

2009 – 2010

TOURNAMENT HOST MANUAL



This manual was originally drafted for the American Mock Trial Association by Dr. Jo Ann Scott

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INTRODUCTION

This manual serves as a reference for Regional, Opening Round Championship Site (ORCS), and Championship tournament hosts. It is not meant to be a comprehensive source; rather, it identifies the issues that AMTA considers most important in staging its tournaments and provides guidance for hosts to accomplish those goals. Please download the AMTA Rulebook from the AMTA Web site for more detailed information on AMTA's rules and policies.

Direct questions to Glen Halva-Neubauer, Chair, Tournament Administration Committee at 864-294-3608 or glen.halva-neubauer@furman.edu.

LOCATION(S)

The location of the tournament may be at a college/university campus, law school, courthouse, or a combination of venues. Other locations, such as a convention center, may also be utilized as long as they are capable of being organized and prepared as described below. If you are utilizing a courthouse, please be aware of any special requirements imposed by the courthouse regarding security, user policies, and insurance (to name but three).

If you are hosting an ORCS or Championship tournament, please also consider the location of awards assembly/banquet, since there is an expectation that a meal will be provided. Hosting a meal is going to be impossible at many (if not most) courthouse venues. Note, too, that many sites that are capable of hosting a banquet require the use of an in-house caterer.

ORGANIZING AND PREPARING FACILITIES

All Facilities:

1. You will need separate rooms for tabulation, captains' meetings, judges' meetings, and the opening ceremony (if there is one) and the awards assembly/banquet. Thus, in addition to one room per trial, you need four other rooms. If space is limited, the captains' and judges' meetings may be located in rooms where trials are to be held.
2. Please make sure that all rooms are accessible by wheelchair. If not, please be prepared to accommodate disabled judges or participants. Please ask participants to inform you of any special needs in advance of the tournament.
3. Have contact numbers for important people at your location(s): facility services, public safety, security, and your contact person for that particular site, etc., to avert/resolve any problems that may arise before or during the tournament.
4. Make sure you have after-hours access to all needed facilities.
5. Ensure all facilities are prepared prior to the start of the tournament.

Campus/Non-Courthouse Facilities:

6. There should be tables and chairs for judges and participants rather than student desks. Please have tables and chairs set prior to the beginning of the trials.

BUDGET

As a host of an AMTA sanctioned-tournament, you will receive a stipend to assist in defraying the costs of hosting the tournament. Regional stipends are based on the number of teams that one hosts; ORCS and championship stipends are based on hosting 24 and 48 teams respectively. Checks for all events will be issued between December 15 and January 15. This amount may not cover all of your expenses, and you should make sure you have financial resources beyond what AMTA is providing your tournament. Possible sources include the hosting institution, commercial, and private donations, etc. Non-AMTA support is especially important for hosts of ORCS and championship events. During the 2009-2010 season, AMTA also is providing a small Tournament Support Fund for which tournament hosts may make application to assist them in staging their events.

Expenses you can expect, or may need to consider in preparation for hosting:

- Cost to receive lists of attorneys from state or local bar associations
- Mailings to recruit judges (may want to consider using e-mail to cut costs)
- Cost of creating tournament Web site
- Cost of venue, including deposit
 - If location is in a courthouse, some expenses could be security, HVAC, janitorial/housekeeping, mechanical, or a generic user fee
 - If located on campus, fees are often charged for providing tables and chairs for classrooms
- Food/beverages during all judges' meetings
- Supplies for team registration, tab room, etc.
- Photocopies; you must provide copies of the tabulation summary
- Thank you letters
- Awards luncheon/banquet for participants, optional at regional tournaments
- Hosting a reception or activity for the participants, optional at regional and ORCS tournaments
- Gifts for judges and/or teams, optional at all tournaments

SCHEDULE

AMTA allows a great deal of flexibility with the scheduling. Once a schedule is set, however, please keep to the established schedule so that AMTA and the participants are not confused as to when to be at what locations. If changes are necessitated, it is imperative that you notify all participants associated with the tournament well in advance of the event. Allow at least one hour between the expiration of the 3-hour running clock rule for each round and the captains' meetings of the subsequent round. It is preferable to allow at least 90 minutes, because rounds often start late. It is far better to have a break that is slightly too long than to change the times for subsequent rounds.

