

# AMERICAN MOCK TRIAL ASSOCIATION

## Tabroom Manual

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## Step-by-Step Pairing Guidelines

2011-2012 Revised Edition

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## **Introduction**

This Manual was created by Brad Bloch, revised by David Nelmark and currently revised by Kristofer Lyons.

The current 2010-2011 version was adopted by the AMTA Board based upon revisions voted upon at our board meeting in June of 2010.

When referring to the manual it is crucial to have the most current version. The edition number appears on the upper left hand corner of every page as 10-11. If any changes are made by the AMTA Board at the Mid-Year Meeting in November, a new version of the manual will be posted with the header 10-11 and the date of the update.

The authors of the manual would like to stress that there is no need for AMTA coaches, hosts, or competitors to memorize the procedures contained in this manual. There is no information in it that is crucial, or even particularly useful, for competing in a tournament.

Although teams are allowed to have a representative in the tournament tabroom, it is not required. Each tab room has multiple neutral observers and many procedures are in place to help ensure fairness and accuracy.

Do not be concerned if the procedures described herein seem difficult to grasp. It is much easier to understand them when you are seeing a tabroom in action. Additionally, at most tournaments, you can find a willing volunteer to help you learn the process.

Please direct any questions or comments about this manual to Kristofer Lyons, the AMTA Tabulation Director. Please email him at [kristofer.lyons@gmail.com](mailto:kristofer.lyons@gmail.com) and place "AMTA" in the subject line to avoid being accidentally deleted as spam.

During a tournament, the best person to contact regarding this Manual is also Kristofer Lyons. He will provide his contact information to all AMTA Representatives before the regional tournament season begins. In the event that he will be unavailable for inquires (or cannot be reached for an unforeseen reason) questions should be directed to one of the Assistant Tabulation Directors who has been designated as such by the Tabulation Director. These individuals may answer questions and issue rulings. In the areas of tabulation and pairing, their rulings may only be overturned by the Tabulation Director.

## **Overview as to Interpretation**

Based on its ratification by the AMTA Board, this Manual is considered official AMTA policy. If the procedures described in this Manual conflict with policies listed on AMTA's website or any other source, this Manual takes precedence on all issues related to scoring, tabulating ballots, or breaking ties.

We have attempted to be complete in what our guidelines address. We have also tried to make the directions as simple as possible. Simplicity may have bred some ambiguity. As a result, AMTA has long maintained a policy that concerns or "issues" are to be timely raised to AMTA's official tournament representatives. Should that representative's decision not satisfy those raising the "issue," the decision may be immediately reviewed through contact with the Tabulation Director or his or her designate. This person's decision is final.

The Tabulation Director will not necessarily view inconsistencies with the Manual's procedures to be grounds for post-tournament protest or relief of any kind. At review meetings, different views may be discussed, explained and debated. These procedures may be referenced and review may require revision of calculations, pairings and other tabroom products. Those are matters expected to be resolved at the event and not after the event. Those who do not attend review meetings and those who are not aware of what may be reviewed and when it is timely reviewed proceed at their own peril.

It is emphasized that the official AMTA Representatives assigned to Regional and postseason tournaments have no authority to ignore or overrule these procedures, even when they appear to produce an undesirable result in a given situation. The AMTA Board has had a full analysis of advantages and disadvantages of different procedural options. It is also imperative from a fairness perspective that all tabrooms at Regional and National Tournaments follow identical procedures.

**Overview as to 2011-2012 Revisions:**

The 11-12 Manual has some small changes:

- In the 4<sup>th</sup> round of Regional and Opening Round Championship Series Qualifiers, teams are not pulled down to the secondary bracket if they are tied, or within one full ballot, of the last bid record team.
- In the 4<sup>th</sup> round of Regional and Opening Round Championship Series Qualifiers, you must also make a determination of the “First Out Record”, that is the record of the team that may not qualify if the tournament ended after three rounds.

**Overview as to 2010-2011 Revisions:**

The 10-11 Manual had some small changes:

- Use of the terms “Bracket One” and “Bracket Two” is abandoned, with terms “Primary Bracket” and “Secondary Bracket” taking their place.
- Bye Busters are now paired consistently across all qualifiers, regardless of whether their composition changes.
- A slight change in the tie breaking procedures regarding the use of the “Head to Head” tiebreaker was used.

## **General Tabroom Rules and Procedures and the 30-Minute Review Period**

The Tabroom is the nerve center for a mock trial tournament. As the name implies, it is where ballots are brought to be tabulated at the end of a round.

The Tabroom should be kept open for the majority of the tournament. When a Tabroom is open, the official Tabroom Representative for each competing team is allowed to be in the Tabroom. When a Tabroom is closed, it is only accessible to the AMTA Representatives and any other individuals that the Representatives allow into the Tabroom for the purposes of tabulating ballots or otherwise assisting in the administration of the tournament.

If a competing team has an educator or attorney coach that has accompanied the program to the tournament, that coach is the program's official Tabroom Representative. If and only if no coach has accompanied a program, the program may designate one person to serve as its Tabroom Representative. This person should give his or her name to the AMTA Representatives at the Round 1 Captains' Meeting. A program's non-coach Tabroom Representative must stay the same for the duration of the tournament. Should a team report at the Round 1 Captains' Meeting that it will have no representative participate in open Tabroom reviews, the program will have delegated its authority to the Tabroom.

Coaches may visit the Tabroom to study the ballots following Rounds 1, 2, and 3. However, no educator or attorney coach or other individual affiliated with a competing team shall be permitted at any time to review pages 1 – 4 of the ballots of any competing team other than his or her own team(s). However, team-affiliated persons may review page 5 of other teams' ballots.

AMTA's Tabrooms were opened years ago in order to allow teams fair and equal access to ongoing tournament results. Tournament efficiency requires that Tabrooms may be closed to permit tabulators the concentration needed to complete their work with accuracy. It is not unusual for Tabrooms to be bastions of silence at times and the fora for reasonable discussion at other times.

Opening Tabrooms has also afforded additional checks for accuracy. Errors discovered by Tabroom Representatives are expected to be reported regardless of whether one deems the error to be favorable or unfavorable to the team represented. Errors may be merely suspected yet should be reported. For instance, it is common for judges to initially write a score for a function only to change the score later. We'd prefer the judges cross out the original score and plainly write the final score but we often see numbers written over other numbers. Determining the actual score is a matter of interpretation.

In our era of open Tabrooms, it is important that visitors learn from the outset that the environment changes depending on where we are in the procedure. In the interest of accuracy, the tabroom should be quiet while ballots are being tabulated. Once team cards are dealt, quiet is not enough. Silence must be demanded. Resolving impermissible matches can be so intricate that diversion from concentration cannot be tolerated. Then comes the 30-minute review where the free exchange of concerns and questions should be encouraged. This is more often than not a teaching session. We want the Representatives to satisfy themselves that the process is

standardized and is fair to all teams regardless of the tournament at which they compete.

The only time that a Tabroom must be closed is from the period when the first Round 4 ballot is received until the end of the awards ceremony. It is permissible, but not required, for a Tabroom to be closed when the ballots for any round are being tabulated or when initial pairings are being conducted. During these periods, whether the Tabroom is open or closed is at the sole discretion of the AMTA Representatives. AMTA Representatives are encouraged to keep the Tabroom open to the maximum extent that they are comfortable as it allows AMTA participants to better understand the inner workings of a tournament. AMTA Representatives may also exclude specific individuals from the Tabroom if those individuals fail to follow the instructions of the AMTA Representatives regarding things such as remaining quiet during tabulation.

If a Tabroom is closed during the pairing process, it will remain open for a minimum of 30-minutes following the completion of the pairings. The 30-minute review period may commence despite the absence of a representative from a program or a team. Tabroom Representatives are obligated to report errors as soon as they are discovered whether the error was to the benefit or detriment of their team(s). Errors are also to be reported even if they do not involve a Tabroom Representative's own team(s).

AMTA Representatives have the discretion to correct errors, including those in pairing, tabulation or recording, provided that such errors can be corrected without undue tournament schedule disruption. Record errors shall be corrected if discovered within the 30-minute review period for each round. Pairing errors discovered within the 30-minute review period shall be corrected if such correction can be made without undue tournament schedule disruption. In making this decision, the AMTA Representatives should bear in mind the timing of the discovery of the error, the need to keep the tournament on schedule, and the degree of difficulty of correcting the error. The AMTA Representatives shall not correct any errors discovered after the expiration of the 30-minute review period unless pairings can be redone without undue tournament schedule disruption.

