed application (including the 2 letters) to your DRCJ. If from outside North America, submit directly to the Category Specialist.

DRCJ

- Solicit feedback from the 5 listed references in the application
- Forward the application (with the recommendation letters and reference forms) to the Category Specialist along with endorsement (or non-recommendation) by Jan 10.

CS

- Determine whether or not to accept the application. If accepted, the Member or Society Associate officially becomes a Contest Administrator Category Applicant

NOW THAT I AM AN APPLICANT, HOW DO I BECOME A CANDIDATE?

WRITTEN TEST

- Take a written test (to be administered during February-March 2017)

COMPUTER EXERCISES & VIDEO SUBMISSION

- Complete several computer exercises as assigned
- Submit video recordings of two sets of announcements that will be provided after passing the written test

BOARD DECISION

- Board of Review (BOR) and the CS will determine those that will be invited to attend the 2017 Candidate school (currently scheduled for late July)

CANDIDATE SCHOOL

- Attend & pass Candidate school

The written test covers:

- BHS Contest Rules & SCJC Policies (both in the Society C&J Manual)
- CA Manual and related materials
- Your understanding of computer basics

The exercises cover:

- Ability to analyze & interpret information
- Use of provided computer software

The video submission:

- Will provide opportunity to demonstrate verbal ability and demeanor

**** Candidate status is evaluated based on criteria in five key areas:**



WHAT CAN I DO TO PREPARE FOR THE CERTIFICATION PROCESS?

Read the **entire** BHS **Contest & Judging Handbook** located here:

<http://www.barbershop.org/resources/document-center/contest-and-judging/>

Become ***thoroughly*** familiar with:

- ✓ Chapter 3 (Contest Rules);
- ✓ **Chapter 8 (Contest Administrator Category Description);**
- ✓ Chapter 12, Section VI (Applicant & Candidate Regulations) &
Section VII (Category School);
- ✓ Chapter 13 (Contest Administration & Operation)

WHAT ARE THE EXPECTATIONS OF A CONTEST ADMINISTRATOR?

- **Personal Responsibility** – dependable; willing & available for judging assignments; show progress as a judge (self study, personal growth); on-time, reliable, and responsive to requests for feedback; willing to take on extra tasks; demonstrates strong personal character
- **Attitude/Demeanor** – overall deportment as a judge; general positive attitude displayed during both judging and "non-judging" activities; overall "impact" (positive/negative) on others; desire to give back; always willing to go the 'extra mile' and be prepared for all contingencies; a team player
- **Communication Skills** – demonstrate a continuing commitment to timely and accurate communication; ability to concisely convey decisions to affected parties; timely and effective follow-up skills; exemplary verbal and written communication skills; ability to provide effective and detailed reports; good listening skills
- **Management Skills** – thorough and complete knowledge of contest rules and operations; project management experience and skills; being open to contestant, DRCJ and scoring judge feedback; ability to provide insightful (and correct) analysis; effectiveness in producing results
- **Computer Skills** –demonstrated level & record of computer competence using a number of programs; accurate entry and review of data; attention to detail

Each of these 5 areas is evaluated by the Category Specialist (CS) and Board of Review (BOR) as follows:
5-Outstanding | 4-Very Good (*above average*) | 3-Good (*average*) | 2-Marginal (*below average*) | 1-Unacceptable

Now That I am a Candidate, How Do I Become a **CERTIFIED** Judge?

CANDIDATE STATUS:



- You will be engaged by a small team of certified CA's who comprise the Mentoring Team (MT) for the candidate cycle
- You will attend several BHS contests and participate with the official CA Team in all activities which includes preparation, data entry and review, running contestant evaluation schedules, and reporting
- You will have additional exercises and tests to complete during the cycle
- Successful candidates will receive an invitation to attend the 2019 Category school (scheduled for late July 2019)



CANDIDATE CYCLE:

- The two-year cycle begins immediately following Candidate school (**July 2017**) and ends upon successful graduation from Category school (**July 2019**).

WHAT ARE THE OTHER EXPECTATIONS?

- You are expected to remain actively engaged with the **Mentoring Team (MT)** for the entire candidate cycle – (*leveraging advice and expertise for your training needs and growth as a candidate*).
- The absolute minimum requirement will be for you to attend and practice judge 4 contest weekends during the 2-year cycle, while the recommended minimum is 6 contests.

1 Fall '17 contest / 1-2 Spring '18 contest(s) / 1 Fall '18 contest / 1-2 Spring '19 contest(s)

Unfortunately, these practice contest weekends are at your own expense – and, (depending on your skill set and progress with your candidacy), you may wish to schedule ***more*** than these minimum number of contests. However you are encouraged to take advantage of contests in your home district (and nearby districts). You should also work with the MT and your home district to investigate other funding options or cost-saving ideas.

- The MT (led by and in conjunction with the CA candidate coordinator, the BOR, and the CS) will have additional tasks for you to complete. This will include written project assignments or exercises designed to assist with your training, as well as to help us with our evaluation of your progress.
- Candidates and certified judges ***must*** successfully pass Category school in order to be certified for the next 3-year certified judge cycle. [*Expenses are covered by BHS and your home district*]

WHAT IS EXPECTED IN ORDER TO CONTINUE AS A **CERTIFIED** CONTEST ADMINISTRATOR?

GENERAL C&J REQUIREMENTS:

Must remain current with your BHS dues ***at all times***

Must serve on **at least one** BHS panel each year

Should normally be available to judge 2-3 contests each year - *(1-2 Spring contests and 1 Fall contest)*

Must compete with a quartet or chorus at least once each 3-year certified judge cycle

Must support and represent both BHS and C&J in a positive manner at all times

WHO SHOULD I CONTACT FOR MORE INFORMATION?

CONTEST ADMINISTRATOR CATEGORY SPECIALIST

Chris Buechler (2016)	(703) 786-0990	cacs2014@verizon.net
Woody Woods (2017)	(719) 510-4762	cacs2017@gmail.com

CONTEST ADMINISTRATOR BOARD OF REVIEW

Rob Arnold	Randy Rensi	Jim Sams
(416) 565-6476	(713) 725-3611	(901) 4883128
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CONTEST ADMINISTRATOR MT/CANDIDATE COORDINATOR

Mike Ott	(503) 702-7384	mottley81@gmail.com
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