

WE THE PEOPLE FACILITATOR INSTRUCTIONS

- **GET JUDGES TO HEARING ROOMS ON TIME:** Ensure that your panel of judges gets to their room on time, but not early or late. For example, if the round is set to start at 10:20am, the judges need to walk into the room at 10:20am - not 10:17, not 10:25.
- **KEEP THE DOOR SHUT WHEN THE HEARING STARTS:** After you have escorted the judges into the hearing room, it is your responsibility to make sure no one else enters the room. You will have a "hearing in progress" sign to attach to the door. There will be a chair for you by the door so that you can make sure it stays shut.
- **MAKE SURE THE JUDGES END ON TIME:** Once the hearing is over the judges will give a few minutes of feedback to the students. Give them no more than 3 minutes for this. Keep a close eye on the time, always remembering that they need to relocate to their next hearing room. Most judges will be cognizant of this, but if some get long-winded, you may have to interrupt them and tell them it's time to move on.
- **MAKE SURE JUDGES SCORE AS THEY GO:** After each hearing the judges need to fill in their score sheets. Most of them will do this, but a gentle reminder does not hurt. They will have a tally sheet in their binder to keep track of how they rated the schools. Encourage them to use this tool as it is difficult to remember all teams' scores.
- **COLLECT SCORE SHEETS:** You will collect the three score sheets (1 from each judge) after each round. After the 6th round, all score sheets **MUST** be turned in from the morning before the judges can eat lunch. After the final round of the day, all score sheets must be turned in before judges can leave the competition site. Please look at the score sheets and make sure they are complete. Check to make sure that each category is scored between 1 and 10 points and that a tiebreaker score is written. Also check that the judge signed the score sheet. The judges do not like to give their score sheets early, but the scoring effort at the state finals is immense and it is simply necessary to collect sheets as we go.
- **TIEBREAKER:** Always make sure the judges have signed their score sheets and filled in the tiebreaker before turning any in to the scoring staff. The tiebreaker is their best guess, a general grade. If they thought it was an "A" performance, tell them to award somewhere between 90-100 points, etc. The

finals are highly competitive and a tie, either for a place or unit award, is possible.

- **MAKE SURE THE JUDGES HAVE TURNED IN ALL SCORE SHEETS:** We cannot stress this enough. If a judge hangs on to a score sheet and leaves with it, we have to average the panel's scores. This would mean the difference between a team winning and losing. After the last round, double, triple, and quadruple check that your judges have turned in ALL of their score sheets. If they have any left, bring them to the Scoring Room. Before your judges can eat lunch you will have to verify that they have turned in all their score sheets.
- **MAKE SURE THE JUDGES TURN IN THEIR BINDERS:** At the end of the hearings, collect the binders from your judges and return them to the volunteer room. We re-use the binders every year.