

# **Idaho High School Activities Association**

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## **2009**

## **DRAMA**

## **JUDGING MANUAL**

### **2009 State Drama**

**December 4-5   Bonneville High School**

**Host: Johlyn Dunn, Bonneville HS**

**Mgr: Chalise Ludlow, Rigby HS**

# Idaho High School Activities Association

2009

## Drama Judging Manual

### Introduction

As a speech arts judge, you are a very important part of an educational program designed to develop effective communication, improve performance skills and promote leadership. The Idaho High School Activities Association and the Idaho Speech Arts Teachers Association are committed to train and certify knowledgeable judges who will provide students with consistent, positive and useful critiques.

Speech Arts judging clinics were established with several purposes in mind:

1. To promote professionalism in judging
2. To improve uniformity and consistency of evaluation at Idaho speech arts competition
3. To analyze problems common to students, coaches, and judges
4. To teach the mechanics, ethics, and responsibilities associated with judging

This guide is intended to serve as a judging resource and also to provide information about drama competition, especially district and state tournaments.

### Idaho Judging Requirements

1. Age: All speech arts judges (both certified and non-certified) shall have been graduated from high school for at least twenty months.
2. Certification: Judges shall register, watch an online certification clinic, pay a required fee, and score 80% on a written test every year.

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## Idaho High School Activities Association 2009-2010 General Speech Arts Rules for Judges

*Note: The following rules are those which most pertain to judges. For a complete list of drama rules, refer to the current IHSAA Rules and Regulations Manual.*

### **2009-2010 State Tournaments**

Drama	December 4-5	Bonneville High School	(Dist Completion – November 21)
Debate	March 12-13	Vallivue High School	(Dist Completion – February 27)
Speech	April 16-17	Century High School	(Dist Completion – April 3)

### **Judges**

- Age:** Speech arts judges shall have been graduated from high school for at least twenty months.
- Certification:** Judges shall register, pay a required fee, watch an online certification clinic and score 80% on a written test every year.
- Pay Scale:** At district and state drama, certified judges will be paid \$10.00 per round, non-certified judges will be paid \$5.00 per round. The IHSAA will only pay certified judges at state.

### **State Tournament Judging Requirements**

- Drama & Speech:* Each school must bring one "hired" judge in addition to the coach. *Debate:* Each school must bring one "hired" judge for every 7 students, or fraction thereof.
- Certified judges will be assigned before non-certified judges if possible.
- Novice judges must attend a non-certifying rules clinic at the state tournament site.

### **Tournament Inquiry Procedure**

- Concerns regarding possible rules violations by coaches or competitors during state tournaments must be submitted in writing to the tournament manager. The complaint will be reviewed and, if necessary, a grievance committee will be convened to consider the inquiry and determine dispensation.
- A contestant who is found to have violated general rules or specific rules of an event may be disqualified by the tournament management.

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## 2009-2010 Drama Rules for Judges

### **Timing Regulations**

- Timing violations in preliminary rounds will result in being dropped one rank. There are no "grace periods".
- Timing penalties are not given in semifinals and finals.

### **Evaluation Scores**

Entries receive two scores from each judge:

**Rank** - Entries shall be evaluated against one another and ranked 1,2,3,4,4,etc. There can be only one 1<sup>st</sup>, one 2<sup>nd</sup>, and one 3<sup>rd</sup>. All other entries shall be ranked 4<sup>th</sup>.

**Rate** - Entries shall also be evaluated against a standard of performance and rated as Superior, Excellent, Average, or Below Average according to performance quality. Any rating may be awarded to more than one entry. "Below average" will not be used at State Drama. "6" will be the lowest rate given in semifinals or finals at State.

### **Rating Scale**

<u>Superior</u>	<u>Excellent</u>	<u>Average</u>	<u>Below Ave.</u>
10 9	8 7	6 5	4

### **Use of Materials**

- Material presented shall be appropriate for competition and public performance by high school students. A signed Principal's Approval Form must be submitted to both district and state managers to verify the principal's approval of all material presented by his/her students.
- Materials and/or presentations may not be altered significantly from round to round or from district to state.
- Contestants may not use any material that they personally have used in previous years' district or state competitions.

