

## IHSFA JUDGE TRAINING MANUAL

Thank you for taking the time to be trained as a judge. The competitive speaking program is dependent upon having good, knowledgeable adults willing to give their time to evaluate the talents and skills of the competitors. A perennial complaint that many schools have is poor judging. While that may just be an excuse a student gives for not doing as well in a round as he would like, hopefully, no one will ever be able to complain in that way about (insert name of Your school "YS") judges.

### GENERAL INFORMATION

Most speech tournaments take place on Saturdays. They consist of students from many schools competing for individual ribbons in fourteen different speech events and combining with the other students from their school to compete for sweepstakes or team trophies. Three preliminary rounds are usually held with the best students being scheduled into a final round to see who wins what prize. Competition generally starts at 8 A. M. and finishes up around ~~X~~<sup>5</sup> P. M.

★ Letters and/or numbers identify competitors only. JUDGES SHOULD NEVER ASK A COMPETITOR TO REVEAL HIS/HER NAME OR SCHOOL AFFILIATION! ★

Materials needed to judge include paper and a pen or pencil. Stopwatches are desirable but optional. Most events have time limits. If you do not have a stopwatch, don't depend upon classroom clocks for accurate timing. They aren't always reliable.

When (YS) arrives at the tournament site, a coach will check into the office while the team members head for the cafeteria. Good clothes: ties and jackets for gentlemen and conservative-length skirts or dresses for ladies are appropriate attire for competition. The coach picks up room assignments for the competitors as well as judging assignments and ballots for the judges. Ballots are generally assigned only for preliminary rounds. A judge may be asked to judge additional final rounds. Therefore, it is important for the judges to remain available in areas designated by the host school usually a judges' lounge or the cafeteria. Judges should not leave the building or observe other rounds without first obtaining permission from the tournament host coach. You will never be asked to judge a student from your school unless tournament entries are very small or one of our students has replaced someone from another school in that section by picking up a drop. If you realize that you have a (YS) student to judge, try to check with a (YS) coach first before judging the student. A mistake may have been made in the office.

Judges should make every effort to arrive at their rounds on time. Many times, ballots are fastened together for a judge, but they aren't always in the correct order. When you receive your ballots, look at all of them to see what time you're supposed to be where. After you have judged a round, turn your ballot into the office before going on to your next round. This should be done even if it makes you late for your next round.

You should never switch judging assignments with another judge. The office has a chart of who is assigned to judge which events, and if you change your ballots with someone else, problems may occur when they are assigning judges for final rounds.

In the room, judges should never smoke, eat, or drink pop or coffee. The host school provides a judges' lounge for those activities. Some schools do not allow smoking in their buildings, even for judges. We must honor their rules.

## HOW TO GET A ROUND STARTED

Before entering a room, check to make sure that the previous round is over. If a door is shut, listen for speakers. If a door is locked, send one of the competitors to the office to report the situation.

Upon entering the room, choose a seat toward the back of the room away from where the students are sitting. Make sure that you have a good view of the area that will be used for competition.

Check the numbers of the competitors present. Some students may request permission to go first because they are double entered. These requests should be granted. Many schools will post a doubling sheet near the door of the room for competition. (At Sectionals double-entered contestants will need to have a doubling coupon or two event schematics.)

Call the number of the first competitor (either the first number listed on the ballot or the number of someone double-entered who has requested permission to speak out of order). The contestant will usually announce the title of his selection. Write the title down next to the competitor's number on the ballot. In extemporaneous speaking, the speaker will hand you a small piece of paper with the question he or she is supposed to speak on written on it. You will give out the topic in impromptu (I'll explain that later). Have your paper handy so you can write down items that you notice. Sit back and prepare to carefully listen to and observe the selection. Following the first selection, call a second number and repeat the process. Continue to do so until all those listed on your ballot have spoken. Those double-entered may be excused from the room once they have spoken.