JUDGES

Judge recruitment is the **TOP** priority once the date of your tournament is confirmed by the Tournament Administration Committee Chair. Judge recruitment is the most challenging aspect of hosting a regional, ORCS, or Championship tournament and insufficient judges result in many complaints from participants,

coaches and potentially, even judges. The ability to recruit judges is one of the most important criteria in evaluating the quality of a tournament site and its host.

1. How Many Judges?

The number one mistake people make is not recruiting enough judges in the first place. Judges will drop out as the tournament approaches; others will be no-shows on the day of the event itself. In general, you should assume that you will lose between 20 and 30% of people who sign somewhere along the way.

Your tournament cannot go forward without a minimum of two judges per round, which comes to one judge per round per team that is competing. To make certain that you remain above that level, you should recruit at least 1.5 judges per round per team (e.g., for a 24-team tournament, 36 judges per round), and you should not stop recruiting until your numbers approach 2 judges per round per team (e.g., for 48 judges per round for a 24-team tournament). A final ratio of 1.5 judges per round per team would produce all 3-judge panels, which is ideal. In the unlikely event that you have more judges than needed, you may designate a fourth judge as a “commenting” judge who completes a comment sheet (a ballot without page 5) and leads the oral critique.

2. Where and How to Recruit

- Make clear in every recruiting letter/ email you send out that you’re actively seeking volunteers and encourage recipients to spread the word to anyone they believe may be interested.
- If you’ve hosted a tournament before, use your list of judges from prior year(s). (If you haven’t collected email addresses in the past, make sure to do so for use in future years.)
- Contact your state bar association and request use of its e-mail list serve or mailing list.
- Request mailing lists or directories from the local bar associations or legal associations.
- Contact prosecutors, the defense bar, legal aid societies, court clerks, and judges located within a reasonable driving distance.
- Contact law firms, either by visiting their Web site or asking to speak to the person in charge of pro bono. Some law firms give pro bono credit for judging mock trial and they can be gold mines in terms of judge recruitment.
- Contact law schools. Law schools generally maintain detailed records of their alums in a given geographical area and may be willing to contact those alums for you. Knowing a professor or an alum at that those schools may increase your chances of success.
- If you are a coach, ask your students and program alums to contact the family members and family friends and encourage them to spread the word.
- If you have a Facebook page, create an announcement and encourage your friends to share it with others.

- Ask anyone who is willing to judge if s/he can suggest other attorneys who might also volunteer to judge.

3. Recruitment Timeline

- Four-six months prior to the tournament, or when your tournament dates have been confirmed with the Tournament Administration Committee chair: Send initial e-mail/ mailing, or Save-the-Date announcements.
 - When a judge registers, it is imperative that you send confirmation emails/mailings immediately.
- Once a month: Send follow-up/reminder e-mails or mailings emphasizing least subscribed rounds. Continue to send those e-mails to those who have not responded.
- One month-two weeks prior to the tournament: Send judges' packet. Include such items as: confirmation of rounds you have them scheduled to judge, schedule, map(s), parking information, case summary, stipulations, charges (if criminal case) or complaint and answer (if civil case), judges' executive summary, Rules of Evidence and Procedure. (This can all be done electronically to save on cost.)
 - If you are still short on judges for certain rounds, consider getting a call-list from any number of resources and start cold-calling to recruit more judges.
- One week prior to the tournament: Continue to recruit for last-minute judges, reminder calls/emails, prepare and complete judges' cards.

4. Continuing Legal Education (CLE) Credit

If you offer CLE credit, it is important to honor that commitment for all judges who appear. Contact your state bar association for details regarding awarding CLE credits for judging. Some states allow credit just for judging. For those states that do not, consider organizing a seminar in which judges could get credit if they attended the seminar. Some tournament hosts have organized a CLE seminar that centers on the fact pattern for a particular year. (If that is of interest, please contact the Tournament Administration Committee for suggestions.)