Any errors not raised during the 30-minute review period shall not be solely sufficient grounds for awarding an Act of AMTA bid.

The next round may start before the 30-minute review period is over. If a complaint is raised within the 30-minute period following the finalization of the next round's pairings, it will be deemed timely even if the next round has started.

Complaints regarding a tournament's final round must be made within 30 minutes following the distribution of the ballots at the close of the awards ceremony. If a complaint is raised within the appropriate 30-minute period it shall be deemed timely even if the issue is not resolved within the 30-minute period. Complaints must be voiced to an AMTA Representative to be deemed official. Talking to the tournament host or a judge is not sufficient.

### **Procedures for Checking In Ballots**

Each tabroom should assign one person to “check in” the ballots being brought to the tabroom by students at the conclusion of each round.

This person’s primary responsibility is to make sure that the Blue Ballots are complete before allowing the student to leave. If the Blue Ballot is incomplete, the student should immediately be sent back to the courtroom to have the judge fill in the missing information.

To be complete, the Blue Ballot needs to have all 28 functions scored and have four students listed for individual attorney and witness award ranks. Be sure that there are scores for both closing arguments as this is the most commonly forgotten score.

It is important to check to make sure that the judge has used the students’ names for witness awards rather than the character names. If character names have been used, it is permissible to ask the students who brought the ballots to the Tabroom who played particular witnesses in that round. It is also permissible to ask the students whether a particular person was on the plaintiff or defense side in that round if the judge failed to circle “P” or “D” on the ballot. When asking such questions, it is advisable to ask the questions in a random order (rather than reading the witnesses’ or students’ names in the order they appear on the ballot) so as not to indicate who won the round.

The person checking in ballots should also keep track of which trials have not yet been completed and be prepared to send warnings if a trial is approaching the All Loss time. If a ballot is returned to a judge after submission it cannot result in an All Loss penalty as long as closing arguments were completed and the ballot was in the hands of a tournament official prior to the All Loss time.

If a round is not completed prior to the All Loss time, both teams involved in the round shall have their records reduced by one ballot before the final ranking of teams occurs. The actual record of each team (before the penalty is imposed) shall be used for the purposes of pairing and tiebreakers.

## **Procedures for Tabulating Ballots**

Each ballot must be tabulated for point differential. Many tabulators find it useful to determine the total number of points scored by each team, although these raw numbers are not used in determining team rankings.

### Policies in Calculating Point Differential

Fractions and digits right of decimals are ignored.

Plus or minus signs are ignored.

Only scores from 1 to 10 count.

Any score of "0" shall be changed to a "1" unless that function of the trial did not occur.

Illegible or otherwise unclear scores and any missing scores require rulings:

If the judge can be located at the tournament site, the judge may clarify.

If the judge cannot be readily located, an AMTA Representative may appoint a committee of three neutrals with agreement of two sufficient to reach a ruling. "Neutrals" may include an AMTA Rep, tabroom staff and/or others.

The committee may refer to commentary ballots in its discretion and/or individual award rankings.

AMTA Representatives decisions as to whether a committee must be formed are final and may be based on a fair assessment of the difference in time between receipt and tabulation of ballots as well as the likelihood that the questioned score may be determinative of the differential decision. Tournaments are not to be delayed in efforts to track down the judge.

Sometimes a score that is illegible on a carbon copy may be legible on the original ballot.

If a judge has departed significantly from the instructions for scoring (e.g. has scored everyone on a 20-pt. scale) the AMTA Reps should attempt to locate the judge to correct the error. If it is not feasible to locate the judge, the AMTA Reps should attempt to replicate as best as possible the judge's understanding of each team's performance (e.g. if it is obvious that each team was scored on a 20 point scale, all scores could be halved to get back within the 140 point total maximum.)

If a team runs out of time for direct examination before all three of its witnesses are called to the stand, that attorney who was slated to direct any witness who did not testify shall receive no points for the direct examination. The witness shall receive no points for direct examination. The opponent may choose to have the witness take the stand for cross examination. If the opponent chooses to exercise this option the witness will receive a cross examination score and the crossing attorney will also receive a score. No re-direct examination is allowed. If the crossing attorney declines to have the witness take the stand, the witness will not receive a cross examination score and the crossing attorney will receive no score.

The point differential on each ballot must be confirmed by at least two tab room officials. The first person who tabulates a ballot should list the point differential of the winning team on that team's side of the Blue Ballot. **This step is extremely important.** If the margin of victory is inadvertently written on the wrong side of the ballot, it is difficult for other tab room officials to notice the error. If the point differential is zero, the word "Tie" should be written in the middle of the ballot.

If the second person tabulating the ballot reaches the same result, he or she should circle the point differential. If he or she comes up with a different number, he or she should write that number on the winning team's side of the ballot and then give the ballot to a third person to tabulate. No ballot is official until at least two tab room officials have agreed on the differential and indicated as much by circling the number. If three people are tabulating each ballot, the second person reaching the same total should indicate this by placing a check mark next to the number. The circle should be reserved for the final tabulator that makes the result "official."

In the event that any judge's ballot must be discarded for any reason, the co-judge's ballot shall be doubled for all aspects of the trial, including individual awards.

## **Procedures for Recording Results on Pairing Cards**

After each round, a team's results should be recorded on its Pairing Card. The Card is formatted to include both Round totals (for ballots won, point differential, and—in later rounds—combined strength) and for a running total. A positive differential is a win. A negative differential is a loss. Ties are one-half win and one-half loss. Whenever a team receives its second tie, team cards should reflect the equivalent record. For instance, if a team has 4 wins and 2 ties, its equivalent record is 5 wins and 1 loss.

Every tabroom needs to have at least two sets of independent pairing cards. After results are recorded, the two sets of cards should be compared before the pairing process begins for the next round as it is much easier to resolve any discrepancies before pairing begins. This confirmation is typically completed by having one tabulator read data from one set of cards as other tabulators compare the data to the additional sets of cards.

## **Procedures for Determining Teams' Ranks During the Tournament**

Heading into Round 2, teams' ranks are determined first by record (ballots won) and then by running point differential. Heading into Rounds 3 and 4, teams' ranks are determined by record (ballots won), then by Combined Strength (the combined total of the ballots won by all of the teams' opponents thus far in the tournament), and then by running point differential. In the case of a tie, remember to honor the tabroom's coin flip as described on page 9 line 14.

### After Rounds 1 and 3

All teams are side-constrained going into Rounds 2 and 4. Accordingly, after the results for Rounds 1 and 3 are recorded on the team cards, the cards are broken into two separate stacks before being ranked. One stack consists of all those teams that "Need Plaintiff" in Round 2/4. The second stack consists of those teams that "Need Defense" in Round 2/4.

Each stack should now be ranked independently. In a 32-team tournament, the stack of Needs Plaintiff teams should be ranked P1 through P16. The stack of Needs Defense teams should be ranked D1 through D16.

### After Round 2

There are no side constraints in Round 3. Thus, teams' ranks are simply recorded as R1, R2, R3, etc. All of the teams in the tournament are ranked consecutively. So, if there are 32 teams, they are ranked R1 through R32.

### After Round 4

Teams are once again ranked as a large group (from 1 through 32 in our ongoing example). After Round 4, however, ties are broken using official AMTA tiebreakers (explained on pages 37-41) rather than the results of the aforementioned coin toss.

## **Procedures for Identifying Impermissible Matches**

Check each dealt pair of cards for impermissible Previous Meeting and Same School matches. Impermissible matches must be resolved and their resolution requires changing the pairings from the way the cards were dealt.

### *Previous Meeting*

A previous meeting match occurs only when the same two teams have met in a previous round of the current tournament. For instance, if UCLA 1520 met Bellarmine 1213 in Round 1, 1520 and 1213 cannot meet again during that tournament. If 1213 were dealt to meet a different UCLA team, that is not an impermissible previous meeting match.

Occasionally, we hear a team say “we, 1041, are paired to meet 1369 at our qualifier but we, 1041, met 1369 previously at the Loras Tri-State Invitational.” That is not an impermissible previous meeting match.