### **Grounds for Disqualification at District and State**

The following are grounds for disqualification from an event:

1. Violation of event rules
2. Failure to strike a set
3. One or more rounds of “no-show”
4. Failure to produce required materials on request
5. Violation of “Use of Materials” rule above.

Note: Judges do not disqualify competitors. Violations shall be reported to tournament manager for appropriate action.

## **ACTING EVENTS – GENERAL RULES**

### **General Rules – Acting Events**

1. Makeup, costumes, and props are optional and shall not be part of the evaluation. Props are not allowed in pantomime.
2. Ensembles are composed of two to five actors.
3. Time limits include set-up, intro, performance and strike.
4. Competitors shall receive no outside assistance once the round has started.
5. Presentations may not contain more than 25% singing.
6. Contestants must produce scripts and/or source materials upon request of tournament management.
7. Props as Weapons
  - a. The use of real weapons, facsimiles thereof, or look-alikes is prohibited.
  - b. Props that represent weapons must be made out of unpainted, undecorated wood and must not have moving parts, sharp points or sharp edges.
8. Discharge of any type of dispersing machine or pyrotechnic device (i.e., fog machine, flash pot) is prohibited. Violation of this rule will result in immediate disqualification.

## **ACTING EVENT RULES**

### **Ensemble Acting - Humorous / Serious**

Time Limits: 12 minutes maximum

1. The play will be staged for  $\frac{3}{4}$  arena or proscenium with the acting area not larger than 15 feet by 15 feet.
2. Scenes must be from a published, non-published, or copyrighted play or story not written by a high school student. Recordings or videos shall not be used as the primary source.
3. The emphasis shall be on acting and direction rather than on technical aspects (lighting, makeup, stage setting, etc.)

### **Solo Acting - Humorous / Serious**

Time Limits: 8 minutes maximum

1. Scenes or cuttings must be from a published, non-published, or copyrighted play or story not written by a high school student. Recordings or videos shall not be used as the primary source.
2. The performance must be memorized.
3. The student may act the part of one or more characters.

### **Original Acting - Humorous / Serious**

Time Limits: 12 min. max- ensembles; 8 min. max- solos

1. Original Acting selections must be written by a student or students, although not necessarily by the student(s) who are performing them.
2. The student(s) may act the part of one or more characters.
3. Ad-libbing and/or improvisation are not permitted.
4. Adaptations and paraphrases are not considered original.

### **Pantomime - Ensemble / Solo**

Time Limits: 4-6 min. - ensemble; 2-5 min. - solo

1. Props are not allowed in pantomime
2. Pantomime may include sound effects and/or instrumental music.
3. Production of intentional human vocal sound and/or mouthing of words is not permitted. The penalty for violation of this rule is dropping one rank.
4. One chair per person is permitted, and must not be used as a hand prop.
5. A printed title of the presentation may be used only to introduce the piece.
6. Story-telling and stylized mime are both acceptable.

### **Solo Audition**

Time Limits: 5 minutes maximum

1. The contestant acts the part of a character in each of two contrasting pieces. Choices may include serious v humorous; modern v classical; contrasting characters, etc.
2. Scenes or cuttings must be from a published source. Recordings or videos shall not be the primary source.

### **TECHNICAL THEATRE GENERAL RULES**

1. All technical entries must fit into a 10'x10'x10' area and must be able to fit through a standard double door.
2. A maximum of two students may work on a single project.
3. Contestants shall be available for interviews during the judging period and must be prepared to answer questions from the judges. Only the judges may ask questions.
4. The contestant's presentation shall not exceed 8 minutes. Total time for each entry (including judges' questions) shall not exceed 15 minutes.
5. Contestants must provide a summary (at least one paragraph in length) of the play and the student's intentions in preparing the entry. The summary may be displayed or handed to the judge. The summary shall include: a) the intended mood; b) the general style of production, theatrical period; or type of stage; c) contestant's entry code; d) title of the play for which the entry was produced.
6. Props as Weapons
  - a. The use of real weapons or look-alikes is prohibited.
  - b. Props that represent weapons must be made out of unpainted, undecorated wood that has no moving parts or sharp points or sharp edges.
7. Discharge of any type of dispersing machine or pyrotechnic device (i.e., fog machine, flash pot) is prohibited. Violation of this rule will result in immediate disqualification.

