



BRITISH ASSOCIATION OF BARBERSHOP SINGERS

CONTEST & JUDGING TEAM HANDBOOK

VERSION 8.00

September 2025

*"They won't care how much you know
Until they know how much you care."*

AMENDMENT HISTORY

Version 7.1	Changes to recruitment and training sections, plus correction of minor errors
Version 7.2	Establishment of ten included in 6.7
Version 7.3	Removal of Contest manager description; CD term extended to three years Full definition of contest management process
Version 7.4	Correction of some minor errors. Inclusion of revised Expenses policy Appendix 3. Removal of Appendix 4 relating to International Contests.
Version 7.5	Introduction of a Safeguarding Policy. Restructure of the C&JT Committee.
Version 7.6	Introduction of level setting pre-contest. Description of variance system.
Version 7.7	Updates to Conferencing description Updates to Variance description. Addition on guidance on social media.
Version 7.8	Updates to training programme for new judges Various minor changes to wording.
Version 7.9	Updates to reflect change of name and new BABS branding
Version 7.10	Updated to include protocol for fast-track candidates Protocol for awarding quartet contest byes.
Version 8.00	Major update.

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SECTION I: CODE OF CONDUCT

General Guidance

- 1.1 Whilst acting as a judge/coach or representing the C&JT in any other way, you should behave in a manner which will bring, or be seen to bring, credit to the C&JT.
- 1.2 Do not coach or make evaluative comments to contestants within 30 days of 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 C&JT 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 C&JT from the Barbershop Harmony Society to sit on shadow panels at International will be handled through the Chair.
- 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 BABS website, 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 Chair of the Panel may waive this conduct rule in the event of a judge mike-warming the contest and then taking their place on the official panel.
- 1.9 Situations have arisen in the Society where judges gave a contestant a standing ovation. BABS Category Directors feel this is not good judging etiquette. Judges customarily may offer moderate applause to welcome and thank the competitor, and are of course entitled to enjoy the performance, which may cause involuntary laughter, etc. Other than that, judges should not grossly indicate approval or disapproval, so as not to influence fellow judges or indicate a preference in public.
- 1.10 A formal level setting session will be held before every BABS contest. It is mandatory for all panel judges to take part. Material chosen for use will reflect the broad spectrum of performances expected in the contest. A minimum of 45 minutes will be allowed for level setting prior to the contest start. Shadow judges may also take part, subject to any limits on space in the available rooms.

Variances

- 1.11 From May 2015, the C&JT adopted a formal Variance system, following the guidelines of the BHS. . The Variance system will be used for all contests unless its use would cause inconvenience to the contestants or be detrimental to the contest timing.
- 1.12 In addition, any category variance of 10 or more marks will be flagged up for discussion by the panel judges. These are commonly known as Asterisk variances.
- 1.13 Before the start of every contest, each Category Director will nominate to Contest Administration one judge to be the leader in handling any variances. The three leaders, in conjunction with the Chair of Judge, will decide where any discussions about variances should be held. Ideally, these will be in private but in many venues, time and space will not allow this to happen.
- 1.14 Where the scoring program determines a variance to exist, the Chair of Judges will bring this to the attention of the nominated leader in the category involved. This will take place at the earliest convenient time. Then, at the next break, the category members on the panel must discuss and agree any action before leaving the judging table. The Chair of Judges is responsible for overseeing this process. The discussion needs to be brief and to concentrate on any issues identified with the performance. The discussion may consider general scoring levels, but it should not agree a correct score for the song.
- 1.15 Discussion on the variance is not limited to the one song which created the variance. Both songs may be discussed, and any judge may adjust the score on either song.
- 1.16 Any judge in the category may make a score adjustment, as well as the judge identified with the variance. Judges should be aware that the process is designed to give the contestant the right score for the performance, not simply to eliminate any variances.
- 1.17 An individual judge is not required to make a score adjustment if they feel the original score is justified, i.e. the panel is not under any obligation to remove a variance.
- 1.18 If one or more judges make a score change, this will be communicated to the Chair of Judges and entered into the scoring program. No further variance report will be run and there will then be no further changes to the scores.

Evaluations

- 1.19 The writing of evaluations will be shared between individual panel members at Convention. Where the size of a contest is excessive, shadow judges will also be invited to write evaluation. The judges will collate the category views from their colleagues' score sheets and write them to the C&JT website before the end of three weeks following the contest. The score sheets should then be returned to the originators. Quartet evaluations, when complete, will be e-mailed to the quartet contact.
- 1.20 Chorus visits should not be arranged until at least 3 weeks after the end of Convention.
- 1.21 Judges must recognise the importance of in-person 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

- 1.22 When evaluating a song, the judge will take account of the performance as seen. The judge 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.

- 1.23 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

- 1.24 It is a long-established principle that each judge is solely responsible for his or her scores. However, situations can occur in a contest 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 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.
- 1.25 Deleted.
- 1.26 If a judge wishes to discuss a performance with their fellow judges in the same category, he/she needs to alert the panel Chair immediately at the end of that performance. With the agreement of the Chair, 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.**
- 1.27 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 must not be discussed.** The panel Chair or another member of the Contest Administration team should independently witness the discussion.
- 1.28 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 or protracted conferences.

Shadow Judging

- 1.29 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.
- 1.30 Any judge wishing to shadow judge a BABS contest must notify their intention to the Contest Administration category at least 28 days prior to the contest, so suitable arrangements can be made. This will equally apply to members of another organisation wishing to shadow judge.
- 1.31 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/PER/SNG) not in category groups. All shadow judges **must** hand in their scores as directed by Contest Administration. Shadow judges will have access to the judges' area backstage. See also *Appendix 7 Shadow Judging Protocols*.
- 1.32 Shadow judges should not take part in scores' discussions during the contest, other than for the mic warmers. Shadow judges are **not** allowed to take part in any conference called by the official panel during the contest.
- 1.33 In some venues, it may not be possible to provide official shadow judge places to everyone requesting them. 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.

