

NOAC 2024 CEREMONY EVALUATION PROGRAM GUIDELINES

1.0 INTRODUCTION

The NOAC 2024 Inductions and Ceremonial Events (ICE) Recognition process builds upon improvements from the 2022 conference by recognizing high achievement against national standards. This process includes an onsite ceremony team evaluation opportunity and the introduction of online video submissions for remote and onsite delegates.

The process will be managed by the ICE Committee, led by Marc Jacobs (CVC) and Bobby Pollock (Deputy CVC, Evaluations and Exemplar) with the help of their adviser teams. This document explains in detail the Quality & Honor Team evaluation program, along with specific guidelines for video submission.

2.0 OVERVIEW

Are you looking for a way to improve ceremonies in your lodge? Join us for ceremony evaluations!

The goal of the 2024 National Order of the Arrow Conference ceremony evaluations can be summed up by two statements:

- ***Every candidate deserves a consistent, quality ceremony.***
- ***Every ceremonialist deserves a consistent, quality ceremony evaluation.***

Every ceremonialist strives to confer a consistent, quality ceremony that will educate and inspire each candidate to continue their journey in the Order of the Arrow. To help each ceremonialist reach this goal, ceremony evaluators strive to provide consistent, quality ceremony evaluations that will educate and inspire ceremonialists to achieve their goals.

There's nothing mysterious about ceremony evaluations, but there can be some misconceptions. Let's ensure that's not the case by covering some important points.

What is an evaluation?

- An evaluation is a unique training session designed to help ceremonialists of all levels of ability and experience improve their ceremonies.
- Ceremonialists are evaluated against a national standard and assigned a rating (Fair, Quality, Honor). Once a rating has been determined, the evaluation focuses on helping the ceremonialist reach the next higher rating.

What is it not?

- Exam/Test. No pass/fail. No gotcha moments. No win/lose. No pressure to be perfect. Just be yourself and do your best.
- Competition. Ceremonialists are not competing against other ceremonialists to determine "who the best is". There are no rankings; no first, second, or third place. Instead, all ceremonialists are measured against the same national standards. Every ceremonialist can achieve the national standards and receive the recognition that goes along with it.
- Only for experienced ceremonialists. All ceremonialists, regardless of ability or experience, benefit from evaluations. In fact, beginners benefit most by receiving valuable tips that will accelerate their learning curve. Evaluations help beginners become quality ceremonialists, and quality ceremonialists can become honor ceremonialists.

What kind of recognition can I earn?

- For 2024, Ceremony Evaluations has not one, but **two** levels of recognition!
 - National Quality Team: ceremonialists who meet the national quality standard.
 - National Honor Team: ceremonialists who exceed the national quality standard.

What is an evaluator, and what do they do? An evaluator is an experienced ceremonialist who is trained to observe, analyze, and teach ceremonialists how to improve their ceremonies. Evaluators provide a thorough and positive critique along with affirmation of strengths and suggestions for improvement. Evaluators focus as much on strengths as they do on areas of improvement. If a ceremonialist is doing something well, the evaluator will identify and affirm that. Evaluators are committed to seeing ceremonialists succeed.

Please note: Ceremony Evaluations are separate from the Exemplar Program, which is designed specifically for highly experienced Honor Teams. Teams are not required to participate in the Exemplar Program. For more information on Exemplar, please refer to the Exemplar Program guidelines.

3.0 GUIDELINES FOR CEREMONY EVALUATIONS

The following general guidelines apply to all ceremony evaluations and competitions:

1. Participation in the Ceremony Team evaluation requires a full team, whose members are registered in the same lodge and serve actively together at Ordeals and other induction opportunities. Ceremonialists may perform with only one team per ceremony category. An individual may, however, perform in more than one category, i.e., a ceremonialist may perform on both a Pre-Ordeal and Brotherhood team (and Vigil Honor), but not on two Pre-Ordeal teams.
2. All ceremonial parts should be fully memorized.
3. AGE REQUIREMENTS: All participants must be under 21 years of age before July 29th, 2024.
4. FACE AND BODY PAINT: In accordance with the policies of the National Order of the Arrow Committee, the use of face and body paint is prohibited at all ceremony team evaluations and competitions. The use of face or body skin coloring, or wigs in simulation of ethnic traits, is also not permitted. Appropriate undergarments should be worn under costumes.
5. AMERICAN INDIAN ATTIRE: American Indian attire is not approved for use by ceremonialists at the 2024 NOAC Ceremony Evaluations.
6. APPROVED ATTIRE: Only ceremonialists wearing the following will be allowed to participate in the 2024 NOAC Ceremony Evaluations.
 1. The Scout Field Uniform with the Order of the Arrow sash. Ceremonial medallion is optional.
 2. The Alternative Ceremonial Clothing consisting of black shirt with black pants, with ceremonial medallion.
7. The ICE staff will provide markers to indicate the locations of the fire and fire pots in the performance area. A burden will be provided for the Brotherhood ceremony. No other tokens, props or materials will be provided. Ceremonial teams will have to provide any tokens and additional props they need.

