



**BRITISH ASSOCIATION OF BARBERSHOP
SINGERS**

GUILD OF JUDGES HANDBOOK

VERSION 7

JANUARY 2010



***“They won’t care how much you know;
Until they know how much you care.”***

AMENDMENT HISTORY

Version 7. Issued January 2010. Changes to recruitment and training sections, plus correction of minor errors

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SECTION I : CODE OF CONDUCT

General Guidance

- 1.1 Whilst acting as a judge/coach or representing the Guild in any other way, you should behave in a manner which will bring, or be seen to bring, credit to the Guild.
- 1.2 Do not coach or make evaluative comments to contestants within two calendar months prior to a contest in which you are to judge. If, as a result, you are placed in a difficult position, you should alert your Category Director to this conflict as soon as possible. The Category Director will then decide how to proceed.
- 1.3 Although opportunities to undertake private shadow judging at non-BABS contests are to be encouraged, members are reminded that the Guild does not support their approaching other judging bodies with a view to gaining favoured positions in the auditorium. This is particularly so in North America, where provision for their own shadow panels may be extremely limited. Any invitation to the Guild from the Barbershop Harmony Society to sit on shadow panels at International will be handled through the Chairman.
- 1.4 Certified judges may be requested to serve on panels in chorus contests in which they may have previously chosen to compete.

Guidance for Contest Duties

- 1.5 The conduct of contests is set out in the BABS Contest Rules which are updated from time to time. Judges should be conversant with both the Contest Rules and Category Descriptions well enough to quote from them or know where to refer to within them, in respect of any queries that may arise. Copies of the latest rules can be obtained from the Guild web-site, and a copy will be available from Contest Administration at contests for reference.
- 1.6 Score the "Total Presentation" based on your lifetime experience; include all that you see and hear from the holistic viewpoint. Do not allow your score to be influenced by the reputation of the contestants or the reaction of the audience. Score at a consistent level, irrespective of the status of the contest.
- 1.7 Other than for the purposes of providing advice to contestants, do not comment on a contest performance to anyone unconnected with the 'panel of the day'. During breaks in a contest, neither the judges nor shadow judges should discuss individual performances with anyone except official panel members. It is acceptable after mike warming performances to establish a level setting score with other members of the official panel and with shadow judges.
- 1.8 Judges shall be smartly dressed while carrying out official duties. Clothing should not distract either the contestants or audience. The Chairman of the Panel may waive this conduct rule in the event of a judge mike-warming the contest and then taking his place on the official panel

Evaluations

- 1.9 The writing of chorus evaluations will be shared between individual panel members at Convention. The judges will collate the category views from their colleagues' score sheets and write them to the Guild web-site by the end of two weeks following the contest. The score sheets should then be returned to the originators. Quartet evaluations will also be written to the Guild web-site and, when complete, e-mailed to the quartet correspondent.
- 1.10 Chorus visits should not be arranged until at least 3 weeks after the end of Convention.
- 1.11 Judges must recognise the importance of evaluations, particularly to disappointed contestants. Arrive on time and be fully prepared. Be discreet and tactful in your comments, remembering that you are representing all three scoring categories, but ensure your messages are clear. The use of bad language, however inadvertent is not appropriate and can cause offence. The drinking of alcohol during evaluation sessions is not permitted. Evaluations are part of the official duties of the judge and the judge should therefore have completed them before consuming alcohol.

Score Reductions

- 1.12 When evaluating a song, the judge will take account of the performance he has seen. He may then reduce the score if it is perceived that the contestant has not conformed to the barbershop style, as defined in the Contest Rules and Category Descriptions. While this arrives at the correct score, it will then be transparent to the contestant that there is an element of the song which needs to be reviewed in the future.
- 1.13 Judges should therefore make an explicit note on the scoring form of the initial score, the reduction applied and the reason for that reduction. This information will then be available to the contestant on the detailed score sheet received after the contest, although only the net score will appear on the published scoring summary available to the public.

Conferencing

- 1.14 It is a long established principle that each judge is solely responsible for his scores. However, situations can occur in a contest, particularly when a penalty is being considered, where sharing views with fellow judges will lead to the contestant receiving the correct score. This has not been permitted in the past but in line with the thinking of the Barbershop Harmony Society, a conference may now be called by any Music or Presentation judge who wishes to discuss a possible infringement with other members of the same category. Judges only need to consider calling for a conference, if the score reduction being considered is 5 points or more.
- 1.15 If a judge wishes to discuss a performance with his fellow judges in the same category, he needs to alert the panel chairman immediately at the end of that performance. With the agreement of the chairman, the judges may then discuss in general terms the performance. This discussion will take place in the contest administration area or any other convenient location where the discussion cannot be heard by other members of the panel. **While the conference is taking place, the score summaries of the other judges will not be collected until the conference is concluded.**
- 1.16 The discussion which takes place will be restricted to a general exchange of views on the performance and whether it might attract a minor, moderate or severe penalty. **Individual scores and penalty scores must not be discussed.** The panel Chairman or another member of the Contest Administration team should independently witness the discussion.
- 1.17 It is expected that conferencing will be a rare occurrence and all judges should be aware of the need to keep the contest running smoothly and not to call unnecessary conferences.

Shadow Judging

- 1.18 In order to supply the number of qualifying scores required for certification and re-certification, all judges are encouraged to shadow judge contests where they are not on the official panel.
- 1.18 Any judge wishing to shadow judge a contest must notify their intention to the Contest Administration category at least 7 days prior to the contest, so suitable arrangements can be made. This will equally apply to members of other organisation wishing to shadow judge.
- 1.20 All shadow judges will be expected to attend the contest briefing. This requirement may be waived for long contests, particularly if the judges are also competing. Shadow judges will be expected to ensure that they are seated in a similar order to the official panel (MUS/PRS/SNG) not in category groups. All shadow judges **must** hand in their score summary at the end of the contest for evaluation. Shadow judges will have access to the judges' area back stage. See also Appendix 7 Shadowing Judging Protocols.
- 1.21 In some venues, it may not be possible to provide official shadow judge places to everyone requesting it. In these circumstances, shadow judging may take place from the auditorium seats, but the shadow judges will then not be permitted to use the back stage facilities. Scores must still be submitted at the contest conclusion.