Safeguarding Policy

- 1.34 As a registered charity, BABS is required to have a robust policy for the protection of young people and vulnerable adults. This is also a condition of the insurance policy held by BABS on behalf of member clubs
- 1.35 Every club is required to sign up to this policy annually and make it available to its members. All judges are strongly advised to read this policy, which is available on the BABS web site.
- 1.36 In addition to young people and vulnerable adults, judges may find themselves working with people not covered by this policy but where there could be accusations of improper conduct. To avoid this, all judges are required to follow these guidelines:
- Treat everyone with respect, regardless of age, sex or vulnerability
 - Be aware that gestures and words may be misunderstood or misinterpreted. Use appropriate language and gestures at all times.
 - Always use simple and appropriate language which does not contain any innuendo.
 - If working with children under the age of 18 always ensure more than one other adult is present at all times
 - Be aware that physical contact with any person, regardless of sex, may be misinterpreted
 - If working in a "one on one" situation, try to have a second person present. If this is not possible, ensure the meeting takes place in a location which is publicly accessible.
- 1.37 If any judge becomes involved in a situation where they feel uncomfortable, the judge should immediately end the session and withdraw from the situation.
- 1.38 If a judge is aware that a complaint has or will be made about inappropriate behaviour, it must immediately be reported to a member of the BABS Board and the C&JT Chair. The judge must not attempt to deal with the situation or to make any comments, verbally or in writing, even where the judge knows that no wrongdoing has taken place.

Social media

- 1.39 The rapid increase in the use of web-based tools, such as Facebook and Twitter/X, provide rapid means of sharing information, opinions, knowledge and interests online.
- 1.40 All judges should be aware this sharing of information can also have a negative impact. If a judge posts a comment on a barbershop matter, it may be seen as stating an official C&JT or BABS position, even where this is not intended. A judge contributing to a discussion should make clear that comments are personal unless directly speaking on behalf of the C&JT.

SECTION 2: THE FUNCTION OF THE C&JT AND ITS ORGANISATION

Function

- 2.1 It is the function of the C&JT to provide judges, who have qualified through the BABS training programme or through other formally recognised training programmes (see *para. 6.10*), for contests run under the auspices of BABS.

Organisation

- 2.2 The C&JT is organised so that candidates and qualified judges (hereinafter called 'members') receive education on a regular basis. (*An organisation chart for the C&JT is shown in Appendix 1.*) The C&JT 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 C&JT 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*.

C&JT Committee

- 2.4 The C&JT 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. The C&JT committee reports to the BABS Director of Music and Education, through the C&JT Chair, and is considered a sub-group of the BABS administration.
- 2.5 The Committee comprises the Chair, Vice-Chair, Education Manager, and four Category Directors. The Immediate Past Chair 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 Chair or designated deputy shall have a second casting vote on any tied ballot.

Terms of Office

- 2.7 With the exception of the Chair, Vice-Chair and Category Directors, members of the C&JT Committee are elected at the C&JT'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 Chair is elected for a term of two years. This usually follows having served for two years as Vice-Chair. Although the subsequent appointment to Chair requires ratification by the C&JT at its annual general meeting; by accepting the position the candidate indicates a willingness to serve as Chair. The Vice-Chair is elected for a term of two years and is an ex-officio non-voting member of the Category Directors' Sub-Committee. Chair and Vice Chair take office on 1st January following election.
- 2.9 A Category Director is appointed by the C&JT Chair, on the recommendation of the existing Category Director, and this appointment is ratified by the BABS Executive. A Category Director normally serves for three years, together with three 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 C&JT Committee for the practical aspects of training candidates and member judges, and for maintaining judging standards. The Sub-Committee recommends rule changes to the C&JT 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 Chair for each meeting from those present. Minutes of the Category Directors' Sub-Committee will be copied to the C&JT Chair.

3: DUTIES OF THE MEMBERS OF THE C&JT COMMITTEE

Chair

- 3.1 The C&JT Chair is elected as Vice-Chair (Chair-elect) directly from the body of member judges. The Chair's term of office is, therefore, two consecutive periods of two years each. If this continuity cannot be maintained, the Chair will be elected directly from the body of member judges. The Chair is answerable to the BABS Executive through the Director of Music and Education. Services. 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 C&JT
- to act as a focal point for all matters within the C&JT
- to provide agendas for all meeting of the C&JT Executive and to ensure an accurate record is made of all meetings
- to represent the C&JT in matters of contest policy and judging which relate to other organisations
- to appoint Category Directors
- to co-ordinate the preparation of the C&JT budget.
- to maintain the C&JT Asset Register
- to provide written notification to successful candidates that they have been promoted to member
- to advise any member of the C&JT of the consequences of any disciplinary action taken against him/her.
- to act as a focal point for all communications of relevance to the C&JT as a whole
- to oversee any revision to the Contest Rules
- to be responsible for publicity relating to the C&JT and its activities.

Vice Chair

- 3.2 The C&JT Vice-Chair is elected from the body of member Judges. Responsibilities are:
- to become familiar with the workings of the C&JT and officiate in the absence of the Chair.

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

Education Manager

- 3.3 The responsibilities of the Education Manager are:
- to act as the initial point of contact between potential applicants and the C&JT.
 - to issue appropriate questionnaires to potential recruits.
 - 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 Seminar 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 on the progress of all members.
 - to co-ordinate the training records on each member of the C&JT, for the purpose of recording their training and progress through the C&JT.
 - to liaise with the Category Directors on the progress made by applicants and their likely suitability for acceptance as members.

Secretary

- 3.4 The responsibilities of the Secretary are:
- Prepare agendas for meetings of the Committee based on input from the Chair and other Committee Members.
 - Record minutes of meetings and publish these in a timely manner.