Teams are not allowed to meet each other a second time even if they can swap sides. A rule that allowed this was adopted in June 2005, but repealed in November 2005.

### *Same School*

A same school match occurs whenever two teams from the same AMTA institution are dealt to meet. Same school matches are always impermissible. That impermissibility is not resolved even if the two teams agree that they would like to meet or are willing to meet.

### *Side Constrained*

Rounds 2 and 4 are side-constrained. Ranking the two sets of cards (needs P and needs D) separately should prevent any impermissible side-constrained matches.

Assuming that Round 2 is paired correctly, every team will have gone once on each side of the case going in to Round 3 so there are no side constraints to be concerned with in that round.

## Procedures for Resolving Impermissible Matches

Impermissible matches will be resolved from the top of the pairings to the bottom of the pairings. The AMTA Board has determined that this procedure produces pairings that are more “pure” than the old system of going from the bottom up.

Before beginning to resolve any impermissible matches, prepare a Paired’s List to record each swap that is made in resolving an impermissible match and ensure that, in pairing a given round, no two cards exchange ranks more than once. The Paired’s List should indicate all sets of cards swapped with the lower team number listed first such as:

1140-1392

1202-1261

If an anticipated trade already appears on the Paired’s List, the exchange will not occur as it is an “impasse.” Without the use of the Paired’s List, trades can become circular making it impossible to pair the round.

When you are resolving an impermissible match, never swap the ranks of the two teams that are involved in the impermissible match. You do however make the swap with the next closest team (not involved in the impermissible match) even when this creates one or more new impermissible matches. The only exception is that you cannot swap two teams more than once in any round (as described above).

The first step in resolving impermissible matches is to compare the W-T record of each impermissibly matched team to those teams having the next closest ranks. Generally, this will involve looking at four additional teams. Unless no permissible swap is available among these teams having "next closest ranks," you do not consider any other teams even if they might be a better match based on record or other criteria.

Example: If R5 is impermissibly matched against R8, R5’s record is compared against R4 and R6, while R8’s record is compared against R7 and R9.

There are only three situations where less than four teams are involved in a comparison. The first is when a team is at the “edge” of the rankings. Example: R1 is impermissibly matched against R4. R1 can only be compared against R2. The second situation occurs when the two teams impermissibly matched have consecutive ranks. Example: R11 is impermissibly matched against R12. R11 would be compared only to R10 and R12 would be compared only to R13. The third situation occurs when a team has already “swapped ranks” with another card that is involved in a comparison. Example: R8 and R9 have already swapped ranks in pairing the current round. If the “new” R9 is involved in another impermissible match, and the “new” R8 has not yet changed ranks again, R9 is compared only to R10 because it cannot swap ranks with the same other card twice.

For Rounds 2 and 4, which are side constrained, before pairing the teams are ranked independently into P1, P2, etc. and D1, D2, etc. In resolving impermissible Round 2 and Round 4 matches, only compare cards to others that need the same side of the case. Example: P3 is

impermissibly matched against D5. P3 is compared against P2 and P4 while D5 is compared to D4 and D6.

The next closest record is a difference of zero, followed by one-half a ballot, a full ballot, etc. Remember that two ties are considered one win. If more than one comparison has the closest record difference, then you will have to look at additional factors to determine which cards to swap.

This step of considering new impermissible matches is just a stage in the process, much like a particular step in breaking a tie. Remember, if there are multiple swaps possible, determine which of those comparisons has the least difference in Combined Strength. Note that Combined Strength is only calculated for Rounds 3 and 4, so you do not use combined strength for resolving impermissible matches in Round 2. For Round 2, proceed directly to Point Differential. A team's Combined Strength is always a positive number. It is a maximum of 8 going into Round 3, and a maximum of 18 going into Round 4.

If you are resolving a Round 2 impermissible match or if comparing Combined Strength does not provide the next closest match, compare the point differentials of those teams who are still in the running for the swap. Note that when comparing point differentials, a card with a differential of +8, has the same difference in point differential with cards that have differentials of +4 or +12 (four points in differential up or down). Be extra careful to consider whether a running point differential is positive or negative. When +8 is compared to -4, the PD is 12, not 4.

Where more than one comparison has the closest record difference *and* there are multiple swaps that have identical least differences in combined strength *and* point differential, there are special rules to determine which card to use in resolving the impermissible match. The pairer must choose the trade where the sum of the ranks is the higher number. For instance, if the impermissibly tied team is R6 and R5 and R7 compare identically as to both differences with R6, R6 must trade with R7. ( $6 + 7 = 13$  is a higher sum than  $6 + 5 = 11$ .)

If, in a side constrained round, the best swap that can be made involves identically ranked teams on each side, the swap occurs on the defense side. Example: P12 and D12 are impermissibly matched. The teams with the closest records and point differentials to these teams are P13 and D13. If the records and point differentials are equally close, the swap occurs between D12 and D13.

Having determined the team with the "next closest record," you then trade the ranks of the two teams (one of which is in the impermissible match) with the "closest record." For instance, when P7 and P8 are determined to have the closest record, the original P7 becomes P8 and the original P8 becomes P7. Each team's card will have the rank space revised to the new rank (and written on its card) and the team cards switch places in the brackets.

Note that making this swap can, and often will create a new impermissible match. You must swap the teams with the closest records even if this creates a new problem. The new problem, or problems, are resolved, using the same process, from the top down.

To prevent swaps from becoming circular, no two cards can exchange ranks with one another more than once during the pairing of a single round. Note that these cards can change ranks with other cards during the round, or with each other in a subsequent round.

If the teams involved in an impermissible match have already swapped with other teams, the options available to resolve the impermissible might be limited, or there may even be only a single option available for moving a team with another team that has the next closest rank.

When comparing teams to swap to resolve an impermissible, the first criteria is *always* next closest rank. So, if a “needs P” team has already been swapped with both teams that have the next closest rank, the swap will necessarily occur on the defense side (unless, of course, it too has already swapped with both teams with which it is consecutively ranked), even if the “needs P” team could swap with another team that is a “closer match” based on record, combined strength in certain rounds, and point differential, but that all involves a team that is more than one spot away in “rank.”

It is extremely rare, but it is possible to have a situation where no teams that have the closest rank can be swapped because every team involved has already swapped ranks. (And, as noted, no two teams can swap ranks more than once.) If this occurs, leap over to the next closest ranks and run the same “closest record” comparisons.

Example: If R5 is impermissibly matched against R8, but R5 has already swapped ranks with the specific teams currently ranked R4 and R6 and R8 has already swapped ranks with the teams currently ranked, R7 and R9, R5 would have its record compared to R3 and R7, while R8 would have its record compared to R6 and R10.

Continue resolving impermissible matches, recording each on the Pairer’s List until you believe that no impermissible matches remain. Compare both separate sets of team cards as to the pairings generated. Pairings must be identical before they are posted and the 30-Minute Review period begins.

## **Procedures Regarding Individual Attorney and Witness Awards**

Ranks are calculated on the basis of a single side of the case. Thus, the maximum number of individual award points someone can get is 20 (2 rounds, times 2 judges, times the maximum 5 points from each). Students can earn both an attorney and a witness award during a tournament. Students who score enough points to win two attorney or two witness awards only receive one piece of hardware, but it is customary to acknowledge their accomplishment at the awards ceremony by announcing the number of points earned on each side of the case. An attorney or witness who is listed in the 1 position receives 5 ranks, the 2 position receives 4 ranks, the 3 position receives 3 ranks, and the 4 position receives 2 ranks. While not ideal, on occasion a Judge will list two attorneys, or two witnesses as “tied” at a particular rank. For example, if both are “tied” at first place, they are each given 4.5 ranks, that is, you combine the ranks of the tied positions, and divide by the number of individuals so tied.

The backs of the Pairing Cards are formatted into quadrants: attorney-plaintiff, attorney-defense, witness-plaintiff, and witness-defense. Be sure to record the individual’s name and points earned in the appropriate quadrant.

The person recording the individual award info does not have to be the same person who recorded team results onto the card. Each set of Pairing Cards should have its individual awards recorded by a separate person to ensure accuracy. As individual award information is being recorded onto cards, it is important to develop a system to ensure that each ballot’s information is only recorded onto a given card once.

