

ADJUDICATOR ASSIST

Quick Reference Checklist CALISTHENICS

BEFORE SESSION

- Sign in and collect name tag and headset
- Prepare adjudicator table (pens, pencils, rubbers, sharpeners etc)
- Ensure tea, coffee, water etc are all maintained
- Liaise with the office regarding adjudicator meals
- Clean any scraps or rubbings from the adjudicator and scribe's space
- Ensure microphone is taken up to the adjudicator at the start of the session
- Ensure blank critiques are ready for the adjudicator (unless using online crits)
- Answer questions from the adjudicator and follow up as required

DURING SESSION

- Take completed critiques to the office at the end of each section or block (paper crits)
- Enter all results in MyStage
- At the end of each competition, walk with the adjudicator to the backstage area for presentations
- Let the staff member know if you need anything further

IMPORTANT REMINDERS

Volunteers should be comfortable walking up and down stairs, working in a dark and quiet environment, wearing a headset and able to cope with basic computer skills.

END OF SHIFT

- Collect remaining paperwork
- Tidy and reset the adjudicator table
- Hand over to the next volunteer and sign out

CHAIRPERSON / MC

Quick Reference Checklist CALISTHENICS

BEFORE SESSION

Sign in and collect name tag and headset
Review session schedule
Arrive in plenty of time to read through the Chairperson book and familiarise yourself with the announcement and running order
Check sponsor acknowledgements
Ensure you fill out the start and finishing time for each session
Confirm adjudicator's details

DURING SESSION

Chair the session – welcome the adjudicator, introduce competitors, give the audience information, announce sponsor/donor's promotions, announce results and assist with presentations when required.
Play the music when each competitor is ready, noting if they start onstage or offstage.
Turn volume up or down as required / requested
Handle all situations in a calm and professional manner.
Announce each competitor (number only).
Announce the name of the item for Aesthetics and Revue.
Announce the scripted spiel over the microphone to the audience.

NB there is a technician on hand should an issue be encountered. The Stage Manager is also on hand to assist if needed.

To keep things consistent, we have adopted the following procedure. Please stick to this:

If a team starts OFF stage

- Ensure stage lights are on
- Check with coach that team is in position
- Adjudicator rings bell
- House lights go down (tech job)
- MC announces competitor number and plays music

If a team starts ON stage with the curtain UP (March, Clubs, Rods, Freearm)

- This will be in a blackout
- Adjudicator rings bell
- House lights go down (tech job)
- Team moves to stage positions
- MC announces competitor number and plays music

ROYAL SOUTH STREET SOCIETY BALLARAT EISTEDDFOD VOLUNTEER POSITION DESCRIPTIONS

If a team starts ON stage with the curtain DOWN (Aesth, S&D, Revue, Dance Arr, ALL Tinies items, and ALL PREMIER Inters/Seniors/Masters items)

- Coach should go directly to lighting tech to discuss dues
- Teams to stage positions
- When coach has finished speaking with the tech, stage goes to blackout
- Adjudicator rings bell
- House lights down, house curtain up
- MC announces competitor number and title and plays music (if applicable)

Lighting/DLP may only be used in Aesthetic, Rhythmical Aesthetic, Song & Dance, Calisthenics Revue, Dance Arrangement, and all Premier Inters, Seniors and Masters items. Rule Breach: 5 point penalty

House Curtain

- Stays UP for core items (March, Clubs, Rods, Freearm)
Competitors may enter/exit the stage in blackout (or blue light)
Coach has responsibility for when to turn off/on blackout. Tech will direct re usage.
- Comes DOWN at end of each item for all Aesthetic, RhythAesth, S&D, Revue and Dance Arr.
- Comes DOWN at end of EVERY item in Tinies
- Comes DOWN before EVERY item in Premier Inters, Premier Seniors and Premiers Masters (these sections are allowed lighting for every item, lighting tech and coach will check opening cue)

On return from the break the adjudicator will give results for March, Clubs and Rods from the Dress Circle. She will come to the stage to announce results for Freearm, Aesthetics and the fancy item at the end of the competition.

MC to check results in MyStage throughout the competition.

Write down results from MyStage for each section as they are marked 'completed'.

Do NOT let any coaches or competitors see what you are writing in your folder

Check them when results are read and fill in the Aggregate points table.

Complete aggregate table each time results are given.

Points are awarded;

1st = 6 2nd = 4 3rd = 2 HM = 1 MC = 0.5

Adjudicators must not award equal 1st, 2nd or 3rd.

