



Judging Considerations for Competition Directors

- NMAA (Vanessa) facilitates initial contact for judges at least one month in advance of the competition. Discuss: date, tentative times, pay (including mileage if applicable).
- Once judge confirms availability, Competition/Event Director to contact 10 days prior to competition to: reconfirm times, travel arrangements, Solo Division/Scoresheet (if applicable) and pay. Communicate on how judges will receive their checks (at event, in mail, etc.)
- At the event, assign someone to meet the judges and get them set up. Judges should have:
 - A copy of the order of competition
 - Scoresheets labeled with each team and division (Soloist Scoresheet, if applicable)
 - Tracking sheets
 - Dedicated Table or Clipboard
 - Judges Runner - collect scoresheets, assist w/ any needs judge may have during competition
 - Sharpened or mechanical pencils
 - Calculators
 - Water (and snacks if competition is longer than 3 hours)
- Ensure that the judges are seated where no audience members can see the judges' sheets and that no spectators or coaches are blocking the judges' line of sight.
- Be sure you have a safety judge (can be both dance and cheer) in charge of safety violations.
- Inform judges on how much time they have to score the routines and write comments.
- Communicate with judges on when they can leave. This is usually after tabulations are complete and there are no questions.