

F. Applicant and Candidate Regulations

1. Enrollment Cycle

Application for candidacy in all four categories normally begins with the closure of each Category School and remains open until December 31 of that same year. Training, as specified in Paragraph 3, normally begins on January 1 of the subsequent year.

2. Method of enrollment

a. A member of the Society interested in being considered for enrollment as an applicant must first obtain current letters of recommendation from two certified men in the category to which he intends to apply.

b. In addition to the letters of recommendation, the Society member must complete the appropriate application form and return it, with the letters of recommendation, to his DVP/C&J. The DVP/C&J can provide the application form. A member is not considered an applicant until the application is approved by the category specialist.

c. Further steps required for application to be accepted:

(1) The DACJC reviews letters of recommendation and application, and contacts additional references in writing. References should represent a cross-section of at least district Barbershoppers, and not just men in the Society member's own chapter(s).

(2) After receipt of appraisals from references, the DVP/C&J reviews all information and refuses or endorses the application, with copies of a cover memo in which he explains his action to the applicant going to the appropriate category specialist and the Society Contest and Judging office.

(3) If the DVP/C&J endorses the application, he keeps a copy and sends the original of the application and all reference materials to the appropriate category specialist.

(4) Upon receipt of application materials, the category specialist evaluates the application and refuses or endorses it, with copies of a cover memo in which he explains his action to the applicant going to the appropriate DVP/C&J and the Society Contest and Judging office. If he approves the application, the category specialist returns a signed application form to the DVP/C&J.

(5) Upon receipt of a memo of acceptance from a category specialist, the Society Contest and Judging office establishes a file on the applicant and requests money for training materials. Upon receipt of money, training materials are sent to the applicant as per category instructions.

(6) If an application is accepted, the category specialist invites the applicant to attend the next training course offered at Harmony College, conditional on successful completion of training before that time. The category specialist establishes a file on the applicant and supervises, directly or indirectly, his training.

d. A previously certified judge or previous candidate judge in a particular category may apply for enrollment at a level determined by the category specialist.

3. Training

a. Training is the responsibility of the category specialist and the DVP/C&J.

b. The category specialist or his designee will make all training requirements clear to the candidate.

c. When an applicant receives a passing grade upon completion of the training course at Harmony College, he becomes a candidate.

d. A scoring judge candidate must practice score tapes and at actual contests as required by the category specialist in preparation for attending category school. An administrator candidate must practice at actual contests as required by the category specialist in preparation for attending category school.

e. Any candidate who practices at an actual contest must DVP/C&J of his intentions.

(1) The candidate should report to the Contest Administrator or practice panel administrator upon arrival at the contest site.

(2) The candidate should meet with members of the official panel in his category to review his performance.

(3) The candidate must not divulge any scores or judging comments with anyone other than members of the official panel, except in an evaluation session.

f. A candidate who practices at an actual contest must complete the appropriate tape and/or paperwork and return it to the appropriate individual(s), as instructed, within one week following the contest. The practice panel administrator will also be responsible for filing appropriate paperwork following the contest. Upon receipt of all

required materials, the category specialist or his designee will assign a grade and notify the candidate of that grade and suggestions for improvement. A copy of the category specialist's letter goes to his DVP/C&J and the Society Contest and Judging office.

g. The category specialist will instruct each candidate as to the requirements for qualifying to attend category school. The category specialist will be solely responsible for determining whether or not the candidate is qualified to attend category school.

4. Category school

a. Category specialist will send written invitations, with copies to the appropriate DVP/C&Js and the Society Contest and Judging office, to qualified candidates to attend category school. Location and dates for category school are set by the Society Contest and Judging Committee.

b. At category school, each candidate will be evaluated by the category specialist and his faculty. The category specialist will determine a passing or failing grade for the school and notify the candidate in writing, with copies to his DVP/C&J and the Society Contest and Judging office.

c. If the candidate fails category school, the candidate's file is closed and his candidacy is ended. He may apply for the category at a future time.

d. The category specialist may recommend the successful candidate for certification or recommend the successful candidate take a final examination before certification. The recommendation goes to the Society Contest and Judging chairman for his final decision.

(1) The Society Contest and Judging Chairman, acting on behalf of the Society Board, may certify a candidate if such action is recommended by the category specialist. A newly certified judge is issued a certificate by the Society Contest and Judging office, and his name is added to the official register.

(2) The Society Contest and Judging chairman may approve a final examination for a candidate if such action is recommended by the category specialist.

(3) The Society Contest and Judging chairman may decline to approve the recommendation of the category specialist. If so, a letter of explanation goes to the candidate with copies to his DVP/C&J, the category specialist, and the Society Contest and Judging office. The decision of the Society Contest and Judging chairman may be appealed only to the full Society Contest and Judging Committee within 30 days of notification to the candidate. Such an appeal may be

lodged by the candidate or by the category specialist only.

e. A final examination may be required of a candidate before certification is issued.

(1) The candidate must serve as a member of the official panel at a quartet and chorus contest outside his own district. He will be reimbursed for expenses in the same manner as any official panel member.

(2) The candidate must complete whatever tape and paperwork is required and give it to the DVP/C&J supervising the contest. The DVP/C&J sends the materials to the Society Contest and Judging office, which will duplicate the materials and send them to the category specialist and his board of review for their evaluation.

(3) After evaluation by him and his board of review, the category specialist may recommend to the Society Contest and Judging chairman that the candidate be certified or notify the candidate that he has failed his final exam and will not be certified.

(a) A candidate who fails his final exam will not have a chance to retake the exam. He may reapply for the category at a future time.

(b) The Society Contest and Judging chairman, acting on behalf of the Society Board, may certify a candidate if such action is recommended by the category specialist. A newly certified judge is issued a certificate by the Society Contest and Judging office.

(c) The Society Contest and Judging chairman may decline to approve the recommendation of the category specialist that the candidate be certified. If so, a letter of explanation goes to the candidate with copies to his DVP/C&J, the category specialist, and the Society C&J office. The decision of the Society Contest and Judging chairman may be appealed only to the full Society Contest and Judging Committee within 30 days of notification to the candidate. Such an appeal may be lodged by the candidate or by the category specialist only.