

# NOAC 2018 Ceremonial Recognition Program Guidelines

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*This document provides a brief explanation of the NOAC 2018 recognition categories; guidelines and deadlines for Exemplar video submissions; detail on the Exemplar evaluation process; and a summary of the Programs. It also provides contact emails for any questions.*

## **1.0 Introduction**

The NOAC 2018 Inductions and Ceremonial Events (ICE) Recognition process builds upon improvements from the 2015 conference by recognizing high achievement against national standards. This process includes an onsite Honor Team evaluation opportunity (as before) and debuts the Exemplar program (beginning with a video submission) that can award Exemplar Medallions (Bronze, Silver, Gold, Platinum) for pre-Ordeal or Brotherhood ceremonies.

The process will be managed by the ICE Committee, led by Noah McGovern (CVC), Clayton Comer (Deputy CVC, Exemplars) and Cristian Joya (Deputy CVC, Evaluations) with the help of their adviser teams. This document explains in detail the Honor Team evaluation and Exemplar program, along with specific guidelines for video submission.

## **2.0 Honor Recognition**

All lodges are encouraged to sponsor ceremony teams for evaluation and potential recognition as “National Honor Teams” at NOAC 2018. Participation in the Honor Team evaluation requires a full team, whose members are registered in the same lodge and serve actively together at Ordeals and other induction opportunities. Lodges may register more than one team for the onsite Honor Team evaluation in the pre-Ordeal, Brotherhood, and Vigil ceremonies.

All teams who participate will be evaluated against a national standard by experienced, trained evaluators. The rubric and guidelines for this standard can be found at the Inductions Portal on the Order of the Arrow website (<https://oa-bsa.org/resources/inductions>).

To participate in Honor Team evaluation, teams need only preregister (on the NOAC site), attend NOAC, and receive an evaluation of the pre-Ordeal and/or Brotherhood ceremony. The Vigil ceremony will also be evaluated, and ceremonialists who meet the Honor standard will be awarded Honor recognition. Each lodge may send multiple teams for a given ceremony, but no ceremonialist may do multiples of a single ceremony. A single ceremonialist, however, may serve in the pre-Ordeal, Brotherhood, and Vigil ceremonies.

## **3.0 Exemplar Recognition**

Exemplar recognition requires that lodge teams demonstrate excellence, consistency, and service by enrolling in a process that will, for successful teams, begin months before NOAC, continue at NOAC, and provide lasting recognition for the team and service to the Order after NOAC. To enroll, lodge teams must submit an online video of their pre-Ordeal and/or Brotherhood ceremony beginning on **March 8, 2018**, with a deadline of midnight (EDT) **April 30, 2018**.

The **best of the teams who demonstrate that they meet the Exemplar standard** via their video will be invited to a follow-on Exemplar demonstration and evaluation at the National Conference. The detailed guidelines for the Exemplar program are included in this document and must be strictly adhered to by all Exemplar candidate teams.

- 3.1. A lodge may enroll only ONE team for Exemplar evaluation. As noted above, a lodge may register multiple teams for Honor evaluation at NOAC, but ONLY ONE TEAM may enroll in the Exemplar process by submitting a video of either the pre-Ordeal ceremony OR the Brotherhood ceremony. (*The Ordeal and Vigil ceremonies are not included in the 2018 Exemplar process*).
- 3.2. **All teams** (including those who submit videos) are also encouraged to **preregister** for a ceremony evaluation on the NOAC registration portal to seek Honor Team recognition. If selected as Exemplar finalists, their Exemplar demo will serve as their Honor evaluation. Otherwise, this pre-registration will ensure teams a slot and the ability to earn Honor recognition at NOAC.
- 3.3. A “National Exemplar Team” is one who meets the Exemplar standard on BOTH their submitted video AND, if invited, their live demonstration and evaluation at NOAC. **Demonstrated Excellence and Consistency are key attributes of Exemplar teams.**
- 3.4. Following the video submission period, all videos will be evaluated against national standard. The rubric and guidelines are the same as used for the Honor Team evaluation; however, the bar is set higher for the Exemplars. Qualifying teams will be notified of their finalist status in advance of the conference, and will be invited to appear in person (with the exact same ceremonialists) for live “National Exemplar” demonstration and evaluation to be scheduled individually (by team) on Tuesday or Wednesday afternoon at NOAC.
- 3.5. Each finalist team will conduct their ceremony for a panel of Senior NOAC Evaluators, as well as any spectators who wish to attend. Exemplar teams earn this prestigious title, in final part, for their **Service as role models for other ceremonialists**. Exemplar demonstrations and evaluations will be promoted to the whole Order, so that all Arrowmen can benefit from the hard work and service Exemplars have rendered.
- 3.6. The team and any youth or adult supporters as well as any spectators must arrive at least 10 minutes prior to the team’s assigned time. A staging room will be made available to ceremonialists to privately don their ceremonial attire and finish their preparations. Spectators must be eligible to view the ceremony being conducted (i.e., spectators for the Brotherhood ceremony must be Brotherhood members), **and no Exemplar finalist team members may be spectators until their own demonstration and evaluation has been conducted**. Late-arriving spectators will not be permitted. Audio or videotaping by spectators will not be permitted in the venue, but the demonstrations will be videotaped by the ICE team for future training use.
- 3.7. Each finalist team will receive an evaluation to highlight the team’s exemplary attributes and, if appropriate, present helpful ways to improve so as to benefit both the team and other interested Arrowmen who are striving to improve their candidate’s induction

experience. This evaluation will also be open to the spectators, so they may learn more about the techniques used by the finalist team to meet the high national standards.