If teams tie for HM or HC, both teams receive aggregate points in full.

At the end of the section, assist the Stage Manager to prepare the medals, ribbons and prizes to take onstage for the presentation.

Check the iron maiden to see if any special awards are also to be announced.

Set up small trophy table with Aggregate, Reserve and any other special trophies on it.

Know who is sponsoring the trophies and mention it in your speech.

- Thank the section sponsors

ROYAL SOUTH STREET SOCIETY BALLARAT EISTEDDFOD VOLUNTEER POSITION DESCRIPTIONS

- Thank the trophy sponsors
- Thank the HMT techs and staff by name
- Thank the RSSS volunteers by name
- Introduce the adjudicator for results and comments

Once the presentation is done, you may re-iterate the prizes over the microphone and announce the winners by name.

Record the finish time of the section in the MC book

IMPORTANT REMINDERS

There is minimal opportunity to leave the desk during the session, so please have everything you need with you. Water or drinks are to be in a non-spillable cup or bottle.

Maintain professional tone at all times.

Keep sessions running on time where possible

Support audience behavior expectations in a friendly but firm manner

New volunteers in this role must shadow or train with an experienced volunteer before taking on this role by themselves

END OF SHIFT

Tidy the area

Report session outcomes if required

Hand over to the next volunteer (if needed) and sign out

LUCKYS FOYER

Quick Reference Checklist Her Majesty's Theatre

BEFORE SESSION

Sign in and collect name tag
Collect a fob from the RSSS Staff Member on duty

DURING SESSION

Position yourself in Lucky's Foyer
Use your fob to unlock the door allowing people into the backstage area
Only competitors and those with WWCC wristbands are allowed to go backstage
If no wristband, send them back outside and direct them to the stage door
Note; anyone can come through Lucky's Foyer from the backstage area to the front of house area because they will have already signed in
If there are large groups performing, we may be using external dressing rooms accessible through the Unicorn Lane door. You will be required to open this door with the fob to allow competitors back into the building

IMPORTANT REMINDERS

Bring a book or something to do.
This can be a very quiet role, but it is essential to have someone in this post at all times.
When you need to take a break, please ask someone to fill your role (RSSS Staff will assist)

END OF SHIFT

Clean and rest the area
Return the fob to the RSSS Staff member, or hand to the next Lucky's Foyer volunteer
Sign out

REGISTRATION VOLUNTEER

Quick Reference Checklist CALISTHENICS

BEFORE SESSION

Sign in and collect nametag and headset
Log into MyStage and familiarize yourself with the upcoming section requirements
Check teacher passes, WWCC wristbands and WWCC register
Know the location of the Schedule of Sections, Rules & Conditions & Iron Maiden

DURING SESSION

As teams arrive the coach will come upstairs to register for the competition

Work your way through each item, checking curtain requirements (black, cyc, and any reveals) and note these on a programme for the theatre curtain operator in the fly loft. You can just write B, C or B to C next to team name then give the form to the supervising/duty tech once complete.

IMPORTANT: All music files for March, Clubs, Rods & Freearm should be mp3 ... if you see an mp4 file, ask the duty tech side stage to CLOSE THE SHUTTER on the DLP.

Provide the coach with the right amount of Coaches passes and ask that they hand these back when they collect their crits.

Answer any questions as best you can. **There is a Schedule and Rules document in for your reference behind the registration desk.** If unsure, direct enquiries to the Discipline Chair or Royal South Street Society staff member on shift.

IMPORTANT REMINDERS

All adults in the backstage area must have a valid WWCC. When entering the theater, they will be asked to log their details in the WWCC sign in book and will be provided with a WWCC wrist band (this is a different color to the daily ticket wrist bands).
Ensure all adults in the backstage area comply
Maintain Child Safe procedures
Keep competitor information confidential

END OF SHIFT

Once registration is complete, move on to Stage Manager duties

STAGE MANAGER

Quick Reference Checklist CALISTHENICS

BEFORE SESSION

Complete registration duties
Check backstage setup
Review running sheet
Confirm communication and headsets with MC and techs
Check competitor flow areas
Log into MyStage and ensure you have the 1st team ready to perform

DURING SESSION

Bring teams through the Stage Door while the other team is leaving. Do NOT wait for a team to leave before you bring the new team in.

The team finishing their item should leave the stage as quickly as possible, preferably via OP side and walk around the back of the rear black curtain.

