**Process to become a judge for NYFCJ**

1. Fill out an application and pay the $20 fee to become an Associate Member. This is a one-time fee that is good for as long as it takes for you to be officially ready to be assigned to a show (“carded”).

2. You will begin the trialing process in the caption you choose. This involves attending shows in whichever activity you are trialing in and mirroring the working judge doing recordings and numbers. When you decide what shows you would like to attend contact Dick Fischette (dickfi@aol.com) for Winter Guard or Allen Buell (allenkbuell@gmail.com) for Marching Band to be sure there is room for you at the contests you want to attend. Some gyms and press boxes are very small and unable to accommodate trialers. You will be assigned a mentor for your caption from the NYFCJ. You will send recordings and numbers to your mentor.

3. You will need a device to do these recordings like a phone, tablet, or ipad. Also bring a notebook or pad to keep notes and scores. You should arrive at the contest about an hour early to prepare. Ask where the judge’s room is and introduce yourself to the person judging the caption you will be working on. When the show is in process, try not to disrupt the process of the working judge, but feel free to interact when appropriate.

4. After the show, if possible attend the critique with the instructional staff. You should only be an observer unless you are asked a question. Think about how you would handle any difficult situation that might arise during the critique. Listen to the types of questions staffs ask.

5. After the show, send approximately 3 recordings and your numbers to your mentor. The 3 recordings should be a sampling of different classes. The mentor should get back to you within a week (or at least before your next trial) to evaluate where you can grow and where you are doing well. Process that information and make any necessary adjustments as you do your next trial.

6. There is no exact time process for how many times you need to trial before you are carded. It can take a few weeks, a few months, or a few years. We want you to be successful and we want the units to get good input and accurate scoring, so we will not put you out there until you are ready.

7. Once you are declared ready to go, you pay another $20 to become a full member of the Federation. There is a $40 annual membership fee to belong to the NYFCJ.