

ADMINISTRATIVE CATEGORY

The Administrative Judge (ADM) provides the glue that ensures all Society contests run efficiently, effectively, and fairly. The ADM supports advance planning for the weekend with the district DRCJ and Events team as required. On the convention weekend, the ADM manages the contest from the time it starts until the results are known, but the ADM's duties extend well beyond that timeframe. The ADM works closely with the District Representative for Contest and Judging (DRCJ) to coordinate planning for the event, ensuring successful operation. All scoring judges rely on the ADMs to provide the details necessary to allow them to focus on the performers and not on the mechanics of the event. The ADMs also serve as the eyes and ears for the Society Contest and Judging Committee, reporting on any issues that occur and providing feedback necessary to improve the overall experience for all involved.

Key attributes of an effective Administrative Judge are as follows:

- **Communication:** Effective and efficient communication with the DRCJ, judges, performers, and SCJC is vital to the success of every contest.
- **Knowledgeable:** ADMs must know the rules and policies related to all contests. Judges rely on ADMs to provide details on rules when needed, and performers expect ADMs to provide clear guidance when required.
- **Decisive:** ADMs are expected to make fair and timely decisions on-site that can have a major impact on the contest outcome.
- **Humble:** While ADMs must be decisive and are in charge of the contest, our goal is to be unobtrusive. As representatives of SCJC, we must be courteous while maintaining order during a contest.
- **Technically competent:** Our duties require us to use technology to support the contest experience. As innovation is introduced in our contests, ADMs will be required to support the needs of the events teams and judges with new tools and processes.