

Convention Eligibility, Assessment, and Convention Programming - Overview

BMH 024

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Historically, the caller eligibility and ranking processes were repeated by each successive Convention Committee. This approach proved time intensive and less than ideal for the fair and balanced programming of callers. During the past several years the ACF Board has done much to review this approach and to work with the National Convention Board and the individual convention committees to improve the way callers are checked for eligibility, assessed for their calling ability, and finally programmed at national conventions.

The purpose of this document is to outline the resulting (current) system, and to provide information on the changes the ACF has achieved, so Board Members and Callers are well informed and aware of their responsibilities and their rights. There are distinct requirements of callers to call at an Australian National Convention and this information is presented in this document and supported by the included "Overview Chart", "ACF Caller Assessment Criteria", and a "Caller Assessment Worksheet".

ACF Membership Renewal and Convention Eligibility.

The checking of "**Caller Eligibility**" for the various dance programs has been delegated to the ACF by the National Convention Board. Eligibility is set by "Convention Rules" which are included in the **ACF By-Laws (Section 13)**. The ACF has made "**Convention Eligibility**" part of their annual caller "**Membership Renewal**" process. So it is important that callers update their Convention Eligibility each year.

Non member callers who wish to call at nationals are also required to satisfy the eligibility process.

The Caller Renewal Forms for "Active Callers" are sent to the State Associations by the ACF Registrar along with a covering letter from the ACF Secretary setting fees for the ensuing year. Also included is a Listing of Callers in that state. Please use this listing to indicate who is renewing for ACF and/or APRA. This should be returned to ACF Secretary with the appropriate fees.

ACF State Coordinators play an important role for their state in the "Convention Eligibility" process. They verify on the caller renewal form each callers' "Convention Eligibility" for each of the square dance programs. They should ensure those completed forms reach the ACF Registrar in a timely manner.

A membership renewal check list is included in the **State Coordinators Duties (BMH 14)** to assist them in this process.

The ACF Registrar will update the Members Database and the Website. On the website the Eligibility Markers "Y, N, or NV" are shown for each Dance Program. "**Y**" = **Eligible**, "**N**" = **Not Eligible**, and "**NV**" = **Eligibility Not Validated**. The ACF Website is the public record for Convention Eligibility.

Caller Assessment

A caller's "Convention Assessment" is an entirely separate process from "Convention Eligibility".

"Averaged Peer Assessment" is the name we have given the method chosen by the ACF board to provide a "Convention Assessment" for each caller. It is managed by the ACF Board and the ACF Registrar to provide a general guide to an individual caller's skills and abilities in relation to convention calling. This assessment is done by the entire ACF Board. Board members are required to use the "Caller Assessment worksheet", the "ACF Caller Assessment Criteria", along with their personal knowledge of each caller to provide an individual caller assessment for each "Eligible" caller that they are required to assess. Each caller's personal assessments, from each of the board members, are averaged to provide that caller with a personal "Averaged Percentage Peer Assessment". Board member assessments are kept confidential and only the "Averaged Assessment" for each caller is published as a "Convention Category" on the caller's personal page of the ACF website.

It is also displayed on the Callers' yearly Renewal Form. It is displayed as,-

Convention Category 1+ to 5 [Percentage Average / Number of Assessments Averaged]

Example- Joe Caller **2+** [**70.9 / 12**]. Joe's Convention Category is **2+** because his Percentage Average of **70.9** converts to this Category. Joe's Percentage Average was from **12** Assessments. This "Convention Assessment" is a useful guide available to national convention programmers.

General information for Board Members required be an Assessor

a) The Link between the Assessor and his Peer Assessment of a caller is kept confidential, so your assessment should only be forwarded to the ACF Registrar. The Registrar will maintain all assessment records while keeping each assessor's identity confidential. Assessors will be able to verify that their assessments have been correctly recorded by knowing their Assessor Code. Each Board Member (Assessor) will be provided with their own "Personal Assessments Record". This file will assist the Board Member and the Registrar to keep track of all the assessments that the board member has made.

b) The "Assessment Worksheet" has ten items with each worth 10%. They divide loosely into two groups, "General Technical Abilities" and "Showmanship Elements, Dancer Appeal and Experience". It is provided for assessors to ensure they consider all of the elements of calling at conventions. The "Caller Assessment Criteria" provides a description / profile of a caller in each Percentage Range / Category. This criterion provides conversion between a Percentage Assessment and the resulting Convention Category. These criterion are also be used by the Registrar when averaging assessments.

