

Team Tally Administrator Information

- Assign each judge a number and keep it consistent on the tally sheet. List teams on tally sheet according to school size (HS Pvt, SM, MED, LRG, SUP) for High School Teams or age (ELEM, INT, JR) for Junior Teams.
- - You will be in headset contact with the announcer. Make sure to let her know 15- 20 seconds ahead of time when the judges are ready so she can call the next team to the floor. She may inform you to alert the judges that the schedule needs to catch up on time. You may also need to relieve her at times so she can take a potty break.
- You may need to get food for the judges if there is no 'runner' or eating break. Be flexible to 'manage' your area.
- **TOTAL EACH JUDGES SHEET.** Record scores from each judge on master tally sheet. **DO NOT AVERAGE SCORES!!!**
- Be sure that there is no more than 6 points difference between the high and low judges score. If so, revise accordingly.
- Place the judges' individual scores on the first line and the total score and the Divisional rating on the second line below the appropriate category for each routine on the results sheet.
- **DIVISIONAL BREAKDOWN for each routine:**
 - Div. I rating from two to three judges = **DIVISION I RATING**
 - Div. II rating from two to three judges = **DIVISION II RATING**
 - **86-100 = Division I 73-85= Division II 72 and below=Division III (Div III should be rare!)**
- **RESULT** column is for the total score and final rating. Teams must receive an overall Div. I rating from each of their three categories to receive a **SWEEPSTAKES**; two **DIV. I** ratings = **DOUBLE DIV. I** rating; one **DIV. I** rating = **DIV. I**: A team receiving all Div. II's will receive an overall Division II Rating. Any team receiving at least one Div. I will be awarded a **DIVISION I RATING**.
- The **GUSSIE NELL DAVIS AWARD OF EXCELLENCE** must be teams receiving a 90 or above from **ALL JUDGES** in **ALL TEAM CATEGORIES**. Check GND column on the tally sheet and record on FINAL AWARDS SHEET. Teams who are eligible for this must have received **SWEEPSTAKES** to be eligible for the GND Award of Excellence. If one judge has scored them one or two points below, you may choose to have the judge raise her score.
- The **DR. IRVING DREIBRODT AWARD** will be awarded to the team with the highest score in the military category. Write "Dr. D." next to the team receiving this award, then record it on the FINAL AWARDS SHEET. This award takes place of a Military Judges Award.
- The JA column is for **JUDGES AWARD**. Check the JA column to the right of the category (jazz, kick, etc.) for the team that has been given a Judges' Award. Have the judges make this decision immediately following the category. **RECORD ON FINAL AWARDS SHEET**. In order to avoid any conflict of interest, at contests where staff teams are participating, a secret ballot may be used for Judges' Awards and special awards votes. Look to see what team has received the highest and next highest scores in the category. These should be given first consideration. **NOTE:** At North Texas Jr., Lone Star State and Nat'l's, the highest score in the category becomes II State Champs II or "National Champs". (This is in place of a Judges Award)
- **BEST IN CLASS (BIC):** Total scores in the top three team categories for each school (ELEM, INT, JR, HS PVT, SM, MED, LRG, etc.). The highest total of team scores (top 3 events) will be awarded BEST IN CLASS. Total all sweepstakes teams. Mark the BIC column on the tally sheet, and record on the FINAL AWARDS SHEET. At North Texas Jr, Lone Star State and Nationals, the Best in Class award becomes 'State Champs' or 'National Champs'.
- **BEST OVERALL (CHOREOGRAPHY, PRECISION, PRESENTATION, TECHNIQUE)** should be decided on at the end of the team events and should be taken as an overall impression from the judges. More than one can be awarded giving consideration to Jr. Teams and School size and they may also be awarded to officer groups. Have Head Judge and judges keep notes for these awards throughout the day.
- **PLEASE DO NOT MAKE A MISTAKE!** Check your results several times to insure that we have the correct info. and results. Have someone else look over it if there is time. Please tally in pencil.
- Make sure that you feel comfortable with all of the results. Sometimes you are the one neutral person seeing "**THE BIG PICTURE**" If you have questions, ask the judges to support their decision to you. This way you will have an answer ready if asked. When in doubt, ask the Contest Administrator or get another opinion. If ever in doubt, always give the award rather than not.
- It is a good idea for the Head Judge to keep a tally of the number of awards earned by each team. This way you can have an overview and make sure the better teams have not been overlooked