SECTION 2: THE FUNCTION OF THE GUILD AND ITS ORGANISATION

Function

- 2.1 It is the function of the Guild to provide judges, who have qualified through the BABS training programme or through other formally recognised training programmes (*see para. 6.11*), for contests run under the auspices of BABS.

Organisation

- 2.2 The Guild is organised so that candidates and qualified judges (hereinafter called 'members') receive education on a regular basis. (*An organisation chart for the Guild is shown in Appendix 1.*) The Guild normally holds two seminars each year, which provide the necessary instruction and tuition. Facilities are usually provided at BABS events so that judges who are not appointed to the panel-of-the-day can shadow judge.
- 2.3 The Guild holds its Annual General Meeting during the Autumn Judging Seminar. The Standing Orders for the calling and conduct of the AGM are set out in *Appendix 5*.

Guild Committee

- 2.4 The Guild reports to the BABS Director of Music Services, through the Guild Chairman, and is considered a sub-group of the BABS administration. It is supervised by a Committee that is responsible for (a) the co-ordination of all of its functions, (b) determining general policy with respect to judging procedures and training, and (c) endorsing proposed changes to the rules. All members of the Committee must be members of the Guild (*see Section 5*).
- 2.5 The Committee comprises the Chairman, Vice-Chairman, Secretary, Contest Manager, Accommodation Manager, Education Manager, PRO & Recruitment Manager and four Category Directors. The Immediate Past Chairman is an ex-officio member of the Committee for one year.
- 2.6 No member of the Committee shall have more than one vote in any ballot, even where the member holds more than one official position on the Committee. However, the Chairman or his designated deputy shall have a second casting vote on any tied ballot.

Terms of Office

- 2.7 With the exception of the Chairman, Vice-Chairman and Category Directors, members of the Guild Committee are elected at the Guild's AGM held during the Autumn Seminar. They serve for one year and can be re-elected. Those elected come into office on the following 1st January.
- 2.8 The Chairman is elected for a term of two years. This usually follows his having served for two years as Vice-Chairman. Although the subsequent appointment to Chairman requires ratification by the Guild at its annual general meeting, by accepting the position the candidate indicates a willingness to serve as Chairman. The Vice-Chairman is elected for a term of two years and is an ex-officio non-voting member of the Category Directors' Sub-Committee. Chairman and Vice Chairman take office on 1st January following election.
- 2.9 A Category Director is appointed by the Guild Chairman, on the recommendation of the existing Category Director, and this appointment is ratified by the BABS Executive. A Category Director normally serves for two years, together with two years as an Assistant (*see para 4.4*). Category Directors and Assistants take over their posts immediately following the Spring Seminar.

Category Directors' Sub-Committee

- 2.10 The Category Directors' Sub-Committee consists of the four Category Directors and is responsible to the Guild Committee for the practical aspects of training candidates and member judges, and for maintaining judging standards. The Sub-Committee recommends rule changes to the Guild Committee and is the forum where judging policy and criteria are determined. The Category Directors' Sub-Committee shall review the development and progression of Candidates and members.
- 2.11 The members of the Category Directors' Sub-Committee will appoint a chairman for each meeting from those present. Minutes of the Category Directors' Sub-Committee will be copied to the Guild Chairman and Secretary.

3: DUTIES OF THE MEMBERS OF THE GUILD COMMITTEE

Chairman

3.1 The Guild Chairman is elected as Vice-Chairman (Chairman-elect) directly from the body of member judges. The Chairman's term of office is, therefore, two consecutive periods of two years each. If this continuity cannot be maintained, the Chairman will be elected directly from the body of member judges. The Chairman is answerable to the BABS Executive through the Director of Music Services. His responsibilities are:

- to approve the provision of judges for BABS contests (and other contests upon invitation)
- to oversee arrangements for judging at BABS contests
- to develop a healthy judge-training programme
- to maintain high morale within the Guild
- to act as a focal point for all matters within the Guild
- to represent the Guild in matters of contest policy and judging which relate to other organisations
- to appoint Category Directors
- to co-ordinate the preparation of the Guild budget.
- to provide written notification to successful candidates that they have been promoted to member.

Vice Chairman

3.2 The Guild Vice-Chairman is elected from the body of member Judges. His responsibilities are:

- to become familiar with the workings of the Guild and officiate in the absence of the Chairman.

This appointment has to be approved by the Director of Music Services.

Secretary

3.3 The responsibilities of the Secretary are:

- to take minutes at Guild Committee meetings and distribute them to members of the Committee and to the Director of Music Services
- to act as a focal point for all communications of relevance to the Guild as a whole
- to ensure that adequate stocks of up-to-date Guild publications are maintained
- to assist in the drafting and final preparation of the Contest Rules consequent upon any revision and advertising such changes in Harmony Express
- to maintain a file of potential and pending rule changes
- to advise any member of the Guild of the consequences of any disciplinary action taken against him.

Contest Manager

3.4 The responsibilities of the Contest Manager are:

- to obtain judging panels for all contests from Category Directors
- to liaise with the Director of Special Events and his/her team on the question of providing resources and facilities of an adequate standard for contestants and judges at BABS contests
- to liaise with the Category Directors on the provision of adequate facilities for practise judging at BABS contests
- to circulate entry forms for the Preliminary contests to all BABS clubs
- to organise the draw which determines the order of competing and advertise this in good time in Harmony Express
- to ensure that the contest organisers are aware of all necessary details relating to the appearance of contestants
- to liaise with the Chairman of Judges on the day of the contest and provide a pre-contest briefing for the judging panel
- to appoint any assistants as required to fulfil the above duties
- to assist the Education Manager at training seminars in the organisation of mock contests.

Education Manager

- 3.5 The responsibilities of the Education Manager are:
- to liaise with the Category Directors on the production and maintenance of formal training programmes.
 - to organise the training programme for each seminar, liaise with the Accommodation Manager on this, and publish a timetable for each event.
 - to arrange mock contests at seminars and provide taped or live contestants for this purpose.
 - to provide appropriate equipment for each category during seminars.
 - to liaise with the Category Directors and the Guild Secretary on the progress of all members.
 - to co-ordinate the training records on each member of the Guild, for the purpose of recording their training and progress through the Guild.
 - to liaise with the PRO & Recruitment Manager on the progress made by applicants and their likely suitability for acceptance as members.