### **TECHNICAL THEATRE EVENT RULES**

1. **Scene Design**: Renderings and/or models for one stage setting of any play with a floor plan, or light plots, or examples of special staging effects.
2. **Costume Design**: A set of renderings (including material swatches for three characters of a play and one finished costume for one of those characters. Makeup may not be included as part of a costume.
3. **Makeup**: Renderings and/or photographs of three characters from a play and one actual completed makeup (done at the tournament) from the same play.
  - a. Makeup must be applied at the tournament by the student-contestant in a designated public location. The makeup area will be available three hours prior to the start of the makeup round.
  - b. Application of makeup must be completed by the start of the round. Makeup may be applied to all parts of the body except the torso, defined as the area from the armpits to length of fingertips on the model's thighs. The torso must be covered in clothing that is not see-through or flesh-toned.
4. **Properties**: A complete property plot and one or more actual student-contestant constructed properties of a produced / non-produced play. Note: Types of properties categories may include: a. stage furniture; b. set dressing; c. hand props; d. personal props; e. visual effects.

## **2009 Drama Rules Changes**

In Original Acting, add #4: Adaptations and paraphrases are not considered original.

## Idaho High School Activities Association

# General Responsibilities of the Drama Judge

### **Come Prepared**

- Be professional in both appearance and behavior.
- Be knowledgeable – know both the event rules and specific rules of the tournament. Review rules and judging procedures prior to each tournament.
- Bring judging materials including timer, paper, writing implements and judging manual.
- Arrive on time and attend scheduled pre-tournament judges' meetings.
- At tournament check-in, note which school/students you should not judge.

### **Assignments**

- Be available and ready to accept new judging assignments when necessary.
- Avoid judging students you know personally (especially those from your school).
- If you are assigned to judge someone you have judged previously in the tournament, notify tournament management immediately.
- Do not trade ballots with other judges.

### **When you enter the contest room**

- Control the room setting - be aware of observers
- Review competition procedures (see “ground rules for drama competition”)
- Check codes - but do not ask competitors where they are from.

### **Judging**

- Listen – pay attention - take notes
- Do not interrupt a performer to ask questions or make comments.
- Render a fair and objective decision of every entry. Avoid favoritism and keep personal preference out of the judging decision.
- Fill out the ballot with all required information. Make positive and constructive comments.
- Do not disclose your decision or give oral critiques.
- Return ballots to the judging table promptly and wait for ballot to be checked. Do not keep ballots during a following round or leave the tournament with a ballot.
- Report rules infractions to tournament officials and make appropriate notations on the ballot.
- Judges don't disqualify entries, but do report violations to the tournament desk.

### **When you have questions**

- Take good notes.
- Bring questions / concerns to the tournament desk.
- If the question is not critical, wait until all presentations are complete before coming to the tournament desk.

## **Ethics and Integrity - Vital Components of Speech Arts Judging**

## Judging Procedures

1. **BE AVAILABLE WHEN BALLOTS ARE HANDED OUT.** It is hard to find a sufficient number of “clean” judges in the later rounds - especially semis and finals. If you are not given an assignment, please remain near the ballot table in case reassignments are necessary.
2. **INSIST ON PROPER PROTOCOL IN THE CONTEST ROOM.** The judge is responsible for room decorum and must ensure that no distractions will occur. Do not allow observers,(including students, coaches, parents) who are being disruptive to remain in the room. Contestants also must observe basic courtesies toward each other.
3. **ANNOUNCE “GROUND RULES FOR DRAMA COMPETITION”** prior to beginning the first round. Repeat as necessary throughout the tournament. Drama “ground rules” are:

