

Tournament procedures and conduct for judges: Before You Go:

Bring:

- ✓ A stopwatch or timing device
- ✓ An legible writing utensil
- Wear appropriate business casual attire.

When You Get There

- Attend the judges' meeting before the tournament begins.
- Carefully read all instructions provided in the judge packet.
- Know the rules being used at each tournament. (Note: Rules may vary between tournaments)

In the Competition Room

- Make an effort to help the contestants feel at ease.
- Do not ask contestants what school they are from.
- Take care of the competition rooms.
- Remind everyone in the room to turn off cell phones before the round begins (including judges).
- Give each performance your full attention.
- Never interrupt or stop a student, unless extreme and dire circumstances warrant it.
- Don't eat or drink during the performances.
- Insist on proper decorum during a round and make note of any disruptive behavior on the student's evaluation sheet.
- Time every performance and write the time on the evaluation sheet.
- Do not give oral critiques.

Keeping the Tournament on Schedule

- Follow the time schedule.
- Fill out the evaluation sheet and the ballot completely.
- Double-check that your rankings on the evaluation sheets and the ballots match.
- Return ballots to the Ballot Drop table immediately after each round. Never take them with you to your next round.
- Remain in Judges' Lounge during standby rounds until dismissed and until all power rounds have begun.
- Contact the Tab Room if you have a concern about a rule violation or disqualification. You may not disqualify anyone.
- Do not judge the same contestant in the same event on the same day.
- Present yourself as impartial. Do not carry on a personal conversation with a contestant that could cause another student to feel you might be biased.
- Evaluate student's performances based on the criteria listed for the category. However, judges may lower the rank due to the use of profanity or vulgarity.

~Above all, forensics is an education activity~