Accommodation Manager

- 3.6 The responsibilities of the Accommodation Manager are:
- to liaise with the Education Manager and establish requirements for each seminar.
 - to organise the facilities at seminars
 - to act as a focal point for matters relating to accommodation arrangements.
 - to organise special events, as required, in addition to the biannual seminars.

PRO & Recruitment Manager

- 3.7 The responsibilities of the PRO & Recruitment Manager are:
- to act as the initial point of contact between potential applicants and the Guild.
 - to issue appropriate questionnaires to potential recruits.
 - to develop and publish Guild publicity and information materials.

SECTION 4: CATEGORY DIRECTORS AND ASSISTANTS

Category Director

- 4.1 Category Directors are chosen for their knowledge and ability to provide leadership within their discipline. A Category Director shall be a member of the Guild and serves on the Category Directors' Sub-Committee and the Guild Committee. The tenure of office for a Category Director shall be two years.
- 4.2 The responsibilities of a Category Director are:
- to provide to the Contest Manager a full complement of officials
 - to provide a training programme for members of the category
 - to develop the creative direction of the category.
- 4.3 The duties of a Category Director are:
- to advise the Contest Manager in a timely manner before each contest of the judges who will represent that category
 - to provide questionnaires to the PRO & Recruitment Manager for issue to new applicants
 - to review applications to join the category and recommend acceptance or rejection, following the process laid out in *Appendix 2*
 - to provide candidate members with a written training plan showing what they need to achieve to attain full membership and, in conjunction with the Assistant Category Director, to ensure candidates are kept informed about their progress. An outline plan can be found in *Appendix 2*
 - to advise the Guild Committee on the progress of current category members and provide nominations for promotion from candidate to full member status
 - to assess at regular intervals the evaluation skills of all members
 - to consider and nominate a successor having obtained the nominee's agreement.

Category Director's Succession

- 4.4 Taking into consideration the Category Director's nomination, the Guild Chairman shall appoint an Assistant Category Director at the start of the second year of the Category Director's term. The Assistant will work closely with the current candidates and assist them towards certification. The Assistant will then serve for two years as Category Director and, at the end of that two year tenure, will resume the role of Assistant for a further year.
- 4.5 An Assistant Category Director may deputise for the Category Director at Committee meetings, subject to the prior approval of the Guild Chairman.
- 4.6 Anyone assuming the position of Assistant Category Director must be prepared to serve for four years and to assume the responsibilities of Category Director in accordance with this plan.

SECTION 5: GUILD MEMBERSHIP AND QUALIFICATIONS

Membership Requirements

- 5.1 Membership of the Guild is open to all members and associate members of BABS. In addition, non-members of BABS may be considered for admission, subject to approval by the Guild Committee. There are two active grades of membership – “Candidate”, and “Member”.
- 5.2 All members of the Guild are required to be full members of BABS, where eligible.
- 5.3 Candidates will be selected on the basis of their commitment to barbershop singing, proven ability to coach and educate, and their standing among their peers. Overseas applicants may be accepted as candidates, provided they fulfil all these requirements and confirm their willingness to judge at BABS contests, when required. See also *Section 6* for the qualifications which must be met for acceptance as a candidate judge.
- 5.4 Promotion from Candidate to Member will be on the recommendation of the Category Director and approved by the Category Directors' Sub-Committee and Guild Chairman. Certification requires the Category Director to be satisfied that the candidate has achieved satisfactory standards and will be a credit to the Guild. Promotion to Member status other than at a recertification seminar is provisional. The Member may judge BABS contests but will not be eligible to judge contests in other affiliated organisations.
- 5.5 The maintenance of member status will require attendance and satisfactory performance at the three-yearly Joint Category School. A Board of Review comprising the Category Director, the Education Manager and an independent advisor (usually a BHS judge) will review each judge's performance and confirm the appointment. Members will not normally be selected to officiate at barbershop contests outside BABS, unless, and until, they have been certified by this Triennial Board of Review.
- 5.6 The Guild recognises two other grades of membership – “Inactive” and “Honorary”. The ‘inactive’ status may be conferred on BABS judges who for personal, employment or health reasons may request this status. A request for ‘inactive’ status should be made in writing to the Guild Chairman, who will consult the Category Directors' Sub-Committee for an opinion. A judge who has ‘inactive’ status shall be reviewed on an annual basis by the Guild Committee. Return to an active status within the three-year re-certification cycle shall be on the recommendation of the respective Category Director and shall require the full support of the Guild Committee. All judges relinquish their status on arrival at the Joint Category School and need to re-certify.
- 5.7 ‘Honorary’ status (temporary for that occasion) may be conferred by the Guild Chairman, on the recommendation of the appropriate Category Director, on any person considered by them to be able to discharge the judging duties for a nominated contest. Trained judges from other approved organisations (*see para. 6.11*) do not need the Chairman's prior approval to be assigned to BABS contests.

Maintenance of Certification

- 5.8 All members are required to fulfil a minimum requirement in order to remain certified. Certification will last for three years only, when members may be re-certified, subject to the requirements specified in 5.8 below.
- 5.9 Minimum requirements for maintenance of certification and for re-certification include:
 - attendance at four seminars in a three year period, including the Joint Re-certification seminar;
 - panel judging or shadow judging at four contests in a three year period; (Note: Score summaries must be submitted for this to qualify)
 - satisfactory completion of training material, as required by the Category Director and Board of Review.
- 5.10 Should a judge fail to meet these requirements, either through no fault of his/her own or by choice, it will still be necessary to re-certify at the first opportunity. Other requirements may be waived or some substitution made at the discretion of the Category Director.

- 5.11 In exceptional circumstances the Chairman of the Guild and the respective Category Director may award maintenance of certification. This decision is subject to ratification by the Guild Committee.

Appeals

- 5.12 Appeals by candidates in respect of promotion, or by members in respect of re-certification, should be submitted in writing to the Education Manager. These will be discussed formally at the next meeting of the Guild Committee.

Discipline

- 5.13 When a member's activities are considered to be against the interests of the Guild, the matter will be dealt with in accordance with Guild disciplinary procedures (*see Appendix 6*).