- a. Only participants who are double/triple-entered in events may enter or leave the room after competition has begun. Spectators must stay for the entire round.
  - b. Rudeness to performers will not be tolerated. No grimacing, talking, or intentional distractions will be tolerated. Spectators or other contestants guilty of these actions will be required to leave the room.
  - c. Oral critiques are not given at state drama.
  - d. Timing begins as actors start the set-up and ends when strike is complete. Contestants who do not strike their sets will be disqualified.
  - e. Contestants may start over, but elapsed time is counted toward the time limit.
  - f. Time signals are not given in drama competition.
  - g. Only the judge may take notes.
4. **CHECK CODE NUMBERS.** Prior to beginning a round, do a “roll call” of contestants as listed on the cover sheet. Do not ask contestants where they are from. Do not let a contestant who is not listed on the cover sheet perform. Have him/her report to the tournament desk immediately.
5. **ALTER ORDER OF CONTESTANTS ONLY IF NECESSARY.** If a contestant is not present when called, have the next contestant perform. At the end of the round, call for the absent entry. (He/she may be assigned to another event at the same time.) Contestants scheduled in another event during the same round should be given the opportunity to perform during the first part of the round. If there are absentees, stay in the room until the end of the scheduled time to accommodate students who may be double entered.
6. **OBSERVE TIME LIMITS.** All acting events have time limits, and judges must accurately time each presentation.
  - a. Time signals are not given in drama and there are no “grace periods. Timing violations in preliminary rounds are penalized by being dropped ONE RANK. (ie.1st place to 2nd place -2nd place then becomes 1<sup>st</sup>,etc.). Be sure to indicate the penalty on the contestant’s ballot. **Note: Timing penalties are not given in semi-final and final rounds at State Drama.**
  - b. Timing **begins** when the contestant starts to set-up and **ends** when take-down (strike) is complete. If an entry does not strike at the end of performance, notify the tournament manager after the round is over. Note on the ballot that the entry did not strike .
  - c. If a contestant requests to start over, allow it, but do not re-start the time. Time accrues from the original starting time.
7. **REPORT DISCREPANCIES TO TAB ROOM.** Any rule violation and/or discrepancies that could result in disqualification must be noted on the ballot and verbally reported to the tournament desk at the conclusion of the round.
8. **RETURN BALLOTS PROMPTLY.** Turn in the ballots within 10 minutes of the round so the tournament may stay on schedule. Wait at the ballot table for the official to check your ballots and sign your remuneration form. Never leave the tournament with a ballot.

## Evaluating Performances & Formulating Decisions

**Pay attention** Facial and bodily expression are all part of a performance. Watch the entire performance. Learn to write comments on a scratch pad while looking at the performer. Comments can be transferred to the ballot later. (quickly, though!) Written comments will help you remember performances and determine rank and rating.

**Judge on performance only** Judges must critique only the performance - not the material. There may be presentations on subjects that you do not like nor agree with, but you must only judge the contestant's performance.

**Please Note:**

**School administrators are concerned that students may alter scripts and/or performances after the Principal's Approval Form has been signed and submitted. Therefore, if a presentation contains excessive violence, has strong sexual content, or is extremely offensive in either actions or language, please make note of the entry and situation and notify the tournament desk when you turn in your ballots.**

**Evaluation of performance** Suggested evaluation criteria for each event is found on the back side of each cover sheet.

**Rank and Rate** Each entry receives two scores - rank and rate. Please refer to the current drama rules in this manual for information and procedure for determining rank and rate.

**Confidentiality** Keeping decisions confidential is essential to the integrity of the judging process. Do not discuss your decisions with fellow judges, contestants, coaches, or observers. Although three judges evaluate semifinals and finals, decisions are made independently.

### Filling out the Ballot

**Explain evaluations on the ballot.** Justify your evaluations in a positive, constructive manner. Each ballot should contain a thorough explanation with clear and concise comments. It is not fair (nor educational) for a contestant or his/her coach to wonder why a particular decision was reached by the judge.

