



INTERNSHIP PACKET

2009-2010

Dear Prospective Intern,

On behalf of our entire organization we would like to welcome you to the Washington State Spirit Judges Association! We thank you for taking an interest in our organization and the internship process, and we are excited to have you as a part of the 2009-2010 judging season.

From the application process to becoming a certified performance judge, we are here to ensure that your internship is successful & enjoyable and that your experience with the Judges Association is a rewarding one! We hope that this packet will provide you with all the information you need to get you started. If at anytime you have questions regarding our Internship Program or any other aspect of our organization, please don't hesitate to contact Cara Heiner our WSSJA President at cbheiner@gmail.com or our Vice President and Intern Coordinator Laurie Daniel at LaurieD143@gmail.com. Again, we welcome you to our organization and we wish you happy interning!

Sincerely,

The WSSJA Executive Board

TABLE OF CONTENTS

- **WHAT IS THE WSSJA** – Mission Statement, Purpose and Getting Started.
- **JUDGING REQUIREMENTS AND RESPONSIBILITIES**
- **PROCESS OF INTERNING & CERTIFICATION**
- **IMPORTANT INFORMATION ABOUT INTERNING**
- **WSSJA INTERNSHIP APPLICATION**
- **INTERNSHIP PROCESS CHECKLIST**

MISSION STATEMENT

Our mission is to provide the Washington Dance/Drill community with fair, honest, credible & professional adjudication at local & state events.

PURPOSE

The Washington State Spirit Judges Association exists for the purpose of training, educating, evaluating, and certifying performance and safety technical judges within the state of Washington. We support the overall functioning and foundation of dance and drill, and operate with the driving premise of creating a quality competitive environment within the state. Our operations, teachings, & philosophies are centered on the principal objective of promoting excellence in judges, coaches & performers.

GETTING STARTED....

The first step in the internship process is to carefully read through the entire packet. After reading the information, if you meet the necessary requirements and feel that you can commit to the Intern Process, you will need to complete the necessary paperwork (application, conference registration, etc...) and submit the **\$80.00** Association Dues (Please make checks payable to WSSJA) by **August 1, 2009** deadline. Those joining the Judges Association will receive the following:

- Active internship status for the upcoming season.
- Membership to the WOA (Washington Officials Association)
- WSSJA Handbook via www.wssja.com
- Training and educational materials.
- Registration to the Fall Judges' Conference
- Roster of all current active judging affiliates.
- Performance evaluations and feedback.

Once you have submitted your application, resumé, and other necessary paperwork, then you are on your way to the fall training which will include full information and educational material for interning and judging, food, fun and new friendships.

JUDGING REQUIREMENTS AND RESPONSIBILITIES

Requirements

The following is required to be an active/certified judge for local events:

- At least a high school graduate to begin training and two years out of high school to judge state.
- A member status of the WSSJA and certified member status with the WOA.
- Completion and submission of all necessary paperwork and annual Association Dues.
- Attendance at a WSSJA Fall Training
- Successful completion of the Intern Process.

Responsibilities:

The WSSJA requires all of its judges to uphold and maintain a reputation of professional service and credibility to the dance/drill team community. The following is required conduct that all judges are expected to adhere to:

- Business casual work attire, coordinates, jackets. No jeans, no athletic shoes, no sport clothes, no short skirts, no logo-wear. Tops should be solid colors in white, black or burgandy. Bottoms may be black, gray or khaki in color. Make-up and hair should be sensible and adult.
- Know the rules and regulations of your job and the venue you are judging. Read the WSSJA Handbook.
- Arrive 10 minutes early to all judging call times.
- Do not bring children, spouses, and friends to the events.
- All equipment associated with your assignments is your responsibility. This includes: digital audio recorder, pencils, batteries, supplies, calculators, clipboards, etc...
- Always be in touch with the Jaci Gruhn (Intern Coordinator) and or Stacey Purpura (WSSJA Assigning Secretary). Be available and responsive to communication, offering "well-in-advance" notice to scheduling conflicts, early confirmation of scheduled contracts.
- Represent the organization as a professional with a positive attitude. Talk to fellow judges with mutual respect.
- Arrive to events with a positive and open attitude directed toward the nurturing and support of efforts of others.

PROCESS OF INTERNING & CERTIFICATION

Internship

Opportunities to 'intern' or practice the judging process are available at all local competitions. It is the prospective judge's responsibility to fill out the availability form indicating where he/she is able to perform their competition. The form needs to be returned to the Stacey Purpura the Assigning Secretary before he/she will be assigned to his/her first competition.