Seminar Manager

- 3.5 The responsibilities of the Education Manager are:
- Find appropriate venues for seminars
 - Obtain quotes (minimum of two)
 - Book venue after approval by Director of Music and Education
 - Liaise with venue (before, during and after the event)
 - Liaise with LABBS as appropriate for joint seminars
 - Collate the requirements of the C&J Team members (Accommodation, Food, Category Rooms etc)
 - Ensure BABS expenses policies are followed by C&J Team members
 - Ensure the budget for the seminar is approved by the Director of Music and Education

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 C&JT and serves on the Category Directors' Sub-Committee and the C&JT Committee. The tenure of office for a Category Director shall be three years, running from the conclusion of a recertification seminar to the next recertification seminar.
- 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 Administration Category Director or the designated deputy in a timely manner before each contest of the judges who will represent that category
 - to provide questionnaires to the Education 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 C&JT 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 C&JT Chair shall appoint an Assistant Category Director during 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 three years as Category Director and, at the end of that tenure, will resume the role of Assistant for a further eighteen months.
- 4.5 An Assistant Category Director may deputise for the Category Director at Committee meetings, subject to the prior approval of the C&JT Chair.
- 4.6 Anyone assuming the position of Assistant Category Director must be prepared to serve for six years and to assume the responsibilities of Category Director in accordance with this plan.

SECTION 5: C&JT MEMBERSHIP AND QUALIFICATIONS

Membership Requirements

- 5.1 Membership of the C&JT is open to all members of BABS. In addition, non-members of BABS may be considered for admission, subject to approval by the C&JT Committee. There are two active grades of membership – “Candidate”, and “Member”.
- 5.2 All members of the C&JT 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 Committee. Certification requires the Category Director to be satisfied that the candidate has achieved satisfactory standards and will be a credit to the C&JT.
- 5.5 The maintenance of member status will require regular attendance at seminars, and satisfactory and timely submission of scores, either as a shadow or panel judge.
- 5.6 The C&JT 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 C&JT Chair, 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 C&JT Committee. Return to an active status shall be on the recommendation of the respective Category Director and shall require the full support of the C&JT Committee.

At times it may be necessary for a judge to request a formal leave of absence (e.g. due to ill health, or an additional role that limits their capacity to serve as a judge). In this instance, it is expected that the following procedure will apply. An initial request to take a leave of absence must be made in writing (inc. email) to both their Category Director and the Chair of the Contest and Judging Team. (In the event that the judge requesting a leave of absence is the Category Director, they will include their Assistant Category Director). The initial leave of absence will be agreed for a period of 12 months (i.e. one full contest cycle), with the option to return to judging activities sooner, should this be possible. During the leave of absence, the judge will not be expected to participate in any judging tasks (e.g. scoring playlists), although it is preferable if they can maintain infrequent email contact with their Category Director, to advise them of their ongoing plans. Within the leave of absence, the judge will not be eligible to claim any judging expenses and should not participate in judgelike activities (including panel scoring and shadow scoring), whether within BABS or other barbershop organisations. Should a judge request an extension to the 12 months leave of absence, the Category Director will liaise with the C&J Exec to determine whether it is reasonable to flexibly extend the leave of absence, or whether to treat the judge as resigned. Any leave of absence longer than 12 months will require more extensive retraining before active service can be resumed.

- 5.7 ‘Honorary’ status (temporary for that occasion) may be conferred by the C&JT Chair, 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. 6.10*) do not need the Chair’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.
- 5.9 Minimum requirements for maintenance of certification and for re-certification include:
 - attendance at four seminars in a three-year period

- panel judging or shadow judging at four BABS or LABBS 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.
- 5.10 Deleted.
- 5.10 Continual certification is at the discretion of the Category Director. Extenuating circumstances will be taken into account where a member fails to meet the minimum requirements.
- 5.11 Deleted.

Appeals

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

Discipline

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

SECTION 6: RECRUITMENT & TRAINING

Qualification for Membership

- 6.1 Application for membership of the C&JT is open to any person as described in *Section 5*.
- 6.2 It is not the function of the C&JT to train members to be better barbershop singers, teachers, educators or coaches. Any person applying for membership of the C&JT will be required to demonstrate suitable skills in these areas. Potential applicants can, if they wish, speak informally to the Education Manager or another member of the C&JT before submitting an application.
- 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. The Category Directors will advise such candidates accordingly in the light of their demonstrated progress.
- 6.6 BABS and LABBS are working together on a joint process for judge recruitment. Full details are in *Appendix 2*. Applications will be made to the Education Manager, who will supply each applicant with the appropriate documentation. 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 C&JT 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 of eight members on its membership (6 for Contest Administration) 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 and Education, via the C&JT Chair.

Recruitment Programme

- 6.8 The recruitment programme will normally be based on the three year cycle shown in *Appendix 2*:
- Applications by those BABS members who are interested in joining the C&JT should be made to the Education Manager.
 - The Education Manager will check the applications and, if satisfactory, send out the appropriate questionnaires to the applicants. These will be returned to the Education 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 Chair will write to the applicants to invite them to attend the next seminar. 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 their first seminar, the Category Director, if satisfied with their progress, will recommend to the CJT Committee that they be invited to attend the next Seminar as a candidate. They should also be supplied with copies of the Judging Reference Book, C&JT 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 CJT Committee continually reviews and updates the training system, in conjunction with LABBS. Candidate judges will be provided with a summary of the process and requirements by the Education Manager on joining the programme.

Other Recognised Judge Training Programmes

6.10 The following organisations are, at the date of Version 8 of the C&JT Handbook, considered by the C&JT 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**)
4. Barbershop Harmony Australia (**BHA**) and Barbershop Harmony New Zealand (**BHNZ**)

Fast Track Certification (Scoring Categories)

6.11 The usual time scale for certification to the BABS C&J Team is three years. In rare cases there may need to be extensions to this timeframe. It may also be reduced if a Candidate has already attained the required standard to fulfil all appropriate C&J tasks in less than three years.

Fast Track for Candidates who are Already Certified by Another Association

6.12 All candidates, including judges from other associations, who are about to be certified with BABS must be able to complete the following activities to the standard required by the C&J Team:

- Score accurately and consistently – male, female and mixed voices.
- Present evaluations of performances to competitors in both written and oral formats. This may be in their own category or in cross-category scenarios.
- Coach quartets and choruses – male, female and mixed.
- Be able to present well in any barbershop educational context.

