

## HOALTC Judge Instructions and Covenant

Since the need to have encouraging judges is critical to the positive development of the youth participating in LTC, the following instructions have been provided so that the judging will be as consistent as possible.

1. Judges are expected to attend one of the judge's meetings at 4:30 PM or 5:00 PM on Friday for Friday or Saturday events, or at 7:30 PM Friday or 7:00 AM Saturday for Saturday events. The Church Coordinator will be advised of the location, or come to LTC Central for directions. The Judges will meet their Event Coordinator, get questions answered, and confirm the exact time and location of their event. Note: Judge's training for **Display Events** is held at the beginning of the judging at the location of the event; do not attend one of these 4 training sessions.
2. Train a replacement if you cannot judge in your time period, and notify the Event Coordinator or ask LTC Central to notify them if you cannot locate the Event Coordinator. Do not double schedule time or plan on an event being over early so you can be somewhere else.
3. Arrive at the event 15 minutes before starting time to receive your judging supplies from the Event Coordinator, making sure that you have everything you need. (The Event Coordinator will advise you of any Special Needs participants that the Church Coordinators have made HOALTC aware of at this time.)
4. Review the Rules and Rubric as soon as you sign up to judge the event, during training, again just before the Event, and once in between so you will be very familiar with the Rules and Rubric. Ask the Event Coordinator any questions you may have.
5. Do not converse with parents, participants, church coordinators, or other judges regarding their evaluation; direct anyone with questions or comments to the Event Coordinator.
6. Work with the other judges to choose one judge for timing the event where required and to find someone to lead an opening prayer before the first participant in a block of individual participants (can be a volunteer observer). If working a group event, one judge needs to sit in a location to receive the team sheet from the ambassador after the team is announced in, please coordinate the handoff in advance with the ambassador.
7. Judges will be advised of any special needs participants in advance of Judging by the Event Coordinator.
8. If a Judge believes that they cannot fairly judge a participant/group, he/she will mark ABSTAIN on the judging sheet, but not in a way that will disclose this action to the participant or other judges. (This is very rare, perhaps only when their child is performing in an individual or very small group event).
9. Watch and evaluate the full performance.
10. Try to judge the amount of effort the participant/group has made in preparation for the event, encouraging those who are obviously working very hard to do their best, and not focus on the resources used.
11. Since there is only one rubric per event for all ages, and also some groups will have a wide age span, Judges will need to recognize those age-adjusted abilities as they complete the rubric, since a gold for a 3rd grader would look different than a gold for a 12th grader.
12. **Use only the criteria in the rubric for judging. The question is not "is this how I would have done it", but "where does what I saw and heard fit on the rubric".**
13. **Use encouraging comments in the block at the bottom, commenting on specific things that the participant/group did well, and if applicable improvements that could be made for the next year. The role of the Judge is to encourage, not critique. The Event Coordinator will not use completed Rubrics in their final medal evaluation that do not comply with this instruction.**
14. Circle the Judge's award in ink at the bottom of the rubric. (You can use pencil or ink on the rest of the form as you prefer, both are provided in supplies)
15. If a participant or group is a no-show, put their rubric at the back of the stack of rubrics for this event, and wait for the time to start the next group/participant. **NEVER START EARLY.** (If a participant/group arrives late we will attempt to work them in at the end. At the end of your event, write NO SHOW on the no-show rubrics, and turn them in with the other rubrics.)
16. Return the plastic sleeve with the completed rubrics (and the team sheet for the judge that received it for team events) to the Event Coordinator or their designee at the end of the event, not sharing completed rubrics with other judges.
17. Please help us improve this rubric each year by submitting Feedback on the website within 30 days of the end of the convention.

I have carefully read and fully understood the above, and I will complete this task to the best of my ability.

SIGNATURE \_\_\_\_\_