SECTION 6: RECRUITMENT & TRAINING

Qualification for Membership

- 6.1 Application for membership of the Guild is open to any person as described in *Section 5*.
- 6.2 It is not the function of the Guild to train members to be better barbershop singers, teachers, educators or coaches. Any person applying for membership of the Guild will be required to demonstrate suitable skills in these areas. Potential applicants can, if they wish, speak informally to the PRO & Recruitment Manager, the Education Manager or another member of the Guild before submitting an application. They will also have to attend one of the Foundation Courses run jointly by BABS or LABBS before being accepted at the applicants weekend (Autumn Seminar). At the end of the applicant's weekend, if they are still considered suitable by the Category Director they will be invited to become a Candidate.
- 6.3 All applicants will be notified of the success or failure of their application. Where a rejection takes place the applicant will be advised of those general areas where improvement is needed for a successful application on a future occasion. Applicants who are not accepted for training are not precluded from re-applying provided they have taken active and demonstrable steps to improve all aspects of their barbershop experience.
- 6.4 All applicants will be required to confirm that they are prepared to undertake the necessary period of study and practise judging, and to confirm their availability for judging, which may include both chorus and quartet contests.

Application for Membership

- 6.5 Recruitment, training and certification normally take place within a 3-year cycle, as shown in *Appendix 2*. In normal circumstances, a new applicant will expect to take 3 years to qualify. It is not anticipated that applicants who join as candidates towards the end of the 3-year cycle will be able to qualify at the Re-certification Category School. The Category Directors will advise such candidates accordingly in the light of their demonstrated progress.
- 6.6 Applications will be made to the PRO & Recruitment Manager, who will supply each applicant with the appropriate documentation which can also be found on the Guild website, www.babs-education.info/judges. All applicants will be required to provide details of their barbershop and other relevant musical/stage careers. They will also be asked to include 3 references, one of which must be from an existing certified member of the Guild of Judges and one from their chorus MD. They will also be contacted by the relevant Category Director to arrange a personal interview.
- 6.7 Each category has an established limit on its membership and each application shall be judged against the number of vacancies in the preferred choice. Each application will also be viewed against absolute standards of expertise and the Category Director may reject all submitted applications. In exceptional circumstances, the Category Director may take in candidate numbers in excess of the Category establishment, particularly if well-qualified applicants are available. The budgetary implications of exceeding the established limit must be approved by the Director of Music Services, via the Guild Chairman.

Recruitment Programme

- 6.8 The recruitment programme will normally be based on the three year cycle shown in *Appendix 2*:
- Potential applicants are required to attend a Foundation course before they can be invited to the applicant's weekend in October (Autumn Seminar). This course, run by BABS/LABBS judges will cover the main aspects of judging. It will enable people to discover what is required – and the commitments involved – as well as enable the tutors to further assess their potential as judges. This course will be run on an as required basis and will be advertised by BABS PRO & Recruitment Manager.
 - Applications by those BABS members who are interested in joining the Guild should be made to the PRO & Recruitment Manager following completion of the Foundation course.

Exceptionally, applicants will be accepted before this course, but will not be eligible for Candidate status nor to receive reimbursement of their expenses until after this course.

- The PRO & Recruitment Manager will check the applications and, if satisfactory, send out the appropriate questionnaires to the applicants. These will be returned to the PRO & Recruitment Manager who will pass them to the appropriate Category Director for assessment.
- After the assessment and on the recommendation of the Category Directors' Sub Committee, the Chairman will write to the applicants to invite them to attend the Autumn Seminar (October). It will be at this Seminar that the applicant will be made aware of the training programme. Unsuccessful applicants will be advised where improvement is needed.
- After the applicant/s have attended the Autumn Seminar, the Category Director, if he is satisfied with their progress, will recommend to the CD's Sub Committee that they be invited to attend the following Spring Seminar (March) as a candidate. They should also be supplied with copies of the Judging Reference Book, Guild Handbook and the Contest Rules. They will be introduced to a mentor who is a certified judge. The mentor will assist the candidate with their training

Training and Certification Programme

6.9 The training and certification programme for candidates is set out in detail in *Appendix 2*.

OTHER RECOGNISED JUDGE TRAINING PROGRAMMES

6.10 The following organisations are, at the date of Version 7 of the Guild Handbook, considered by the Guild to operate judge training programmes recognised by, and acceptable to, BABS (see para. 5.6).

1. Ladies Association of British Barbershop Singers (**LABBS**)
2. The Barbershop Harmony Society in America (**The Society**)
3. Harmony Inc. (**HI**)

SECTION 7: FINANCE

Guild Budget

- 7.1 The BABS financial year runs from 1st January to 31st December. Halfway through each financial year, the Director of Music Services will liaise with the Guild Chairman and then prepare an estimate of the Guild's predicted expenditure for the next financial year. The Director of Music Services will present all salient details of this estimate to the BABS Executive at their first meeting in the New Year, and subsequently monitor expense claims and Guild expenditure.

General Expenses

- 7.2 All members are required to minimise costs when carrying out Guild business. Equally no member should suffer out of pocket expenses for work associated with Guild activities, within any limits agreed by the Guild Committee.
- 7.3 All members are entitled to reimbursement of travel and subsistence expenses when incurred in the pursuit of the Guild's activities. The current rates of reimbursement are shown in *Appendix 3*. Guild members travelling from overseas may only claim expenses from their point of entry to the U.K. which should be the nearest convenient point to the Guild event.
- 7.4 All members are advised to support claims for the costs of UK telephone calls, stationery, copying services and postage with broad details and, where feasible, receipts or other documentary evidence. A personal record of these details, which can be inspected by the BABS Director of Finance, should be maintained.

Extraordinary Expenses

- 7.5 A small provision is made for the reimbursement of necessarily incurred extraordinary expenses. This is intended to cover such matters as ad hoc visits in support of contest arrangements, international telephone calls, hosting guests on behalf of the Guild or any other extraordinary non-recurring expense.
- 7.6 It is expected that this provision will be used only very rarely. The Guild Chairman should be notified prior to such expense being incurred and he will notify the Director of Music Services of the intended action. The agreement of the Director of Music Services will be sought and required if, by invoking this provision, total costs in excess £50 are expected to be claimed in any one financial year.