6.13 It will be expected that the Candidate will take one year to certify for the BABS C&J Team as a scoring judge. This will enable them to experience a full contest cycle as well as the other regular C&J Team and BABS events from a judge's perspective.

6.14 There will be an end of year meeting with the CD to assess progress and attainment before the Candidate is certified.

6.15 Candidate joining from another Association will be required to join BABS as full members.

Fast Track for Candidates Making Excellent Progress

6.16 Anyone who is to be considered for Fast Track Certification must meet the requirements set out in 6.12. Candidates will meet with their CD and Mentor at the end of their first year of training. At that point they may be earmarked for fast-tracking if their progress has been outstanding. There will be an expectation that Candidates who are certified early will have completed at least two full years of training.

SECTION 7: FINANCE

C&JT Budget

- 7.1 The BABS financial year runs from 1st October to 30th September. Halfway through each financial year, the Director of Music and Education will liaise with the C&JT Chair and then prepare a budget for the C&JT's predicted expenditure for the next financial year. The Director of Music Services will present the budget to the BABS Board at their Budget meeting.

General Expenses

- 7.2 All members are required to minimise costs when carrying out C&JT business. Equally no member should suffer out of pocket expenses for work associated with C&JT activities, within any limits agreed by the C&JT Committee.
- 7.3 All members are entitled to reimbursement of travel and subsistence expenses when incurred in the pursuit of the C&JT 's activities. C&JT 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 C&JT 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 receipts or other documentary evidence. A personal record of these details, which can be inspected by the BABS Director of Finance, should be maintained.
- 7.5 **All claims must comply with the current BABS Expenses Policy.**

Extraordinary Expenses

- 7.6 Claims for extraordinary expenses must be approved in advance by the Director of Music and Education.

Submission of claims

- 7.7 All claims must be submitted on the current version of the BABS Expense Claim Form. Claims which are not submitted within 30 days of the event will not be paid. Claims should be submitted by email with attachments, as necessary.
- 7.8 Deleted.
- 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 Deleted.
- 7.12 To assist the BABS Director of Finance, all claim forms should be completed with the correct Department Code. 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 C&JT Committee is responsible for determining the use and safekeeping of all capital items that have been purchased with funds allocated to the C&JT by the BABS Executive. A list of all such items, and any other material items of intrinsic value, will be maintained by the C&JT Chair in auditable form. This list forms the "C&JT Capital Equipment Inventory".

- 7.14 Storage of all tangible assets will be in the home of one or more C&JT members. A register of custodians will be maintained by the C&JT Chair 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 C&JT 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

SECTION 8: CONTEST ADMINISTRATION

- 8.1 The Contest Administration Category Director shall be responsible for organising and running all BABS contests.
- 8.2 A matrix structure will be adopted to cover all the activities needed for a successful contest. Individual members of the CA category will manage specific roles, reporting to the Category Director. In addition, a back-up member shall be appointed to each role.
- 8.3 The roles are defined in the following sections.

Category Director

- 8.4 The responsibilities of the Category Director are:
- Represent category on C&JT Executive.
 - Report to the C&JT Executive of the status of all contests
 - Ensure agreement with BABS Exec on schedule of closing dates for entries for each contest year.
 - Keep category members in picture on pertinent C&JT decisions.
 - Manage category, ensuring adequate manning for all roles and managing recruitment and training for fresh candidates when needed.
 - Plan timetables to maximise use of category sessions at seminars
 - Ensure/lead annual review of Contest Rules at Autumn Seminar.
 - Liaise with Education Manager on seminar requirements.
 - Lead sessions at Spring seminars to agree forward job allocations.
 - Obtain nominations for competition judging panels from scoring category directors and inform rest of CA team.
 - Allocate CA roles for contests at prelims and conventions.
 - Monitor personal profiles of category to keep abreast of training and experience requirements.
 - Act as link with LABBS CA category director on matters of mutual concern.
 - To check all contest expenses for C&JT members and forward to BABS for payment. (Pre-contest briefing to judges to include expenses policy and nominal code for that event.)
 - Liaison with BABS Events Director and/ or the Convention Manager and their team to ensure provision of resources and facilities of an appropriate standard for contestants, MCs and judges at BABS contests, including adequate facilities for shadow judges, (and, at Prelims, for Judge for Yourself participants).
 - Co-ordinate with nominated Singing and Performance judges to attend pre-contest site meetings to agree physical positioning of judging panels and review acoustic arrangements.
 - To ensure that, in case of their inability to attend a pre-convention, or pre-prelims site meeting, that a deputy from the CA team is agreed with the CA Category Director.
 - Discuss potential MCs with CA team, liaise with and book preferred choices.
 - To liaise with Special Events/Convention team agreeing start/finish times for contests having regard for the number of entries, and then draw up the timetables for the contests.
 - To provide Quartet and Chorus Contest Managers with detailed timetables for the contests and also stage plans showing risers, entrances and exits, and MC position, for them to distribute to their contestants.
 - To provide Quartet Contest Manager with Stage-time/Walkthrough timetable for competing quartets at convention.
 - To distribute timetables for contests to all relevant members of back-stage teams.
 - To advise CA Equipment Manager of equipment requirements for contests.
 - To liaise with the Chair of Judges on the day of the contest and provide a pre-contest briefing for all judges to include Emergency procedures.
 - To liaise with Convention team on Trophy presentations.

Quartet Contest Manager

8.5 The responsibilities of the Quartet Contest Manager are:

- To ensure that all BABS clubs are advised of the current entry method for Quartet Prelims and given explicit closing dates.
- On receipt of entries, to liaise with the BABS Quartet Registrar to check names (including surnames), clubs and eligibility of entrants.
- To organise the draw which determines the order of competing and ensure that this is communicated to the competitors and generally through HEX and the BABS website.
- To provide CA IT Manager with draw/contestant details for relevant contest.
- Agree content of pre-contest briefing pack with CA Contest Site Manager and distribute to all contestants.
- To advise quartets of Stage-time/Walk-through schedule and manage session in conjunction with Contest Site Manager.
- To ensure that forms with song titles are returned by each competing quartet.
- To lead process, and be responsible for production of all judges packs and scoring slips for Quartet contests, whether being done at the venue or before.
- To work with the Education Manager on requirements for mock contests.