- 3.8. Teams whose *video* submission met the Exemplar standard, but whose *live* demonstration did **not**, will be awarded Honor Team recognition **provided** that standard was met.
- 3.9. Those teams whose video submission AND live demonstration BOTH meet Exemplar standards will be recognized in an awards ceremony at NOAC, and videos and articles highlighting them as a “National Exemplar Team” will appear on the ICE portal after NOAC.

#### **4.0 Guidelines for Video Submissions**

- 4.1. Ceremonial teams who believe they can medallion at the Exemplar level (Ref. 5.0 Evaluation Process below) should submit a video of their pre-Ordeal or Brotherhood Ceremony. Submission data (lodge name, principals, etc.) should be entered at the following site: <http://noac2018.mystics.org/>, including a link to an UNLISTED upload of the video to YouTube. To ensure privacy of the video, the upload must be unlisted -- see instructions at <https://support.google.com/youtube/answer/57407> (and there are many other tutorials available online if you need additional assistance). Ensure you are uploading a compatible file type to YouTube -- more information can be found at <https://support.google.com/youtube/troubleshooter/2888402?hl=en>. **The window for submissions opens 8 March and closes at midnight (EDT) on 30 April 2018.**
- 4.2. Submissions are limited to one per ceremony per Lodge. If multiple videos of a ceremony are received from the same Lodge, only the first submission will be considered. Once uploaded, a video cannot be changed or resubmitted.
- 4.3. Videos must begin with an easily readable sign (using video titles, or even a simple handmade sign) clearly showing the team’s Lodge, Council, and Council number, to ensure Evaluators can associate the video with the submission data requested above.
- 4.4. **Video submissions for the pre-Ordeal Ceremony:** The pre-Ordeal ceremony can and should be filmed from the south—that is, at a point where the speaker at the south end of the circle can be seen clearly. The camera must be positioned as such that all four ceremonialists can be seen at all times. The filming of the pre-Ordeal ceremony should begin with the line of ceremonialists outside the circle, as indicated in Diagram 1 on page 3 of *Ceremony for the Ordeal*, and end with the principals arranged around the firelay as indicated in Diagram 12 on page 10. The camera must remain fixed at all times. The “candidates” should not obstruct the view of the camera. No zooming or panning of the camera is allowed.
- 4.5. **Video submissions for the Brotherhood Ceremony:** Unlike the pre-Ordeal ceremony, a camera in a singular, fixed position is not feasible. The film should be a continuous shot, but at times, the camera must be moved or may pan to best capture the speakers. **Any video that shows evidence of editing, stopping & restarting, or other questionable filming techniques may be disqualified per a ruling by the ICE Exemplar subcommittee.** The quality of the film or issues caused by repositioning of the camera will **not** be considered in the video evaluation; the evaluation will be based wholly and completely on the items

identified in the rubric, found on the Inductions Portal of oa-bsa.org. The filming should begin with the Nimat's line on page 3 of *Ceremony for the Brotherhood*, and conclude with Meteu's final words on page 14. The exact camera positions and movement are up to the discretion of the individual ceremony team, but great care should be taken to provide adequate footage of the speakers, their movements and gestures, and interactions with candidates in conducting the three seals. It is recommended that the camera be positioned throughout as the "second" candidate in line, so as to best capture the speakers and gestures.

- 4.6. No alterations or special effects are permitted. The ICE Committee reserves the right to disqualify any video suspected of editing or modification.
- 4.7. As in live ceremonies, vocal projection and clear speech are crucial. Teams are encouraged to use stage, boom, or personal microphones to improve audio quality if needed. Teams will **not** be penalized for having microphones or other gear visible on screen. Similarly, using a ceremony ring is encouraged, but not required. Teams will **not** be penalized for filming indoors, provided that the team maintains correct positioning throughout. ***The ceremonialists are being evaluated, not the technical elements of the video.***
- 4.8. The video must display the full ceremony per the current published documents. As noted above, the pre-Ordeal Ceremony must begin with the investing and end with the principals returning their items to the fire lay. The Brotherhood must begin with the Nimat's line and end at the conclusion of the Closing.
- 4.9. **Regarding video usage:** The ICE Committee, at its sole discretion, will select from the NOAC Exemplar ceremonies (both initial submission and filmed onsite demos), or any portion thereof, to be potentially used as examples which the ICE Committee believes should be made available to other lodges as a training resource either at NOAC or following. All team submissions are assumed by default to include parental and participant approval that indemnifies the BSA for usage of video and associated data for training purposes for national distribution.