Competitors exiting stage into wings on P side to use rear exit quickly.

Coaches calling curtain / lighting should come through the doors first, and move straight to the comms, on the MC's left. Lighting tech is in the centre back of the stalls, curtain operator is in the fly loft.

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ROYAL SOUTH STREET SOCIETY BALLARAT EISTEDDFOD VOLUNTEER POSITION DESCRIPTIONS

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House Curtain

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Mid Curtains

MID-CURTAIN may be used in Song & Dance, Cal.Revue & Dance Arrangement sections ONLY.

LEGS (Black side curtains) must not be moved. Moving them on purpose (by a competitor) incurs a Rule Breach: 5 point penalty

Stage Dressing and Props

Theatre Tech has final say on whether a prop is a risk or not. Coaches should have submitted a risk management form for potentially risky prop use.

HMT Sandbags are to be used on any prop with the potential to fall over or roll down the stage. These are kept at the rear OP corner of the stage.

Hand Props – a prop that can be taken onto the stage by one performer only, can be stored in the dressing room, and does not need a sandbag to be stable on the stage. May include modules, drums, platform, fabric. Hand props may be placed on the stage by a performer in a blackout prior to item commencing or be passed to performer or onto the stage during the item. This rule is overseen by the Stage Manager / MC of the competition on the day.

ROYAL SOUTH STREET SOCIETY BALLARAT EISTEDDFOD VOLUNTEER POSITION DESCRIPTIONS

Large props – a prop that cannot be taken by one performer alone and may require sandbags to be set on stage eg. Scenery. Not for core items (Premier Inters, Seniors and Masters excepted)

Remote Devices – defined as a moving object eg car that is controlled by the use of radio or electronic signals. A remote device may be used as per specified item rules. May be operated by a person on or off the stage. To be used only in S&D, Calisthenic Revue, Dance Arr AND in Premier Inters, Seniors, Masters. Rule Breach: 5 point penalty

Smoke / Haze / Fog – to be used in Aesthetic, Rhythmical Aesthetic and Fancy items ONLY, and ALL Premier Inters, Seniors, Masters items. Rule Breach: 5 point penalty

Prop Set-Up Time

Core Items – nil (standard rules)

Fancy Items and Minimal Rules – Stage must be set and competitors ready to perform within four minutes of previous team clearing the stage. All props must be removed easily and quickly in a blackout.

Technical Fault / Technical Error

Stage Manager / Chairperson is responsible for calling these in consultation with the coach. The item may be stopped (music/blackout) and re-started without penalty. MC to announce that there was a tech fault, and re-announce item before repeat performance begins.

A coach forgetting to call a curtain or lighting cue is NOT a tech fault. No repeat performance.

Please see full rules for further details.

Prompting

Prompting a team onstage by a coach is strictly prohibited.

This is most likely to happen in Tinies and Sub-Junior sections.

First Instance: Stage Manager to issue an 'official warning' to coach

Second and subsequent Instance/s: Stage Manager and/or MC to advise Adjudicator of the breach.

Rule Breach: 5 point penalty

NOTE: Musical instruments (tambourines, triangles, tapping sticks) are considered to be part of the musical accompaniment and are not considered to be prompting. Clapping in NOT musical accompaniment and is considered to be prompting.

Aggregates

Teams can be on stage in their tracksuits for this.

MC/SM – Please make sure our logo/slide is showing on the cyc for presentations

Cross check results with each other and MyStage before making any award announcements

To be eligible for the aggregate a team must compete in all programmed items.

Presentations

These are usually done by the Chairperson/MC

ROYAL SOUTH STREET SOCIETY BALLARAT EISTEDDFOD VOLUNTEER POSITION DESCRIPTIONS

Assist by collecting the trophies from the green room.

Be aware of any extra trophies being awarded and any guests who may be presenting them.

Set up small trophy table with Aggregate, Reserve and other special trophies.

Know who is sponsoring the trophies and mention it in your speech (MC)

IMPORTANT REMINDERS

Monitor safety and emergency exits

Understand emergency evacuation procedures and put them into place if necessary

Maintain Child Safe backstage supervision

Communicate delays immediately

New volunteers in this role must shadow or train with an experienced volunteer before taking on this role by themselves

END OF SHIFT

Check backstage cleanliness

Return radios/headsets

Report any issues to RSSS staff

Hand over to the next volunteer and sign out