If an extra set of cards is available, individual awards should be recorded on a set of cards that is not being used for pairings. This allows a third individual to focus solely on individual awards.

After a team has completed two rounds on the same side of the case, it is customary to highlight the names of the students on that side of the case who are in contention for an award. This helps make it easy to prepare the Individual Award worksheets described on page 34, line 5.

Outstanding Attorney Awards and Outstanding Witness Awards are presented to the top ten-ranked attorneys and witnesses at Regionals and to the top ten ranked attorneys and witnesses at each Opening Round Championship Site. Ties in qualifier ranks are not broken. Additional plaques are ordered. Please distribute plaques on hand first to those whose program will not advance to a later event to save postage. All-American designations are awarded only at the National Championship Tournament and are guaranteed for any student who secures 18 or more ranks on one side of the case. Should there not be 10 All-American Attorneys and/or 10 All-American Witnesses guaranteed designations in a division, the two divisions’ tabrooms will compare to determine whether there are 20 All-American Attorneys and/or 20 All-American witnesses guaranteed designations in the two divisions combined. If not, all with the next highest rank or ranks will be added to the list of All-Americans until the 20th ranked attorney/witness and all others with the same role assignment and ranks are designated All-Americans.

In the unlikely event that a round has a single judge or a judge’s ballot must be discarded, the individual award rankings on the single ballot shall be counted double.

### **Procedures Regarding the Spirit of AMTA Award**

At the Round 3 Captains' Meeting, distribute the Team Spirit of AMTA Surveys. These surveys should already have each team's opponents from Rounds 1-3 recorded on them by the AMTA Representatives.

Remind team captains that return of the completed survey is required at the Round 4 Captains' Meeting; captains failing to return surveys will not be dismissed to start their Round 4 trials until the survey is completed.

The moderator of the Round 3 Captains' Meeting should not accept a purportedly completed survey at or soon after that meeting. The time for all captains to return surveys is the Round 4 Captains' Meeting. Collection is best organized when all surveys from the field are collected at the same time. We expect our captains to be organized, disciplined and responsible leaders.

During Round 4 the tabroom should add the scores each team receives (by looking at the Surveys from each of the three teams a team faced). The maximum number of points is 30.

Should a tie result, consult the order rankings - the team with the best combined ranking wins. Order rankings are the portion of each Spirit of AMTA Survey where a team ranks its opponents 1-3, from most civil to least civil.

Since the best score (3) would be a team ranked first (most civil) by each of the opposing teams, the lowest combined score wins. For example, a team ranked 1-1-3 (total 5 ) would be better than a team ranked 2-2-2 (total 6).

If this also results in a tie, consult the questions on the survey and determine which teams receive the most favorable comments (quantitative indicator); if a tie still results, evaluate the quality of the comments (qualitative indicator.) While this is highly subjective, one team's comments may be more glowing in the judgment of the person charged with determining the award winner. If that is the case, the team that received more glowing praise should win.

If, in the mind of the AMTA Representative or someone charged by the AMTA Representative to tabulate the Team Spirit of AMTA Award winner, there is no way to break the tie, it is acceptable to name more than one award winner. A second plaque will be prepared.

## **Procedures Regarding ByeBuster Teams**

Except under extremely rare circumstances, there are no “byes” in AMTA tournaments. When there are an odd number of teams competing, the AMTA Representatives shall create a “ByeBuster” team. In Round 1, the ByeBuster team is paired randomly as are the other teams in the competition.

In creating a ByeBuster team, the AMTA Representative shall consider the following criteria in order of importance in choosing who participates on the team:

1. Current undergraduates are preferred to alumni or coaches.
2. Team members who attend the school opposing the ByeBuster team in a given round shall not compete on the ByeBuster in that round if it can be avoided.
3. Students who will be competing or who have already competed in another regional tournament are not to be used when possible.
4. Team members who can compete for all four rounds are preferred to those who cannot.

All ByeBuster teams shall be ranked as a team with a record of “-1” for the purposes of pairing, bracketing, and resolving impermissible matches. For example, in a 24-team tournament a ByeBuster team will always be ranked either 12<sup>th</sup> (in a side-constrained round) or 24<sup>th</sup>. However, the actual record of a bye buster team is always used for calculating the CS of its opponents.

A ByeBuster team may be involved in a high-low swap.

For the purposes of resolving impermissible matches, the ByeBuster’s rank is compared to find the next closest match before record and point differential are considered.

ByeBuster participants may receive individual awards, but a ByeBuster team may not “place,” earn any team awards, or receive a postseason bid.

The team number assigned to ByeBuster teams shall be designated by the Tabulation Director after full registration has taken place.

### **Procedures Regarding Forfeits**

If a team cannot compete in a round for any reason and a ByeBuster team cannot be organized in a timely fashion, that team's opponent shall be given a one-point win on both ballots. The individual award points for the victorious team shall be doubled from the other round in which that team competed on the same side of the case.

If the team arrives at a tournament after it has missed a round or rounds, it is paired as if it lost all ballots by a single point prior to its arrival. If a team departs early, the ByeBuster assumes the record of the departing team and is paired accordingly, regardless of whether or not it changes composition.

If a team leaves a tournament early or arrives late and a ByeBuster team is needed for one to three rounds, the ByeBuster's wins shall be added to the later-arriving or early-departing team's record solely for the purposes of determining that team's opponents' combined strength and strength of schedule (as well as for the opponents of the short-lived ByeBuster team).

For determining team awards and postseason bids, only ballots actually won by the team can count. The team whose late arrival and/or early departure made the ByeBuster necessary does not get credit for any wins by the ByeBuster on its own win-loss record.

## **Pairing Round 1**

Randomly assign teams for side and opponent using any method of randomness including pulling numbers into a preset, shuffling team cards, or other method. Do not intentionally assign all teams from a school to the same side of the case. Not only would such a procedure be “not random” but it would also have a negative impact on the pairings in later rounds.

Note that the random draw should be used to determine the sides that each team will represent in addition to the pairings themselves. There are no coin flips for sides in Rounds 1.

AMTA policies allow an AMTA Representative to pre-determine a team’s Round 1 side only in very limited circumstances. If the AMTA Representative has previously granted a team’s request to perform a specific side in Round 1, if that team is randomly chosen to perform the non-requested side, that team and its opponent shall switch sides. In the extremely unlikely event that two teams have had requests granted to perform the same side and those two teams are randomly paired against one another, that pairing shall be altered as if it were a same-school match as described below.

Teams from the same school may not meet. Should a draw cause a same school match, the second team drawn shall be returned to the pool of team cards and a replacement draw will fill in the pair. Should a same school match occur in the final pairing, swap the last team drawn with the most recently drawn team that will resolve the same school match, without creating a new same school match. Note that this is very different from the pairings method in later rounds. Because this final pairing could impact other recently assigned pairings, teams’ representatives should not be dismissed until all pairings are completed and reviewed to make sure no same school matches exist.

Because pairings for Round 1 generally have to be completed before the assignment of judges (since some judges are affiliated with particular teams and cannot judge them), this should be one of the first steps conducted after registration is closed. Although it is possible to assign teams prior to registration, this is not advisable because pairings would have to be altered if one or more teams failed to arrive for the tournament. If pairings are conducted prior to registration, the time/place of the pairings should be communicated to teams in advance so team representatives can observe the assignments of pairings if they desire.

**Tab Room Responsibilities During Round 1:**

1. Post the “All-Loss” Time on the door of the tabroom and other readily observable places, like above water fountains and on bathroom door. That time is three hours after the last panel of judges for the round arrived at its assigned courtroom.
2. Update all of the teams’ Pairing Cards with their side and opponent in Round 1.
3. Fill in Round 1 opponent’s numbers on teams’ Spirit of AMTA surveys.
4. Verify that at least two separate sets of team cards have been prepared for simultaneous use in the tabulation and pairing processes.
5. Flip a coin to determine whether the higher or lower team number will initially receive the better rank in circumstances where two teams have identical equivalent records and identical running point differentials.

Example: Tabroom decides that heads is higher and tails are lower. Heads comes up. If teams 1301 and 1046 are being ranked and each has an equivalent record of 4 and a running differential of +15, the flip dictates that 1301, the higher team number, would receive the better initial rank. R3 is better than R4. P3 is better than P4.

