

Judging Checklist and Guidelines

Judge's Notes:

- Thank you for participating - without you this tournament would not be able to happen.
- Please remember that students in the tournament may be double entered. (DE) after a student's name indicates whether or not a student is double entered. If there is a student in the room with (DE) after their name, please call them up to perform first. If they are signed in with (DE) behind their name but are not in the room - do not chastise them. They are performing their other event first and will come into the round when they are complete with their other event. DO NOT wait for them to come from their other event to start the round. Once all students have signed in you are free to start the round (even if it's a few minutes early).
- Time Signals are cool - ask your competitors before they speak whether or not they'd like them. Even if only one student asks - please comply.
- Make sure all student cell phones are on airplane mode in round. Tell them: vibrate does not count as airplane mode. Vibrations are just as distracting to a performer as a ring.
- Sign EACH debate ballot.
- Make sure the student's code is clearly visible and legible [ILLEGIBLE HANDWRITING OF SPEAKER CODE LEADS TO INCORRECTLY SORTED BALLOTS]
- Before you start the round do a roll call to make sure the codes that are on your top sheet match the codes of the students that are in the room ready to perform. DO NOT watch the speech of a student unless their code is on your sheet.
- DO NOT start a final round unless there are THREE judges in the room (preliminary rounds are ready to go with one judge).
- DO NOT give ANY oral critique. Write down all comments on your ballots and hand them into the tab room. It is not considered rude to write comments while the students are performing - they even expect it.
- DO NOT wait for a performer to finish to write comments. It is important for the tournament that comments are written while the performer speaks.
- Judges cannot observe any events during their off prelim rounds. No exceptions. (Of course if you are lucky enough to be off for finals and want to see your students, you're welcome).
- Upon completion of the round IMMEDIATELY hand your ballots into the tab room. Even if you have the next round off, hand in your ballots BEFORE you get coffee or look for someone you know or run to the car. Ballots should be handed in within 10 minutes of the last speaker ending their speech.
- If you have comments to finish up after the round and there is a round waiting - please do not hold up the room. Leave the room so the next round can begin. Feel free to finish your comments in an empty room or the judge's lounge. **Allowing the round after yours to start on time is paramount to keeping the tournament on time.**
- Dismiss students as soon as the last speaker is done. If you have notes to complete and decisions to make, do that after you've dismissed the students.
- Unless your coach has already notified the Tab room, judges are NOT permitted to leave the tournament early. If there is an issue - please see the Tab room.
- When in doubt - ASK THE TAB ROOM. If you have any questions about ballots, student decorum, or even if you think the student broke the rules, DO NOT talk to the student about it. Go straight to tab and talk to the tab room staff. They will determine how to handle any infractions and can answer any questions - that's right, they're practically magic!

Judging Checklist and Guidelines

Guidelines for judging:

- Begin the round by doing a roll call of the individuals in the room. Make sure the codes of the competitors in the room match the codes on your sheet (Keeping in mind that spectators are totally fine and encouraged!)
- Once everyone has been accounted for (all competitors and judge) you can begin the round - even if it is before the scheduled time. Early birds are encouraged.
- Time signals are sometimes requested - if a competitor in your room asks for time signals, please accommodate them.
- Write comments while the speakers are performing - you can comment on anything from their volume, to the way they present a certain topic, or anything else. Try to think of constructive ways to write things. For example rather than saying 'your topic doesn't apply to me,' you can write something like 'think about a diverse audience, you might want to include a line in your speech (or intro) about why this topic is relevant to anyone.' Any comments you write will be read by the performer you are writing to, so try to be as constructive as possible.
- Once the speaker has finished write down the time their speech took on their ballot and finish up any comments. Try not to take too much longer, and as soon as you've finished writing that ballot, call the next speaker to begin.
- After all the speakers have performed you can dismiss everyone in the room. You are then able to take a few minutes to rank the speakers you just saw perform. Fill in their ranks on BOTH their personal ballots AND the top sheet.