c) **The Assessor should consider each of the Items, including the Points within each item**, on the worksheet in relation to the caller they are assessing. By using the "Caller Assessment Criteria", the assessor should decide, for each item, where this caller is placed in a scale of 1 to 10. **Example.** Lets consider Item3 "Hoedown Technique". You may consider that the caller you are assessing is excellent, strong on all the points, so you would score this caller in the 8 to 10 range (80-100% Category 1). Or you may consider this callers' hoedown technique is best described by the reliable category, just adequate on all the points. You therefore score this caller in the 4 to 6 range (40-60% Category 3). Repeat this process for all items to provide a worksheet total out of 100.

d) To round out the assessment process the Assessor should, before submitting, compare this caller, and their assessment of this caller, against other callers on the website to ensure that they have judged this caller's abilities correctly when compared across a range of other callers. This helps to standardise assessments from the various Assessors, for all callers, across all states.

e) **. Assessors are required to submit their assessed "Percentage Assessment" for each caller they have been asked to assess.**

The "Assessment worksheet" is not required to be submitted but it maybe if the assessor so chooses. It is for personal use by the Assessors.

They may judge a caller' "Percentage Assessment / Convention Category" directly, or use the Assessment worksheet.

References related to this document - ACF By-Laws, Australian National Conventions Manual, State Coordinators Duties BMH 014, Board Members Duties BMH 003, Registrar and Webmaster Duties BMH 015

Overview Chart --- Callers and Convention Calling – Dance Program Eligibility – Peer Assessment – Convention Programme Placement

Item	Item Description	Responsibility / Who	Action / How	Registrar / Records
Convention Eligibility	<p>Caller Eligibility Criteria are contained in our ACF By-Laws (Section 13). or the Convention Operation Manual.</p> <p>In Précis - 4 Years Ms Club Calling and Teaching a required number of beginner classes within previous 5 Years</p>	The Caller and the State Coordinator in the state where the callers resides or operates	<p>The Caller Completes the Caller Renewal form for the current year.</p> <p>The State Coordinator validates the “Convention Eligibility” of the caller for the various Callerlab Dance Programs he claims to call.</p>	Registrar will adjust the ACF Database and Website to reflect the verified callers’ “Convention Eligibility” as part of the annual update process.
<p>Peer Assessment</p> <p>* Caller or State Coordinator Initiated</p> <p>Initial Assessment</p>	Callers who are in their 5 th year or more of club calling and desire to be considered for convention calling in the future should request an Assessment.	The Caller or The State Coordinator in the state where the caller resides or operates.	The State Coordinator should email the Board and request an Assessment by the Full Board. Send note to the caller to keep the caller informed.	The Registrar Should keep a list of callers being assessed.
Reassessment	Callers may after a suitable time (One Year) request a Reassessment where they have developed or are now more widely known and could expect to receive a greater number of assessments.	Same as for Initial Assessment above.	Same as for Initial Assessment above.	He should supply a Personalised “ Personal Assessments Record ” to each Board Member who does not have one. It will contain his personal code which will later enable him to verify the assessments made by him, have been included by the registrar in the master “ Caller Assessment Register ”.
* Casual Assessment Board Member Initiated Only	Board Members may review the assessments they have made at anytime and forward a copy of their changed assessments to the Registrar.	The board member	This member should inform the board via email of callers that he has decided to review.	