If more than two teams are tied for a rank, order their cards by team number and assign ranks as dictated by the tabroom’s flip. Same example but 1301, 1046 and 1071 are all tied for the same rank, say R3. With higher team numbers prevailing on the flip, correct ranks would be 1301 ranked R3, 1071 ranked R4 and 1046 ranked R5.

Since tab room officials generally do many tournaments during the course of a season, a sign indicating the results of this tournament’s coin toss should be posted in the tab room, such as “Higher Number Gets Better Rank”.

**Tab Room Responsibilities After Round 1 (but Before Round 2)**

1. Check-In Round 1 Ballots as Described on Page 6.
2. Tabulate Round 1 Ballots as Described on Pages 7-8.
3. Record Round 1 Results on Teams’ Pairing Cards as Described on Page 9.
4. Rank the Teams as Described on Page 9.
5. Pair Round 2 as Described on Page 20.

## Pairing Round 2

The second round is side-constrained. Each team represents the prosecution/plaintiff once and the defense once during the first two rounds.

1. Prepare two stacks of cards, separated based on the side teams need to represent in Round 2.

Each team will be a different side of the case than they were in Round 1. Cards should be ordered with the highest ranked team on the top of each stack. “Ranks” in Round 2 are determined by a team’s W-L record, and then by its point differential. Count each pile to assure that they are equal in number.

2. Deal out the cards.

Beginning with the 2008 – 2009 season, Round 2 and Round 3 at Regional Tournaments and Opening Round Championship sites will be paired “high/high.” That is the initial pairings will be laid out simply as they are without “protection,” without creating brackets, and without doing a “high/low” swap.

Assume you have a 10-team tournament, and the teams in each stack are as follows:

<u>Needs Plaintiff:</u>	<u>Needs Defense:</u>
P1 1030 2-0	D1 1298 2-0
P2 1401 2-0	D2 1366 2-0
P3 1220 2-0	D3 1205 1-0-1
P4 1196 2-0	D4 1167 1-1
P5 1140 1-0-1	D5 1207 1-1

Because of the “High/High” pairing, you can immediately begin to deal out the cards, with the “Needs Plaintiff” teams laid out on the left side of the table, and the “Needs Defense” teams laid out on the right side of the table.

3. Identify All Impermissible Matches as Described on Page 10.

Note that there should be no Side Constrained impermissible matches because the cards were dealt so that Needs Plaintiff teams had to face Needs Defense Teams.

4. Resolve All Impermissible Matches as Described on Pages 11-13.

All Round 2 trials are side constrained so there are no coin flips in Round 2.

Compare the pairings separately generated by the pairers of both sets of team cards. The pairings must be identical.

5. Conduct a 30-Minute Review as described on Pages 4-5.

**Tab Room Responsibilities During Round 2**

1. Post the “All-Loss” Time.
2. Update all of the teams’ Pairing Cards with their side and opponent in Round 2.
3. Fill in Round 2 opponent’s numbers on teams’ Spirit of AMTA surveys.
4. Record Round 1 ranks for attorney and witness awards as described on Page 14.
5. Fill in the Tabulation Summary with Round 1 results.
6. Split ballots to teams’ result envelopes.

White commentary ballots go to the plaintiff envelope. Yellow commentary ballots go to the defense envelope. Each team receives a copy of the blue ballot. Save the top blue ballot as the tournament copy.

**Tab Room Responsibilities After Round 2 (but Before Round 3)**

1. Check-In Round 2 Ballots as described on Page 6.
2. Tabulate Round 2 Ballots as described on Page 7-8.
3. Record Round 2 Results on Teams’ Pairing Cards as described on Page 9.
4. Rank the Teams as described on Page 9.
5. Pair Round 3 as described on Pages 22-23.
6. Conduct a 30 minute review period, as described on Pages 4-5.
7. Fill in Round 3 opponents on teams’ Spirit of AMTA surveys.

This needs to happen prior to Round 3 because the Survey forms (with all of a team’s first three opponents’ numbers included) are distributed to teams at the Round 3 Captains’ Meeting.

### Pairing Round 3

#### 1. Rank the Teams.

In Rounds 3 and 4, teams are ranked first by their W-L record, then by their Combined Strength (or CS), then by their point differential. Because Round 3 is not side constrained, all teams are ranked together. In a 24-team tournament, the ranks for Round 3 would be 1-24.

A team's CS is the total number of ballots won by all of that team's opponents. The maximum CS of a team going into Round 3 is 8. To have a CS of 8 going into round 3, each of a team's two opponents would have won two ballots in each of their two rounds. (Note that this is somewhat unlikely as it means the team went 0-2 in Round 1 but was paired with a 2-0 team in Round 2.) The maximum CS for a team that is 4-0 entering Round 3 is four. In that scenario, both of the team's opponents lost both ballots when they faced the team at issue, but then won both ballots in their other round. Each opponent would then be 2-2. Two teams times the 2-2 record equals the CS of four.

A team's CS generally, though not always, increases after each round. It cannot decrease.

#### 2. Deal the Cards

Deal the cards so that Rank 1 is at the top of the left side of the bracket, Rank 2 is directly to the right of Rank 1, so Rank 3 is underneath Rank 1, and so that Rank 4 is underneath Rank 2 and so forth until all cards are dealt.

After dealing the cards, but before resolving impermissible matches, the cards for Round 3, at a 10 -team tournament should look like the illustration below.

R1	v.	R2
R3	v.	R4
R5	v.	R6
R7	v.	R8
R9	v.	R10

Note that it is important to deal the cards as described above, rather than any of the other methods employed in previous years. The manner of dealing could affect which impermissible matches are resolved first and thus can change the final pairings for a round.

#### 3. Identify All Impermissible Matches as Described on Page 10.

#### 4. Resolve All Impermissible Matches as Described on Pages 11-13.

Because of the second round side constraint, there is no longer a need to resolve "side-constrained" impermissible matches in Round 3. All teams will have already gone once as P and once as D.

Since Round 2 is once again side constrained, a coin flip will take place according to point 6 below.

5. Compare the pairings separately generated by the pairers of both sets of team cards. The pairings must be identical.
6. Before the review period begins and before Captain's Meetings for Round 3, one AMTA Representative shall flip a coin to determine sides for Round 3. If the result is heads, all teams on the left side of the pairings shall be plaintiff/prosecution. If the result is tails, all teams on the left side of the pairings shall be defense.

This is a significant change to the previous policy of allowing Captains to flip the coin, at Captains Meetings, and select their own side. This change was implemented to decrease the random element of chance, along with the accompanying strategy coupled with it, that could greatly advantage one team over another.

7. Conduct a 30-Minute Review Period as described on Pages 4-5.

**Tab Room Responsibilities During Round 3**

1. Post the “All-Loss” Time.
2. Update all of the teams’ Pairing Cards with their side and opponent in Round 3. The side that each team needs to perform in Round 4 should also be recorded.
3. Record Round 2 ranks for attorney and witness awards as described on Page 14.
4. Fill in the Tabulation Summary with Round 2 results.
5. Split ballots to teams’ result envelopes.

**Tab Room Responsibilities After Round 3 (but Before Round 4)**

1. Check-In Round 3 Ballots as described on Page 6.
2. Tabulate Round 3 Ballots as described on Page 7-8.
3. Record Round 3 Results on Teams’ Pairing Cards as described on Page 9.
4. Rank the Teams as described on Page 9.
5. Pair Round 4 as described on Pages 25-32 if at a Regional or Opening Round Championship Site; or pair Round 4 as described on Page 34 if at the National Championship Tournament.

### **Pairing Round 4 During Regionals and Opening Round Championship Sites**

1. Prepare two stacks of cards, separated based on the side teams need to represent in Round 4.

Cards should be ordered with the highest ranked team on the top of each stack. Remember to rank the teams using record, then CS as described at the top of page 22, then point differential. Because the teams are side constrained in Round 4, there are two sets of ranked teams—one set that Needs Plaintiff and one set that Needs Defense.

Count each pile to assure that they are equal in number.