5. Judge Assignment Procedures

Below is the Judge Information Card. This data is necessary to facilitate the judge assignment system. This information can be gathered by the judge filling it out at the beginning of the judges' meeting or by the tournament host gathering the information. (You may want to consider using it when judges' initially register to volunteer for rounds.) (See Appendix B for judge assignment procedures during a tournament)

Judge Information Card

Name _____

Occupation: Judge Attorney Law student Other: _____

If you're a sitting Judge, please specify your specific jurisdiction:

Trial Appellate Other: _____

If you're a current or former attorney, please specify your practice area:

Criminal prosecution Criminal Defense Civil trial attorney
 Civil litigation, few/no trials Corporate/Tax/Bankruptcy/Probate/Real Estate/Etc. Family Other:

If you're a law student:

I am a 1L 2L 3L. I (have / have not) taken Evidence.

Have you ever judged college mock trial before? Yes, for ____ of years. No

Have you ever competed in mock trial (not moot court)? Please check all that apply:

High School College, at _____. Law School, at _____.
 Never

Do you have any affiliations with any teams, either as a coach, scrimmage judge, advisor, or anything else? If so, please specify _____

To be completed by tournament host:
Judged in Round(s): Round 1 Round 2 Round 3 Round 4

ROLE OF THE TOURNAMENT ADMINISTRATION COMMITTEE AND SUBCOMMITTEES

1. By Thanksgiving, the Team and Feeder Subcommittee will assign the schools to each regional tournament; additionally, the committee will announce which regional tournaments feed into each ORCS tournament. The Tournament Administration Committee also will provide you with contact information for all teams assigned to your specific tournament.
2. Only the Team and Feeder Subcommittee may assign teams to sites or confirm assignments. Teams inquiring about reassignments should be referred to the Chair of the Team Assignment Subcommittee.

ROLE OF THE AMTA REPRESENTATIVE

The AMTA Representatives are individuals without teams in competition. Representatives are assigned to each Regional, ORCS, and Championship tournament for the purpose of supervising captains' and judges' meetings, tabulating the results, and ensuring that all relevant policies are enforced without partiality.

1. These individuals are either current AMTA Board members, Board candidates, or experienced tabulators approved by the AMTA Representative Assignment Subcommittee. You should direct all questions of procedure to these individuals.

2. Two AMTA Representatives shall be assigned to each regional and ORCS tournament, and four to the Championship tournament.
3. Complaints of rule violations must be directed to the AMTA Representatives.
2. The AMTA Representatives or his/her designee is in charge of the tabulation room and all decisions regarding rule interpretation or procedural issues are at his/her discretion.
3. The general rule of thumb is the host takes care of all issues relating to the logistics of the tournament, while the AMTA Representatives are in charge of administering AMTA's rules and interpreting those rules. For example, the host is charge of calling campus security because a room is not unlocked, while the AMTA Representatives determine if the all-loss rule has been violated.

INFORMATION FOR SCHOOLS

The following information should be provided to school participants by mail, e-mail, or Web site, as early as possible to facilitate travel arrangements and budgeting

1. Schedule of events, including time, location, and dates of tournament and other events
2. Local hotel accommodations
 - Consider blocking rooms at one or two hotels depending on the location of your site and the number of teams assigned to your tournament
3. Transportation to site
 - Car rentals
 - Public transportation
4. Site map(s)
 - Tournament location
 - Campus map
 - City/local area
5. List of area restaurants
6. List of entertainment/area interests
7. Parking information

FOOD SERVICE

1. Judges' Meetings

AMTA Provides a stipend to hosts to cover the costs of providing refreshments to judges. Please provide food and beverages at **each** judges' meeting.

2. Students

Regionals: Providing food to participants is optional. Hosts must provide participants with information on local restaurants or on-campus dining facilities and schedule sufficient time for students to obtain food between rounds. Note: For some participants, this is a matter of medical necessity.

ORCS: Hosts are expected to provide a meal that precedes the awards ceremony. The meal can take any form that fits within the tournament budget.

Championship: This is the premier tournament of the season, and the luncheon/banquet that accompanies the awards ceremony should match the “Super-Bowl” status of this tournament. The type of meal, whether it is a plated, buffet, or some other set-up style, is at the host’s discretion and fits within the tournament budget.