Item	Item Description	Responsibility / Who	Action / How	Registrar / Records
Return Of Assessment and their Processing	Board Members should use their knowledge of the caller, the Caller Worksheet, and the Assessment Criteria to make an assessment. Return a statement of the callers “Assessed Percentage / Convention Category”.	Present and Past Board Members in all states are expected to cooperate when requested. With their knowledge of a caller they should do their best to give an honest assessment or advice if unable to make an assessment.	Board Members should Email a copy of their updated “Personal Assessments Record” containing their new assessments direct to the Registrar. He will ensure your identity is kept confidential.	The Registrar will record all assessments in a Master Spreadsheet the “ Caller Assessment Register ” which averages those assessments to provide a “Convention Category Assessment” for each caller.
Publication of Convention Assessments	Provide a copy of the “ Caller Assessment Register ” (spreadsheet) to the board.	Registrar	Email to Assessors a copy of the “Caller Assessment Register” so they may verify the inclusion of their assessments. Email result to Callers.	Three or more assessments are required for a caller before the ACF posts a result on the Website . This information is available to convention committees.
Conventions - Registration	Callers need to register to indicate they will be attending and available for calling duties.	It is a caller’s responsibility. They should advise when they will be available and for which dance programs	Callers should acquire and complete a caller registration form for the particular convention	
Convention Programming - Caller Placement	There are many components that go together to make a National Convention Programme. An essential component is the detailed planning of each Dance Session, the nature of that session and the “ Placement of callers ” within that dance session to achieve the desired aims of the overall programme.	Programme Managers and Their committees	Caller Information is provided by the ACF to assist the Programme Committee in the difficult task of placement. This includes- a) Eligibility For each Dance Program. b) Caller Peer Assessment. c) Club Experience d) Convention Experience	Placement is not guaranteed but with the accurate information provided about callers the programme committee is better able to strike a balance between the competing elements of fairness to all callers and program requirements.

The ACF Board provides a peer “Caller Convention Assessment” which is only used by Convention Programme Managers and their Committees					
General Criteria for assessing callers into one of Five Convention Categories	Work Sheet Items 1 to 10 Points Score Range	Data used to relate an “Averaged Percentage” to a “Convention Category” or Sub Category		Final Convention Category	Conversion Factors used to covert a Category Assessment to a Percentage. Only used when Totalling and Averaging Mixed Assessments
<1> The Cream of Callers who have Excellent Skills, Showmanship, Crowd Appeal, and Extensive Experience	9 - 10	Category 1 80 - 100%	> 90%	1+	94% Equiv. to Category 1+
	8 - 9		80-89%	1	84% Equiv. to Category 1
<2> Very Good Callers with Good Skills, Stage presence and Reasonable Experience. Between Reliable and Cream	7 - 8	Category 2 60 - 79%	70-79%	2+	74% Equiv. to Category 2+
	6 - 7		60-69%	2	64% Equiv. to Category 2
<3> Reliable Callers on both a singing call and a hoedown but with Limited Experience.	5 - 6	Category 3 40 - 59%	50-59%	3+	54% Equiv. to Category 3+
	4 - 5		40-49%	3	44% Equiv. to Category 3
<4> Callers who are just adequate for conventions. Limited Skills, Limited Talent, or No Experience	3 - 4	Category 4 20 - 39%	30-39%	4+	34% Equiv. to Category 4+
	2 - 3		20-29%	4	24% Equiv. to Category 4
<5> Not suitable for convention calling duties.	1 - 2	Category 5 0 - 19%	10-19%	5+	14% Equiv. to Category 5+
	0 - 1		0-9%	5	4% Equiv. to Category 5

A Callers’ “Convention Assessment” is displayed on the callers’ personal page on the ACF Website and also on the Callers’ yearly Renewal Form. It is displayed in the following way on the website along with eligibility markers for each Callerlab Dance Program.

Convention Category 1+ to 5 [Percentage Average / The number of assessments Averaged]

Example - **Joe Caller 2+ [70.9 / 12]** Joe’s Convention Category is **2+** because his Percentage Average of **70.9** converts to this Category. **12** Assessments were added together then divided by 12 to give Joe his “Percentage Average”.

The eligibility markers “**Y, N, or NV**” are shown for each Dance Program. “**Y**” = **Eligible**, “**N**” = **Not Eligible**, and “**NV**” = **Eligibility Not Validated**

Assessment Worksheet - Assessors Personal Worksheet

Caller's Name		Eligibility	MS	Plus	A1	A2
Date Assessed		Club calling experience		Current assessment		
Assessor's name						

