



Hawaii Speech League

Judges Instructions for Speech and Debate Tournaments

Dear Speech and/or Debate Judge:

On behalf of the Hawai'i Speech League, we want to thank you judging at one of our speech and debate tournaments. We would not be able to have competitions without your generous assistance. As this may be your first time judging at one of our tournaments, we compiled a list of important things we think each judge should know in order to make this a good experience for you.

1. Please report to the judges' lounge at least 30 minutes before the start of the first round. Information about the location of the judges' lounge can be found by asking your team's coach or the judges' chairperson. The typical reporting time is 3:00 p.m. for tournaments on Fridays and 7:30 a.m. for Saturday tournaments. If you are not scheduled to judge from the first round, please show up at least 15 minutes before your first scheduled round.
2. The judges' chairperson will make oral instructions, during an orientation, to judges approximately 20 minutes before the start of the first round. Even if you are an experienced judge, you should attend the orientation in case new or special rules or procedures are announced.
3. Your physical presence during all rounds you have been committed to judge is very important for us to run a seamless tournament. If you are in the judges' pool (i.e., you are not assigned a ballot) for a specific round, please remain in the judges' lounge until you are released by the judges' chairperson.
4. All tournaments sites are "no smoking" campuses. Also, unless otherwise allowed, please do not eat or drink in competition rooms; eat and drink in the judges' lounge, where refreshments will be provided during the tournament. Please help the host school by making sure no one touches any computer equipment or other materials in the classrooms. Finally, if you or the competitors move something for the competition, please return it to its original position at the end of the round.
5. Report to your assigned competition room once the ballots are distributed and the judges' chairperson instructs you to go to your round. Competitors have been instructed to wait outside the room until at least one of the judges is present. Please help the school by reminding competitors to adhere to this rule.
6. We ask that you immediately report back to the judges' room under the following circumstances:
 - A. If you feel that you are unable to fairly judge a particular student. An example of a personal bias might be that you are the competitor's friend or relative;
 - B. If you are mistakenly assigned to judge a student from the school for which you judge;
 - C. If you have already judged a competitor in that same event during a previous round at this tournament. There is no issue if you judged the same competitor at a previous tournament or if you judged this competitor in a different category at this tournament.

7. Please remember to turn off your cellular phone or put it to silent before the round begins.

We thank you for judging at a Hawai'i Speech League tournament. We hope you find judging to be a rewarding experience. Our league officials, coaches, students, and parents extend to you their gratitude for your help.

GENERAL RULES OF SPEECH EVENTS

1. Each competitor is assigned a unique identification code number (e.g., T14, H5) for the tournament. Please do not ask them for any additional identifying information, such as the schools for which they are competing.
2. The first competitor in each room should write, on the board, the code numbers of all competitors in the proper speaking order. Each competitor will then write his or her title/selection or topic next to his or her code. Record all of this information on your ballots and, if applicable, on the quarter-sized ranking sheet stapled to the front of the ballots.
3. Competitors should speak in the designated order unless it is a double-entry tournament and an asterisk (*) appears next to the competitor's code.
4. Multiple judges are assigned to each competition room at ALL Hawai'i Speech League tournaments. We typically assign two judges to each competition room for all preliminary rounds and three or five judges to each room for all elimination rounds. An announcement about how many judges will be assigned to each room in the preliminary and elimination rounds will be made during the orientation. Please ask the judges' chairperson if you missed this information.
 - A. Do not begin the round until all judges are present in the room. Please call the judges' chairperson if you believe an assigned judge has not shown up to your room.
 - B. Competitors may ask judges to identify themselves before the start of the round.
5. Please do not discuss with the other judges your decisions or deliberative processes until after you submit your ballots to the judges' chairperson. You must arrive at your decision independently.
6. Do not allow anyone to interrupt or otherwise disrupt a speaker. Anyone leaving or entering the competition room should do so between speeches. As a judge, you are responsible for taking charge of the room to create an equal and fair competition environment for all competitors.
7. No videotaping or audio taping is allowed. If you see an observer taping an event, please immediately ask him or her to stop the recording and report it to the judges' chairperson.
8. Please write constructive comments on the ballots so competitors can improve their performance for future tournaments. We ask that you keep in mind the following things while you write your comments:
 - A. We believe this is an important educational activity. We encourage you to be constructive and instructive, not destructive, with the comments you make;

