

1. **Recusing**

With some productions, judges will have to recuse themselves from evaluating either the production or certain actors/technicians. Here are the guidelines you should follow:

- A. Do not judge a production if you are on the board of that theatre company.
- B. Do not judge a production if you are in the production as a cast member, a technician, or even listed as an advisor.
- C. Do not judge an actor or technician if that person is a member of your family or related to you in any way.
- D. Do not judge an actor or technician if that person is a current student of yours.
- E. Do not judge an actor or technician if they are a fellow employee.
- F. Do not judge any part of a production if you are a teacher at that school.
- G. A judge MAY judge individual actors and/or technicians in a production if there is not conflict of interest. (Just because you may have a conflict of interest with one person in a production, does not mean you cannot judge the rest of that production. Simply recuse yourself from that one category.)
- H. A judge MAY judge a FORMER student.
- I. IF YOU FEEL AS THOUGH THERE MIGHT BE ANY CONFLICT OF INTEREST OR IF YOU CANNOT BE OBJECTIVE ABOUT A PRODUCTION, TECHNICIAN, OR ACTOR IT IS BEST TO RECUSE YOURSELF.

2. **Accountability**

- A. Judges must submit a monthly report to the Judge Coordinator of reviewed productions.
 - 1. Judges must report what productions have been seen and on what date, as well as the date the ballot was submitted to the CPA.
 - 2. If a judge does not have the opportunity to judge a production in his/her given category, the Judge Coordinator must be informed as to the reason why.
 - 3. If a judge recuses him/herself from a production, the Judge Coordinator must be notified immediately.
 - 4. Judges may use one complimentary and/or discounted ticket per production.
- B. Ballots must be turned in 2-3 days after the judge has seen a production.
- C. At each board meeting, the Judge Coordinator will report the information gathered from the judges' monthly reports. The board will then discuss possible removal of a judge if necessary.

3. **Judges Tenure**

- A. Judges are limited to a 3-year term. Should the judge decide to reapply, he/she must wait a year before submitting another application. (*A "meet and greet" will not be required for past judges, but is encouraged.*)

4. **Judges Removal Policy**

- A. Judges must attend an annual training session at the beginning of each season. If the judge is not able to attend, notify the Judge Coordinator, or meet with a board member to review the information from the training session, he/she will be removed.

- B. Judges who do not comply with the Judging General Guidelines and Code of Ethics for Adjudicators will be removed.

5. Judges Category

- A. Judges will be assigned to a specific category and will judge only that category. However, a judge may request to qualify to judge in two categories, while understanding the requirement that they must judge 80% or more productions in each of the two categories

6. Judges Ratings

- A. The Judge compares the name of the performer playing roles during the performance viewed to ensure that any cast replacements or double-cast roles will be evaluated separately. Each judge evaluates each production area and all performances and enters a score from 0 to 10 on their ballot. Zero is the lowest and 10 is the highest. After seeing a show, the Judge completes the ballot and returns it to the independent CPA for tabulation and audit.

7. Judges Standards

- A. Your ballots will reflect an evaluation that RATES the production on a scale of 1-10.
- B. DO NOT COMPARE OR RANK PRODUCTIONS! TRY NOT TO COMPARE THE PRODUCTION YOU ARE ADJUDICATING TO OTHER PRODUCTIONS YOU HAVE SEEN OF THAT PLAY. It may be unfair to compare the performance you see with other productions that were performed in other cities or other productions of the play produced in San Antonio. Your recollection of those productions changes over a period of time and many have a tendency to remember plays as being the “definitive” production of that play. Judge each play on its own merits. DON’T COMPARE TO OTHER PRODUCTIONS: Since we have moved from the ranking of plays to the RATING of a play, we no longer have to compare one show we have seen with another. Under our format numerous plays can be worthy of recognition.
- C. KEEP AN OPEN MIND. One of the main purposes of theatre is to let you see the world from different perspectives and experience differing viewpoints and lifestyles. There may be times when what you see on stage will be something you disagree with or even find offensive. In situations like this, it is helpful to keep an open mind while you are watching the performance. Try to suspend your judgment based your own personal standards of ethics or morality if possible while you are watching the performance. After the performance, if you find that you are unable to objectively evaluate the play because of the content, you may want to recuse yourself from adjudicating that particular production.
- D. SEPARATE ACTING FROM TECH: Consider the acting, directing, and the technical aspects of the production as SEPARATE evaluations. Many times a play might be lacking in technical superiority but may have wonderful acting, or be the other way around.
- E. DO NOT INFLUENCE OTHER JUDGES: Off-handed comments to another judge before they experience the performance for themselves can create an expectation that may influence their opinion. Don’t call other judges and tell them there is a “must see” play, or tell them to stay away from performances because you did not like the show. After you have completed your ballot is the appropriate time to discuss your reactions with others.

- F. DO NOT LEAVE THE THEATRE UNTIL THE PERFORMANCE HAS ENDED!! Although you may feel motivated to leave the theatre during intermission, please do not. There is probably no greater insult to a theatre company's production than to leave early. Of course if there is an emergency or illness a judge may excuse themselves. Heed the warnings that a theatre company may announce before you see the production: "Sexual Content," "Not Suited For Children," "Violent Content." Obviously, a judge may not submit a ballot unless they have seen the entire show.
- G. COMPARE THE BALLOT TO THE PROGRAM: Sometimes the director/producer will make a last minute change of cast or crew in the program that was not turned in when ATAC asked for ballot information. Please keep your program and compare the names on the program to the names in the ballot to make sure there is agreement.
- H. COMP TICKETS: Please check with each individual theatre for availability of comp tickets. Some theatres will give you a comp ticket, while others will offer a discount. Some theatres do not offer either comp or reduced price tickets. Try to bring a paying patron(s) with you if you receive a comp ticket.

8. Judging & Theatre Etiquette

- A. *****KEEP A LOW PROFILE: When attending a production do not announce to others in the audience that you are a judge. Do not bring a notebook and take notes during the performance. If you must make notations in the program do so during intermission. DON'T MAKE COMMENTS ABOUT THE PLAY DURING INTERMISSION OR AFTER THE PERFORMANCE. OTHERS MAY BE EVESDROPPING AND YOU MAY END UP BEING QUOTED IN THE NEWSPAPER LATER THAT WEEK!!!