Submission of claims

- 7.7 All claims must be submitted on the current version of the BABS Expense Claim Form. Copies of the latest version can be downloaded from the Guild web-site or obtained from the Guild Secretary. Claims which are not submitted within 28 days of the event will not be paid.
- 7.8 Major expense claims for costs incurred when attending contests, seminars and committee meetings and, by prior arrangement, official meetings other than these, must be submitted to either the Director of Special Events or the Director of Music Services within TWENTY EIGHT DAYS of the expense being incurred. Guidance is given on this topic from time to time. Claims submitted outside this period may be subject to delay in payment. A stamped addressed envelope must be included with any postal claim.
- 7.9 Receipts are always required in support of claims for travel (except for fuel) and accommodation.
- 7.10 Minor and incidental expenses can accumulate but they should be included with the next major claim unless it is likely that they will be delayed for a period greater than three months. Claims submitted outside this period will only be authorised if there are extenuating circumstances for the delay.
- 7.11 Where an expense claim is for mileage only (where no receipts are needed), or where the necessary receipts can be scanned and attached, the claim form may be sent electronically to the Director of Music Services for authorisation and forwarding to the BABS Director of Finance.
- 7.12 To assist the BABS Director of Finance, all claim forms should be completed with the correct Department Code. A list of valid codes can be found on the Guild web site. Where an exceptional

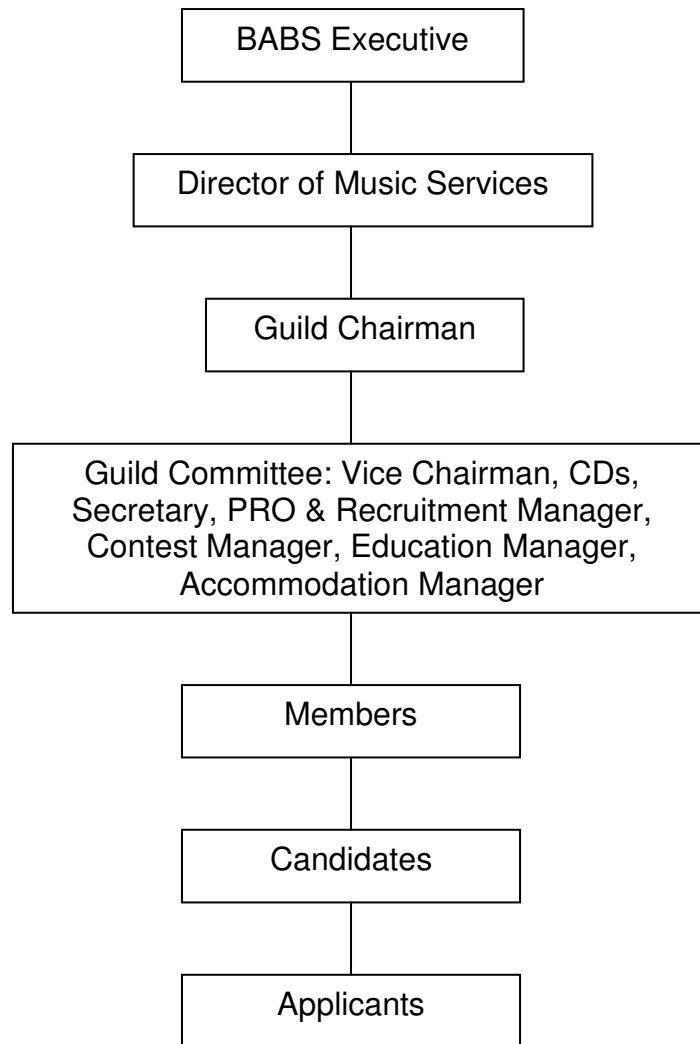
item is being claimed, not covered by the existing codes, the BABS Director of Finance should be asked for the appropriate code to be used.

Tangible Assets

- 7.13 The Guild Committee is responsible for determining the use and safekeeping of all capital items that have been purchased with funds allocated to the Guild by the BABS Executive. A list of all such items, and any other material items of intrinsic value, will be maintained by the Secretary in auditable form. This list forms the "Guild Capital Equipment Inventory".
- 7.14 Storage of all tangible assets will be in the home of one or more Guild members. A register of custodians will be maintained by the Guild Secretary as an appendix to the inventory and each custodian will be responsible for the safekeeping and transit of capital equipment to and from BABS functions.
- 7.15 Tangible assets are insured by BABS and no separate insurance cover is required by members holding any Guild asset. However, appropriate and commonsense security measures must be taken to ensure assets are not stolen or damaged in such a manner as might invalidate a subsequent insurance claim

APPENDIX 1

GUILD ORGANISATION



APPENDIX 2

3-YEAR TRAINING AND CERTIFICATION CYCLE

Notes:

1. The 3-yearly recertification event will be known as the **Recertification Category School**. All other Spring/Autumn events will continue to be known as Seminars.
2. Category Directors will change every two years immediately after the Spring seminar/Category School, as appropriate.
3. Assistant CDs will rotate mid-way through the 2-year CD cycle.
4. **Autumn Seminars** will be the weekend when Applicant are invited to their 1st Seminar
5. **Spring Seminars** will be the weekend when Candidates are invited to commence their 3 year training cycle.

Application received	<p>Potential applicant makes application to the PRO/Recruitment Manager and the application form is sent.</p> <p>(Replies are to include 3 references. One each from Guild Member, Chorus CD + one other)</p> <p>CD to checks references and arrange an interview, during which he will discuss the expectations of the Applicant and the Guild also claimable expenses.</p> <p>If the Applicant is considered suitable the CD will notify the Education Manager and PRO/Recruitment Manager who will send out the general and appropriate category questionnaires.</p> <p>Once the questionnaires have been checked and prior to being invited to the Autumn Seminar as an Applicant, he/she will have had to attend a Foundation Course. These are jointly run with LABBS and give an overview of the three Categories and the Guild.</p>
Attend Foundation Course	
Autumn – Seminar (Applicants weekend)	Candidate invited to attend Autumn seminar
	<p>If the successful Applicant is still considered suitable he/she will be invited to the Spring Seminar as a Candidate. They will be supplied with copies of the Judging Reference Book, Guild Handbook and Contest Rules.</p> <p>They will also be informed of the training programme and the records that will kept during their training period. The candidate will also be introduced to a Mentor, who will help with their training.</p>
Year 1 Spring Seminar (Candidates weekend) CD will start specified training activity. Autumn Seminar (Applicants weekend) CD/Mentor to continue training programme	Monitor candidate progress
Year 2 Spring Seminar (Candidates weekend) CD will start specified training activity. Autumn Seminar (Applicants weekend) CD/Mentor to continue training programme	Monitor candidate progress
Year 3 Spring Seminar (Candidates weekend) CD will start specified training activity. Autumn Seminar (Applicants weekend) CD/Mentor to continue training programme	Monitor candidate progress
Spring Seminar (End of Training Cycle) (Certification/Re-certification Category School).	