- B. Our competitors are either middle or high school students. We want you keep in mind that competitors' level of understanding of, and appreciation for, literature, current events, and public policy will not be as refined or sophisticated as your own;
- C. We want you to provide context and reasons for your ranking and rating so each competitor understands his or her positions in comparison to peer competitors.
9. Please make sure you fill in all required information before returning your ballots to the judges' chairperson. The following is a checklist of items you must complete on the ballot or it will be returned by the tabulation room:
- A. Write the correct codes and the contestants' selection titles or topics on the ballot and, if applicable, the quarter sheet stapled to the front of the ballots at state qualifying tournaments.
- B. You must circle a rating (Superior, Excellent, Good, or Fair) for each speaker or Duo team. You may award a tie to multiple contestants or Duo teams. In other words, you may think that two or more speakers are equally "Superior" or equally "Good."
- C. You must rank (1st, 2nd, 3rd, 4th, etc.) each speaker or Duo team. You MAY NOT award ties for rankings. Even if competitors are virtually indistinguishable in their performance, you must still assign them different rankings.
- D. Please sign all ballots and the quarter sheet, if applicable.
10. If you have a timekeeper assigned to a room in which you are judging, he or she will keep a record the speaking times on the board. The timekeeper's word is final. Please note on your ballot if a competitor went over time. You have discretion over whether or not to consider going over time in rankings and/or ratings.
11. At the end of the round, please return to the judges' lounge to complete your ballots. Do not complete your ballots in the competition rooms. You will help the tournament to run on time by keeping competition rooms free for the next round and being visible to the judges' chairperson.
12. Please do not unstaple the ballots. Return the ballots as they were given to you.
13. Once you have completed your ballots, please turn them to the judges' chairperson. Please stay at the table until the chairperson verifies that you have filled out all necessary information.

SPECIAL SPEECH EVENT RULES

1. Competitors in Humorous Interpretation, Dramatic Interpretation, Duo Interpretation, Original Oratory, United States Extemporaneous Speaking, and International Extemporaneous Speaking may use scripts or notes during non-qualifying tournaments. At state qualifying tournaments, these competitors may not use scripts or notes during their performance.
2. Competitors in Program Oral Interpretation must use their scripts at all tournaments.
3. Competitors in Storytelling and Impromptu Speaking may not use scripts or notes at any tournament.

4. Competitors in Extemporaneous Speaking are prohibited from using electronic devices (e.g., laptops, tablets) during their presentation. They may use these devices in the preparation room.
5. In Humorous and Dramatic Interpretation, the use of focal points and/or direct contact with the audience should be determined by the requirements of the literature being interpreted. When scripts are used, there should be a balance of eye contact with the script and with their offstage focal points.

RATINGS

Ratings should be based on the following general criteria:

- SUPERIOR:** A rating of Superior should be given for an outstanding performance, far above what may be expected from a student handling the material of the particular event according to the standards of that event. It may not necessarily be a perfect presentation.
- EXCELLENT:** A rating of Excellent should be given for a more-than-satisfactory performance but lacks some elements (e.g., finish, polish, poise, or general effect) of a superior performance.
- GOOD:** A rating of Good should be given for a satisfactory performance because the material is presented without hesitation and without gross errors in phrasing or pronunciation but lacks the feeling, thoughtfulness, and interpretation of an excellent or superior performance.
- FAIR:** A rating of Fair should be given to competitors who are clearly unprepared. The below satisfactory performance does not demonstrate the particular skills required for the event and does not communicate the intent of the performance. The performance shows little thought about and understanding of the material presented; it falls short of what might be expected of a middle or high school student.