Chorus Contest Manager

8.6 The responsibilities of the Chorus Contest Manager are:

- To ensure that all BABS clubs are advised of the current entry method for the Annual Chorus Contest, (or Preliminary contests, should they be re-introduced) and given very explicit closing dates.
- To organise the draw which determines the order of competing and ensure that this is communicated to the competitors and generally through HEX and the BABS website.
- To provide CA IT Manager with draw/contestant details for relevant contest.
- Agree content of pre-contest briefing pack with CA Contest Site Manager and distribute to all contestants.
- To ensure that song titles are returned by each competing chorus.
- Ensure that Chorus Membership forms are returned by each contestant, prior to the contest, and provided to BABS Membership Secretary for eligibility checks.
- To lead process and be responsible for production of all judges' packs and scoring slips for Chorus contests, whether being done at the venue or before.

Equipment Manager

8.7 The responsibilities of the Equipment Manager are:

- To produce and maintain an inventory of all CA equipment, whether held in the BABS store or by members of the category.
- Ensure that all equipment is in working order well before contests, and that any PAT testing is up to date.
- To monitor the use of consumables, notably paper, agree forecasts for future needs and purchase or organise printing as required.
- To liaise with the Quartet and Chorus Managers should they need access to printers or paper stocks between contests.
- To provide CA Category Director with data for forthcoming budgeting rounds.
- Prior to each contest/convention, to agree equipment needs for the occasion with the CA Contest Site Manager, assemble it at the BABS store and liaise with the Special Events transport team for its collection.
- Post contest, to ensure that the kit is correctly assembled for return to the BABS store.

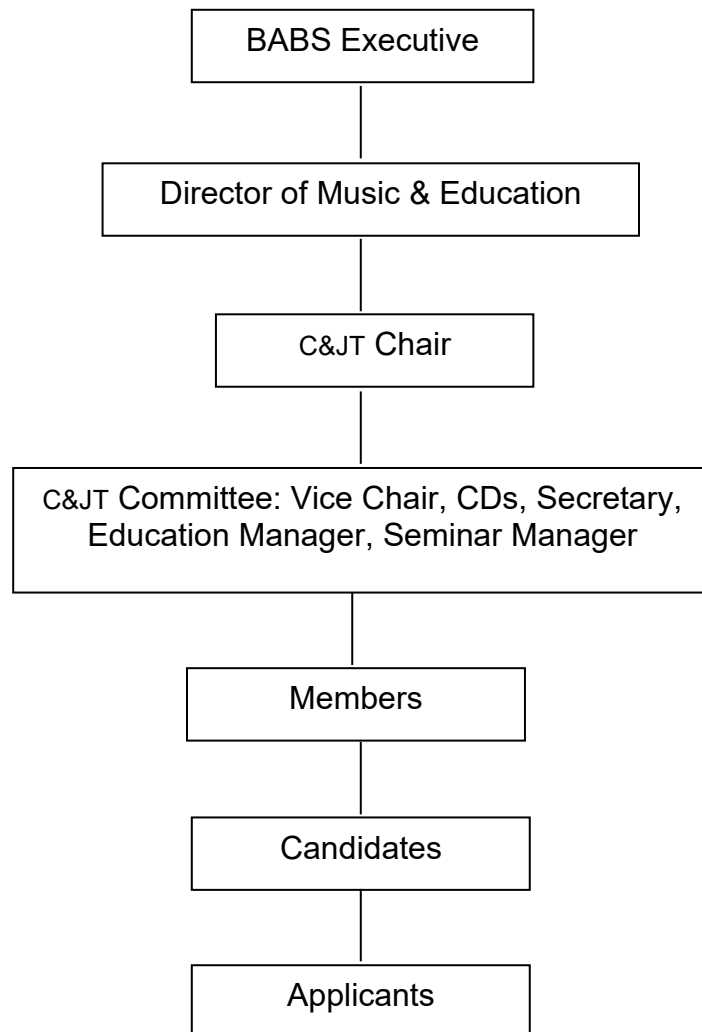
IT Manager

8.8 The responsibilities of the IT Manager are:

- To ensure that all CA laptops run on identical versions of designated software, are fit for purpose and kept fully updated with new releases of Scores software.
- To liaise with CA Chorus and Quartet Contest Managers to set up respective contests on BABS laptops.
- To liaise with BABS provider of SCORES maintenance on all CA requirements for improved functionality.
- To propose and lead data maintenance sessions for CA laptops.

APPENDIX 1

C&JT ORGANISATION



APPENDIX 2

TRAINING AND CERTIFICATION

Documents describing the application and training process will be found in a separate document:

CJT Handbook Recruitment and Training Documentation

APPENDIX 3

LEVELS OF REIMBURSEMENT FOR C&JT ACTIVITIES

This appendix gives general guidance on the levels of reimbursement for C&JT activities. As the pattern of training and contests changes regularly, specific guidance for individual events will be issued where this deviates from these general principles.

For full details of the current level of expenses, refer to the BABS Expenses Policy.

1. General

All Member judges carrying out official C&JT duties will receive full reimbursement of expenses, including travel, accommodation and subsistence, subject to the limits below.

Candidates will receive full reimbursement of seminar costs including travel and accommodation.

Applicants invited to attend a seminar can reclaim their accommodation costs only. Travel costs will not be paid.

Wherever possible, accommodation costs will be paid directly by BABS.

Shadow judging costs will not be reimbursed.

Where a judge shares accommodation with a partner, the judge will be liable for the difference between single and double room rate.

All judges have a responsibility to keep their expenses to a minimum and car sharing, for example, should be used where possible and practical to reduce costs to the Association.