2. Make a Determination as to who is “In” and who is “Out.”

In a change of policy, and beginning in the 2008/2009 season, it was determined that as part of the change over to the unified national system, we would implement a new Round 4 pairing system. The reasons for that change are based on the belief that our old system was a hybrid system, meant to determine both a “Winner” and the next best “group of teams.” While that system did have that effect, for a good number of years, the rise in parity, coupled with the change in post season qualifying, make necessary a change to the system that seeks to determine the “best” group of teams, rather than seeking both goals. Essentially, the teams will ultimately be divided into a "Fighting for Spots Bracket" and a "Not Fighting for Spots Bracket."

In order to determine who is “In” and who is “Out” you must begin by finding out what the record is of the team in the place that if the tournament ended after the first three rounds, would not get a bid, this will be referred to as the “First Out Record.” At a regional, this would be 9<sup>th</sup> place, at an Opening Round Championship Site, this would be 7<sup>th</sup> place. You find this record regardless of point differential or tie breakers. In other words, you are not trying to determine what team is currently in 7<sup>th</sup> or 9<sup>th</sup> place, rather, you are trying to determine which record would be the record of the team in that place.

Example:

Needs Plaintiff:	Needs Defense:
P1 6-0	D1 6-0
P2 6-0	D2 5-0-1
P3 5-1	D3 4-1-1
P4 3-2-1	D4 4-1-1
P5 3-2-1	D5 3-3
P6 3-2-1	D6 3-3
P7 3-3	D7 2-3-1
P8 2-3-1	D8 2-4
P9 2-4	D9 2 - 4
P10 1-4-1	D10 1-5
P11 1-5	D11 0-6
P12 0-6	D12 0-6

If the above scenario took place at an Opening Round Championship Site, the team in 7<sup>th</sup> place would have a record of 4-1-1, and if the above took place at a Regional site, the team in 9<sup>th</sup> place would also have a record of 3-2-1.

All those teams that have records 2.5 ballots or more greater than the “First Out Record” are deemed "already in," meaning they are mathematically guaranteed to advance to the next level. These teams are removed and placed into the Secondary Bracket.

All those teams that have records of 2.0 or more ballots less than the “First Out Record” are removed and also placed into the Secondary Bracket. Some of these teams may not be eliminated and all are still bid eligible.

If the Needs Plaintiff and Needs Defense sides of the Primary Bracket are uneven, additional teams shall be removed to even out this bracket, creating even numbers of Needs P and Needs D teams in each of the two brackets. The teams that are pulled down from the Primary Bracket and added to the Secondary Bracket shall be the lowest ranked teams that are not yet in the bracket.

The one Caveat to this “pull down” rule is that **NO TEAM** shall be “pulled down” to the Secondary Bracket if it is tied or within one ballot of the “last bid record” of sixth place (ORCS) or eighth place (Regionals). In such cases, a team or teams shall be pulled up into the Primary Bracket to even out the Bracket. The team or teams that are pulled up into the Primary Bracket shall be the highest ranked teams, not yet in the bracket, that were removed from the bottom of the bracket, not the top. In other words, not the teams that were pulled from the top, rather, the teams that were pulled from the bottom.

Due to caveats in pulling out teams and or pairing the brackets, in some cases it will be necessary for the entire fourth round to be in a single bracket. In such cases, the single bracket is paired high-low.

In the above example, you would follow the below procedure, in a 6 bid Tournament:

Needs Plaintiff:	Needs Defense:
P1 6-0	D1 6-0
P2 6-0	D2 5-0-1
P3 5-1	D3 4-1-1
P4 3-2-1	D4 4-1-1
P5 3-2-1	D5 3-3
P6 3-2-1	D6 3-3
P7 3-3	
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	D7 2-3-1
P8 2-3-1	D8 2-4
P9 2-4	D9 2 - 4
P10 1-4-1	D10 1-5

P11 1-5	D11 0-6
P12 0-6	D12 0-6

Step two is to identify who is “in” and who is “out.” Since no team is more than two ballots better than 4-1-1, which is the record of the 7<sup>th</sup> place team, there is no need to pull teams out of the top bracket. The Primary Bracket would then have an uneven number of teams, as the team ranked at P7 is 3-3 and there is no matching P8, within that bracket. As such, you would pull the P7 down into the Secondary Bracket. This does not mean that any teams left in the Secondary Bracket are ineligible to advance into the postseason.

In the above example, you would follow the below procedure, in an 8 bid Tournament:

Needs Plaintiff:	Needs Defense:
P1 6-0	D1 6-0
P2 6-0	D2 5-0-1
P3 5-1	D3 4-1-1
P4 4-2	D4 4-1-1
P5 3-2-1	D5 3-3
P6 3-2-1	D6 3-3
P7 3-2-1	D7 2-3-1
P8 2-3-1	

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	D8 2-4
P9 2-4	D9 2 -4
P10 1-4-1	D10 1-5
P11 1-5	D11 0-6
P12 0-6	D12 0-6

Since no team is more than two ballots better than 4-2, which is the record of the 9<sup>th</sup> place team, there is no need to pull teams out of the top bracket. However, the Primary Bracket would still have an uneven number of teams, as all the 2-4 teams are pushed down to the Secondary Bracket. As such, you would pull down the P8 2-3-1 team, to even out that bracket.

3. High/Low the Primary Bracket on the Needs Defense side, but DO NOT High/Low the Secondary Bracket. When we use the term “High/Low” we mean that, within the bracket you have created, swap the order of the cards on the Needs Defense side, so that, the lowest cards appear in order, top down, on the Needs Defense side. This is, in a way, a power protection, so that, within brackets, the highest ranked team on a particular side within the bracket will face the lowest ranked team on the opposite side, within that same bracket.

The above example, an 8-bid tournament, would look like this, after you did the high/low:

Needs Plaintiff:	Needs Defense:
P1 6-0	D7 2-3-1
P2 6-0	D6 3-3
P3 5-1	D5 3-3
P4 4-2	D4 4-1-1
P5 3-2-1	D3 4-1-1
P6 3-2-1	D2 5-0-1
P7 3-2-1	D1 6-0
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P8 2-3	D8 2-4
P9 2-4	D9 2 -4
P10 1-4-1	D10 1-5
P11 1-5	D11 0-6
P12 0-6	D12 0-6

#### 4. Identify All Impermissible Matches as Described on Page 10.

Note that there should be no Side Constrained impermissible matches because the cards were dealt so that Needs Plaintiff teams had to face Needs Defense Teams.

Teams are not allowed to face an opponent twice in the same tournament. A rule that allowed this was adopted in June 2005, but repealed in November 2005.

#### 5. Resolve All Impermissible Matches as Described on Page 11, with the below caveat.

In resolving impermissible matches in Round 4, at regionals and opening round championship sites, it is necessary to not invade the Primary Bracket, when resolving impermissible matches in the Secondary Bracket, and vice versa. This is because, under the new system of bracketing round 4 we are placing a higher value on maintaining the bracket, than we have in the past.

As such, in resolving the impermissible match, closest rank comes first, however, if the closest rank is in a different bracket, that particular closest rank is ignored.

In the event that an impermissible match cannot be resolved, without invading the other bracket, then reset all the cards, as if no second bracket had been created, then, high/low that entire single bracket.

When resolving impermissible matches for Round 4 at Regionals and Opening Round Championship Sites, begin with the Secondary Bracket, rather than the Primary Bracket. This is because it should be the smaller of the two brackets. You do not want to resolve all impermissibles in the Primary Bracket, only to find that it is impossible to resolve impermissibles in the Secondary Bracket, which would then require you to reset all the cards. It is theoretically possible, but extremely unlikely, that impermissibles within the Primary

Bracket would not be able to be resolved without invading the Secondary Bracket.

Note that all trials in Round 4 are side constrained so there are no coin flips before Round 4.

Compare the pairings separately generated by the pairers of both sets of team cards. The pairings must be identical.

6. Conduct a 30-Minute Review as Described on Pages 4-5.

7. Remind the Tab Room Representatives that Team Captains must bring a completed Team Spirit of AMTA survey to the Round 4 Captains' Meeting.

Further Example of the new procedure, as it currently exists:

In the below scenario, we are working with a 6 bid Tournament:

Needs Plaintiff:	Needs Defense:
P1 6-0	D1 6-0
P2 6-0	D2 5-0-1

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P3 5-1	D3 3-3
P4 3-2-1	D4 3-3
<b>P5 3-3</b>	D5 3-3
P6 3-3	D6 3-3
P7 3-3	D7 2-3-1
P8 2-3-1	D8 2-3-1
P9 2-4	D9 2 - 4

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P10 1-4-1	D10 1-5
P11 1-5	D11 0-6
P12 0-6	D12 0-6

Step one is to determine what the "First Out" record is, which in this case is 3-3.