Videos which are uploaded to YouTube by the lodges (remember to post as "unlisted") should be deleted from YouTube no earlier than August 31st and no later than September 31st. Lodges are responsible to remove the videos from YouTube between the indicated dates.

## **5.0 Exemplar Evaluation Process**

Medallion levels are based upon in-person demonstration evaluations against the national standard at NOAC and are only awarded if a team shows their consistent ability to meet any of the Exemplar standards in both video and live demonstration. Teams are recognized for their achievement as shown below:

<b>Standards Level</b>	<b>Ceremony Honor Team Evaluation</b>	<b>Pre-Ordeal/Brotherhood Exemplar Evaluations</b>
No more than 1 Good, and 3 Excellent (or above)	<b><i>Honor Team</i></b>	<b><i>n/a</i></b>
3 Excellent 1 Exemplary		<b><i>Bronze Medallion</i></b>
2 Excellent 2 Exemplary		<b><i>Silver Medallion</i></b>
1 Excellent 3 Exemplary		<b><i>Gold Medallion</i></b>
0 Excellent 4 Exemplary		<b><i>Platinum Medallion</i></b>

- 5.1.** Following submission, the videos will be evaluated against the above criteria.
- 5.2.** Those video submissions meeting the Bronze Medallion Exemplar standard, or above, will then be categorized by medallion level.
- 5.3.** A limited number of the highest evaluated teams will be selected as finalists for live demonstration and evaluation, and thus potential Exemplar recognition.
- 5.4.** All teams that submit a video for review will be notified of both their video evaluation and potential Exemplar status as finalists prior to NOAC.
- 5.5.** Disqualification Warning: Those lodges not included in the limited number of finalists will be disqualified from continuing in the 2018 National Exemplar process. However, the team will be provided with actionable steps (in advance of NOAC) that should help them to be evaluated as a National Honor Team at the conference, if they so desire. For details, please see the “National Standards” rubric (provided separately).
- 5.6.** Only finalists may conduct a live evaluation and evaluation for the selection of “National Exemplars.” To be eligible for the live Exemplar evaluation onsite, an Exemplar finalist team must present themselves at NOAC for the live final evaluation with the exact same ceremonialists who appeared in their video. Invited finalist teams who cannot meet this requirement may still pursue Honor Team recognition but may not continue in the National Exemplar process.
- 5.7.** All decisions regarding all phases of this National Exemplar process, including the evaluation of the submitted videos, the status of the qualified teams, and the awarding of appropriate Exemplar-level medallions are done by the NOAC ICE Exemplars subcommittee, and are final.

## **6.0 Summary of Recognition Programs**

In summary, the two major recognition categories for NOAC 2018 are “Honor” and “Exemplar.”

<b>Features</b>	<b>Honor</b>	<b>Exemplar</b>
Submit video in advance		X
Receive feedback on video*		X
Evaluation at NOAC	X	
Exemplar Demo/Evaluation at NOAC		X
Receive feedback at NOAC	X	X
Give Exemplar service		X

(\* Feedback will be at a depth designed to help teams see and overcome any barriers to Honor Recognition should the team come to NOAC for in-person evaluation. This gives them the best chance to improve in the interim).

### **6.1. Honor: Show aptitude, seek improvement**

- Available to any team attending NOAC
- Receive live feedback from a trained, experienced evaluator at NOAC
- Receive NOAC recognition as Honor Team, if standard is met

### **6.2. Exemplar: Demonstrate consistent excellence AND willingness to serve, while seeking continued improvement**

- Volunteer for potential service obligation
- Demonstrate “Exemplar Medallion” level on video
- Get video feedback
- Demonstrate “Exemplar Medallion” level at NOAC with same members as on video
- Receive live feedback from most senior evaluators
- Get NOAC medal and “Exemplar (medallion-level)” title
- Nationally recognized both at NOAC and via Inductions Portal on oa-bsa.org as “National Exemplar Team” (video featured on Portal along with personal bios, recognition with Medallions awards ceremony at NOAC)

## **7.0 Questions**

Any questions regarding **Honor Team** evaluations should be directed to Deputy ICE CVC Cristian Joya, and Evaluations Advisor, Barry Ekle, at: [ceremonyevals@oa-bsa.org](mailto:ceremonyevals@oa-bsa.org).

Any questions regarding the **Exemplar Team Program** (including video submissions and Exemplar evaluations) should be directed to Deputy ICE CVC Clayton Comer and Exemplar Adviser Rob Evon, at: [ceremonyexemplars@oa-bsa.org](mailto:ceremonyexemplars@oa-bsa.org).

A list of “frequently asked questions” (FAQs) will be posted on the Inductions Portal and updated as necessary.