Any potential expense which is not covered by these guidelines or specific event guidance must be approved in advance by the C&JT Chair.

In addition, in special circumstances, a judge may claim an extra night's accommodation and subsistence, e.g. carrying out a sound check at Convention; CA required to make a very early start to set up a contest venue.

These Guidelines will apply to guest judges from other organisations invited to judge contests. However guest judges will be entitled to full expenses from leaving home, including air travel.

2. Post contest evaluations

Ideally all evaluations will be carried out by judges living in a reasonable distance from the contestant, but occasions will occur where it is not practical for the judge to complete the journey and evaluation in a single day. Ideally, the contestant will provide bed and breakfast for the judge. Where this is not possible, a claim may be made for bed and breakfast as set out in the BABS Expenses Policy.

3. Committee meetings

Overnight expenses will not be claimed for committee meetings, unless authorised in advance by the C&JT Chair.

4. Single day events

Where a single day event is held, for example prelims or a special training day, judges will be expected to make a return trip without claiming for overnight accommodation.

Where, in the opinion of the judge, the overall length of the day could lead to an unsafe situation, particularly on the return journey, one night's accommodation may be claimed, subject to prior approval by the C&JT Chair.

5. Other Organisations

Judges may, from time to time, be asked to judge for other organisations. Judges should be aware that these organisations may have different expenses policies. Individual judges should be aware of the policies before accepting an assignment. BABS will not be responsible for paying any difference between these rates and BABS rates.

APPENDIX 4

Appendix deleted February 2014.

APPENDIX 5

ANNUAL GENERAL MEETING STANDING ORDERS

The C&JT shall hold an Annual General Meeting to coincide with the Autumn Judging Seminar.

ATTENDANCE

Only members and candidates of the C&JT and persons invited by the Chair may attend the meeting.

VOTING

Only members of the C&JT may vote. In the event of a tie on any matter, the Chair 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 C&JT website or other means.

AGENDA

The following shall be included on the agenda:

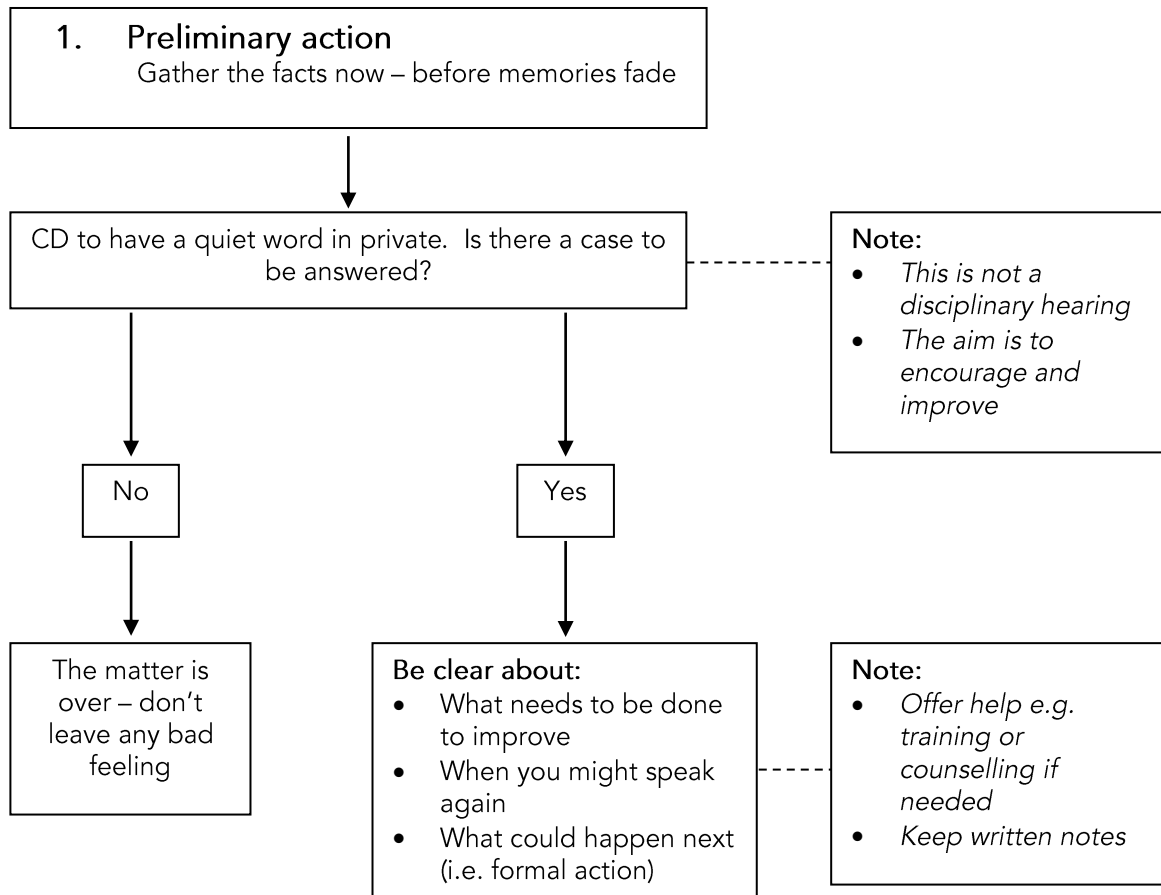
1. Attendance and apologies
2. Minutes of previous AGM
3. Matters arising
4. Chair's Report
5. Any formal proposals of which 14 days written notice has been given
6. Elections:
 - Chair (every second year)
 - Vice-Chair (every second year)
 - Education Manager

