

CONTEST CHAIR INSTRUCTIONS

Greenhand Conduct of Meetings

1. Prior to the start of the contest, the contest chair should confirm plans with the general contest chair (host advisor) to meet any accommodation requests that have been received and approved. Prior to going into the holding room, contestants should have given their cell phone, smart watch, and other electronic communications devices to their chapter advisor or some other responsible adult.
2. All contestants should be located in a holding room prior to their participation in the contest. Ideally, this room should be for participants in this contest only, but this will not be true in all cases. After they have competed, contestants may watch teams and/or individuals that compete later provided that there is room in the contest room and also provided that they are polite and conduct themselves appropriately when watching.
3. If the order of competition has not already been determined, while the teams are in the holding room ask the team chairpersons to draw for order of competition and then post this near the contest room.
4. Meet with the judges to make sure they understand the rules of the contest and understand their responsibilities. It might be a good idea to read the rules and then ask if anyone needs clarification. You should also review the score sheet with the judges at this time.
5. Meet with the timekeeper and make sure they understand the procedure and their responsibilities.
6. Be sure to place the Sentinel Sign on the contest table to assign the spot where the sentinel will be seated. The sentinel must be seated at the same contest table (or group of tables) as their team. The sentinel may not be placed between the President and Secretary. The seating assignment must remain the same for every team.
7. Place the desk flag to the right of the President station (not at the Reporter Station).
8. When the judges are ready, put the first team in the preparation room. Read the item of business to the group. Team members may ask for the definition of a word related to the topic (that is not parliamentary procedure related). All teams are to receive 5 minutes of prep time. Team members are not to talk to one another from the time their prep time starts until they begin their performance in the contest room. At the end of the preparation time, team members are to discontinue writing until they are seated in the contest room. Team members are not to use cell phones or any other type of electronic communications device while in the holding or prep room.
9. After the team's 5 minutes of prep time have concluded, escort the team to the contest room. After the sentinel has set up the room, they may speak only to line up their team to enter the room. At the state contests, the chair will set up the contest room.
10. Introduce the judges and timekeeper to the team. Prior to the team beginning their performance, remind the audience that they are to turn off all electronic devices and remain quiet during the team's performance. Audience members can only record participants from their own school. Remind the audience that they are to remain in their seats and cannot enter or leave the room during a performance (including the additional 5 minutes for the Secretary to finish their minutes).

11. During the district and regional contest any member may make any motion. During the state contest, abilities are pre-assigned to individuals based upon where they sit. For the state contest, be sure to distribute the items of business according to the provided seating chart.

12. After the team is done performing, they should ask the judges for questions. If they do not ask, you will need to facilitate this. Judges are to ask only the questions that are provided. The first seven questions will be directed to specific offices/spots consistently to all teams. For example, each president gets the same question, each secretary gets the same question, etc. All questions past seven will be open to all members to answer. Only the team member which is asked to answer the question may respond for points. Judges should repeat a question when asked by a student. This question and answer period is not timed.

13. The secretary may have no more than five minutes to prepare their minutes and should be asked to give them to the judges if they do not do so automatically. This five-minute preparation time is in addition to the time needed for the judges to ask questions, which is not timed.

14. When the team is done, excuse them from the room. Audience members may leave or enter at this time.

15. Before scores are submitted, the contest chair will have the judges confer after all presentations are finished, the contest chair will lead this discussion. During this time, judges may only discuss the accuracy of abilities performed and questions answered. Judges must come to an agreement on points earned in these categories.

16. Get the next team and put them in the prep room at this time. Instruct the judges that they are not to confer about teams between performances.

17. After all teams have competed, judges are to add their scores and independently rank the teams.

18. Using the ranking sheet provided, add the judges' rankings together to determine the team placings. Judges may confer to assign gold, silver, and bronze awards (as appropriate for the contest level).

19. District judges will select the two highest ranking teams (ranked first and second with no ties) to enter the regional contest. Regional judges will select the two highest ranking teams (ranked first and second with no ties) to enter the state contest. An alternate team will be selected by both the district and regional judges in the event that one of the selected contestants is not able to compete at the next level.

20. Prior to announcing the results, the individual contest chair and general contest chair (host advisor) are to use a calculator to re-add the judges scores and rankings to certify that the results that will be announced are correct.

21. In consultation with the judges, determine who will give the results. It can be the general contest chair, the individual contest chair or one of the judges. Results should be announced in reverse order.

22. Before the judges leave the contest room, collect all of their judging sheets so that you can give all contest materials to the general contest chair.

23. If a critique is provided to the teams prior to announcing the results, please have the judges do this in a way that will not indicate the results.