APPENDIX 3

LEVELS OF REIMBURSEMENT FOR GUILD ACTIVITIES

Event	Member	Candidate
Seminar costs (incl. travel & subsistence) (Note 1)	100%	100%
Judging at Preliminary Contests (Note 2)	100%	N/A
Judging at Convention (Note 3,4)	Full Expenses	N/A
Shadow and practice judging	Nil	Nil
Committee meetings (Note 2)	100%	N/A
Other ordinary expenses (Note 5)	100%	100%

Notes

1. Seminar Costs

Full reimbursement is allowed for all seminar costs incurred by Members and Candidates. Applicants will be expected to pay their travelling expenses to the applicant weekend (Autumn Seminar). Their hotel costs will be covered by the Guild. All members must endeavour to minimise costs to the Association. The costs of accommodation will normally be covered directly by the Guild and prior approval of the Chairman is needed for any additional claim. Travel by car will be charged at the prevailing BABS published mileage rate. Travel by public transport may be claimed at the cheapest economy rate available at the time.

2. Prelims

Any panellist whose journey is more than 120 miles/2 hours has the option of an additional overnight stay either on the eve of the contest or immediately following the contest, at a hotel previously agreed. Reimbursement in respect of chorus prelims is only paid to cover costs that are incurred unavoidably in performing Guild duties as a member of the panel. Where the quartet prelims do not coincide with a judging seminar, payments will only be made to official panel members.

3. Convention

Any panellist whose journey is more than 120 miles/2 hours has the option of an additional overnight stay either on the eve of the contest or immediately following the contest, at a hotel previously agreed. Up to £12 will be allowed for dinner, but on those occasions when special dinner arrangements are made for panel judges and the costs settled by the BABS, no allowance will be paid. Convention panel judges will be issued with passes and will not be required to register. Panel judges will have to pay for show tickets on an individual basis. Return fares or the basic BABS published mileage rate will be paid as above. *(Note 3 only applies where Convention follows the standard pattern (i.e. quartet semi-finals on Friday; chorus contest on Saturday; quartet final on Sunday). If any other arrangements apply, a special expense claim system will be agreed by the Guild Committee and published to all members before Convention.)* **Note: Convention expenses will be ratified annually by the Director if Special Events.**

4. Accommodation

Rooms will be reserved on a B&B basis in the HQ hotel for panel judges and contest MC's. Quartet panellists are entitled to 3 nights (Friday, Saturday and Sunday) and Chorus panellists are entitled to 2 nights B&B (Friday and Saturday). Where a judge shares accommodation with a partner, the partner will be liable for the difference between the single room rate and the double room rate.

5. Committee meetings

Overnight expenses will not be claimed for committee meetings, unless authorised in advance by the Guild Chairman.

6. Extraordinary expenses

Potential claims not in accordance with these rules should be authorised before expenditure is incurred.



APPENDIX 4

PROCEDURES AND FUNDING FOR INTERNATIONAL

Entry to the International Contest is by invitation from the Barbershop Harmony Society.

QUARTETS

1. Quartet(s) nominated to the Society Board to represent BABS at the International Contest will be selected at the previous year's BABS annual convention. Eligible quartets for selection will be in the BABS contest starting at the semi-final level, made up of those which came through the previous October preliminary round, plus any previous Gold Medal quartet that announced its intention to compete, who will join the contest at the semi-final stage.

2. Following Convention, the BABS Director of Music Services will write to each quartet asking whether they wish to be proposed to the Society Board. He will then send a request to the Society for the following quartets to compete at International:

(a) The new BABS Gold Medal quartet (provided that quartet had achieved more than 70% average in the overall contest)

(b) Those other quartets that had scored more than the threshold score set out by the Society (currently 76.3%). Note: *This score may vary from year to year and quartets will be notified of this threshold before each contest.*

3. By September, the Director of Music Services will submit all the details on those qualifying quartets who have confirmed their interest in competing at International, to the Society Board for their approval. Following the Society's Board meeting in the November, the invitations will then be passed on to the successful quartets.

FUNDING

4. The funding for quartets, to go to International, comes from BABS Harmony Foundation. The current grant for each year, is £ 2,500 for each of two quartets. They will be the new Gold Medal quartet (subject to 2(a) above) and the highest scoring quartet from 2(b) above.

Note: This is the current figure, is reviewed annually as part of the budget and cannot be guaranteed for the future. If the new Gold Medal quartet decides not to go, then the funding for that quartet can be applied to the next highest scoring quartet from point (2) above (subject to the qualifying threshold), and so on providing the Society accepts the changes made.

5. Funds will flow from BABS Harmony Foundation to the quartet(s) in the January of the year of the International Contest. Note: *There are specific conditions, which apply to the payment and recovery of this money, and these will be detailed to the quartets separately.*

CHORUSES

6. Following Convention, the BABS Director of Music Services will write to the first-placed chorus (or if they are not able to take up the offer, the second-placed chorus) asking whether they wish to be proposed to the Society Board. He will then send a request to the Society for the chorus to compete at International. Chorus details and contact information will be notified by BABS Director of Music Services to the Society by the end of the September prior to the visit.

7. Following the Society's Board meeting in the November, the invitations will then be passed on to the successful chorus. All communication with contestants by the Society after this notification shall be with the chorus contact man.

8. A club should carefully consider all imaginable implications before making the decision to attend. The commitment is to be made in good faith, subsequent withdrawal from the commitment will not incur a penalty. The Society planners use this information to adjust the numbers of extra choruses in the contest over the sixteen District Representatives. The BABS Director of Music Services shall be kept informed of all changes to the original commitment by the Club secretary.