PERSONNEL

It takes many people to stage an AMTA-sanctioned tournament. Besides the AMTA representatives and yourself, you will need at least 3-4 additional people. Recruit personnel to perform the following tasks:

- Working at the registration table. (If you provide meals and requirement payment, be prepared to provide receipts)
- Directing people where to go, students, judges, parents, etc (before each round and potentially having one person during a round)
- Assisting Tab room personnel in adding ballots, separating and stuffing ballots
- Getting trophies to awards ceremony
- Posting all-loss times
- Registering judges for each round
- Ensuring equipment works for judges’ PowerPoint presentation
- Setting up/replenishing refreshments for judges and any other places such amenities are provided
- Averting/resolving problems and/or troubleshooting emergencies.

REGISTRATION

1. Registration should be scheduled at least one hour before the first round.
2. Collect rosters from each team. The rosters should include *current* four-digit team numbers (many programs will still use the old three-digit numbers), the names of team members, including timekeepers, a list of team members who serve as alternates or who compete on only one side of the case (and thus are potentially available to serve on bye-buster teams) and the names of coaches or designated tab room representatives. This can be done prior to registration via email. (See Appendix B as an example)
3. Provide participants with a folder that contains the tournament schedule, a list of rooms where captains meetings will be held and the tab room is located, map(s) if necessary, any other additional information that participants may need regarding the tournament. If you provide meals and require payment for those, be prepared to provide receipts.
4. Once registration is completed, the AMTA Representative will pair the round in accordance with AMTA policy.

JUDGES' MEETINGS

1. Provide the judges with refreshments and treat them well!
2. AMTA recommends that tournament hosts use the name card system to identify judges and to keep track of those individuals who participate as judges. Please create an index card for each judge with the judge's name, title (attorney, law student, etc.), and rounds pre-entered on the card.
3. Because AMTA policy requires that a neutral party (someone without teams in competition) assign judges, the AMTA Representative will make final assignments, with the assistance of someone familiar with the local judging pool. (Please refer to *Appendix A* again for further direction on assignment procedures). Judges should not be assigned to rounds until their arrival is confirmed.
4. Hosts should provide the equipment necessary for AMTA Representatives to conduct the Judges' Orientation. Please download the PowerPoint presentation from the AMTA Web site and take note of the technical requirements of the presentation. This typically requires a laptop, a projector, and a screen to project the PowerPoint presentation. If you cannot arrange a projector, please print out enough copies of the PowerPoint slides to provide one to each judge.

CAPTAINS' MEETINGS

1. An AMTA Representative will supervise the Captains' meeting at each tournament. The host should inform the AMTA Representative of any special rules regarding courtrooms or facilities are in place for the tournament.
2. Team captains are responsible for keeping their teams on schedule.
3. Ballots should be unpacked, counted, and delivered to the captains' meeting room prior to the first captains' meeting.

BYEBUSTER POLICY

The Tournament Administration Committee will make every effort to assign an even number of teams to tournaments. Should there be an uneven number of teams, an AMTA Representative will supervise the formation of a "byebuster team" according to AMTA policies.

TABULATION ROOM

Please download the AMTA Rulebook and the Tabulation Manual (Step-by-Step Guidelines) from the AMTA webpage.

1. Download the Spirit of AMTA Ballot and Participant Evaluation Form from the AMTA Web site. The Spirit of AMTA Ballots will be used by your AMTA Representatives and the evaluations must be distributed to and collected from all participating teams at the conclusion of the tournament.
2. Supplies needed include:
 - At least one banquet size table, three are preferable
 - Chairs for workers

- Manila envelopes or folders (11 x 14), scissors, different colored marking pens, paper, something to use to post pairings (a large flip chart is useful) and all-loss time (colored paper is the best), correction tape or fluid (white out) and scotch tape, colored highlighters in three to four colors, colored pens in three to four colors
 - Calculators
 - Spirit of AMTA Ballots (download from AMTA Web site), one copy for each team, plus extras
 - Materials from AMTA office, including ballots, tab cards
 - Team rosters that were collected at (or prior to) registration
3. Recruit at least two workers in the tabulation room in addition to the two AMTA Representatives.
 4. You must have access to a printer and copier so that you can print and copy the tabulation summary, which must be inserted in the team ballot envelopes that are distributed at the end of the closing ceremony. Make sure to budget enough time for this process; it often can slow things down considerably.

