

# Head Judge Duties

The Head Judge is a fairly new position we have created for larger contests (ie. Alamo, Galveston, Nationals). This person will establish more consistency with the team area awards and will take over some duties that have previously been the Tally Administrators responsibility. These duties are outlined for you below.

- It is your responsibility to oversee the judges area and to See the BIG PICTURE.
- Collect score sheets from the judges after each performance
- Staple scoresheets together
- Make sure all scoresheets are signed by the judges
- Double check scoresheets for accurate point values in each section
- If any points have been taken off, in appearance or by penalty points the judge needs to explain (on the scoresheet) why points were deducted the judge deducting points, must stay consistent throughout the whole day with all teams.
- As head judge, use your knowledge and experience to know and direct the judges on what is fair (concerning penalty points)
- Try to make sure the judge's scores are no more than 6 pts apart
- Make sure that the judges are making plenty of oral comments on tape
- As each group/team performs, you are to keep your own notes on performances you feel are outstanding. Your notes will be helpful when discussing Judges Awards and Best Overalls.
- After each officer/team category collect the results for Judges Awards. Make sure you ask them to think about every age group...LE, INT, JR, SR PRVT, SMALL SCHOOL, MED SCHOOL, LRG SCHOOL. Judges do NOT have to choose an award in all of the age groups, but they need to think about them. If ever in doubt, give the award rather than not.
- As you are collecting the JAs compare the judge's choices to yours...Make sure teams and outstanding performances don't fall through the cracks. It is up to you to bring any missed performances to the judges attention.
- As the judges send their score sheets to you, please make note of high scores in the areas of Choreography, Technique, Presentation, etc. for the Best Overall Awards. Remind judges to keep their own personal notes on these awards as well.
- Once the JAs have been decided, send the results to the Tally Administrator ASAP!
- Keep a "tally" of the number of special awards earned by each team. This will give you an idea of awards distribution and to make sure all deserving teams are covered.