In order for an intern to receive **Active Judge Status** he/she must:

- Complete the online Spirit Rules clinic at www.woa-officials.com
- Complete a minimum of one performance internship and one safety technical internship at a regular season competition.
- Receive clearance from WSSJA Vice President/Intern Coordinator as eligible to judge regular season and district competitions.

In order for an intern to receive **Certified Judge Status** he/she must:

- Complete all items listed under Active Judge Status.
- Intern at both days at a state dance/drill championship.
- Receive clearance as a certified WSSJA judge from WSSJA Vice President/Intern Coordinator. Certified status enables a judge to be eligible to judge all competitions.

In order for an intern to become a **Safety/Technical Judge** only he/she must:

- Complete the online Spirit Rules clinic at www.woa-officials.com
- Complete a minimum of one safety/technical internship at a regular season competition.
- Receive clearance from WSSJA Vice President/Intern Coordinator as eligible to judge regular season and district competitions.

Interns will receive feedback on their competition audio and scores. Audio and scoresheets and a recap of the competition scores must be mailed to the WSSJA Vice President/Intern Coordinator within 7 days of attending a competition. Notification will be given after each competition on areas for improvement and areas of success, depth of caption knowledge, comprehension of scoring, use of the linear scale and ability to effectively communicate.

Certification is based on an ongoing process of education, interning and evaluation. It is not enough that a judge has had practical experience with dance and performance, whether it is as a performer, choreographer or coach. To be a judge, analytical process and communicative abilities are to be continually refined along with ongoing education on performance criteria and research into the field of judging itself. Special consideration and

flexibility will be given to individuals with extensive experience and background in judging, coaching, and/or choreography in regards to the internship requirements.

IMPORTANT INFORMATION ABOUT INTERNING

PREPARING TO JUDGE

- Complete and return your Availability Calendar by the deadline to ensure proper placement at events with Stacey Purpura the WSSJA Assigning Secretary. Think ahead about scheduling conflicts! Before each event you will receive a competition contract with all of the specifics including: location, meeting time, Head Judge and Judges, lunch information, etc. **You will be required to return an electronically signed contract via email to the competition director and the WSSJA Assigning Secretary no later than 7 days prior to the scheduled event.**
- Please refer to your Supplies Checklist before each event to ensure that you are properly equipped for your events. Remember to look at the responsibility section of your manual and follow the guidelines.
- Study the linear scale, score sheets and category descriptions.
- Practice making taped comments and scoring, using past/current dance videos or watching other artistic venues. Try to get comfortable using the digital audio recorder and the linear scale.

JUDGING

- Arrive early to get prepared. It will help the nerves. ☺
- Participate during the Judges meeting. Perform as if you are in active judging status. You will have the same responsibilities as the active/certified judges. You will sit in the bleachers with the judges, give taped critiques and assign scores. Your scores, however, will not be included in the final tabulation for the event, and will not be seen by anyone outside your Intern Coordinator. You will receive the overall recap sheet from the event to see how your scores and placements align with the certified judges.

AFTER JUDGING

- Your digital audio and scoresheets need to be mailed to the WSSJA Vice President/Intern Coordinator for evaluation. Feel free to make copies for yourself.

EVALUATION PROCESS

- Once tapes and scores are received, your Intern Coordinator will evaluate your performance.
- You will receive your evaluation via email before your next judging assignment.

- The evaluation will highlight strengths, evaluate your judging abilities and provide recommendations for areas of improvement, strengths and if further interning is needed or if a successful trial was accomplished. **Again, bare in mind that this is an ongoing process and will continue as long as necessary based on individual performance and assessment.**



JUDGES INTERNSHIP APPLICATION

CONTACT INFORMATION

Name:

Street Address:

City:

State:

Zip:

Home Phone:

Work Phone:

Cell Phone:

Email:

Birthday and age:

RESUMÉ

Dance/Drill Experience:

Dance/Drill Education:

Other Education:

Work Experience:

References:

Name:

Phone #:

Complete a minimum of two competitions, once as Safety Technical Judge.
Submit Competition audio and scoresheets to Jaci Gruhn, Intern Coordinator.
Complete necessary paperwork to begin active judging status.

Here are some blank lines for you to add your own goals or tasks to check off when completed.