BALLOTS, TABULATION CARDS & TROPHIES

Two to four weeks prior to your tournament, the ballots, tabulation cards and trophies will be shipped to the address you provide to AMTA. Open and inspect the shipment from Crown Trophy, AMTA's trophy provider, immediately. If any of the trophies are damaged, contact MR. RYAN TYSON, CROWN TROPHY, 363 CODELL DRIVE, LEXINGTON, KY 40509, 859.266.3872 (VOICE), 859.266.6596-FAX, <crownlexi@cs.com>. Copy Adam Detsky on e-mail correspondence that you have with Ryan to ajdets@gmail.com. Adam coordinates AMTA's trophy orders, and it is important that he knows of any problems that have occurred with the trophies.

Ballots will be received from HOTT OFF THE PRESS of Des Moines, Iowa. Open and inspect the shipment. It should contain two sets of tabulation cards and ballots. Make sure that you have sufficient tabulation cards for two sets (two per team, plus extras in the unlikely event that your AMTA Representative makes an error). Count the ballots, which will arrive pre-collated. The rule of thumb on this is 15% more than the number of teams in competition per round. For instance, if you are hosting a 20 team regional, your minimum amount of ballots needed for competition would be 80 (20 teams x 4 rounds), plus 15%, for a total of 94 ballots. ORCS hosts should have 100 ballots. Championship host should have 200 ballots. IF YOU DO NOT HAVE THE BALLOTS/TABULATION CARDS AT LEAST TEN DAYS PRIOR TO YOUR TOURNAMENT, contact Susan Ewing in the AMTA office, amta@dwx.com or 515-283-0803.

Depending on the event that you host, the trophy order should contain the following:

Regionals:

- 12 "All-Region" witness awards
- 12 "All-Region" attorney awards
- 8 team trophies of equal height
- 1 Spirit of AMTA award

ORCS:

- 12 Outstanding Witness awards

- 12 Outstanding Attorney awards
- 6 team trophies of equal height
- 1 Spirit of AMTA award

Championships:

- 24 All-American Witness awards (12 for each division)
- 24 All-American Attorney awards (12 for each division)
- 2 sets of 2nd-10th place standard trophies (1 for each division)
- 2 sets of 5 Honorable Mention trophies (1 for each division)
- 2 11” crystal trophies for division winners
- 2 spirit of AMTA plaques (1 for each division)
- There are also a number of specialty awards that may be sent (i.e.: plaque for the coaches of the previous year’s championship team, plaque for the coaches of the previous year’s runner-up team, etc. Please contact Adam Detsky for more specifics as the particular awards.)
- Two traveling trophies*

*These two trophies will be sent to you from the previous year’s winners (2009: Northwood and George Washington). These trophies will come disassembled. Be sure you have the appropriate tools to assemble the trophies before the awards ceremony.

Please be careful when transferring the trophies to the awards ceremony.

After the awards ceremony, if there are not enough attorney or witness plaques for the individual award winners, the AMTA Representatives will contact Susan Ewing at the AMTA office to inform her of the shortage. Susan will ensure that that the winners receive their awards.

PROBLEMS

As always, if there are any questions regarding your regional, opening round championship site, or championship tournament and preparation for it, you may call the Tournament Administration Committee Chair, Glen Halva-Neubauer at 864-294-3608 or e-mail him at glen.halva-neubauer@furman.edu. If you have any questions regarding your tournament, while it is in operation, you should simply ask your AMTA Representatives.

APPENDIX A
(Judging Assignment Procedure)

Create Categories

Using information from tournament hosts and the cards filled out by judges, AMTA Representatives should separate judges into three categories:

Category 1 shall generally consist of sitting judges, trial attorneys, and other attorneys with indicia of mock trial experience.

Category 2 shall generally consist of non-coach attorneys who do not fall within Category 1.

Category 3 shall generally consist of coaches, law students, other non-attorneys, and anyone who would be in another category but who the AMTA Rep feels is not fit to judge a top round.