**Make specific comments.** Effective comments point out the pluses of the performance, then give specific, constructive critique for areas in which they may improve. Don't be too technical or too flippant. Written comments that separate actors in ensembles are appreciated.

**Fill the ballot out properly and completely.** Double-check each ballot. Accurately transfer rank and rate to the cover sheet. Don't make cross outs. If you need to make changes, get a clean ballot from the tournament desk. Do not write on stacked ballots. (They are NCR forms and marking will be transferred to the ballot underneath.)

**Note: Ballots for semifinal and final rounds at State** are a shortened version of the regular ballot. The comment section has been removed. If you wish to make comments to the speakers, fill out a regular ballot **after** returning the short ballots to the tournament desk.

### Theatrical Terminology

The following definitions are included to assist in critiquing acting scenes and students' performing skills. Judges are encouraged to incorporate these words and phrases in the comment portion of the ballot.

ASIDE - A speech intended to be heard by the audience.

BODY POSITION - The actor should convey thoughts and actions through the use of body movements.

**CHARACTERIZATION** - Is the character believable?

Physical: A physical characteristic for the person being portrayed. Such characterizations may include a limp, speech diversity, etc.

Emotional: The personality persona of a character. Did it fit the scene?

Purpose in the Scene: Do the actors seem to know why they are in the scene?

Concentration: The actor is expected to remain in character whether finished speaking his/her lines or not.

**CONFLICT**:

In the scene - Was the conflict between characters believable?

Emotions or Actions - Did the emotions and actions make sense for the characters

Purpose - Did the actors seem to understand their characters?

**DIALOGUE** - Effective, correct pronunciation relative to the scene.

Dialect: Southern, French, British, etc. Was it believable and effective?

**DURATION OF ACTION IN RELATION TO DURATION OF THOUGHT** - The action should continue as long as the thought - even if the actor has finished with speaking lines.

**EMBRACING** - When two people touch by kissing or shaking hands or hugging. Did it look real or faked?

**EMOTIONAL MOTIVATION** - Was the action in the scene motivated by emotions of the character(s)?

**ENTRANCES/EXITS** - The judge should notice whether they were on time and appropriate to the scene.

**ESTABLISHMENT OF IDENTITY** - The judge should be able to differentiate between characters; the type of character; etc.

**EYE CONTACT** - The establishment of eye contact with another actor in the scene in relation to emotions and actions.

**FOCUS** - Attention directed to the audience or to actors in the scene.

**MOOD** - The actors must set the mood effectively. Should it be one of gaiety, sadness, fear, etc.

**PAUSE** - When silence is used effectively

**PROPS** - Objects used by the actor/actress to establish and further the play's action/meaning. The actors should be familiar with the props and use them accordingly.

**SENSITIVITY** - The actors being sensitive to each others thoughts, emotions or actions.

**SPEAKING RATE** - The proper rate of delivery of speech. Notice if the speech was too fast or too slow for the character being portrayed.

**STAGE BLOCKING** - Did the actors use the space well?

**TEMPO / TIMING** - The rhythm of the scene/The action in the scene - The rhythm and action should keep pace with the other.

**VOCAL QUALITY** - The voice should match the character - ie: An old man may have a very shaky voice. Words should always be understandable, no matter what character is portrayed.

**WALKING RATE** - The consideration refers to the walk depicting the age of the character and/or the physical condition of the character. Does the walk correspond?

Judge's Name \_\_\_\_\_

TIMING

Time: \_\_\_\_\_

Ens Act. Limit: 12 minute max.

**ENSEMBLE ACTING BALLOT**

(Circle Event)

**HUMOROUS**

**SERIOUS**

Contestant Code: \_\_\_\_\_ Title of Presentation \_\_\_\_\_ Round \_\_\_\_\_

Rank 1, 2, 3, 4 (Rank of "1" goes to the best. Only the rank of "4" can be awarded to more than one entry.)

**Rank: (Circle #)**      **1**      **2**      **3**      **4**

**Rating: (Circle #)**

**10      9**

**Superior**

Polished presentation - exhibits skill, knowledge and understanding of the art form.

