**Bailiff Instructions**

**Contents**: timer, set of time cards, extra ballots

***If there are any questions or concerns, please call a tournament organizer:***

Add Names & Phone numbers here!

**Bailiff Responsibilities:** You are critical for ensuring there are enough judges in every round, helping judges if they need anything, keeping time, contacting tournament organizers if there are issues, & *most importantly* ensuring ballots are marked correctly returning ballots to the tab room AFTER EACH ROUND.

**# of Judges in each round:**

* Preliminary rounds: *at least* 2 judges per round required!
* Medal/Elimination rounds: must have 3+ judges per round required!
* If you only have one judge you do not have enough! YOU MUST HAVE at least 2 judges in your room! Call a tournament organizer!
* IF YOU HAVE 4+ JUDGES please check in with a tournament organizer to be sure we have 3 judges in EVERY room. Call one of the tournament organizers listed above please!

**Order & time for speakers:**

-Both speakers for Petitioner have 20 minutes *combined* and must reserve rebuttal time from that (first speaker *Petitioner must reserve rebuttal time* as part of their opening).

-Both speakers for *Respondent* have 20 minutes to share & they *do not get rebuttal time*.

-Petitioner 1–1st Speaker-Petitioner 2-2nd Speaker

-Respondent 1 – 3rd Speaker-Respondent 2-4th Speaker

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| **SPEAKER** | **TIME ALLOTTED** | **NOTES** |
| Petitioner 1st speaker | 7-13 minutes | MUST reserve rebuttal time during opening |
| Petitioner 2nd speaker | 7-13 minutes | Total time per team plus rebuttal must = 20 minutes |
| Respondent 1st speaker | 7-13 minutes | No Rebuttal time |
| Respondent 2nd speaker | 7-13 minutes | No Rebuttal time |
| Petitioner Rebuttal | 2-3 minutes | Addresses both issues |

**Rule:** Individual speakers should speak at least 7, but not more than 13 minutes when dividing their time. It is within judges’ discretion to lower points regarding point evaluation for effective use of time, if they request to be informed of time remaining, see official rules.

Bailiffs MUST write in the ACTUAL time that each competitor ***actually spoke*** (regardless of the amount of time they said they would speak). Record this next to each speaker or attach a sheet a paper with names and times.

**YOU DO NOT START AND STOP TIME WHEN JUDGES ARE ASKING QUESTIONS. THE JUDGES’ QUESTIONS ARE INCLUDED IN EACH STUDENT’S TIME ALLOTMENT.**

Before each round begins, Petitioner and Respondent should write their names and allotted time speaking (10, 9, 8 minutes, etc.) on the board or spell them out for the judges. Petitioner *must reserve* rebuttal time. Be sure each judge fills out student names, judge name, score, room, and circles the correct round. Hold up cards for at least 20-30 seconds as you countdown each minute. Be sure all judges & the competitors see the time. *Stand up* when time is up displaying the card so that everyone clearly sees you.

**To set the timers to countdown your time:**

-Turn timer on (input battery or flip switch on back)

-Enter amount of time by pressing min button

-Press start/stop to begin time

-When alarm goes off, press start/stop to silence timer

**-To enter new time, press min and sec button at the same time**

After each round and before the next, the ballots MUST BE TAKEN TO THE TAB ROOM (see a tournament organizer for details). This is CRITICAL TO KEEP THE TOURNAMENT RUNNING ON TIME.

Before returning ballots, *be sure that each judge has:*

*-put in the correct student names* **AND** *team numbers for Petitioner & Respondent (first & second speaker);*

*-signed their name*

*-entered* ***all*** *scores for every metric and every student; and*

*-circled the correct round (top of the sheet)*.

Judges do not need to add the totals on Day 1 because the computer program tallies them. On Day 2, each judge adds up their ballot.

There should be at least 2-3 judges in each room for preliminary rounds (2-3) & we SHOULD HAVE 3 judges per round in medal rounds (Sun.). Contact the persons below if there are any rooms with too many or too few judges. When in doubt, do NOT begin the round but call someone below.

**If there are any questions or concerns about violations of the rules, or issues the attorneys or students want to raise, please have someone call a tournament organizer!**