

Instructions for the Superintendent of the Parliamentary Procedure Contest

1. Prior to going into the holding room, contestants should have given their cell phone or electronic communications device 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 he/she understands the procedure and their responsibilities.
6. When the judges are ready, put the first team in the preparation room. 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.
7. After the team's 5 minutes of prep time have concluded, escort the team to the contest room and introduce the judges and timekeeper to them. 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. Remind the audience that they are to remain in their seats and cannot enter or leave the room during a performance.
8. During the district contest any member may make any motion. During the regional and state contests, motions are pre-assigned to individuals based upon where they sit.
9. 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.
10. 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.
11. When the team is done, excuse them from the room. Audience members may leave or enter at this time.
12. 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.
13. After all teams have competed, judges are to add their scores and independently rank the teams.
14. Using the ranking sheet provided, add the judges rankings together to determine the team placings. Judges may confer to assign gold and silver awards.
15. District judges will select the top two teams 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.
16. 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. Whoever gives the results should give them announcing the last place team first and the first place team last.
17. 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.
18. 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.
19. 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.

Instructions for the Superintendent of the Junior High and Greenhand Conduct of Meetings Contest

1. Prior to going into the holding room, contestants should have given their cell phone or electronic communications device 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 he/she understands the procedure and their responsibilities.
6. When the judges are ready, put the first team in the preparation room. 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.
7. After the team's 5 minutes of prep time have concluded, escort the team to the contest room and introduce the judges and timekeeper to them. 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. Remind the audience that they are to remain in their seats and cannot enter or leave the room during a performance.
8. 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. This question and answer period is not timed.
9. The secretary does not have to turn in their minutes in the junior high conduct of meetings contest, but must do so in the greenhand conduct of meetings contest.
10. When the team is done, excuse them from the room. Audience members may leave or enter at this time.
11. 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.
12. After all teams have competed, the judges are to add their scores and independently rank the teams.
13. Using the ranking sheet provided, add the judges rankings together to determine the team placings. Judges may confer to assign gold and silver awards.
14. 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.
15. District judges will select the top two teams 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.
16. 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. Whoever gives the results should give them announcing the last place team first and the first place team last.
17. 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.
18. 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.

Instructions for the Superintendent of the Prepared Public Speaking, Greenhand Public Speaking and Junior High Public Speaking Contest

1. Prior to going into the holding room, contestants should have given their cell phone or electronic communications device 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 contestants are in the holding room ask them 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 he/she understands the procedure and their responsibilities.
6. Prior to the contestants beginning their performance, introduce the judges and timekeeper to them and remind the audience that they are to turn off all electronic devices and remain quiet during the contestant's performance. Remind the audience that they are to remain in their seats and cannot enter or leave the room during a performance. In the Prepared Public Speaking contest, contestants with more than three references are to type and present their references (3 copies) to the contest chairperson at the start of the contest. The contest chairperson will present the references to the contest judges.
7. After the contestants are done performing they should ask the judges for questions. If they do not ask, you will need to facilitate this.
8. When the contestants are done, excuse them from the room. Audience members may leave or enter at this time.
9. Instruct the judges that they are not to confer about contestants between performances.
10. After all contestants have competed, the judges are to add their scores and independently rank the contestants.
11. Using the ranking sheet provided, add the judges rankings together to determine the contestant placings. Judges may confer to assign gold and silver awards.
12. District judges will select the top two speakers to enter the regional contest. Regional judges will select the two highest ranking speakers (ranked first and second with no ties) to enter the state contest. An alternate speaker 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.
13. 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. Whoever gives the results should give them announcing the last place speaker first and the first place speaker last. Please have them announce the speaker's first and last name and the school they are from.
14. 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.
15. 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.
16. If a critique is provided to the speakers prior to announcing the results, please have the judges do this in a way that will not indicate the results.

Instructions for the Superintendent of the Demonstration Contest

1. Prior to going into the holding room, contestants should have given their cell phone or electronic communications device 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 he/she understands the procedure and their responsibilities.
6. Prior to the teams beginning their performance, introduce the judges and timekeeper to them and remind the audience that they are to turn off all electronic devices and remain quiet during the team's performance. Remind the audience that they are to remain in their seats and cannot enter or leave the room during a performance. Teams with more than three references are to type and present their references (3 copies) to the contest chairperson at the start of the contest. The contest chairperson will present the references to the contest judges.
7. After the contestants are done performing they should ask the judges for questions. If they do not ask, you will need to facilitate this.
8. When the team is done, excuse them from the room. Audience members may leave or enter at this time.
9. Instruct the judges that they are not to confer about teams between performances.
10. After all contestants have competed, the judges are to add their scores and independently rank the teams.
11. Using the ranking sheet provided, add the judges rankings together to determine the team placings. Judges may confer to assign gold and silver awards.
12. District judges will select the top two teams 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.
13. 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. Whoever gives the results should give them announcing the last place team first and the first place team last.
16. 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.
17. 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.
19. 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.