Step two is to identify who is "in" and who is "out." Four teams are more than two ballots better than 3-3, which is the record of the "last bid record," as such; you would pull all four of those teams out of the Primary Bracket and put them into the Secondary Bracket.

There are six teams that would get pulled out of the bottom, as there are 6 teams that have a record of two ballots difference from the 7<sup>th</sup> place record, as such, they would also be placed into the Secondary Bracket.

As such, the Primary Bracket initially looks like:

Needs Plaintiff:	Needs Defense:
P3 5-1	D3 3-3
P4 3-2-1	D4 3-3
<b>P5 3-3</b>	D5 3-3
P6 3-3	D6 3-3
P7 3-3	D7 2-3-1
P8 2-3-1	D8 2-3-1
P9 2-4	D9 2 - 4

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The Secondary Bracket looks like this:

P1 6-0	D1 6-0
P2 6-0	D2 5-0-1
P10 1-4-1	D10 1-5
P11 1-5	D11 0-6
P12 0-6	D12 0-6

Because the brackets are not uneven, you would not pull down into the Secondary Bracket.

You would then High/Low the Primary Bracket, on the Needs Defense side, but you would not High/Low the Secondary Bracket, and continue on.

It looks and seems odd that you are putting 6-0's in a bracket with 0-6's, however, the goal at this point is to determine, in the middle of the bracket, who is competing for those 'final' 3 slots. That is because, since all three 6-0's cannot possibly drop below 6<sup>th</sup> place, they have 'locked' up three slots.

Let's try one more example:

The first step is to identify who is "in" and who is "out". In this example, we will be looking at it as an ORC site, with 6 bids.

The record of the team in 7<sup>th</sup> place is 4 – 2, since no team is more than two ballots than 4 – 2 there is no need to pull teams out of the top bracket. However, there are many teams that have a two ballot difference from the 7<sup>th</sup> place record.

Needs Plaintiff:	Needs Defense:
P1 5 – 1	D1 6 – 0
P2 3 – 2 – 1	D2 5 – 1

P3 3-3	D3 5 - 1
P4 3-3	D4 5 - 1
P5 3-3	D5 4 - 1 -1
P6 3 - 3	<b>D6 4 - 2</b>
	D7 4 - 2
	D8 3 - 3
	D9 3 - 3
	D10 3 - 3

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P7 2-4	
P8 2-4	
P9 2-4	
P10 2 - 4	
P11 0 - 5 - 1	D11 2 - 4
P12 0 - 6	D12 1 - 4 - 1

Under normal circumstances, you would pull down D7-D10 to even out these brackets, however, beginning with the 2009 – 2010 season and amended for the 2011-2012 season, NO TEAM shall be pulled down into the Secondary Bracket, if it is tied, or within one full ballot of the record of the team in 6<sup>th</sup> place. That means you would leave D7 exactly where it is, and pull up P7 into the Primary Bracket.

As such, after pulling down D8, D9, and D10, and pulling up P7, the brackets should look like this:

Needs Plaintiff:	Needs Defense:
P1 5 - 1	D1 6 - 0
P2 3 - 2 - 1	D2 5 - 1
P3 3-3	D3 5 - 1
P4 3-3	D4 5 - 1
P5 3-3	D5 4 - 1 - 1
P6 3 - 3	<b>D6 4 - 2</b>
P7 2-4	D7 4 - 2

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P8 2-4	D8 3 - 3
P9 2-4	D9 3 - 3
P10 2 - 4	D10 3 - 3
P11 0 - 5 - 1	D11 2 - 4
P12 0 - 6	D12 1 - 4 - 1

You would then “High/Low” the Primary Bracket, but you would NOT “High/Low” the Secondary Bracket. You do the “High/Low on the “needs defense side”.

After the “High/Low” swap, the Brackets should look like this:

Needs Plaintiff:	Needs Defense:
P1 5 -1	D7 4 - 2
P2 3 -2 -1	D6 4 - 2
P3 3-3	D5 4 - 1 -1
P4 3-3	D4 5 - 1
P5 3-3	D3 5 - 1
P6 3 - 3	D2 5 - 1
P7 2-4	D1 6 - 0
-----	
P8 2-4	D8 3 - 3
P9 2-4	D9 3 - 3
P10 2 - 4	D10 3 - 3
P11 0 - 5 - 1	D11 2 - 4
P12 0 -6	D12 1 - 4 - 1

You would then resolve impermissibles, remember that you do not invade other brackets to resolve the impermissibles, as laid out above.

### **Pairing Round 4 at the National Championship Tournament.**

1. Prepare two stacks of cards, separated based on the side teams need to represent in Round 4.

Each team will be a different side of the case than they were in Round 3. Cards should be ordered with the highest ranked team on the top of each stack. “Ranks” in Round 4 are determined by a team’s W-L record, and then by CS, then by its point differential, as described at the top of page 22. Count each pile to assure that they are equal in number.

2. Deal out the cards.

Beginning in the 2008-2009 season, Round 4 at the National Championship Tournament is paired “High/High,” with no bracketing. That is the initial pairings will be laid out simply as they are without “protection,” without creating brackets, and without doing a “high/low” swap.

Assume you have a 10-team tournament, and the teams in each stack are as follows:

<u>Needs Plaintiff:</u>	<u>Needs Defense:</u>
P1 1361 5-1	D1 1056 6-0
P2 1409 5-1	D2 1227 5-0-1
P3 1266 4-1-1	D3 1109 5-1
P4 1103 4-2	D4 1522 4-2
P5 1292 4-2	D5 1462 4-2

Because of the “High/High” pairing, you can immediately begin to deal out the cards, with the “needs Plaintiff” teams laid out on the left side of the table, and the “Needs Defense” teams laid out on the right side of the table.

3. Identify All Impermissible Matches as Described on Page 10.

Note that there should be no Side Constrained impermissible matches because the cards were dealt so that Needs Plaintiff teams had to face Needs Defense Teams.

6. Resolve All Impermissible Matches as Described on Pages 11-13.

All Round 4 trials are side constrained so there are no coin flips in Round 4.

Compare the pairings separately generated by the pairers of both sets of team cards. The pairings must be identical.

7. Conduct a 30-Minute Review as Described at Pages 4-5.

### **Tab Room Responsibilities During Round 4**

During Round 4: Repeat all steps described in “During Round 3” at Page 24 plus:

1. Prepare an “Outstanding Attorneys Worksheet.”

This is nothing more than a list that says “half of the attorney candidates have completed their two trials on one side and these are the top rated individuals thus far.” This list should include the top ten ranked attorneys and any students tied for tenth place. This list helps determine how many points will be necessary to receive an individual award and thus which students need to have their ranks recorded after Round 4.

2. Prepare “Outstanding Witnesses Worksheet,” precisely as you created an “Outstanding Attorneys Worksheet.”

3. Prepare a “Tiebreaker Worksheet” on a sheet of legal pad:

At the far left edge of the page, list in numerical order the team numbers of all of the teams in the field.

Immediately to the right of the team numbers, record a column with the team’s W-T record after Round 3.

As Round 4 ballots are tabulated, you will create a third column to the immediate right of the second column adding in the W-T results of Round 4. As Round 4 progresses, this worksheet is a ready reference for ballots not received and for ties that will need to be broken. With the three columns easily fitting in the left margin, you have the rest of the page to calculate the tiebreakers.

4. Tabulate the Team Spirit of AMTA Award winner as Described on Page 15.

5. Fill in the Tabulation Summary with Round 3 Results.

**Tab Room Responsibilities After Round 4**

1. Check-In Round 4 Ballots as described on Page 6.
2. Tabulate Round 4 Ballots as described on Pages 7-8.
3. Record Round 4 Results on Teams' Pairing Cards as described on Page 9.
4. Rank the Teams Using the AMTA Tiebreakers Described on Pages 36-41 and imposing any applicable penalties, such as the All Loss penalty as described on Page 6.
5. Determine Which Teams Receive Trophies and/or Receive Bids to the Postseason
6. Fill in Tab Summary with Round 4 results.
7. Determine the Individual Awards Winners as described on Page 14.
8. Add the Results of Steps 5 and 6 to the Official Tab Summary
9. Make Copies of the Tab Summary for Teams' Results Envelopes
10. Split Round 4 ballots and distribute to ballot packets.

