

# Tally Administrator Information

## Ensemble Tally (duets, small ens, medium ens, large ens)

### A. Tally Sheets

- Tally sheets are grouped according to ensemble size and then school size
- Find tally sheets and other important info in Tally Admin folder
- Use schedule to fill out scoresheets, tapes, and result envelopes
- If missing these sheets, PLEASE ask the Contest Administrator...we ALWAYS have back-up copies

### B. Scoresheets/Tapes

- Ensembles have 3 judges
- Ensembles have 3 scoresheets
- Ensembles have 2 talk tapes
- Each ensemble has their own result envelope with their info included
- Result envelopes are grouped by school/team and filed in their result bag
- Some duets may perform in the solo area at some contest

### C. Rules/Regulations

- There is a 3 minute time limit for ensembles
- We do not "officially" time them
- There is no written penalty if they go overtime

### D. Judges

- At the end of each performance gather scoresheets and tapes
- Check scoresheet for markouts, writeovers, and judges signatures
- ALWAYS inform judges of upcoming performances (changes, injuries, double check they are judging the correct person, etc.)
- Remember....YOU are responsible and in charge of ALL the ensembles. If there is a tie, discrepancy, etc. and the judges can not work it out quickly, then YOU make the decision

### E. Tallying the Scores

- Once the scoresheets/tapes are collected, total scores on sheets and record them on spreadsheet
- Then total all scores together and record that figure on tally sheet
- Record divisional rating and circle it on tally sheet
- Always double and triple check all addition and recordings on tally sheets

### F. Awards

- Each performer in every ensemble receives a ribbon for their div. rating (put these in their result envelope)
- Count the number of performers in each ensemble and record on results envelope (this is for ribbon purposes)
- Once all ensembles in a category are completed, go through to determine high scores in the different age divisions
- Determine winner and perhaps a runner-up in every division (if there is a tie, honor it)
- Once determined, highlight and mark W & RU on tally sheet
- Give a list of the results to whomever is entering data into the computer (could be you)

### G. Preparing for Awards Ceremony

- Once numbers of W & RU have been determined put together ensemble trays
- Stack them in the order they will be given (separate stack in duet, small, med, large)
- You are IN CHARGE of the ensemble portion of the Awards Ceremony

**Officer Tally- Follow the outline for Ensemble except for the following areas.**

**A. Scoresheets/ Tapes**

- Officers have 3 judges
- Officers have 3 scoresheets
- Officers have 3 talk tapes per officer group (not per routine)
- Each officer group has their own result envelope with their info included
- Result envelopes are grouped by school/team and filed in their result packet

**B. Tallying the Scores- this is similar to team tally**

- Record scores, total, and divisional rating in the appropriate category in which the officer group is competing
- Mark routines chosen for judges awards
- If an officer group scores Div I in at least 3 routines they have earned a sweepstakes; receive ribbons in their packet
- Count numbers of performers for ribbon purposes (Sweep, A of E)
- If an officer group earns 90s and above from every judge in at least 3 routines, they have earned Award of Excellence (& receive ribbons)
- Add the best 3 total scores for each officer group
- The officer group in each division with the highest overall total score earns BIC officers. -Runners up can be given

**C. Awards**

- Once an officer groups' overall divisional is determined fill out an OFFICER TROPHY RESULT FORM for their trophy
- Send trophy forms to the awards table to be attached to the trophy
- Give judges and Best overall awards to Team Tally, prepare awards yourself, or send them to Awards Table Administrator (depends on set up of contest)

**D. Preparing for Awards Ceremony**

- Once number of W & RU have been determined, put together awards
- Stack them in the order they will be given (it helps to separate stack in age division or category)
- You are IN CHARGE of the officer portion of the Awards Ceremony
- Prepare all awards pertaining to officers if set-up of contest requires you to ; otherwise send to awards table manager or team tally

## Solo Tally

### A. Tally Sheets

- Soloists names will be grouped on tally sheets according to age/school size divisions
- Find tally sheets and other important info in Tally Admin folder
- Use tally sheets to fill out score sheets, tapes, and result envelopes
- If missing these sheets, PLEASE ask the Contest Administrator...we ALWAYS have back-up copies

### B. Scoresheets/Tapes

- Solos have 2 judges
- Solos have 2 scoresheets
- Solos have 1 talk tapes
- Each Soloist has their own result envelope with their info included
- Result envelopes are grouped by school/team and filed in their result bag