**8      7**

**Excellent**

Good presentation - needs some improvement.

**6      5**

**Average**

Adequate presentation - needs improvement in several areas and more rehearsal time.

**4      3**

**Not Prepared**

NOT USED AT STATE

**Introduction:** The actors should give the title and playwright. If needed, they may give information to establish a background for the audience.

**Characterization:** Are the characters believable? Did the actors remain in character for the duration of the scene? Do they have an understanding of the subtext of the scene? Is the emotion exhibited in the scene appropriate? Does it build rather than staying on one layer? Please comment:

**Movement and Blocking:** Did the actors move in character at all times? Did they react to one another physically as well as vocally? Were movements believable and was the playing area utilized for a natural flow of events? Please comment:

**Voice:** Did the actors use their voices to help create character? Were their voices flexible in showing a range? Were pauses used where needed? Please comment:

**Additional Comments:**

Judge's Signature \_\_\_\_\_

# Cover Sheet

<b>SOLO ACTING - HUMOROUS / SERIOUS</b>
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(circle one)

Time Limits: 8 minutes maximum Contestants may act the part of one or more characters. The presentation shall be scenes or cuttings from a published or non-published or copyrighted play or story not written by a high school student. Performance must be memorized. Presentation shall not consist of more than 25% singing. The use of make-up, props, or costumes is optional and is not to be evaluated. Props representing weapons must be made out of unpainted, undecorated wood and must not have sharp edges or moving parts. Contestant must produce material upon request of tournament management. Once the round has started, a contestant shall receive no outside assistance. Discharge of any type of dispersing machine or pyrotechnic device is prohibited.

ROUND \_\_\_\_\_ SECTION \_\_\_\_\_ ROOM \_\_\_\_\_ JUDGE \_\_\_\_\_  
(print name)

Contestant Code Number	Rank 1,2,3,4,4,4	Rating Use Number	<b>S</b> <b>10-9</b>	<b>E</b> <b>8-7</b>	<b>A</b> <b>6-5</b>	<b>BA</b> <b>4-3</b>
1.			Polished presentation which demonstrates mastery of skills.	Skilled presentation that could be improved with further polish	Adequate performance	Not Used at State
2.						
3.						
4.						
5.						
6.						
7.						
8.						

**Timing:** Preliminary rounds only - drop one rank (not rate) for time violations.

- Instructions:**
1. Ballots are NCR forms - do not write on stacked ballots.
  2. Fill out ballots completely. Sign ballots and cover sheet.
  3. Return ballots to tabulation desk promptly after round.
  4. Wait near tournament desk for next assignment.

\_\_\_\_\_  
 Judge's Signature

## Housekeeping – State Tournaments

### JUDGE’S REMUNERATION FORM

1. After each round judged, fill out the form, initial it, and give to ballot desk with your completed ballots. The official will also initial the form and return it to you.
2. After your final judging assignment, sign the form and turn it in to the ballot desk. The official will also sign it and return the second copy for your records
3. Payment cannot be made without a completed and signed remuneration form.

#### Sample Form

Certified judges receive \$10 per round; Non certified judges will not be paid by the IHSAA. This form must be turned in at completion of tournament & a W-9 must be on file with the Idaho High School Activities Association before payment of fees can be made.

<u>Round</u>	<u>Section</u>	<u>Event/Category</u>	<u>Initials</u>	
			<u>Judge</u>	<u>Ballot Desk</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total Number of Rounds Judged:			_____	_____

Judge's Signature \_\_\_\_\_

Ballot Official's Signature: \_\_\_\_\_

### IRS FORM W-9

The Internal Revenue Service requires that the IHSAA must have on file a Form W-9 for every judge or paid official at all State events. We must receive the completed form before payment can be made.

The W-9 form need be filed only once. If you have previously submitted a W-9 to our office, please disregard this notice (unless your address has changed). If you have not submitted a W-9 with your current address, please return the completed form to the ballot table before you leave the tournament.