

ADJUDICATOR ASSIST

Quick Reference Checklist DANCE

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 (paper crits)
Enter all results in MyStage
At the end of the championship sections, 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

BMI VOLUNTEER

Quick Reference Checklist DANCE

BEFORE SESSION

Sign in and collect nametag and headset
Familiarise yourself with the backstage area and external dressing rooms in BMI (Ballarat Mechanics Institute)
Review running sheet
Confirm communication and headsets with MC and techs
Check competitor flow areas
Log into MyStage

DURING SESSION

Coordinate the movement of all groups in your area
Ensure they know when to move into Her Majesty's Theatre
Ensure all adults in the area have a WWCC wristband
Communicate directly with the Gofer or Stage Manager
Aim to have a consistent system in place for each group or competitor

IMPORTANT REMINDERS

Monitor workplace health and safety requirements (careful of lifting etc)
Understand emergency evacuation procedures and put them into place if necessary
Maintain Child Safe backstage supervision
Communicate delays immediately

END OF SHIFT

Check area cleanliness
Return radios/headsets
Report any issues to RSSS staff
Hand over to the next volunteer and sign out

CHAIRPERSON / MC

Quick Reference Checklist DANCE

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 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 for troupes / crews, solos, duos and trios) and by name for championship sections and Energetiks Dance for Life.
Announce the name of the character or song being performed where relevant
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.

At the end of the section, let audience know that we will await the adjudicators feedback.
Let audience know if there is a break following the section.
Prepare any prizes and awards (check the iron maiden for details)
You may be asked to assist the adjudicator with presentations
Complete results and times in the Chairpersons folder
Go to the next section (rinse and repeat!)

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

END OF SHIFT

Thank the adjudicator and the volunteers and the Her Majesty's staff and ushers for their work
Tidy the area
Report session outcomes if required
Hand over to the next volunteer 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 DANCE

BEFORE SESSION

Sign in and collect nametag
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

Mark competitors as 'registered' in MyStage as they arrive
Check details are correct and edit if necessary
Note names of demi-character performances and songs for sections as needed
Provide teachers with a 'Teachers Pass' if applicable
Provide directions to dressing rooms, toilets, backstage etc.
Answer any questions as best you can. There is a Schedule and Rules document in the folder for your reference. If unsure, direct enquires to the Discipline Chair or RSSS Staff member
Escalate issues to Discipline Chair or RSSS staff

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

Tidy registration desk
Return paperwork
Hand over to the next volunteer and sign out

SCRIBE - WRITER

Quick Reference Checklist - DANCE

BEFORE SESSION

Sign in and collect name tag

Make your way to the adjudicator area and introduce yourself

Check you have everything you need prior to the session commencing (ie pens, pencils, rubbers, sharpeners etc)

Let the Adjudicator Assist Volunteer know if you or the adjudicator need anything

DURING SESSION

Sit next to the adjudicator and write (using a pencil) as dictated by the adjudicator

Assist adjudicator as required

Hand all completed critiques to the adjudicator's assistant

Ensure pencils are sharpened for the next session

Ensure all blank sheets are there for the coming section

Note withdrawals on relevant critiques.

IMPORTANT REMINDERS

A knowledge of dance related language (spelling) is advantageous

Neat penmanship (pencil only) is required

Good hearing and ability to write at a fast pace

You must remain objective and not provide opinions of the performance

Ability to maintain confidentiality of any discussion from the adjudicator

Ability to sit for long periods of time

The scribe is not able to leave the position without the adjudicator calling a time out

END OF SHIFT

Check venue cleanliness and reset as needed

Hand over to the next volunteer

Sign out

SEE OVER FOR SPELLING OF BASIC DANCE TERMINOLOGY

Spelling of basic dance terminology

Note – some of the terms that end in e are sometimes spelled with a double e depending upon which resource you look in, so both ways are acceptable

Adage

Allegro

Allonge

Arabesque

Assemble

Attitude

Ballon

Ballonne

Ballotte

Battement (grande or petit)

Batterie

Bouree(s)

Brise

Brise vole

Cabriole (sometimes qualified with devant or derriere)

Chaine(s)

Chasse

Choreography

Coupe

Couru

Croise

ROYAL SOUTH STREET SOCIETY BALLARAT EISTEDDFOD
VOLUNTEER POSITION DESCRIPTIONS

Degage

Demi-plie

Derriere

Dessus/Dessous

Detourne

Devant

Developpe

En avant

Ecarte

Echappe(s)