GENERAL RULES OF DEBATE EVENTS

1. Each competitor has been assigned a unique identification code number (e.g., C14, X2) for the tournament. Debaters will also write their first names aside their competitor code on the board. Please do not ask them for any additional identifying information, such as the schools for which they are competing.
2. Multiple judges are assigned to each competition room at ALL Hawai'i Speech League tournaments. We typically assign two judges to each competition room for all preliminary rounds and three or five judges to each room for all elimination rounds. An announcement about how many judges will be assigned to each room in the preliminary and elimination rounds will be made during the orientation. Please ask the judges' chairperson if you missed this information.
 - A. Do not begin the round until all judges are present in the room. Please call the judges' chairperson if you believe an assigned judge has not shown up to your room.
 - B. Competitors may ask judges to identify themselves before the start of the round.
3. Please do not discuss with the other judges your decisions or deliberative processes until after you submit your ballot(s) to the judges' chairperson. You must arrive at your decision independently.
4. You may talk to the debaters before the round starts, but the conversation should not demonstrate favoritism toward a debater and/or side of a resolution. We ask that you create an environment of impartiality so all debaters have an equal opportunity to be successful.
5. For non-qualifying tournaments, observers may take notes, or "flow," the speeches during the debate. Observers, however, may NOT flow debate speeches during any state qualifying tournament. You, as a judge, are able to flow the debate round so long as you are assigned to judge that round.
6. Do not allow any observer to interrupt or otherwise disrupt a speaker. Anyone leaving or entering the competition room should do so between speeches. As a judge, you are responsible for taking charge of the room to create an equal and fair competition environment for all competitors.
7. For Public Forum (PFD) and Lincoln-Douglas (LD) debates, you may be judging two debates within one round, called "flights." You will be provided with two sets of ballots if you are judging two flights.
 - A. Because ballots are pressure-sensitive, do not stack your ballots when writing comments. Also, do not take notes on paper placed on the pressure-sensitive ballots.
 - B. Competitors in both flights of LD (four debaters) or PFD (four teams) should check in with the judges before the round begins. This will allow you to verify that you have no conflicts with any of the competitors before the round begins.
8. Please write constructive comments on the ballots so competitors can improve their performance for future tournaments. We ask that you keep in mind the following things while you write your comments:

- A. We believe this is an important educational activity. We encourage you to be constructive and instructive, not destructive, with the comments you make;
 - B. Our competitors are either middle or high school students. We want you to keep in mind that competitors' level of understanding of, and appreciation for, of statistical or qualitative evidence, philosophical arguments, current events, and policy issues will not be as refined or sophisticated as your own;
 - C. The debate should be evaluated on the quality of the arguments made during the round, not on arguments you may have potentially advanced if you were the opponent;
 - D. We want you to provide context and reasons for your decision of who won and loss the debate so each competitor understands the outcome.
9. Please make sure you fill in all required information before returning your ballots to the judges' chairperson. The following is a checklist of items you must complete on the ballot or it will be returned by the tabulation room:
- A. Please ensure you have written the correct codes next to "Affirmative" and "Negative." Often, the debaters will sit with the Affirmative competitor on your left and the Negative competitor on your right. This may, however, not always be the case, especially in Public Forum Debate. Therefore, please make sure you have associated the correct code with the correct side.
 - B. You must assign speaker points, between 16 and 30, to each competitor or competition team. You may award a tie for speaker points; for example, both sides may get a score of 27 or 28.
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|-----------------------|---------------|-------|-----------------|------------------|
| 16-18 | 19-21 | 22-24 | 25-27 | 28-30 |
| Below Average (5-10%) | Average (25%) | Good | Excellent (25%) | Superior (5-10%) |
- C. You must assign one competitor a win and the other a loss. Please verify that the code you marked as the winner corresponds to the side (i.e., affirmative or negative) on which that competitor debated.
 - D. If you think the winner of the round deserved lower speaker points than the loser of the round (i.e., the arguments of the winning competitor were better but his or her presentation skills were worse), please note this on the ballot by checking the box "Low-Point Win" at the bottom of the ballot.
 - E. Please sign the ballot(s).
10. If you have a timekeeper assigned to a room in which you are judging, he or she will keep a record of the speaking times. The timekeeper's word is final. It is generally accepted that a competitor may finish his or her current sentence once the allowable time has elapsed. You have discretion over what to consider in your decision regarding things that were said after the time elapsed.
11. At the end of the round, please return to the judges' lounge to complete your ballots. Do not complete your ballots in the competition rooms. You will help the tournament to run on time by keeping competition rooms free for the next round and being visible to the judges' chairperson.
12. Please do not rip the ballots apart; return them as they were given to you.

13. Once you have completed your ballots, please turn them to the judges' chairperson. Please stay at the table until the chairperson verifies that you have filled out all necessary information.

SPECIAL DEBATE EVENT RULES

1. Every Public Forum Debate (PFD) round begins with a coin toss. The team that wins the coin toss has the option of choosing either the SIDE (i.e., affirmative or negative) that they wish to debate on OR the ORDER (i.e., first or second) in which they wish to speak during the round. The team that loses the coin toss makes the remaining choice, either side or speaking order.
2. In all debates, no new arguments should be considered in rebuttal speeches. This does not mean that judges should disregard new evidence that addresses an argument made in the previous constructive speeches.
3. Debaters may take their allotted preparation time before any one of their speeches.