

## Tally Administrator Q&A's

**Q:** When deciding Judges Awards...two judges want one team to receive the award and one judge wants another team to receive the award, you see both sides, what should you do?

**A:** Give the Judges Awards to both teams!

**Q:** In team/officer events, out of the 9-12 scoresheets that a team/officer group can receive, if one score is an 89, should you ask that judge to "up" their score by making a new scoresheet?

**A:** Yes! That one judge is keeping that team from receiving a Gussie Nell Davis Award or Officers A of E. If a judge refuses to change it - make them do it anyway or do it for them!

**Q:** What do you do if you think a routine is "out of category"?

**A:** Do not deduct points for not being entered in the appropriate category, have one of the judges comment about it and suggest it be put in a different category. DO NOT change categories for any reason. It only creates problems with other teams who were under the impression that that team did not compete in that category. They should not be eligible for Judges Awards for that category.

**Q:** What if there is a six to eight point difference among judges scores?

**A:** When and if there is a six to eight point difference in scores -ask the low scoring judge to raise her score by 2-3 points. It is very hard for a director to understand why there is such a dramatic difference in scoring.

**Q:** Does it matter if a prop in the PROP category is large or small?

**A:** No, if it is used, it's visual and it's good, it does not matter the size of the prop.

**Q:** As Team Tally, do I have the final "Say So" on awards?

**A:** After consulting with the judges and Head Judge, the Team Administrator will have the final say so on decisions. You have been the person that has seen every team perform all day long and has the "BIG PICTURE" of all the routines. If you are unsure, consult with the contest administrator.

**Q:** As a Team Administrator or Head Judge is it my responsibility to assign judging rotations?

**A:** Yes. At the beginning of the day before any events start, ask each judge what they feel most confident in judging and assign rotations. Try to rotate evenly, giving each judge a break every 2-3 categories. Explain to the judge that is rotating out what her duties are: potty break, ask all judges and tally/contest administrator if they need anything, relieve announcer, be a judges or tally assistant, get snacks, eat lunch, etc.

**Q:** If a soloist is the highest scoring soloist throughout the day, does that mean she should automatically get in solo finals?

**A:** All day long each judge and the solo administrator should be keeping track of the "outstanding" soloists. After all solos are over and all tallying has been completed, you should compare results with the judges and who they thought were outstanding. Your highest scoring soloists may have been the first "good one" you saw all day and there was nothing to compare her too. Later during the day 30 awesome soloists showed up and they were better.

**Q:** What do I do if this happens?

**A:** You need to go back and pull that persons scoresheets and have one or both judges change her scores accordingly. Be sure to also make the change on your tally sheet. Make sure that the best dancer is your highest score.

**Q:** If a director or a parent walks up to you before, during, or after the contest is over and asks you a question about scores, awards, judging procedures, etc., what should you do?

**A:** Try to handle it first, but do not guess. If they are not satisfied, have them see the Contest Administrator to resolve on the spot, or, if they are not satisfied, have them call the office on Monday morning. If you can help them with their question then do so, but never release information that you think might be harmful to another team/soloists/etc.

**Q:** When is it best for me to do sound checks if I am announcing?

**A:** At each contest site there should be a "music check station" set up next to the main sound area. Instructions on how to test music and mark it properly will be set out. If this station is not set up, then they can do sound checks before the contest starts, before each category as time allows, or right as their team is taking the floor.

**Q:** What if a soloist wants to add on in the solo area ?

**A:** Ask for payment (cash, money order, cashiers check only) or a receipt from the contest registrar and tell her you will fit them in as soon as possible. Add them to the schedule and do not let them perform without proof of payment.