Efface

Elevation

Elance

En dedans

En dehors

En diagonal (on a diagonal, especially used in troupes)

Enchainment

En face

Emboite

Epaule/epaulment

En pointe (or en demi-pointe)

En tournant

Entrechat (usually followed by a number in French eg quatre, trois, cinq,six)

Etendre

Fondu(s)

ROYAL SOUTH STREET SOCIETY BALLARAT EISTEDDFOD
VOLUNTEER POSITION DESCRIPTIONS

Fouette

Frappe

Gargouilliade

Glissade

Glisse

Grand jete en tournant

Jete

Menage

Pas de bouree (sometimes followed by couru)

Pas de chat

Pas de basque

Pas de deux

Penche

Petit (usually followed by allegro, battements or tours)

Petit tours

Pique

Pirouette (sometimes followed by a number eg single, double, triple etc)

Plie (often qualified with demi or full)

Pointe

Port de bras

Pose(s)

Promenade

Raccourci

Releve(s)

Renverse

ROYAL SOUTH STREET SOCIETY BALLARAT EISTEDDFOD
VOLUNTEER POSITION DESCRIPTIONS

Repertoire

Retire

Reverance (courtesy)

Ronds de jambe (usually followed by “a terre” or “en l’air”

Saute

Saute de basque

Sissone

Spotting

Temps leve

Temps lieu

Temps de cuisse

Tendu(s)

Tombe

Tour en l’air (sometimes just written as tour, sometimes followed by a number eg single, double, triple etc)

Tours a la seconde

Turn out

STAGE MANAGER ASSIST / GOFER

Quick Reference Checklist DANCE

BEFORE SESSION

Sign in and collect nametag and headset
Familiarise yourself with the backstage and dressing room areas (and external dressing rooms if in use)
Review running sheet
Confirm communication and headsets with MC and techs
Check competitor flow areas
Log into MyStage and ensure you have the 1st group ready to perform

DURING SESSION

Coordinate backstage movement (all adults must have WWCC)
Assist the Stage Manager in any way you can (they cannot leave the stage area)
Aim to have a consistent system in place for each group or competitor
Ensure backstage noise is kept to a minimum

IMPORTANT REMINDERS

Monitor workplace health and safety requirements (careful of lifting etc)
Understand emergency evacuation procedures and put them into place if necessary
Maintain Child Safe backstage supervision
Communicate delays immediately

END OF SHIFT

Check backstage cleanliness
Return radios/headsets
Report any issues to RSSS staff
Hand over to the next volunteer and sign out

STAGE MANAGER

Quick Reference Checklist DANCE

BEFORE SESSION

Sign in and collect nametag and headset
Check stage setup
Ensure you have everything you need prior to the shift commencing
Communicate with the chairperson and session techs prior to the start of the session
Log into the computer and ensure you have the 1st competitor ready to go

DURING SESSION

Manage proceedings with competitors, teachers and coaches
Greet each competitor as they arrive backstage
Ensure the next 2 – 3 competitors are waiting backstage and ready to perform (with the exception of troupes)
Send competitors onstage once they have been announced (not before)
Manage the number of people and the noise side stage
Assist with props and cleaning of the stage floor when required
Advise the curtain volunteer as to when this is in use and not (the curtain is used for onstage adjudication)
Communicate with the adjudicator assist as needed
Support the MC/Music volunteer to know when the competitor is ready or when to wait
Assist with any incidences as they occur side stage
Collect trophies and assist the Chairperson as needed for the presentations
At the end of each section, ensure competitors go onstage for awards
If assisting with presentations, please put medals around their necks.

IMPORTANT REMINDERS

You cannot leave the stage area during the session (unless there is a scheduled break or where you are able to get another volunteer to cover for a period)
Monitor safety and emergency exits
Understand Emergency Evacuation Procedures and put these into practice should the situation arise
Maintain Child Safe and RSSS code of conduct requirements (enforce that all adults backstage need a WWCC wristband)
Communicate delays immediately
It is recommended that you shadow an experienced volunteer prior to doing this shift for the first time.

END OF SHIFT

Ensure stage area cleanliness
Report any issues to RSSS staff
Hand over to the next volunteer and sign out