8. Teams are not required to have candidates present for their presentation of the ceremony. However, teams are welcome to provide their own candidates if they feel that will enhance their presentation.
9. Drummers, singers, and music are not allowed to be used due to venue space limitations.
10. If you have any questions about the NOAC evaluation process, email them to: ceremonyevals@oa-bsa.org

3.1 CEREMONY EVALUATION OPTIONS

For NOAC 2024, ceremony evaluations will be offered in two formats:

- **Onsite (live):** team demonstrates the ceremony to NOAC evaluators in-person. Evaluators review the ceremony demonstration, assign a rating, and provide verbal and written feedback.
- **Online video submission:** team submits a video which is reviewed by a NOAC evaluator, who assigns a rating and provides feedback (written or audio).

*NOTE: Onsite delegates (delegates attending NOAC in-person) are allowed to participate in Onsite Evaluations **OR** Online video submission, **BUT NOT BOTH**. Any team or ceremonialist who submits an online video for evaluation is prohibited from participating in Onsite Evaluations. Teams are limited to one opportunity to earn a Quality or Honor Rating; opportunity being defined as an onsite or online video submission evaluation.*

- *A remote delegate who converts to an onsite (live) delegate is allowed participate in Onsite Evaluations OR Online video submission, BUT NOT BOTH.*
- *An onsite (live) delegate who converts to a remote delegate is allowed to submit a total of ONE video for review.*

SUMMARY

- Delegate Type: Onsite
 - Ceremonies: Pre-Ordeal, Brotherhood
 - Evaluation Format: onsite OR online video submission
- Delegate Type: Remote
 - Ceremonies: Pre-Ordeal, Brotherhood, Vigil Honor
 - Evaluation Format
 - Pre-Ordeal, Brotherhood, Vigil Honor: online video submission

3.2 QUALITY AND HONOR TEAM CRITERIA

For those teams that complete the "Quality and Honor Team Criteria" as outlined in the 2020 NOAC Evaluation Forms will receive recognition from the evaluations staff.

TEAM RATING STANDARDS

- Honor Team:
 - At least three of the four team members must be rated Excellent.
 - No more than one team member is rated Quality

- No team members are rated as Fair
- Quality Team
 - All team members must be rated Quality.

INDIVIDUAL RATING STANDARDS

- FAIR: Ceremonialist rates Fair in either *Memorization* OR *Movements*; OR rates Fair in two out of the remaining four skills (even if receiving Quality or above in *Memorization* and *Movement*).
- QUALITY: Ceremonialist rates at least Quality in both *Memorization* AND *Movements*; AND rates at least Quality in three out of the remaining four skills.
- EXCELLENT: Ceremonialist rates Excellent in both *Memorization* AND *Movements*; AND rates at least Excellent in two out of the remaining four skills and NO Fair skills.

3.3 ONSITE EVALUATION DETAILS

PRE-ORDEAL AND BROTHERHOOD CEREMONIAL EVALUATIONS

When participating in the Pre-Ordeal or Brotherhood evaluations, your team will perform in front of a NOAC staff evaluator and memory auditor. Evaluation sessions will last fifty (50) minutes for the pre-ordeal and one (1) hour for the brotherhood. The ceremony team will receive notification about the location of their evaluation venue. They will report to their assigned venue and check-in with their evaluator. The team will confer the ceremony for the evaluator and memory auditor, who will evaluate the ceremony, then make comments and suggestions about the team's performance.

All teams that fully participate in this process will leave the conference prepared to inspire candidates with their new knowledge and deepened commitment to the ceremonies. Audio and video equipment will be permitted in the venue. We encourage you to bring your own audio and video equipment to the conference so that you can record your team's ceremony for future review back home. Please safeguard any tapes of your team's ceremony as if they were ceremony publications.