Assign Judges

These are the recommended assignment procedures but they are only guidelines. Those assigning judges should always exercise common sense and independent judgment based on any circumstances unique to their particular tournament. Teams have absolutely no basis for relief in the event that a tournament or AMTA Representative deviates from these guidelines.

Round 1

The judging assignments in round 1 shall be random.

Rounds 2 and 3

First, assign all Category 1 judges by putting one judge in the top pairing and then working your way to the bottom pairing. If every trial has at least one Category 1 judge, repeat the process by starting again at the top pairing.

Second, assign all Category 2 judges, one at a time, beginning with the first trial after the assignment of the last Category 1 judge. (Note that a trial's first judge may be a Category 2 judge if sufficient Category 1 judges were not available.) Proceed until every round has two judges assigned. If there are rounds without two judges assigned, assign Category 3 judges until every round has two judges.

Third, after every panel has two judges, count the remaining number of judges to be assigned. If there are enough judges for every panel to have a third judge, assign the remaining judges from the top down. If there are not enough judges for every panel to have a third judge, leave the **top** rounds with only two judges. In the past, AMTA Reps have typically assigned three judge panels to top rounds. The JC feels this practice should be changed because top rounds should already have two quality judges assigned. Thus, assigning a third judge to those panels is not the best use of our resources. For example, adding a law student to such a round would likely take a scoring ballot out of the hands of a practicing attorney. Additionally, most top judges are comfortable with simultaneously scoring and ruling on objections.

To assign your third judges to panels, determine which trial is your starting point (the place where you can begin and still have enough judges to create a three judge panel in the bottom trial) and then assign the higher ranked judges from the starting point moving downward so that higher ranked judges are assigned to higher ranked rounds.

EXAMPLE 1

<u>Teams</u>	<u>Judge 1</u>	<u>Judge 2</u>	<u>Judge 3</u>
4 v. 4	Cat. 1	Cat. 1	
4 v. 4	Cat. 1	Cat. 1	
3.5 v. 4	Cat. 1	Cat. 2	
3 v. 3.5	Cat. 1	Cat. 2	
3 v. 2.5	Cat. 1	Cat. 2	
2 v. 2	Cat. 1	Cat. 2	Cat. 2
2 v. 2	Cat. 1	Cat. 2	Cat. 2
1 v. 1.5	Cat. 1	Cat. 2	Cat. 3
0 v. 1.5	Cat. 1	Cat. 2	Cat. 3
0 v. 1	Cat. 1	Cat. 2	Cat. 3
0 v. 0.5	Cat. 1	Cat. 2	Cat. 3
0 v. 0	Cat. 1	Cat. 2	Cat. 3

EXAMPLE 2

<u>Teams</u>	<u>Judge 1</u>	<u>Judge 2</u>	<u>Judge 3</u>
4 v. 4	Cat. 1	Cat. 2	
4 v. 4	Cat. 1	Cat. 2	
3.5 v. 4	Cat. 1	Cat. 2	
3 v. 3.5	Cat. 1	Cat. 2	
3 v. 2.5	Cat. 1	Cat. 2	
2 v. 2	Cat. 1	Cat. 2	
2 v. 2	Cat. 1	Cat. 3	
1 v. 1.5	Cat. 1	Cat. 3	
0 v. 1.5	Cat. 1	Cat. 3	
0 v. 1	Cat. 2	Cat. 3	Cat. 3
0 v. 0.5	Cat. 2	Cat. 3	Cat. 3
0 v. 0	Cat. 2	Cat. 3	Cat. 3

Round 4

Round 4 typically has rounds that may be bid determinative and rounds that are not. In such cases, the best judges should all be assigned to the bid determinative rounds.

More specifically, the two guiding principles in Round 4 are that (a) no Category 1 or Category 2 judges should be assigned to a non-determinative round unless all determinative rounds already have two judge panels, and (b) no Category 3 judge should be assigned to a bid determinative round unless there is not room for all Category 3 judges in the non-determinative rounds or there are insufficient Category 1 and 2 judges to complete two-judge panels in determinative rounds.