### C. Solo Rules/Regulations

- There is a two minute time limit (with a 15 second grace period) for solos
- It is your responsibility to time and record each solo on the tally sheet
- If soloist exceeds time limit, write "overtime = (the time)" and highlight it on the outside of the results envelope; also document it on the tally sheet
- If soloist exceeds time limit, they are no longer eligible to go on to the finals

### D. Judges

- At the end of each solo performance, gather scoresheets and tapes
- Check scoresheet for markouts, writeovers, and judges signatures
- ALWAYS inform judges of upcoming performances (changes, injuries, double check they are judging the correct person, etc.)
- Remember...YOU are responsible and in charge of ALL the solos. If there is a tie, discrepancy, etc. and the judges can not work it quickly, then YOU make the decision

### E. Tallying the Scores

- Once the scoresheets/tapes are collected, total scores on sheets and record them on spreadsheet
- Then total all scores together and record that figure on tally sheet
- Record divisional rating and circle it on tally sheet
- Always double and triple check all addition and recordings on tally sheets

### F. Awards

- Each soloist receives a medal for their division rating; Silver medal for Div II; Gold medal for Div I (put these in their result envelope)
- Once all soloists have performed, go through each age division and determine high scores for winners and runner-ups
- The number of runner-ups will depend on the number of entrants and break in scores
- Once determined, highlight and mark W & RU on tally sheet
- Write a list of solo finalist for Sound Admin to announce (this should be written in no particular order; people will ask to see the list of finalists)
- Then write 2-3 copies of the solo results
  - 1 for Announcer during Awards Ceremony (or this will be typed and printed out)
  - 1 for Jac-Rac
  - 1 for yourself behind the awards table

### G. Preparing for Awards Ceremony

- Once number of W & RU have been determined, put together solo trays and awards (scholarships, etc.)
- Stack them in the order they will be given (it helps to separate stacks in age division)
- You are IN CHARGE of the solo portion of the Awards Ceremony

## Team Tally

### A. Tally Sheets

- Tally sheets are grouped according to Age/School size
- Find tally sheets and other important info in Tally Admin folder
- Use schedule to fill out scoresheets, tapes, and result envelopes
- If missing these sheets, PLEASE ask the Contest Administrator...we ALWAYS have back-up copies

### B. Scoresheets/ Tapes

- Teams have 3 judges
- Teams have 3 scoresheets
- Teams have 3 talk tapes
- Each Team has their own result envelope with their ALL their info included
- Result envelopes are grouped by school/team and filed in their result bag

### C. Rules/Regulations

- There is a 3 minute time limit for all categories in Team Competition (Open category =6 minutes)
- We do not "officially" time them
- There is no written penalty if they go overtime

### D. Judges

- At the end of each performance, gather scoresheets and tapes
- Check scoresheet for markouts, writeovers, and judges signatures (also job of head judge)
- ALWAYS inform judges of upcoming performances (changes, injuries, double check they are judging the correct person, etc.)
- Remember....YOU are responsible and in charge of ALL team competition If there is a tie, discrepancy, etc. and the judges can not work it out quickly, then YOU make the decision
- Make sure that you and the Head Judge have a system for the day

### E. Tallying the Scores

- Once scoresheets/tape collected, total scores on sheets and record them on spreadsheet
- Then total all the scores together and record that figure on tally sheet (2nd line under individual judges scores)
- Record divisional rating and circle it on tally sheet
- Always double and triple check all addition and recordings on tally sheets
- Mark all judges awards on tally sheet
- Div I in 3 categories = sweepstakes
- 90s and above from all judges in 3 categories = GND
- Mark all awards earned on tally sheets
- Keep track of Best Overall Awards on a separate sheet of paper
- Once ANY awards are determined, send results to Awards Table to be assembled
- Once team's overall divisional rating is determined fill out TEAM TROPHY RESULT FORM and send to Awards Table

### F. Awards

- Refer to the Rules and Regulations for detailed explanation

### G. Preparing for Awards Ceremony

- Instead of "sending results to table" you may need to assemble all awards
- Manage your time wisely; you should have an assistant, BUT stranger things have happened in the past, so please be ready for anything!
- Stack awards in the order they will be given (it helps to separate awards into stacks)
- You are IN CHARGE of ALL TEAM AWARDS
- DOUBLE & TRIPLE CHECK EVERYTHING!!!!