FUNDING

9. At the Council meeting in 2005 a motion was passed allocating funding to the successful Chorus to assist in their attendance at International. The amount that is available to the chorus is equal to the half years subscription based on the number of people on stage when winning the BABS contest. Funds will flow from BABS Harmony Foundation to the chorus in the January of the year of the International Contest.

Note: There are specific conditions, which apply to the payment and recovery of this money, and these will be detailed to the chorus separately.

ADVICE AVAILABLE FOR QUARTETS AND CHORUSES

10. Over the years documentation has been produced by successful quartets and choruses on the details needed for a successful championship year. Since 2005, a document has been presented to the winning quartet and chorus based on these historical papers and covers all aspects of the year and the International event in some detail. Anyone wishing to view these documents should contact the Director of Music Services.

APPENDIX 5

ANNUAL GENERAL MEETING STANDING ORDERS

The Guild shall hold an Annual General Meeting to coincide with the Autumn Judging Seminar.

ATTENDANCE

Only members and candidates of the Guild and persons invited by the Chairman may attend the meeting.

VOTING

Only members of the Guild may vote. In the event of a tie on any matter, the Chairman shall have a second or casting vote.

NOTICE

The Secretary shall give 7 day's notice of the meeting including any proposals raised under the 14 day rule, by email, publication on the Guild website or other means.

AGENDA

The following shall be included on the agenda:

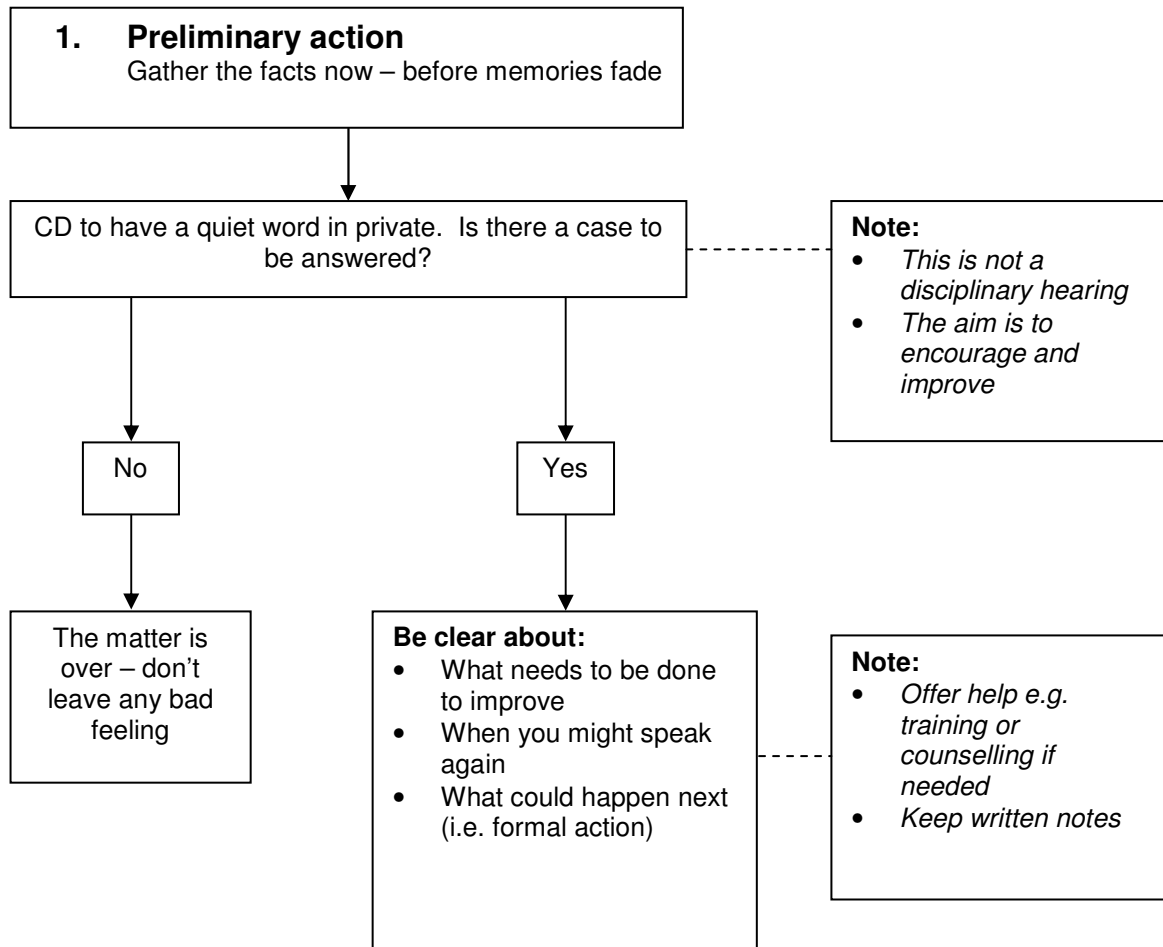
1. Attendance and apologies
2. Minutes of previous AGM
3. Matters arising
4. Chairman's Report
5. Any formal proposals of which 14 days written notice has been given
6. Elections:
 - Chairman (every second year)
 - Vice-Chairman (every second year)
 - Secretary
 - Contest Manager
 - Accommodation Manager
 - Education Manager
 - PRO/Recruitment

Those elected shall assume office on the following 1st January.

Time will be allowed for members' voices after the meeting closes.