Instructions for the Superintendent of the Extemporaneous Public Speaking Contest

1. Prior to going into the holding room, contestants should have given their cell phone or electronic communications device 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 speakers are in the holding room ask them 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 he/she understands the procedure and their responsibilities.
6. Start the preparation time for contestants at 15 minute intervals so that they will have no more and no less than 30 minutes to prepare their speech. Contestants can look at both of the specific topics within their broad topic area and choose the specific topic that they would like to use.
7. Prior to the contestants beginning their performance, introduce the judges and timekeeper to them and remind the audience that they are to turn off all electronic devices and remain quiet during the contestant's performance. Remind the audience that they are to remain in their seats and cannot enter or leave the room during a performance.
8. After the contestants are done performing they should ask the judges for questions. If they do not ask, you will need to facilitate this.
9. When the contestants are done, excuse them from the room. Audience members may leave or enter at this time.
10. Instruct the judges that they are not to confer about contestants between performances.
11. After all contestants have competed, the judges are to add their scores and independently rank the contestants.
12. Using the ranking sheet provided, add the judges rankings together to determine the contestant placings. Judges may confer to assign gold and silver awards.
13. District judges will select the top two speakers to enter the regional contest. Regional judges will select the two highest ranking speakers (ranked first and second with no ties) to enter the state contest. An alternate speaker 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.
14. 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. Whoever gives the results should give them announcing the last place speaker first and the first place speaker last. Please have them announce the speaker's first and last name and the school they are from.
18. 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.
19. 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. If a critique is provided to the speakers prior to announcing the results, please have the judges do this in a way that will not indicate the results.

Instructions for the Superintendent of the Creed Speaking Contest

1. Prior to going into the holding room, contestants should have given their cell phone or electronic communications device 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 contestants are in the holding room ask them 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 he/she understands the procedure and their responsibilities.
6. Prior to the contestants beginning their performance, introduce the judges and timekeeper to them and remind the audience that they are to turn off all electronic devices and remain quiet during the contestant's performance. Remind the audience that they are to remain in their seats and cannot enter or leave the room during a performance.
7. After the contestants are done performing they should ask the judges for questions. If they do not ask, you will need to facilitate this. The judges are supplied with questions. They are not to ask any questions other than those which are supplied.
8. When the contestants are done, excuse them from the room. Audience members may leave or enter at this time.
9. Instruct the judges that they are not to confer about contestants between performances.
10. After all contestants have competed, the judges are to add their scores and independently rank the contestants.
11. Using the ranking sheet provided, add the judges rankings together to determine the contestant placings. Judges may confer to assign gold and silver awards.
12. District judges will select the top two speakers to enter the regional contest. Regional judges will select the two highest ranking speakers (ranked first and second with no ties) to enter the state contest. An alternate speaker 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.
13. 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. Whoever gives the results should give them announcing the last place speaker first and the first place speaker last. Please have them announce the speaker's first and last name and the school they are from.
13. 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.
14. 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.
15. If a critique is provided to the speakers prior to announcing the results, please have the judges do this in a way that will not indicate the results.

Instructions for the Superintendent of the Job Interview Contest

1. Prior to going into the holding room, contestants should have given their cell phone or electronic communications device 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. This room should be for participants in this contest only and will be the area where contestants will fill out their job application.
3. If the order of competition has not already been determined, while the contestants are in the holding room ask them 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. One judge will be in charge of scoring each contestant's job application, resume' and letter of application. Contestants will have 15 minutes to fill out their job application. The other two judges will conduct a 10 – 15 minute interview with the contestants.
6. Instruct the judges that they are not to confer about contestants between interviews.
7. After all contestants have competed, the judges are to add their scores and independently rank the contestants.
8. Using the ranking sheet provided, add the judges rankings together to determine the contestant placings. Judges may confer to assign gold and silver awards.
9. District judges will select the top two contestants to enter the regional contest. Regional judges will select the two highest ranking contestants (ranked first and second with no ties) to enter the state contest. An alternate contestant 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.
10. 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. Whoever gives the results should give them announcing the last place contestant first and the first place contestant last. Please have them announce the contestant's first and last name and the school they are from.
12. 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.
13. 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.
14. If a critique is provided to the contestants prior to announcing the results, please have the judges do this in a way that will not indicate the results.

Instructions for the Superintendent of the Agriculture Issues Contest

1. Prior to going into the holding room, contestants should have given their cell phone or electronic communications device 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 he/she understands the procedure and their responsibilities.
6. Prior to the teams beginning their performance, introduce the judges and timekeeper to them and remind the audience that they are to turn off all electronic devices and remain quiet during the team's performance. Remind the audience that they are to remain in their seats and cannot enter or leave the room during a performance. Teams are to present their portfolio (3 copies) to the contest chairperson at the start of the contest. The contest chairperson will present the portfolios to the contest judges.
7. After the contestants are done performing they should ask the judges for questions. If they do not ask, you will need to facilitate this.
8. When the teams are done, excuse them from the room. Audience members may leave or enter at this time.
9. Instruct the judges that they are not to confer about teams between performances.
10. After all contestants have competed, the judges are to add their scores and independently rank the teams.
11. Using the ranking sheet provided, add the judges rankings together to determine the team placings. Judges may confer to assign gold and silver awards.
12. District judges will select the top two teams 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.
13. 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. Whoever gives the results should give them announcing the last place team first and the first place team last.
15. 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.
16. 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.
17. 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.