

JUDGING GUIDELINES

1. Once you have received your judging assignment, ***CHECK THE SCHEMATIC*** on the wall to update any changes. These schematics are the official roll. Always check these before each round since they can be updated with new changes.
2. Read all rules for the category carefully. If you have any questions, ask your school's coach, a more experienced judge or someone in the tab room. Each league has different rules. Please follow the rules for VCFL. Ballots for the first round will be given out after the judges' meeting. After that please check with the tab table about ten minutes before the next round. ***UNDER NO CIRCUMSTANCES MAY YOU EXCHANGE SHEETS WITH ANOTHER JUDGE, NOT EVEN ONE FROM YOUR OWN SCHOOL.***
3. ***TAKE ROLL.*** When you arrive at your assigned room, take roll. If there are any students missing or if you have someone who is not listed, send someone to the tab room immediately.
4. ***BEFORE*** a contestant speaks, please make sure you have the correct code for that student. It is the student's responsibility to communicate to the judge his code #. It would be wise to double check this before the speech begins. Students should speak in the order that they are listed on the schematic. If there is a problem, check with the tab room. Sometimes there are special circumstances.
5. Comment in writing on each student while he/she is speaking. Time does not permit you to make all of your comments after each contestant finishes. You should also time each student ***with a stop watch.*** Remember there is a 30 second grace period either side. Report on the Master Ballot any student who goes over or under time where it says time. A student may not receive 1st Place if he/she is over/under time. NOTE; EXTEMP STUDENTS MUST BE TIMED AND SIGNALLED AS TO HOW MUCH TIME HAS ELAPSED. The judge must time this event and signal the student as well as write his comments. It helps to have three hands.
6. The Master Ballot serves as the official ballot. If there is any discrepancies between the critique sheet and the Master Ballot, the Master ballot will stand as the official scoring device.
7. Students should have a copy of their selection in its original form. This rule is to clarify any questions that the judge may have as to whether the selection is appropriate for the category or not. It should not be used to determine the rank of the contestant.
8. Please do not penalize a student for a rules' violation without first checking with the Tab Room.
9. Please check with the Tab Room at the beginning of each round to see if you are judging that round. If you are free, please remain available in the judges' lounge in case of an emergency. We ask that you not observe rounds when you are free as you may have to judge that category later on in the day.
10. If you have ANY QUESTIONS at all, please send someone to the tab Room. Once students are finished a round and are dismissed, it is very difficult to correct problems.
11. We would like to THANK YOU for your time and effort. Judging can sometimes be a thankless task. We really do appreciate everything you do for the students and for us. THANKS SO MUCH