Criteria Group	Item No.	Criteria and Guiding Notes	Max Points	Callers Score
Ability and technical Factors. Maximum 50%	1	Timing of Calls <i>Delivery of calls when needed, No stopping or rushing.</i>	10	
	2	Directional Calling <i>Clear direction through a non standard pattern</i>	10	
	3	Hoedown Technique <i>Choreographic content, Body Flow and Square resolution</i>	10	
	4	Voice <i>Diction, Enunciation, Projection and Tune</i>	10	
	5	Microphone Technique and Equipment Control. <i>Consistent sound levels, No distracting noises / Music-Voice Balance, Sound levels etc</i>	10	
X-Factors Presentation, Appeal, Showmanship and Professionalism	6	Overall Crowd Appeal <i>Dancer Reaction, Overall Danceability and Dancer Acceptance of performance</i>	10	
	7	Stage Presentation, Personality, and Appearance <i>Showmanship, Good Vibes, Energy, and Good Humour etc and Suitable Attire</i>	10	
	8	Music and Material Selection <i>Suitable for dance program, time slot, and crowds energy levels</i>	10	
	9	Ability to gain control of floor <i>Confidence, Clear and Pleasant Instructions</i>	10	
	10	Professionalism <ul style="list-style-type: none"> • Punctual • Equipment ready and functional for the call (minimal time wasted in setting up) • Dancer engagement pre call (talks to dancers, easily understood, no demeaning or offensive comments) • Hides nervousness so it doesn't impact the delivery. • Hoedowns – Shows that some thought has gone into planning (opener, use of getouts, possible theme), As opposed to a "ramble". • Good handover at end – talks to dancers, leaves stage appropriately. 	10	
Totals			100%	

Notes – (Please assist the assessee by giving feedback that contributed to the rating given).

General Criteria for assessing callers into one of Five Convention Categories	Worksheet Score Range	Conv Category
<1> The Cream of Callers who have Excellent Skills, Showmanship, Crowd Appeal, and Extensive Experience	9 - 10	1+
	8 - 9	1
<2> Very Good Callers with Good Skills, Stage presence and Reasonable Experience. Between Reliable and Cream	7 - 8	2+
	6 - 7	2
<3> Reliable Callers on both a singing call and a hoedown but with Limited Experience.	5 - 6	3+
	4 - 5	3
<4> Callers who are just adequate for conventions. Limited Skills, Limited Talent, or No Experience	3 - 4	4+
	2 - 3	4
<5> Not suitable for convention calling duties.	1 - 2	5+
	0 - 1	5

Multiple Assessment -Worksheet - Assessors Personal Worksheet

Date

Assessors Name or Code ...

Callers

Criteria Group	Item No.	Criteria and Guiding Notes	Max Points	Caller A Scores	Caller B Scores	Caller C Scores	Caller D Scores	Caller F Scores
Ability and technical Factors. Maximum 50%	1	Timing of Calls <i>Delivery of calls when needed, Not stopping nor rushing.</i>	10					
	2	Directional Calling <i>Clear direction through a non standard pattern</i>	10					
	3	Hoedown Technique <i>Choreographic content, Body Flow and Square resolution</i>	10					
	4	Voice <i>Diction, Enunciation, Projection and Tune</i>	10					
	5	Microphone Technique and Equipment Control. <i>Consistent sound levels, No distracting noises / Music-Voice Balance, Sound levels etc</i>	10					
X-Factors Presentation, Appeal, Showmanship and Professionalism	6	Overall Crowd Appeal <i>Dancer Reaction, Overall Danceability and Dancer Acceptance of performance</i>	10					
	7	Stage Presentation, Personality, and Appearance <i>Showmanship, Good Vibes, Energy, and Good Humour etc and Suitable Attire</i>	10					
	8	Music and Material Selection <i>Suitable for dance program, time slot, and crowds energy levels</i>	10					
	9	Ability to gain control of floor <i>Confidence, Clear and Pleasant Instructions</i>	10					
	10	Professionalism - Punctual, Equipment ready, Dancer engagement, Hides nerves, hoedown planning and good hand over to MC	10					
Totals			100%					

Caller A			
Name -			
Club Exp.	Plus	Conv Exp	A1 A2
Ms		A1	A2
<hr/>			
Caller B			
Name -			
Club Exp.	Plus	Conv Exp	A1 A2
Ms		A1	A2
<hr/>			
Caller C			
Name -			
Club Exp.	Plus	Conv Exp	A1 A2
Ms		A1	A2
<hr/>			
Caller D			
Name -			
Club Exp.	Plus	Conv Exp	A1 A2
Ms		A1	A2
<hr/>			
Caller F			
Name -			
Club Exp.	Plus	Conv Exp	A1 A2
Ms		A1	A2
<hr/>			