



**TECHNICAL JUDGING  
PAPER PROCESS 08-09**

**PART 1 - DDCA QUALITY ASSURANCE AND OSAA/NFHS TECHNICAL REGULATIONS**

**1.1 DEFINITIONS**

- A. Technical: Stunts, Safety, Timing, and Props rules.
- B. Quality Assurance: Costuming, Choreography, and Music rules.
- C. Violation: An act contrary to a rule.
- D. Penalty: Point(s) deducted due to a violation.
- E. Penalty Sheet: Paperwork for noting warnings, violations and tabulating penalties.
- F. Technical Director: JA Leadership Team member.
- G. Review Committee: Technical judges meeting to review submissions.

**1.2 PRE-APPROVAL OF QA AND TECHNICAL ISSUES**

- A. If a coach has any questions regarding choices for routine(s), it is the responsibility of the coach to be proactive and contact the Technical Director PRIOR to the first performance/competition to have issues reviewed and pre-approved. A 'Technical Pre-Approval Submission' form is available on [www.ddca.org](http://www.ddca.org).
- B. A Technical Review Committee will meet to review the questionable material and contact the coach with the outcome/decision. Approved items will be placed on the pre-approval list for the Technical Judges to refer to.

**1.3 PROCESS**

- A. Technical Judges will observe the routine during team performances. If a team violates a QA or Technical rule, the Technical Judges will notate in writing on a "Technical Penalty Sheet" the violation description and corresponding article/rule number.
  - 1. Judges will confer on questionable calls to arrive at one conclusion.
  - 2. Judges will be prepared with a collection of all team violations and warnings from all other events, as well as pre-approved submissions of the season.
  - 3. First time QA violations will not be penalized. Warnings will be issued first instead of a penalty.
- B. Judges will communicate warnings and violations directly to coaches of teams earning a warning or penalty. **The penalty sheet is signed by the coach confirming they are notified of the violation.**
- C. Penalty sheets are submitted to the Judges Director/Tabulator for input into tabulation. Sheets are immediately returned to Technical Judges to use for second round or copy for reference.
- D. **A designated Lead Technical Judge from each event will complete and submit an electronic "Technical Report" of the results from the competition and email to the Technical Director and Evaluation Director by the following Sunday evening.**



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1. A weekly updated summary of team violations, compiled from those Technical Reports by the Technical Director, will be available to judges to pull from the ddca.org website.
- E. Copies of all Technical Sheets should be turned into the Technical Director by the end of the Category season, and by the end of the Traditional season before Championships.
1. The Technical Director will track team violations separately for the entire Category and Traditional seasons. Teams receiving numerous violations during either season, will be contacted by the Technical Director.
  2. The Technical Director will keep the JA Leadership Team, the Technical Review Committee, and active Technical Judges advised and updated of any rule changes as the season progresses.
- F. NEW Responsibilities
1. Submit W-9 form, an availability calendar, and a list of school affiliations each year for scheduling purposes. The availability calendar is due to the Scheduling Director at the time of any fall workshop or training clinic.
  2. A professional dance team biography will be requested periodically from all judges to submit to event programs.
  3. Sign a judging commitment contract with the Scheduling Director for the competition season they are judging. Cancellations or changes in assignments must be done through the JA Scheduling Director ONLY.
    - a. If a judge cancels twice during a season, they will be removed from active status for the rest of that season.
  4. REMINDER: Provide own stop-watch, clip board, and blank penalty sheets for assigned events. Be proficient in using the stop-watch.
  5. Complete and submit electronic "Technical Report" of the results from competition to the Technical Director and Evaluation Director by the following Sunday evening.
  6. All judges complete and submit Event Evaluations from each event they work to the Evaluation Director, and self evaluations, upon request. All forms are available on the ddca.org website.
    - a. All judges receive their paychecks only after evaluations are received.
    - b. Technical judges, as with all performance judges, will receive evaluations on their work.



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**PART 2 - FLOW OF PAPERWORK**

Document	Destination	Delivery Method	Frequency	Due Date
Event Technical Report "Tech-Event-Year"	Linda Romey <a href="mailto:jatechnical@comcast.net">jatechnical@comcast.net</a>  Michele Napier <a href="mailto:jaevaluation@comcast.net">jaevaluation@comcast.net</a>	E-Mail	Every Event	No later than the <u>Sunday</u> following each event.
Judges' Evaluation of Self "Last Name-Event"	Michele Napier <a href="mailto:jaevaluation@comcast.net">jaevaluation@comcast.net</a>	E-Mail	Upon Request	No later than the <u>Sunday</u> following each event.
Judges' Evaluation of JD & Event "Last Name-JD-Event"	Michele Napier <a href="mailto:jaevaluation@comcast.net">jaevaluation@comcast.net</a>	E-Mail	Every Event	No later than the <u>Sunday</u> following each event.
Technical Judges' Individual Penalty Sheets	na	The individual judges' score sheets are submitted to Tabulation between rounds and returned to Technical Judges for use in second round or placed into team exit packets.		
Copies of Technical Judges' Individual Penalty Sheets	Linda Romey <a href="mailto:jatechnical@comcast.net">jatechnical@comcast.net</a>	Mail	Copies of all sheets go to Technical Director. Judges should keep their copy of sheets on file for approximately 1 month in the event a score(s) is contested and the original score sheets are needed for verification.	Category sheets due <u>December</u> . Traditional sheets due <u>March</u> before championships.
Summary of Warnings and Violations	DDCA.org	Summary Report is updated weekly from the Event Technical Reports and available to download from ddca.org website.		