

**DIRECTOR CERTIFICATION PROGRAM  
SKILL AREA 1 EVALUATION  
CONDUCTING SKILLS**

Participant's Name Rita Tucker  
Chapter HARMONY EXPRESS Date 3.3.01  
Classification: Director/Co-director X Assoc./Asst. dir. \_\_\_\_\_ Candidate \_\_\_\_\_

*Instructions to Evaluator:*

Evaluation based on (check one):

X actual observation \_\_\_\_\_ videotaped example

Based on your observation, evaluate the participant's conducting skills by assigning a numerical rating of 1 - 5 (5 = highly effective, 1 = ineffective) for each item.

- 3 Demonstrates understanding of ictus through appropriate breaths and downbeats  
4 Demonstrates ability to keep a steady tempo in an uptune  
2 Demonstrates *rubato* technique appropriate to the interpretation of a barbershop ballad  
3 Demonstrates ability to indicate attacks and releases clearly  
3 Exhibits congruency between mouth posture and hand motions  
4 Exhibits body posture appropriate for good singing  
5 Avoids body posture distractions  
5 Maintains eye contact with the performing unit  
4 Exhibits facial posture appropriate for expressive singing  
3 Demonstrates ability to communicate dynamics effectively

36 Total points

Divide total points by 5 = 7.2 TOTAL SCORE (maximum 10)

Evaluator [Signature] Date 3.3.01  
ED Signature \_\_\_\_\_ Date \_\_\_\_\_

**DIRECTOR CERTIFICATION PROGRAM  
SKILL AREA 3 EVALUATION  
ORGANIZATIONAL KNOWLEDGE & DIRECTOR RESOURCES**

Participant's Name rita tucker  
Chapter HARMONY EXPRESS Date 8/4/00  
Classification: Director/Co-director \_\_\_\_\_ Assoc/Asst. dir. X Candidate \_\_\_\_\_

*Instructions to Participant:*

Write the letter corresponding to the item in the list below that correctly matches each of the numbered descriptions that follow. No term is used more than once.

- |   |   |
|---|---|
| A. Worldwide Liaison  | <input checked="" type="checkbox"/> J. Prospective Chapter Supervisor |
| <input checked="" type="checkbox"/> B. Education Coordinator            | <input checked="" type="checkbox"/> K. <i>The Pitch Pipe</i>          |
| C. Coronet Club   | L. Directors' Coordinator   |
| <input checked="" type="checkbox"/> D. 2                                | <input checked="" type="checkbox"/> M. 3                              |
| <input checked="" type="checkbox"/> E. International Board of Directors | N. The quantity you've paid for                                       |
| F. Leadership Development Committee                                     | O. The quantity you need  |
| G. Education Direction Committee  | <input checked="" type="checkbox"/> P. Copyright holders              |
| H. Marketing/Membership Coordinator                                     | <input checked="" type="checkbox"/> Q. Music Services Department      |
| <input checked="" type="checkbox"/> I. Music Education Committee        | R. Arrangers  |

- E 1. The governing body of Sweet Adelines International
- L ☒ 2. Who is responsible for overseeing the musical excellence of the region?
- I ☒ 3. Who is responsible for supervising and evaluating both the musical and educational programs of Sweet Adelines International?
- Q 4. Whom would you contact to determine if an arrangement has been copyright cleared?
- M 5. A chapter must compete at least once every \_\_\_\_ years in order to renew its charter.
- B ☒ 6. One of the three elected members of the Regional Management Team.
- N 7. For a Ready, Set...Grow program, how many copies of music may you make for those attending?
- P 8. The primary intent of copyright laws is to protect \_\_\_\_.
- K 9. What is the name of the official publication of Sweet Adelines International?
- J ☒ 10. Who is responsible for supervising the internal development of prospective chapters in the region?

Fill in the blanks:

11. The purpose of Sweet Adelines International is to promote & educate  
its members in the singing of four part barbershop harmony
- ☒ 12. What is the name of the International President? Karen Briedert
- ☒ 13. What is your Communications/Technology Coordinator's name? Karen Boyer
14. What is your ED's name? Norma Rash
15. What is your Events Coordinator's name? GAIL Riengsen
16. What is the name of the international program designed to introduce young women to the barbershop art form? Young Women In Harmony
17. Of the eight regional leaders, to whom would you go for:
- ☒ a. approval of chapter standing rules? Chapter Coordinator
- b. help in finding a coach? Education Coordinator Norma
- c. help with membership retention? Marketing/Membership Tenla

Participant: Leave the rest of this page blank.

13 total points (Each correct answer is worth 1 point.)

