

MASTER ADJUDICATORS

Master Adjudicator Qualifications

- Must have successfully adjudicated for 5-7 years.
- The 1st VP assigns the Apprentices to the Master Adjudicator, contacting them both as well as the coordinators.
 - The Festival Coordinators will have the panels for most festivals by November and can be helpful in selecting out qualified Master Adjudicators

Pre-Festival Responsibilities

- Must Contact the Apprentice at least 2-3 weeks before the festival.
 - In that Contact Discuss the following:
 - Reading of the entire Adjudicator Handbook
 - Viewing of the Adjudicator Video
 - Expect them to study the score sheet(s) they will be using.
 - Apprentice should contact you back when they have done the above
 - Ask the apprentice what their personal philosophy of festival adjudication is
 - Does what they say match up with CMEA Centrals Philosophy?
 - How do you think you would respond in various scenarios
 - Appropriate attire
 - What time to get there (Hour before first group?)

Day of Responsibilities

- Introductions
- Going over the score sheet(s)
 - How does all the information on the sheet about the group effect how you will be listening to that group?
- Becoming familiar with the recording device
 - What to say at the beginning of the track for each group
- As much as possible look over the apprentices written sheet and give feedback
 - Is it legible?
 - Do the comments written match with the score that is given in each category?
 - Suggest how to be clearer if needed
- If time allows, touch base with the apprentice between groups
 - Discuss what they thought about the group they just heard.
- During breaks/lunch, as much as possible listen to some of the recordings
 - You know which groups may have been difficult to adjudicate. Listen to those recordings to hear how they are handling those challenges
 - Suggest ways to word issues that will help the students to grow and give them hope.
 - Remember students will listen to these recordings – not these recordings – but eventually.
- The Head Judge is assigned to be sure that there is never more than a 10 point spread.
 - Be sure the Apprentice judges scores are falling in that range as well
 - Note if the scores are fairly consistent with the other judges in the panel
- At the end of the day, collect all score sheets and arrange to get a digital copy/flash drive whatever of the recordings. Destroy all copies of any music that was used by the apprentice (unless they were original)

Within 2 Weeks

- Listen to enough recordings with the matching score sheet in hand to determine whether you feel the apprentice is ready to judge or needs more practice.
 - Be able to justify your finding
 - Ask: Would you want this person adjudicating one of your own groups?
- Contact the CMEA Central 1st VP.

- Tell him your findings with justification
- Send copies of the sheets and recordings to him so that he can confirm your findings
- May need to have some discussion with the 1st VP after he has perused the materials.
- The 1st VP makes the final decision. You are finished!
 - The 1st VP contacts the Apprentice with the decision
 - Be ready tell let the apprentice know what could be better going forward – even if approved to judge.

Other Things of Note

Master Adjudicators shall be given a stipend of \$300.00. The 1st VP will be responsible for that check getting to the Master Adjudicator within a month of the day of the festival they adjudicated.

The Festival Coordinator needs to know early so they can have the treasurer cut extra amounts for food in the check for hosts

It may be wise to have the apprentice do their apprenticing in a county that they are not from.

The Festival Host should be given well in advance notice so that they can ask their participating directors to bring a 4th score of all their selections. The 4th score can be copied and any copies will be destroyed at the end of the festival and not given back to the directors.

Also, Festival Hosts will need to prepare a 4th score sheet and have a fourth recording device available.

The apprentice will not be paid. No hotel or mileage. Lunch the day of festival and any snacks/breakfast provided to the other adjudicators will be provided to them as well.

Apprentices should expect to do a full day of adjudicating. Exception may be if they want to do 2 half days so that they can apprentice different grade levels or disciplines.

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