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

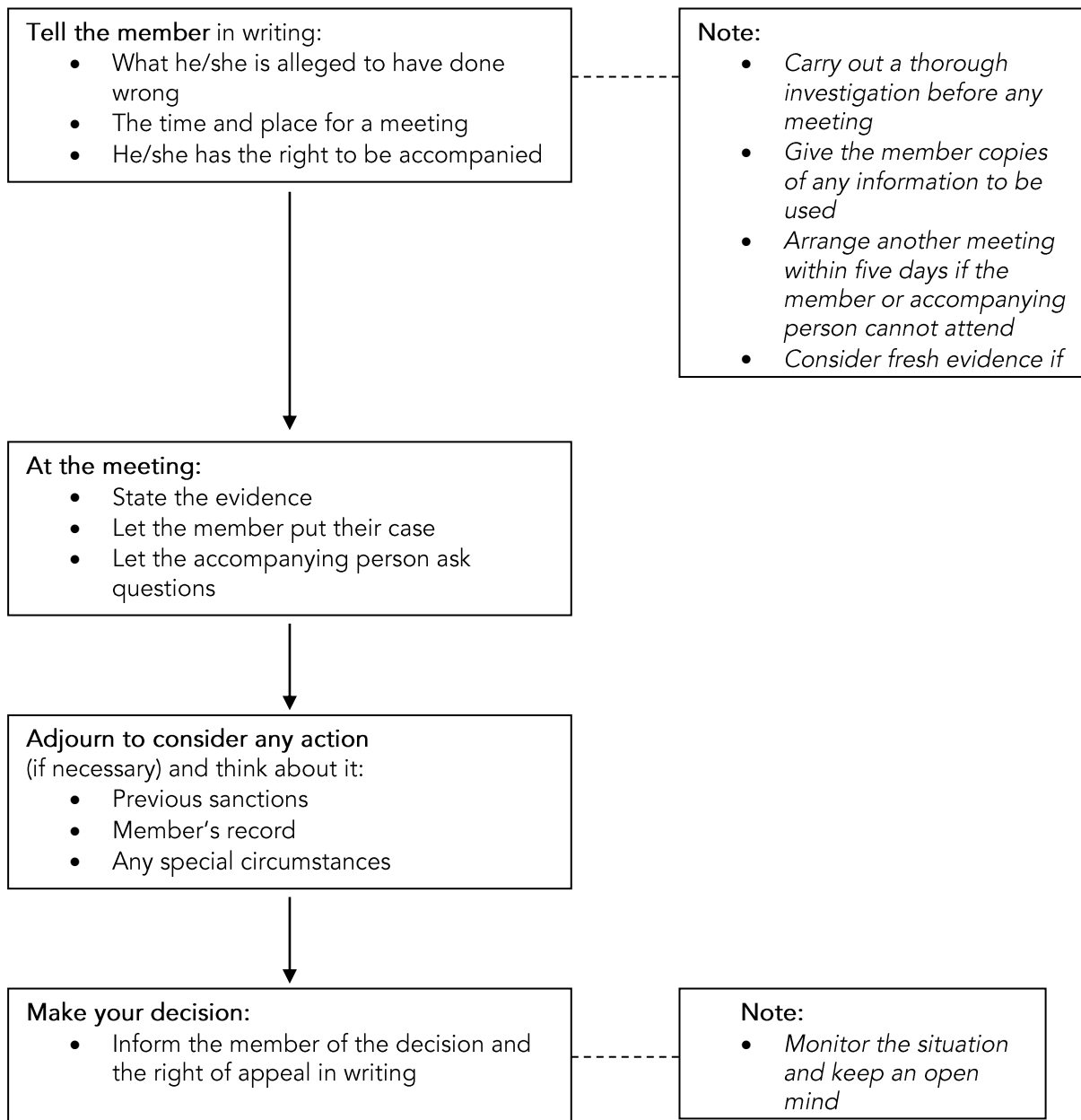
Time will be allowed for members' voices after the meeting closes.