PROCEDURES

1. A staff evaluator and memory auditor will oversee each venue and coordinate the entire process from start to finish.
2. All teams who participate will be evaluated against a national standard. The rubric and guidelines for this standard can be found at the Inductions Portal on the Order of the Arrow Inductions Portal website: (<https://oa-bsa.org/resources/inductions/ceremony-coaching-evaluation>).
3. The evaluator and memory auditor will view the team's ceremony and deliver the comments and suggestions afterwards.
4. Teams whose ceremonies meet the criteria listed in the rubric will be recognized as Quality or Honor teams.
5. Only Brotherhood and Vigil members will be allowed to view the Brotherhood evaluations.
6. Pre-Ordeal ceremony only: Your team will be expected to demonstrate the entire Pre-Ordeal ceremony, including the investiture (pages 4-5), in the **2022 Revision, minor changes Dec 2023** printing of the Ceremony for the Ordeal. The most current version of the ceremony is available online at <https://oa-bsa.org/uploads/inductions/ceremony-texts/OrdCerem-202312.pdf>

7. Brotherhood ceremony only: Your team will be expected to demonstrate the Brotherhood Ceremony (Pages 2-14), in the **2022 Revision, minor changes Dec 2023** printing of the Ceremony for the Brotherhood. Please note that the lodge closing ceremony will be performed. The most current version of the ceremony is available online at <https://oa-bsa.org/uploads/inductions/ceremony-texts/BroCerem-202312.pdf>

VIGIL CEREMONY EVALUATION

When entering the Vigil Ceremony evaluation, you will perform in front of a maximum of nine other participants and one or more NOAC evaluation staff facilitators. All participants will arrive at the beginning of the evaluation period at the designated venue, check in with their facilitator, and meet the other participants. One participant will perform the ceremony while the other participants and the facilitators observe and evaluate. There will then be a short break so that all participants and the facilitator have an opportunity to make comments and recommendations about the participant's performance.

We ask all participants to offer open, honest critiques of each participant's performance under the guidance of the facilitators. **This is the most valuable part of the process.** All ceremonialists who fully participate in this process will leave NOAC prepared to inspire others with their new knowledge and deepened commitment to the ceremonies.

PROCEDURES

1. Vigil Honor evaluations will take place Thursday afternoon, August 1, from 1:00-5:00 pm. One or more facilitators will oversee each venue and coordinate the entire process from start to finish.
2. A maximum of ten teams will be assigned to each venue.
3. Only Vigil members will be permitted to view the Vigil evaluations.
4. Although some teams will be selected as Quality or Honor Teams, the focus of the Evaluation will be education and training.
5. Teams must participate in the evaluation process at a venue for the entire evaluation session to be eligible to be a Quality or Honor team.
6. All teams who participate will be evaluated against a national standard. The rubric and guidelines for this standard can be found at the Inductions Portal on the Order of the Arrow Inductions Portal website: (<https://oa-bsa.org/resources/inductions/ceremony-coaching-evaluation>).
7. You will be expected to demonstrate the Pre-Vigil ceremony in the **2022 Revision, minor changes Dec 2023** printing of the Ceremony for the Vigil Honor. The most current version of the ceremony is available online at <https://oa-bsa.org/uploads/inductions/ceremony-texts/VigCerem-202312.pdf>

4.0 ONLINE VIDEO SUBMISSION CEREMONY EVALUATION (FOR ONSITE DELEGATES)

1. To enroll, **Teams who choose to submit a video** must register for the "Online Pre-Ordeal and Brotherhood Ceremony Evaluations" session.
2. Lodge teams must submit an online video of their pre-Ordeal and/or Brotherhood ceremony beginning on **April 1, 2024**, with a deadline of midnight (EDT) **June 1, 2024**.

3. Participation in the Online Ceremony Team evaluation requires a full team, whose members are registered in the same lodge and serve actively together at Ordeals and other induction opportunities. Ceremonialists may perform with only one team per ceremony category. An individual may, however, perform in more than one category, i.e., a ceremonialist may perform on both a Pre-Ordeal and Brotherhood team, but not on two Pre-Ordeal teams.
4. Following the video submission period, all videos will be evaluated against national standard. The rubric and guidelines for this standard can be found at the Inductions Portal on the Order of the Arrow Inductions Portal website: (<https://oa-bsa.org/resources/inductions/ceremony-coaching-evaluation>).
5. Videos will be assigned a preliminary rating: Honor, Quality, or Participant. ICE Evaluations leadership will then review and confirm the rating. ICE Evaluations leadership reserves the right to require a live demonstration of the ceremony onsite at NOAC before awarding a final rating.
6. Teams (including all principals) are required to pick up their recognition in-person from the ICE office on campus (location TBD).