Divide total points by 2 = 6.5 TOTAL SCORE (maximum 10)

Evaluator

ED Signature

Date

Date



**DIRECTOR CERTIFICATION PROGRAM  
SKILL AREA 4 EVALUATION — PART 2  
TEACHING SKILLS**

Participant's Name Rita Tucker  
Chapter Harmony Express Date March 28, 2001  
Classification: Candidate  
Skill Area 4 Evaluation — Part 2 is to be completed for Candidates only.  
(For other classifications, see Skill Area 4 Evaluation — Part 1)

*Instructions to ED:*

Based on your review of a live or videotaped example of an actual teaching situation, evaluate the participant's teaching skills by assigning a numerical rating of 1-5 for each item:  
(5 = highly effective, 1 = ineffective)

- 4 Methods of teaching a song
- 4 Methods of teaching vocal skills
- 3 Methods of teaching section work
- 3 Methods of teaching barbershop craft and style
- 3 Clarity of language
- 4 Follows a logical progression and pacing in teaching and rehearsal planning
- 5 Vocal inflection
- 5 Body language and energy, including facial expression
- 5 Maintains attention and control of the group
- 5 Presentation of material is appropriate to the level of the group and meets the needs of the various learning styles of the group

41 total points

Divide total points by 10 = 4.1 TOTAL SCORE, PART 2 (maximum 5)

Evaluator [Signature] Date 3-28-01  
ED Signature \_\_\_\_\_ Date \_\_\_\_\_

**DIRECTOR CERTIFICATION PROGRAM  
SKILL AREA 5 EVALUATION — PART 2  
MANAGEMENT SKILLS**

Participant's Name RITA TUCKER  
Chapter Harmony Express Date 1/20/01  
Classification: Director/Co-director X Assoc/Asst. dir. \_\_\_\_\_ Candidate \_\_\_\_\_  
Skill Area 5 Evaluation — Part 2 is to be completed by all classifications.

*Instructions to participant:*

Write a brief response to each question. Each question is worth 5 points.

1. List five (5) ways you could assist your director if you were an associate/assistant director of a 40-voice chorus.

4  
Help teach songs.  
Listen for good vocal production.  
Let director know what's working or not working.  
Communicate problems and good things between chorus & director.

2. Describe how you would develop an effective music team if you were the director of a 65-voice chorus.

3  
Teach or get help training a music staff.  
Make sure they know how to teach basics.  
Especially posture, breathing, unit sound.  
Make sure they can communicate with members.

3. What are the key ingredients of a good working relationship between the chorus director and board of directors?

S  
Communication!! Support of each other.  
Give and take. Allow board to do their jobs.  
Board needs to allow director room to improve chorus.

4. Briefly describe the two different types of chapter administration:  
(1) Board of Directors and (2) Integrated Chapter Management.

4

(1) 10-17 member board <sup>(elected by membership)</sup> with elected officers <sup>(elected by board)</sup>  
Decisions are made by majority vote.  
(Pres., V. Pres., Recording Sec., Corresponding Sec., Treas.)

(2) 6 member team elected by membership.  
Team coordinator, Treasurer, Secretary appointed by team. Decisions made by consensus.

5. Describe the differences and/or similarities in the director's role in each type of chapter administration.

4

Director is not an official member of board of directors, but should be involved in communicating with them. Decisions can be made without director vote.

Director is a member of management team and is included in consensus decisions made by the team.

20 total points

Divide total points by 5 = 4 TOTAL SCORE, PART 2 (maximum 5)

Evaluator Sybil Hartman

Date 1-20-01

ED Signature Norma M. Kerk

Date 1-21-01



**DIRECTOR CERTIFICATION PROGRAM  
SKILL AREA 6 EVALUATION  
JUDGING CATEGORIES & COMPETITION**

Participant's Name RITA TUCKER  
Chapter HARMONY EXPRESS Date 1/20/01  
Classification: Director/Co-director X Assoc/Asst. dir. \_\_\_\_\_ Candidate \_\_\_\_\_

*Instructions to participant:*

Write the correct answer in each blank. Each answer worth four (4) points, except where noted.

1. In the sound category, 30 % of your score relates to artistic sound.
2. In the music category, 30 % of your score has to do with the arrangement.
- ~~3.~~ In the expression category, lyric interpretation accounts for 70 % of your score.

4. In the showmanship category, 70% of your score is focused on performance.

5. Describe the importance of unity and how it relates to *each category*.

*Sound - lack of unity destroys vocal & song*

*Music - fuzzy chords - out of tune*

*Expression - vocal sounds out of sync.*

*Showmanship - performance will lack energy & balance*

6. The total points available for a two-song performance in a regional competition is 800.

7. List two ways a director might detract from the visual performance as described in the showmanship category. (Each part worth 4 points.)

a. *Over directing - getting in the way of the performance*

b. *Too much use of choreography by director - detracts from chorus, hurts sound.*

8. How many categories are affected by harmony accuracy? 4

9. Which category scoresheet has a picture of the barbershop cone? sound

- ~~10.~~ In case of a tie score, the score in the expression category breaks the tie.

