



# Hawai`i Speech League

## Judges' Instructions for Speech and Debate Tournament

Dear Speech and Debate Judge,

On behalf of the Hawai`i Speech League, we would like to thank you for judging at an HSL tournament. Without help from judges like you, our students from across the state would not be able to participate.

As this may be your first time judging at a speech and/or debate tournament, there are some important things that each judge should know. We have put together some information to help you better understand this process.

1. Please report to the judges' lounge at least thirty (30) minutes before the start of the first round. Reporting time usually is 3:00 p.m. for Friday tournaments, and 7:30 a.m. for Saturday tournaments. If you are not judging from the first round, please be sure to show up at least fifteen (15) minutes prior to your first scheduled round.
2. Oral instructions will be provided to the judges approximately twenty (20) minutes prior to the first round. Even if you are an experienced judge, please make every effort to attend the judges' instruction session since special event rules or procedures may be announced.
3. Your physical presence during all rounds for which you have been committed is very important to the smooth running of the tournament. If you are on in the judges' pool, please remain in the judges' room or inform the tournament official of your whereabouts at all times. Delays often occur when judges do not remain in the lounge when they are in the pool.
4. All tournaments sites are "no smoking" campuses. Please do not eat or drink in competition rooms. Eat and drink in the judges' lounge, where refreshments will be provided during the tournament. Also, please help the school by making sure no one touches or plays with computer equipment or other materials in the classrooms and by making sure the classrooms are clean and neat when you leave them.
5. Report to your assigned competition room once the ballots are distributed and the judges' chairperson(s) instructs you to go to your round. The students have been instructed to wait outside the room until the first judge shows up. Please help the school by reminding students to adhere to this rule.
6. Please immediately report back to the judges' room under the following circumstances:
  - a. If you feel you are unable to fairly judge a particular student; for example, if you are the student's friend or relative.
  - b. If you have been mistakenly assigned to judge a student from your school.
  - c. If you have already judged the same student, in the same event, during a previous round in this tournament. There is no problem if you have judged the same competitor in a previous tournament.
7. PLEASE REMEMBER TO TURN OFF YOUR CELLULAR PHONE AND PAGER BEFORE THE ROUND BEGINS.
8. **General Rules Applicable to All Speech Events:**
  - a. Each entry has been assigned an identification code number (e.g., T14, H5, etc.) for the tournament. Please do not ask the contestants to provide you with additional identifying information, such as their names or the schools for which they are competing.
  - b. The first competitor in each room should write on the board all code numbers in proper speaking order. Each competitor should then write his/her selection or topic next to the code number. Record all of this information on your ballots and on the quarter-sized ranking sheet.

- c. Contestants generally should speak in the designated order.
- d. There will be multiple judges in each room, two (2) for all preliminary rounds and three (3) or five (5) for all final rounds. Please do not confer with the other judge(s) regarding their decisions or deliberative processes. You must arrive at your decision independently.
- e. Do not begin the round until all judges have arrived in the room. Timekeepers (if any) are usually students who may not take the initiative to ensure that the correct number of judges has shown up for the round. We ask that you take charge of the room.
- f. Do not allow anyone to interrupt or otherwise disrupt a speaker. Anyone leaving or entering the competition room should do so between speeches. No videotaping or audio taping is allowed.
- g. Please write comments on the ballots so that the contestants can improve themselves for future tournaments. In writing your comments, please remember:
  - (1) To be constructive and instructive, not destructive.
  - (2) That the competitors are intermediate or high school students participating in an educational activity. Please encourage their participation. Please remember that the students' level of understanding of, and appreciation for, literature, current events and public policy may not be as refined or sophisticated as yours.
  - (3) To provide a rationale or justification for your ballot, so that the students will know why they were rated and ranked as speakers.
- h. Make sure that you have filled in all required information on your ballots. Incomplete ballots are often a cause of delays.
  - (1) Write the correct code numbers and the contestants' selection titles or topics.
  - (2) You must circle a rating (Superior, Excellent, Good, or Fair) for each contestant or Duo team. You may award a tie – i.e., multiple contestants or Duo teams may be equally “Superior” or equally “Good.”
  - (3) You must rank each contestant or Duo team (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, etc.). For rankings, you may not award ties. Even if the contestants are virtually indistinguishable, you must still assign them different rankings.
  - (4) Transfer the rankings for all contestants or Duo teams (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, etc.) to the quarter-sized sheets stapled to the front of the ballots.
  - (5) Please sign the quarter-sized ranking sheet and all ballots.
- i. Timekeepers will keep a record of contestants' code numbers and speaking times on the board. The timekeeper's word is final. Please note on your ballot if the contestant went overtime. You have the discretion whether or not to consider overtime in your evaluation.
- j. At the end of the round, please return to the judges' room to complete your ballots. Do not complete your ballots in the competition rooms. By returning to the judges' room, you will help the tournament run on time by keeping the competition room free for the next round and by being visible and accessible to the judges' chairperson(s).
- k. Please do not unstaple the ballots. Please return the ballots as they were given to you.
- l. Once you have completed your ballots, personally turn them in to the official in charge of checking ballots. Please be patient during this process, since the official needs to verify that you have filled out all pertinent information.

m. Special Rules for Speech Events

- (1) Competitors in Humorous Interpretation, Dramatic Interpretation, Duo Interpretation, Original Oratory, United States Extemporaneous Speaking, and International Extemporaneous Speaking may not use manuscripts or notes, except in non-qualifying tournaments.
- (2) Competitors in Program Reading must use manuscripts for all tournaments.
- (3) Competitors in Storytelling and Impromptu Speaking may not use manuscripts or notes during any tournament.
- (4) The use of electronic devices (i.e. laptops, pocket PCs, etc.) is strictly prohibited from use in Extemporaneous speaking.
- (5) Costumes and/or props are not allowed in any speech category.