APPENDIX 6

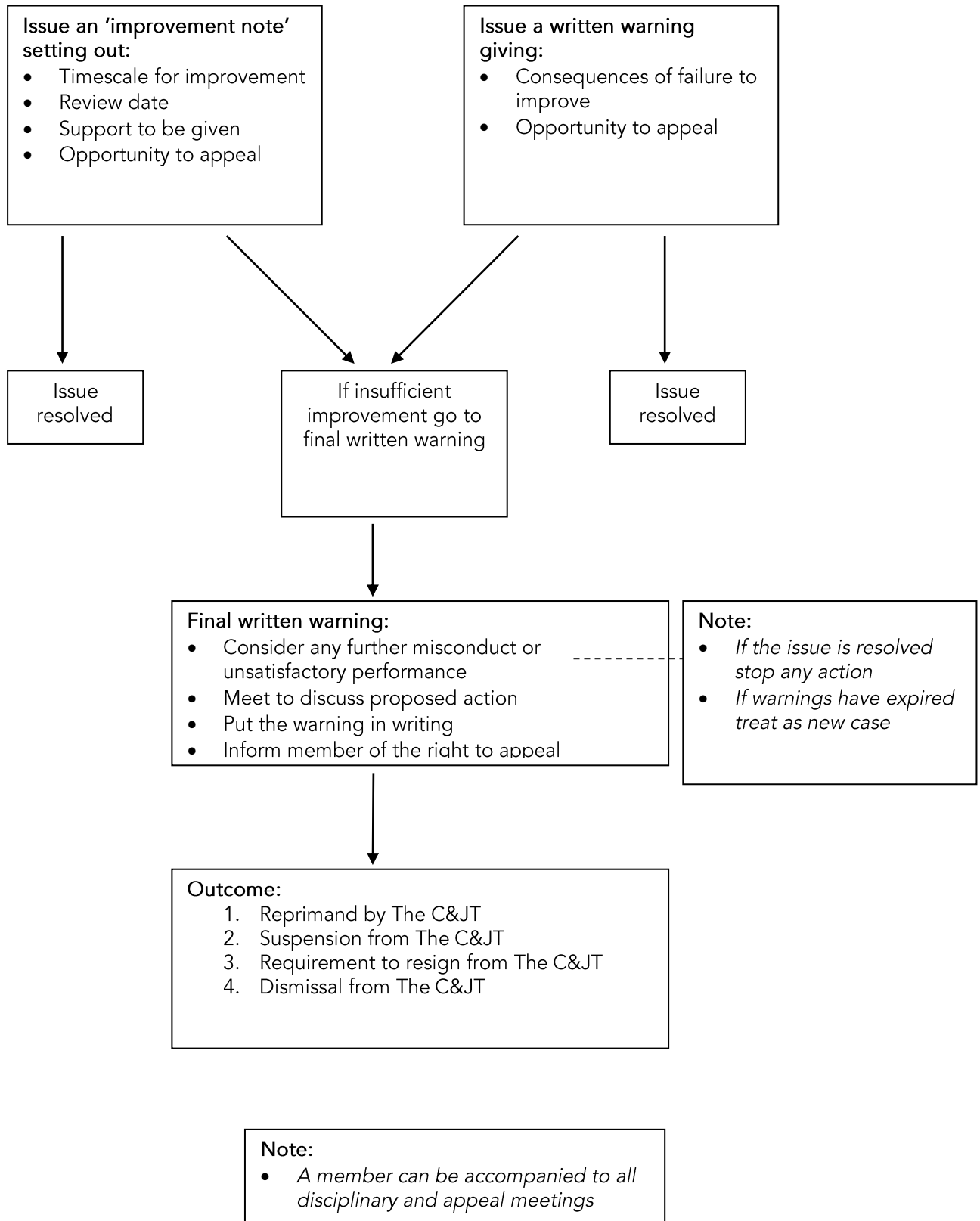
Disciplinary Procedure



The Disciplinary



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 2024

This protocol is a reminder of existing guidelines.

Shadow judging at contest is a privilege, which is extended to judges from other organisations. All shadow judges are asked to abide by the following guidelines.

- Any judge wishing to shadow judge a contest must notify their intention to the Contest Administration category at least 14 days prior to the contest, so suitable arrangements can be made. This will equally apply to members of other organisations. Shadows will be provided with score sheets and a summary sheet. No facilities will be available to shadows who do not register in advance.
- All shadow judges must hand in their score summary at the end of the contest for evaluation.
- All shadow judges will be expected to attend the contest briefing, level setting and “closed doors” performances. This requirement may be waived for long contests, particularly if the judges are also competing.
- Shadows are expected to dress appropriately as if on the official panel. Clothing which appears to support any contestant must not be worn.
- Shadows should be aware that audience members may be sitting very close. Comments about contestants should be made discretely and should not be heard by the audience. No details of scores should be shared with the audience.
- Shadow judges must not take part in scores discussions or conferencing during the contest.
- In some venues, it may not be possible to provide official shadow judge places to everyone requesting them. Priority will be given to BABS shadow judges. In these circumstances, shadow judging may take place from the auditorium seats, but the shadow judges will then not be permitted to use the backstage facilities. Scores must still be submitted at the contest conclusion.
- 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.
- Green Room facilities will generally be provided for shadows but in some venues, this may be restricted to panel members only.

APPENDIX 8

VARIANCES

Appendix deleted December 2024.

QUARTET CONTEST BYES

BABS National Quartet Contest - Preliminary Round
Guidance for Contest Manager on Granting Byes

Background / Intent

BABS Contest Rules currently allow for a quartet to be granted a bye to the semi-final round of the National Quartet Contest. This protocol is intended to provide guidance to the Contest Manager to allow them to respond promptly to a quartet applying for a bye, in the hope that they do not have to convene the C&J Committee to discuss each application, saving valuable time.

This document is not intended to be shared publicly, but rather be used by the Contest Manager to aid them in coming to their decision.

Guidance

Byes to the semi-final round would be granted following the conclusion of the preliminary round. For a quartet to successfully be granted a bye to the semi-final round:

- The quartet would have to be entered into the preliminary round of the contest, meeting all the requirements of Article 7 of the Contest Rules.
- The quartet would have to apply to the contest manager for a bye before the preliminary round has commenced, stating their reason.
- The quartet must have the same personnel as the previous contest cycle

After the preliminary round has concluded, the Contest Manager would make the decision to award a bye based upon the following two criteria:

- The reason provided by the quartet is judged by the Contest Manager to be legitimate (see below)
- The score that the applicant quartet achieved in the previous BABS contest cycle would place them within the top 16 of the current preliminary round.

On the rare occasion that more than four quartets apply for a bye, the Contest Manager would convene the C&J Team Committee to discuss the situation and reach a decision.

Points of clarification

- The score achieved in the previous BABS Contest Cycle means either the previous semi-final and final (Convention) or the previous preliminary round if they did not place in the top 16. In most years this means a score achieved in the prior 12 months, but for QuartetCon 2021 it would mean a score achieved at Prelims 2019 for the 2020 Convention that wasn't to be.
- If a line-up has changed since the last time they competed in a BABS Contest, they are considered an unknown quantity and would not be awarded a bye. • If a quartet has never competed before, they are considered an unknown quantity and would not be awarded a bye.
If a quartet did not compete in the previous contest cycle, the time period is considered too long to fairly compare them to groups in the current contest and they would not be awarded a bye.

Reasons provided by quartets upon application

It would be the Contest Managers decision to use their judgement as to whether an application is legitimate, but some examples would be:

Legitimate	Not legitimate
<ul style="list-style-type: none"> • Unexpected, accidental or emergency health issues (inc. significant vocal health issues) • Transport issues outside of their control (breakdown, accident, train cancellation etc) • The events team changing the published date of the preliminary round meaning the quartet can no longer attend • COVID related issues - a quartet member having to self-isolate or being banned from travelling due to local or international restrictions • ...and so on 	<ul style="list-style-type: none"> • A work scheduling conflict that could have been avoided • Being unable to travel for financial reasons (they can apply to the BABS Hardship Fund for assistance should they need to) A quartet feeling under-prepared • ...and so on

Responsibility

It is within the scope of the Contest Manager's role to reach a decision to grant / decline an application for a bye, and this guidance should assist them in reaching that decision.

If, upon utilising this guidance, the Contest Manager is still unsure, they should convene a meeting of the C&J Team Committee to discuss and, if necessary, vote on the application.