

ADJUDICATOR

Quick Reference Checklist VOCAL and PIANO

BEFORE SESSION

Sign in and collect name tag
Check you have everything you need (pens, pencils, rubbers, sharpeners)
Log in to MyStage and check upcoming sessions (if doing online crits)
Familiarize yourself with awards and presentations
Familiarize yourself with the rules for the discipline/section
Let the staff member know if you have any questions

DURING SESSION

Complete online crits (or paper crits) keeping the code of conduct in mind
Try to keep the sessions moving
Contact the staff member with any concerns or queries
Collate results and make presentations (on stage)
Check for special awards

IMPORTANT REMINDERS

Maintain confidentiality and professionalism
Escalate any concerns to the staff member
Be aware of Child Safe and Code of Conduct requirements

END OF SHIFT

Communicate any needs to the staff member
Prepare for next shift
Check the time sheet and mark any changes

VOCAL and PIANO SPECIFIC – ADJUDICATOR

Awarding Places

The Iron Maiden indicates prizes and special awards

You may choose not to award all prizes in smaller sections

HM (Honorable Mention) is 4th place in points

HC (Highly Commended) is to acknowledge performances that stand out (not necessarily 5th place, and not necessarily equal on points if awarding multiple)

Avoid leaving one person without a mention

Avoid awarding tied places in all sponsored sections

Incorrect choice of piece for the section

Do not award a place to anyone who has performed an incorrect piece.

Awarding on stage

You will be invited on stage to announce the winners

All competitors for that section will be invited on stage as well

Make your comments and award in order starting from HC to 1st.

The Stage Manager (or Chairperson) will be onstage to hand out the awards. If you prefer to do this yourself, please let the Stage Manager know.

There may be a section sponsor invited to help present awards.

There may be additional special prizes to award.

There may be photos taken at the end of the section

ADJUDICATOR

Quick Reference Checklist DEBATING

BEFORE SESSION

Make yourself known to the RSSS staff on arrival
Sign in and collect name tag
Check you have everything you need (pens, pencils, rubbers, sharpeners)
Log in to MyStage and check upcoming sessions (if doing online crits)
Familiarize yourself with awards and presentations
Familiarize yourself with the rules for the discipline/section
Let the staff member know if you have any questions

DURING SESSION

Complete online crits (or paper crits) keeping the code of conduct in mind
Provide a clear evaluation of each team's debate
Try to keep the sessions moving
Contact the staff member with any concerns or queries

AFTER EACH DEBATE

Indicate to the MC when you are ready to present your adjudication to the audience
Give an overall evaluation of the debate
Name the winning team and provide the rationale for the decision
Do not give scores
Be available to have photos taken with competitors
Work with the stage manager to ensure all runs smoothly
At the end of each debate, hand out completed crit sheets to each competitor

FOLLOWING THE COMPLETION OF EACH YEAR LEVEL AND the SEMI FINAL

Select the four highest scoring winning teams in the heats to progress to the semi-finals
Prepare a written evaluation for each team including scores, for the school and individual debaters
Select the highest and second highest scoring individuals for the **Best Speaker Awards**
Be aware of Child Safe and Code of Conduct requirements
Email admin@royalsouthstreet.com.au names of the best Debater and Runner Up Best Debater

END OF SHIFT

Communicate any needs to the staff member
Prepare for next shift
Check the time sheet and mark any changes
Sign out

ADJUDICATOR

Quick Reference Checklist CHORAL and INSTRUMENTAL

BEFORE SESSION

Make yourself known to the RSSS Staff and section chair on arrival
Sign in and collect name tag
Check you have everything you need (pens, pencils, rubbers, sharpeners)
Log in to MyStage and check upcoming sessions (if doing online crits)
Familiarize yourself with awards and presentations
Familiarize yourself with the rules for the discipline/section
Let the staff member know if you have any questions

DURING SESSION

Complete online crits (or paper crits) keeping the code of conduct in mind
Try to keep the sessions moving
Contact the staff member with any concerns or queries
Collate results and make presentations (on stage) at the end of each section
Give an overall evaluation of the section and name the results from lowest to highest
Any special awards will be organized for you and given to you to present on stage

IMPORTANT REMINDERS

Maintain confidentiality and professionalism
Escalate any concerns to the staff member
Be aware of Child Safe and Code of Conduct requirements

END OF SHIFT

Communicate any needs to the staff member
Prepare for next shift
Check the time sheet and mark any changes

ROYAL SOUTH STREET SOCIETY BALLARAT EISTEDDFOD VOLUNTEER POSITION DESCRIPTIONS

Awarding Places

The Iron Maiden indicates prizes and special awards

You may choose not to award all prizes in smaller sections

HM (Honorable Mention) is 4th place in points

HC (Highly Commended) is to acknowledge performances that stand out (not necessarily 5th place, and not necessarily equal on points if awarding multiple)

Avoid leaving one group without a mention

Avoid awarding tied places in all sponsored sections

Incorrect choice of piece for the section

Do not award a place to anyone who has performed an incorrect piece

Ideally, we want to encourage schools to return. Find a constructive way to provide tangible feedback so they can learn from their experience

ADJUDICATOR

Quick Reference Checklist SPEECH DRAMA AND COMEDY

BEFORE SESSION

- Make yourself known to the RSSS Staff and section chair on arrival
- Sign in and collect name tag
- Check you have everything you need (pens, pencils, rubbers, sharpeners)
- Log in to MyStage and check upcoming sessions (if doing online crits)
- Familiarize yourself with awards and presentations
- Familiarize yourself with the rules for the discipline/section
- Let the staff member know if you have any questions

DURING SESSION

- Complete online crits (or paper crits) keeping the code of conduct in mind
- Try to keep the sessions moving
- Contact the staff member with any concerns or queries
- Collate results and make presentations (on stage) at the end of each section
- Give an overall evaluation of the section and name the results from lowest to highest
- Any special awards will be organized for you and given to you to present on stage

IMPORTANT REMINDERS

- Maintain confidentiality and professionalism
- Escalate any concerns to the staff member
- Be aware of Child Safe and Code of Conduct requirements

END OF SHIFT

- Communicate any needs to the staff member
- Prepare for next shift
- Check the time sheet and mark any changes

Awarding Places

- The Iron Maiden indicates prizes and special awards
- You may choose not to award all prizes in smaller sections
- HM (Honorable Mention) is 4th place in points
- HC (Highly Commended) is to acknowledge performances that stand out (not necessarily 5th place, and not necessarily equal on points if awarding multiple)
- Avoid leaving one performer without a mention
- Avoid awarding tied places in all sponsored sections