9. General Rules Applicable to Debate Events:

- a. Each competitor or team has been assigned an identification code number (e.g., N14, V5, etc.) for the tournament. Debaters will also provide you with their first names. Please do not ask the competitors or teams to provide you with additional identifying information, such as their last names or the schools for which they are competing.
- b. There will be multiple judges in each room, two (2) for all preliminary rounds and three (3) or five (5) for all "out" rounds. Please do not confer with the other judges regarding their decisions or deliberative processes. You must arrive at your decision independently.
- c. Please do not begin the round until all judges have arrived in the room. Timekeepers (if any) are usually students who may not take the initiative to ensure that the correct number of judges has shown up for the round. We ask that you take charge of the room.
- d. For non-qualifying tournaments, observers may "flow" or take notes during debates. However, for all qualifying tournaments, observers may not "flow" during debates. For all tournaments, judges and participants are allowed to "flow."
- e. Do not allow anyone to interrupt or otherwise disrupt a speaker. Anyone leaving or entering the competition room should do so between speeches.
- f. Costumes and/or props are not allowed in any speech or debate category.
- g. For Lincoln-Douglas (LD) debates and Public Forum Debates (PFD), you may be judging two "flights," i.e., two debates, per round. If you are judging two "flights," you will be provided with two ballots.
  - (1) Because ballots are pressure-sensitive, do not stack your ballots when writing comments. Also, do not take notes on paper stacked on the pressure-sensitive ballots.
  - (2) Both flights of debaters in LD (4 debaters) and PFD (4 teams) should check in with the judges before the round begins. This will allow you to verify that you have no conflicts with the students – even the second flighted students – before the round begins.
- h. Please write comments on the ballots so that the competitors can improve themselves for future tournaments. In writing your comments, please remember:
  - (1) To be constructive and instructive, not destructive.

- (2) That the competitors are high school students participating in an educational activity. Please encourage their participation. Please remember that the students' level of understanding of, and appreciation for, current events and public policy may not be as refined or sophisticated as yours. Accordingly, please do not substitute your knowledge for the students' knowledge.
  - (3) To provide a rationale or justification for your decision, so that the students will know why they were rated and ranked as speakers and why they won or lost the debate.
- i. Make sure that you have filled in all required information on, and signed, your ballots. Incomplete ballots are often a cause of delays.
- (1) Please make sure you double-check that you have written the correct code numbers under "Affirmative" and "Negative." Often, the debaters will sit with the Affirmative team/debater on your left and the Negative team/debater on your right. However, that may not always be the case, especially in Public Forum Debate. Therefore, please make sure you have assigned the correct side (Affirmative or Negative) to the correct code number.
  - (2) For Policy Debate:
    - (a) You must circle a rating (Superior, Excellent, Good, or Fair) for each team. You may award a tie – i.e., both teams may be equally "Superior" or equally "Good."
    - (b) You must rank each speaker (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup>). For speaker rankings, you may not award ties. Even if the four speakers are virtually indistinguishable, you must still assign them different rankings.
    - (c) You must assign one team the win. Please verify that the winning team's code number matches the side (Affirmative or Negative) on which the team debated.
  - (3) For Lincoln-Douglas Debate:
    - (a) You must circle a specific number (i.e., 50, 49, 48, etc.) for each debater. You may award a tie – i.e., both debaters may be equally deserving of a 50 or 49.
    - (b) You must assign one debater the win. Please verify that the winning debater's code number matches the side (Affirmative or Negative) on which the debater debated.
  - (4) For Public Forum Debate:
    - (a) The contest will begin with a coin toss that must take place in front of the judges. The winner of the coin toss will select the side (Affirmative or Negative) OR select the speaker order (begin the debate or end the debate). The loser of the coin toss will then make the other selection. Please see the event description for additional event rules.
    - (b) You must assign letters (A = Superior, B = Excellent, C = Good, and D = Fair) for six different speaking criteria for each of the 4 debaters. Please then total the columns under each of the 4 debaters. There may be ties in speaker ratings.
    - (c) You must assign one team the win. Please verify that the winning team's code number matches the side (Affirmative or Negative) on which the team debated.
- j. At the end of the round, please return to the judges' room to complete your ballots. Do not complete your ballots in the competition rooms. By returning to the judges' room, you will help the tournament run on time by keeping the competition room free for the next round and by being visible and accessible to the judges' chairperson.

- k. Please do not rip the ballots apart. Please return the ballots as they were given to you.
  - l. Once you have completed your ballots, personally turn them in to the official in charge of checking ballots. Please be patient during this process, since the official needs to verify that you have filled out all pertinent information.
10. Again, please remain in the judges' room during all stand-by rounds. Stand-by judges are critical to this tournament.

Once again, we thank you very much for judging at a Hawai'i Speech League tournament. We hope that you have a wonderful experience and find it extremely rewarding.