EXAMPLE 1

<u>Teams</u>	<u>Judge 1</u>	<u>Judge 2</u>	<u>Judge 3</u>
Non Bid Determinative Rounds			
6 v. 0	Cat. 2	Cat. 3	Cat. 3
5.5 v.0	Cat. 2	Cat. 3	Cat. 3
1 v. 1	Cat. 3	Cat. 3	Cat. 3

Bid Determinative Rounds

1.5 v. 5	Cat. 1	Cat. 2	Cat. 2
2 v. 4.5	Cat. 1	Cat. 2	
2 v. 3.5	Cat. 1	Cat. 1	
2 v. 3	Cat. 1	Cat. 1	
3.5 v. 2	Cat. 1	Cat. 1	
4 v. 1.5	Cat. 1	Cat. 2	
4 v. 1.5	Cat. 1	Cat. 2	
4 v. 1	Cat. 1	Cat. 2	
5 v. 0.5	Cat. 1	Cat. 2	Cat. 2

EXAMPLE 2

<u>Teams</u>	<u>Judge 1</u>	<u>Judge 2</u>	<u>Judge 3</u>
Non Bid Determinative Rounds			
6 v. 0	Cat. 3	Cat. 3	
5.5 v.0	Cat. 3	Cat. 3	
1 v. 1	Cat. 3	Cat. 3	
Bid Determinative Rounds			
1.5 v. 5	Cat. 2	Cat. 3	
2 v. 4.5	Cat. 1	Cat. 3	
2 v. 3.5	Cat. 1	Cat. 2	
2 v. 3	Cat. 1	Cat. 2	
3.5 v. 2	Cat. 1	Cat. 2	
4 v. 1.5	Cat. 1	Cat. 2	
4 v. 1.5	Cat. 1	Cat. 2	
4 v. 1	Cat. 1	Cat. 3	
5 v. 0.5	Cat. 2	Cat. 3	

Other issues

Ranking within categories

It is permissible to informally rank judges within a category. This is especially advisable in Category 3 where there is a significant difference between a first-year law student and a third year law student who has taken evidence and who has significant mock trial experience. In each category the higher ranked judges should be assigned first.

Requests by judges to be paired together

If two or more judges have requested to stay together, it is permissible to accommodate the request, but the assignment of that panel should be made by considering the category levels of the judges in it. For example, a pair of Category 1 judges would be assigned to a top round and a panel without a Category 1 judge would be assigned to a low ranked round.

Use of Coaches as Judges

Neither educator coaches nor attorney coaches should be assigned to judge unless there are insufficient judges to create two-judge panels. To put it another way, if any trial in a round has three judge-panels, no coaches should be used in that round (except in unusual situations such as having to re-assign a judge at the last minute to avoid a conflict.)

Each team in competition must have at least one coach available to judge for them in the event of shortages. These coaches should know of this, but, in the event that they do not, the AMTA Representative will explain to that coach the consequences of refusing to Judge. We don't actually require that – some teams don't have coaches. How about

All coaches have an obligation to serve as judges in the event of shortages. Refusing to serve carries significant penalties and the AMTA Representatives may impose such penalties as necessary.

Coaches may not judge their own teams.

Coaches should be evenly distributed in judging assignments at qualifier and national events so that when coach judging is needed it is spread through as much of the field as possible.

Judges may evaluate two different teams from the same school, but judges should not be assigned to the same team twice. If such assignment is unavoidable, assign the judge to watch the team on the opposite side of the case.

APPENDIX B

**American Mock Trial Association
Team Roster Form**

Please use this form, or, provide the information requested in substantially the same format. Computer printed rosters are preferable to avoid spelling mistakes due to illegible handwriting.

School Name: _____ Team Number: _____

Please list the names and cell phone numbers of all coaches who are with the team on-site for part or all of this tournament.

Coach Name	Coach Cell Phone
_____	_____
_____	_____
_____	_____

Please list, in alphabetical order, the students who will serve as attorneys, witnesses, timekeepers, and/or alternates at this tournament for this team. Please include the cell phone number for the team captain(s). **Your roster must have at least six persons, but no more than ten persons.**

Student Name	Cell Phone # (if captain)
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____