11. Who is the only judge evaluating how a chorus takes pitch? showmanship

12. Describe the major identifying characteristics of the barbershop sound as it differs from other types of vocal music.

Barbershop uses cone shape with bass full,  
bari/lead middle depending on place in chord.  
Tens is harmony part above melody line. Other music is  
cylindrical.

13. List at least three elements necessary to create the barbershop "lock and ring." (Each part worth 4 points.)

- a. Accurate notes tuned according to Pythagorean Tuning.  
b. Matched vowel sounds  
c. Chords stacked - in sync.

14. List the three types of lyrics that are unacceptable in competition and subject to penalty. (Each part worth 4 points.)

- 4  
a. Patriotic  
b. Religious  
c. Inappropriate language

15. List at least three aspects of an arrangement to be considered when selecting a competition song for your chorus. (Each part worth 4 points.)

- a. Range of each part line  
b. Chorus capability of intervals  
c. Position of parts in chord - ease & level of choruses

16. List at least three elements that impede the forward motion in musical phrasing. (Each part worth 4 points.)

- 4  
a. Singing too many unsingable consonants  
b. Lack of breath support  
c. Director directing every beat

Participant: Leave the rest of this page blank.

92 total points (maximum 100 total points)

Divide total points by 10 = 9.2 TOTAL SCORE (maximum 10)

Evaluator Sybil Hartman  
ED Signature Norma M. Bell

Date 1-20-01  
Date 1-21-01



**DIRECTOR CERTIFICATION PROGRAM  
SKILL AREA 7 EVALUATION  
VOCAL PRODUCTION**

Participant's Name RITA TUCKER  
Chapter HARMONY EXPRESS Date 8/4/00  
Classification: Director/Co-director \_\_\_\_\_ Assoc/Asst. dir. X Candidate \_\_\_\_\_

*Instructions to participant:*

Write the letter of the correct answer in each blank.

- b 1. When we are not singing or speaking, the vocal cords are open. We refer to the space between them as the:  
a. epiglottis                      b. larynx                      c. soft palate  
d. glottis                          e. cricoids
- c 2. The primary resonator in the human voice is the:  
a. hyoid bone                      b. larynx                      c. pharynx  
d. diaphragm                      e. external and internal intercostals
- a 3. In singing, muscles that interfere with vocal freedom are the \_\_\_\_\_ muscles.  
a. swallowing                      b. abdominal                      c. intercostals  
d. diaphragm                      e. sternum
- b 4. For proper resonance, the \_\_\_\_\_ must be lifted.  
a. vocal cords                      b. soft palate                      c. intercostals  
d. larynx                          e. diaphragm
- c 5. The "lid" that closes off the windpipe when we swallow is called the:  
a. cricoid cartilage                      b. epiglottis                      c. glottis  
d. sphincter                          e. soft palate
- d 6. Amplification of the voice is called:  
a. phonation                      b. articulation                      c. vibrato  
d. resonance                      e. harmonics
- c 7. Muscles that are *not* involved in breathing include:  
a. intercostals                      b. diaphragm                      c. epigastrium  
d. mylohyoid                      e. abdominal

- a 8. Proper phonation is achieved by lifting the:  
a. abdominal muscles    b. jaw    c. phrenic nerve  
d. larynx    e. epiglottis
- d ~~9~~ 9. Closure of the vocal cords is called:  
a. resonance    b. articulation    c. relaxation  
d. interference    e. approximation
- C 10. For correct vocal production the \_\_\_\_\_ must be relaxed and free.  
a. intercostal muscles    b. vagus nerve    c. jaw  
d. hyoid bone    e. sternum
- d ~~11~~ 11. Every sound that is produced, no matter what the source, must have three elements: an actuator, a \_\_\_\_\_ and a resonator suitable to the frequency or pitch produced.  
a. articulator    b. vibrator    c. reflex action  
d. approximator    e. transmitter
- C ~~12~~ 12. Vowels are formed primarily with the:  
a. jaw    b. soft palate    c. vocal cords  
d. tongue    e. cheek muscles
- a 13. Intercostal muscles are the muscles that control the:  
a. ribcage expansion    b. diaphragm    c. abdominal lift  
d. shoulders    e. vocal cords
- d ~~14~~ 14. Which of the following is *not* an articulator?  
a. lips    b. tongue    c. jaw  
d. teeth    e. hard palate
- C ~~15~~ 15. The vocal cords are attached to the:  
a. soft palate    b. hyoid bone    c. pharynx  
d. epiglottis    e. thyroid cartilage
- a 16. The "middle voice" is used for producing tones:  
a. between middle C and the C an octave higher  
b. below middle C  
c. above middle C
- b 17. The area of the pharynx that is closed by the soft palate is the:  
a. laryngo-pharynx    b. naso-pharynx    c. oro-pharynx