APPENDIX 6

Disciplinary Procedure



The Disciplinary Meeting

Tell the member in writing:

- What he/she is alleged to have done wrong
- The time and place for a meeting
- He/she has the right to be accompanied

Note:

- *Carry out a thorough investigation before any meeting*
- *Give the member copies of any information to be used*
- *Arrange another meeting within five days if the member or accompanying person cannot attend*
- *Consider fresh evidence if necessary*

At the meeting:

- State the evidence
- Let the member put their case
- Let the accompanying person ask questions

Adjourn to consider any action (if necessary) and think about it:

- Previous sanctions
- Member's record
- Any special circumstances

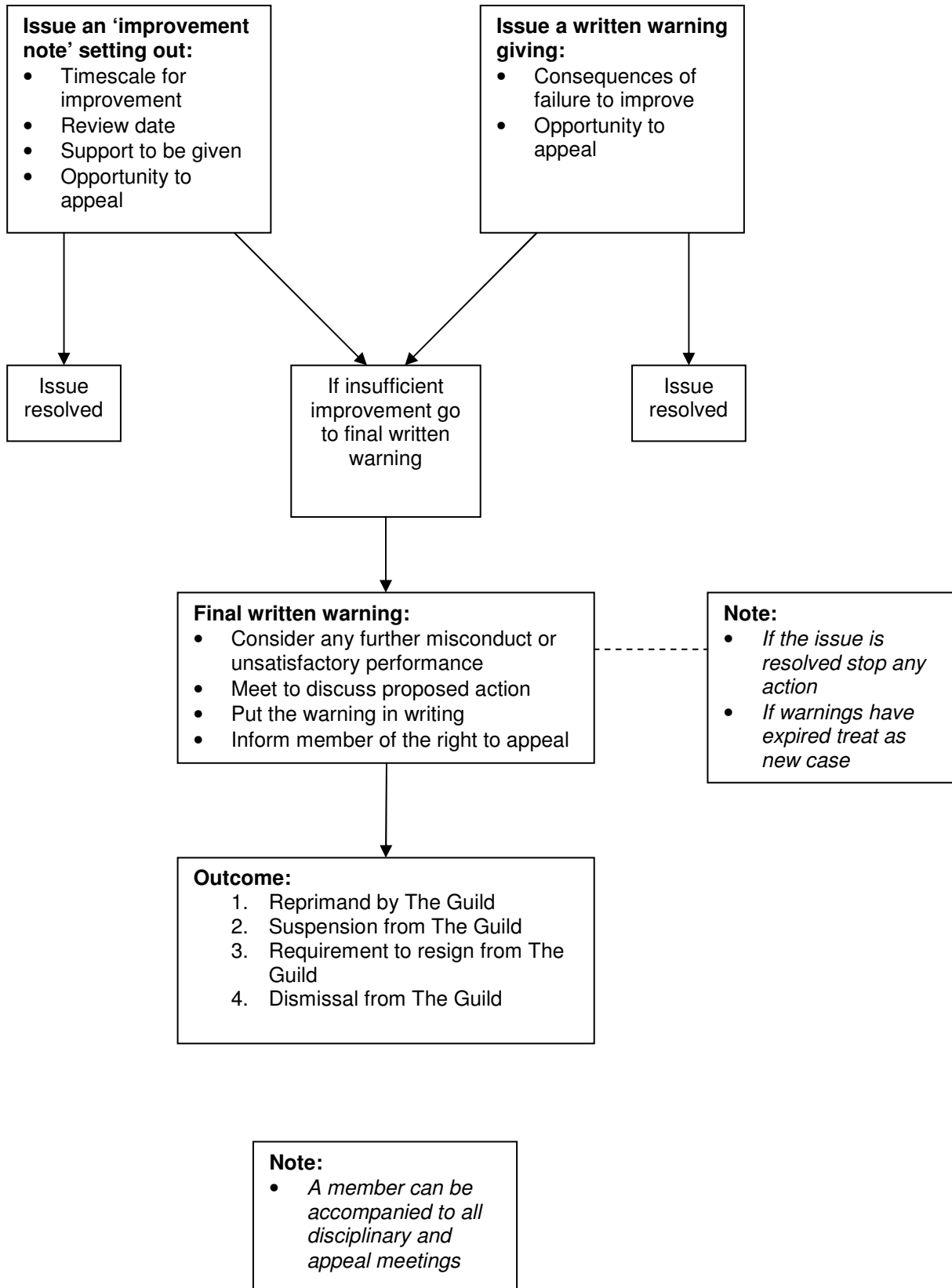
Make your decision:

- Inform the member of the decision and the right of appeal in writing

Note:

- *Monitor the situation and keep an open mind*

Guidance on Disciplinary Action



Disciplinary Appeals

An appeal should:

- Usually be lodged within five working days of the disciplinary decision
- Be heard by the BABS Board representatives

Note:

- *Remind the member of their right to be accompanied*
- *Appeals are a good opportunity to identify and rectify any faults in the disciplinary process*

At the appeal meeting:

- Consider any new evidence
- Allow the member to comment on any new evidence
- Do not be afraid to overturn a previous decision

Appeal finding:

- Tell the member the result of the appeal and the reason for the decision
- Confirm the decision in writing

Appeal finding:

- Tell the member the result of the appeal and the reason for the decision
- Confirm the decision in writing

APPENDIX 7

SHADOW JUDGING PROTOCOL – October 2009

This protocol is a reminder of existing guidelines.

To help further improve audience and contestant perception of the judging process:

- Shadow Judges should consider themselves as part of the Judging Panel and follow the same guidelines described in the Guild of Judges Handbook. In response to challenges faced at recent contest, shadow judges should take particular care to observe the following:-
- Notify your Category Director and Contest Manager in advance of your wish to shadow judge.
- Attend the Judging Briefing.
- Wear suitable attire as per Guild Handbook guidelines.
- Ensure the confidentiality of your scores from the audience at all times.
- Ensure the confidentiality of scores from other panellists, shadow or scoring until all scores have been written down and or collected by Contest Administration.
- Ensure that Contest Administration category is given your scores for entering into the scores program, whether that is contestant by contestant or at the end of the contest. It is our responsibility as shadow judges to ensure our scores are given to Contest Administration .
- Do not discuss scores or contest in general with audience or competitors during contest or breaks. While at 'the table' it's worth having a 'stock phrase' ready for any friend or family member approaching you to speak. Something like... "Hi there! Good to see you but I'm judging right now so we'll have to catch up later! OK! See you Later!" Doesn't have to be rude, just concise and to the point.
- Do not talk to other panellists during contest in excess of what might be considered acceptable or necessary, as observed by the scoring panel.
- Shadow Judges may be asked to contribute to discussions about the mike warming contestants. Otherwise Shadow Judges should avoid discussing their scores with official panel members unless specifically asked for an opinion. Those rare occurrences of disagreements in scoring are best discussed after contest or at subsequent seminars rather than trying to achieve consensus with scoring judges mid-contest.
- Generally behave as though on the scoring panel.