If you call a number and no one responds, go on to the next number. That competitor may be double-entered or withdrawn from competition. In most events, a student should not be penalized for being late to a round or having to leave early to compete in another event. If, after you have heard all the competitors present in the room, you still have someone who does not appear, send someone to the office with the numbers of the missing competitors to see if they are "drops" -- entries dropped from competition. Usually, by the end of Round 1, the office will have prepared a drop list that you can check against the rest of your ballots. Note: the same set of numbers may be used in all events, so when checking for drops, make sure that you check the right event. If a student is not on the drop list, give him/her a full hour to report to the room. If he/she still doesn't appear, mark your ballot without ranking the no shows and drops.

On your ballot, a "1" should be placed in the ranking spot for the competitor you feel was best, a "2" for second best and so on. No two scores should be alike. Sign your ballot and return it to the office before going on to your next round. *No Ties!*

Ballots will be posted for the competitors to see after they have been tallied in the office (except at sectionals). Students may ask you for a critique. This is where good notes may help you to be able to tell a competitor why he/she received the ranking he/she did. If you do not wish to give a critique, that's okay, too, although it is most helpful for the student when we can give a good critique. If you do critique a student, make sure that you comment on what is good as well as what should be improved in the performance. In some meets, students will bring critique sheets to the round. Fill these out and take them to the office after the round with your ballot. A verbal critique is not necessary.

(NO CRITIQUES, ORAL OR WRITTEN, MAY BE GIVEN AT SECTIONALS!)

## JUDGES INFORMATION SHEET!!!

Take this responsibility of judging seriously. What you say and what you do, how you act and react affects the students who have entered this tournament and gives direction to their attitudes and philosophies by which they will be living in the future. Be sure to make a positive contribution. Any judge who must indicate to his contestants that he does not know how to judge a certain event is a poor judge, but the coach of that school is held responsible. If we expect high caliber speaking performances and general conduct from these young people, then, as adults, we must provide a similar standard in judging, in punctuality, sportsmanship, and general conduct.

1. DO look interested: DO NOT look bored, doodle, look out the window, etc.!
2. DO be available and meet all assignments given you by a host coach. DO NOT switch assignments.
3. DO start a round on time.
- \* 4. DO remain on duty for each round a full hour, or until all contestants on the ballot have spoken.
5. DO permit visitors to enter your room during a round (except in debate). DO NOT permit them, however, to enter during a performance.
- \* 6. DO avoid asking a student to reveal his name or school.
7. DO know how many judges are assigned to a round and then wait to begin until all arrive.
8. DO call on speakers in order of the appearance of their numbers on the ballot unless they are double entered.
9. DO know the rules. DO NOT admit "inexperience", vocation, or indifference.
- \* 10. DO remember that a rank of 1 means "best" or A quality.
- \* 11. DO record your own private judgment as a score. DO NOT confer with other persons or judges.
- \* 12. DO avoid revealing your scoring to anyone.
- \* 13. DO avoid stopping a speaker even though he may be overtime or your judgment is made.
14. DO avoid preparing ballot and ranking until the final speaker is finished.
15. DO sign your ballots.
- \* 16. DO be objective in your comments and avoid personal opinions and prejudices. Comment on logic and reasoning and/or interpretation of character, not on whether it agrees with your views.

*No!*

17. ~~DO, if you wish, offer critiques after a round, and after your ballot is marked.~~ DO NOT reveal your ranking to a speaker. DO NOT attempt to coach a speaker.

★ 18. DO turn properly marked ballots in immediately after a round.

★ 19. DO write **constructive** comments on critique sheets at regular speech meets. Suggestions for **improvement** are more beneficial than identifying what went wrong. Identifying qualities of the performance or the speech that were good or memorable will help boost the student's confidence. The purpose of writing critiques should always be to help the students to improve.

P.S. THANK YOU VERY MUCH FOR JUDGING!