4.1 GUIDELINES FOR VIDEO SUBMISSIONS (FOR ONSITE DELEGATES)

Ceremonial teams should submit a video of their Pre-Ordeal or Brotherhood Ceremony. Submission data (lodge name, principals, etc.) should be entered at the following site:

<https://forms.gle/AUstd62C4gx6HAaP8> 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 April 1st, 2024, and closes at midnight (CDT) on June 1st, 2024.**

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.

- **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 fire lay as indicated in Diagram 10 on page 10. The camera must always remain fixed. The “candidates” should not obstruct the view of the camera. No zooming or panning of the camera is allowed.
- **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. The filming should begin with the Nimat's line on page 2 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, to best capture the speakers and gestures.

Any video that shows evidence of editing, stopping & restarting, or other questionable filming techniques may be disqualified per a ruling by the ICE Evaluations subcommittee. The quality of the video 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 team's demonstration of the ceremony.

No alterations or special effects are permitted. The ICE Committee reserves the right to disqualify any video suspected of editing or modification.

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.***

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.

- **Regarding video usage:** The ICE Committee, at its sole discretion, may select from the video submissions or any portion thereof, to be potentially used as a training resource for NOAC evaluators. All video 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 ONLINE VIDEO SUBMISSION CEREMONY EVALUATION (FOR REMOTE DELEGATES)

7. To enroll, **Teams who choose to submit a video** must register for the "Online Pre-Ordeal and Brotherhood Ceremony Evaluations" session.
8. Lodge teams must submit an online video of their pre-Ordeal and/or Brotherhood and/or Vigil Honor ceremony beginning on **July 1, 2024**, with a deadline of midnight (CDT) **July 24, 2024**.
9. Participation in the Online Ceremony Team evaluation requires a full team, whose members are registered in the same lodge and serve actively together at Ordeals and other induction opportunities. Ceremonialists may perform with only one team per ceremony category. An individual may, however, perform in more than one category, i.e., a ceremonialist may perform on both a Pre-Ordeal and Brotherhood team and Vigil Honor, but not on two Pre-Ordeal teams.
10. Following the video submission period, all videos will be evaluated against national standard. The rubric and guidelines for this standard can be found at the Inductions Portal on the Order of the Arrow Inductions Portal website: (<https://oa-bsa.org/resources/inductions/ceremony-coaching-evaluation>).
11. Videos will be assigned a preliminary rating: Honor, Quality, or Participant. ICE Evaluations leadership will then review and confirm the rating. ICE Evaluations leadership reserves the right to require a live demonstration of the ceremony onsite at NOAC before awarding a final rating.

12. Teams (including all principals) are required to pick up their recognition in-person from the ICE office on campus (location TBD).

5.1 GUIDELINES FOR VIDEO SUBMISSIONS (FOR REMOTE DELEGATES)

Ceremonial teams should submit a video of their Pre-Ordeal or Brotherhood Ceremony. Submission data (lodge name, principals, etc.) should be entered at the following site:

<https://forms.gle/AUstd62C4gx6HAaP8> 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 July 1st, 2024, and closes at midnight (CDT) on July 24th, 2024.**

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.

- **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 fire lay as indicated in Diagram 10 on page 10. The camera must always remain fixed. The “candidates” should not obstruct the view of the camera. No zooming or panning of the camera is allowed.
- **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. The filming should begin with the Nimat's line on page 2 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, to best capture the speakers and gestures.
- **Video submissions for the Vigil Honor Ceremony:** A camera in a singular, fixed position is feasible. The filming should begin on page 3 of *Ceremony for the Vigil Honor* and conclude with the Vigil Chief's final words on page 4. 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.

Any video that shows evidence of editing, stopping & restarting, or other questionable filming techniques may be disqualified per a ruling by the ICE Evaluations Leadership. The quality of the video 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 team's demonstration of the ceremony.

No alterations or special effects are permitted. The ICE Evaluations Leadership reserves the right to disqualify any video suspected of editing or modification.

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.***

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. The Vigil Honor must begin on page 3 and conclude with the Vigil Chief's final words on page 4.

- **Regarding video usage:** The ICE Committee, at its sole discretion, may select from the video submissions or any portion thereof, to be potentially used as a training resource for NOAC evaluators. All video 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.