## **AMTA Tiebreaking Procedures**

After four rounds of competition, all teams are ranked by their Win-Loss Record. The tiebreaking procedures come into play if and only if two or more teams have identical records. Break only ties that matter. There's no need to break every tie in the field.

As of the 2010-2011 season, it is no longer the case that the head to head tie breaker is used only when there are two, and only two, teams tied and those teams have met in trial in this tournament, a team awarded either a superior (W-W) or a majority (W-T) decision in that trial wins the tiebreaker regardless of the result of other tiebreakers. Instead, after each stage of the tiebreaker process is completed, if a tie remains to be broken between two and only two teams, the head-to-head tiebreaker rule shall be applied.

What this means is that, if there are four teams in a tiebreaker, and after calculation of the first tie breaker (CS), two teams still remain tied, you must break that tie, as between those two teams, by looking at their head to head. Because this rule only comes into play at the completion of a stage in the Tiebreaking process, it is quite possible that a team that lost a head to head would still beat a team that had won a head to head, because, their CS or OCS may be higher.

As always, if two teams and only two teams are tied at any record, the head to head tie breaker is first applied.

As of the 2005-2006 Season the order of the first two tiebreakers was swapped.

Additionally, specific tiebreakers were adopted for "championship rounds" at postseason tournaments where two teams, generally from two different divisions, face off in a fifth round of competition to determine the tournament champion. These procedures appear at the end of this section.

### AMTA Tiebreakers in Order of Priority

1. Combined Strength (higher is better... the best possible CS is 32)
2. Opposition Combined Strength (higher is better...the best possible OCS is 128)
3. Strength of Opposition (lower number is better... the best possible SOO is 2)
4. Total point differential (a.k.a. margin of victory)
5. Total point differential after dropping each team's most and least favorable ballot differentials.
6. Total point differential after dropping each team's two most and two least favorable ballot differentials.
7. Total point differential after dropping each team's three most and three least favorable ballot differentials.
8. Total raw points earned. (140 points x 8 ballots = 1120 points maximum.)
9. Total raw points after dropping each team's highest and lowest raw point ballots.
10. Total raw points after dropping each team's two highest and two lowest raw point ballots.
11. Total raw points after dropping each team's three highest and three lowest raw point ballots.
12. Flip of a United States coin.

### *Determining a Team's Combined Strength*

For each team involved in the tiebreaker, make a list of that team's four opponents. Next to each of those opponents, list the number of ballots won by that team. Add these four numbers to determine the total number of ballots won by a team's opponents, a.k.a its "combined strength."

Example:

<u>Team 1509</u>	
Opponents	Record
1001	8 ballots won (8-0)
1323	1 (1-7)
1414	4 (4-4)
<u>1178</u>	<u>5.5 (5-2-1)</u>
Total:	18.5

Note that while the term "combined strength" represents the same thing as in years past, the number that represents a team's CS will now be lower. The old method doubled the record of each opponent (because there are two ballots per round). The results of calculating CS should be exactly the same under both systems. If a team has a larger CS number it is more likely to prevail in the tiebreaker.

### *Determining a Team's Opposition's Combined Strength*

1. Refer back to the list that you have made that calculated the combined strength.
2. Add the CS of the four teams that each team still involved in the tie breaker have faced.

In other words, you could have three teams tied with the same record, and with one having a superior CS to the other two, but, those other two teams are tied at CS. Because CS is the first tiebreaker, you would not need to calculate the OCS for the team that has the superior CS, only for the teams that are still tied.

Look at your CS list, which will have the CS of each team in the field, and add the four CS numbers of the teams still needing to be broken.

Example:

Team 1081	Team 1452
Rd. 1 vs 1626 cs = 15	Rd. 1 vs 1544 cs = 10
Rd. 2 vs 1467 cs = 13	Rd. 2 vs 1333 cs = 10
Rd. 3 vs 1333 cs = 10	Rd. 3 vs. 1592 cs = 12
Rd. 4 vs 1245 cs = 18	Rd 4 vs. 1593 cs = 13
 Total OCS: = 56	 Total OCS = 45

Team 1081 would win this tiebreaker, as their OCS of 56 is superior to the OCS of 45 that Team 1452 has.

### *Determining a Team's Strength of Opposition*

#### 1. Make a T-chart for each team involved in the Tiebreaker.

For each team that has the identical record of ballots won (meaning all of those teams that you calculated CS for, not just those that remain tied), make a large capital T on the tiebreaker worksheet. On the horizontal of the T write the tied team's team number. Note that a team that had a CS that was not tied with other teams cannot have its ranking changed through SOO. However, it must be included in this step to get an accurate SOO for those teams that did have a tied CS.

For the first team in the tie, grab its team card. To the left of the vertical of the T, record all of the team numbers of the teams the instant team has faced. Record each opponent's team number twice, indicating that there were two scoring ballots for each round. [See illustration on Pages 44-45.] A list of the instant team's opponent's can be quickly obtained from the instant team's Pairing Card.

Next to each opponent's team number, record that team's overall # of ballots won.

There are six different ways this number can be recorded depending on the results of the team's round against the instant team (which is the team you are constructing the T-chart for).

Assume for the illustrations below that the opponent in Round 1 ("1101") had a record of 5-3-0.

1. Instant team ("1456") won a superior (W-W) decision over 1101.

Record the opponent's # of ballots won two times on the left side of the T-Chart.

_____	1456	_____
1101	5	
1101	5	
1202		
1202		
1303		
1303		
1404		
1404		

2. Instant team won a majority (W-T) decision.

Record the opponent's # of ballots won one time on the left side of the T-Chart.

Then, divide the opponent's number of ballots won by 2 and write this number on both the left and the right side of the chart

_____	1456	_____
-------	------	-------

1101 5  
1101 2.5 2.5

3. Instant team had a split (W-L) decision.

Record the opponent's # of ballots won one time on the left side and one time on the right side of the T-Chart.

\_\_\_\_\_ 1456 \_\_\_\_\_  
1101 5  
1101 5

4. Instant team tied both ballots

Record the opponent's # of ballots won one time on the left and one time on the right of the chart. (This is equal to a split W-L ballot as each tie is considered a ½ W and a ½ L.)

\_\_\_\_\_ 1456 \_\_\_\_\_  
1101 5  
1101 5

5. Instant team lost a majority decision (T-L).

Record the opponent's # of ballots won one time on the right side of the T-Chart.

Then, divide the opponent's number of ballots won by 2 and write this number on both the left and the right side of the chart

\_\_\_\_\_ 1456 \_\_\_\_\_  
1101 5  
1101 2.5 2.5

6. Instant team lost a superior (L-L) decision.

Record the opponent's # of ballots won two times on the right side of the T-Chart.

Repeat the above steps for all four rounds for all teams involved in the tie.

2. Calculate the Strength of Win and Strength of Loss for Each Team.

Add for each team involved in the tie the numbers to the left of its vertical. This is the "strength of win" total.

Add for each team involved in the tie the numbers to the right of its vertical. This is the "strength of loss" total.

### 3. Rank the Strength of Win and Strength of Loss for Each Team.

Rank 1 goes to the team with the highest total SOW number. Rank 2 the next highest, etc. If the “strength of wins” total for two or more teams in our tie are the same, their “strength of win” rank reflects that tie. For instance, if there are two teams in the tiebreaker with “strength of win” totals of 34 and those are the two high totals for the teams in the tie, each team with 34 total receives a rank of “R1.5.” If three teams in the tie all share the top “strength of wins,” each is ranked “R2,” the average of R1, R2 and R3. Calculate the SOL rankings the same way.

### 4. Add the Strength of Win and Strength of Loss for Each Team.

The resulting number is a team’s Strength of Opposition or SOO. A lower number is better. An “SOO 2” is optimal reflecting a team with both the best “strength of win” and the best “strength of loss.” The “SOO” also dictates orders of finish for all others within our tie. The second lowest SOO has earned the next place in the order of finish. If teams have identical SOOs, proceed to the next tiebreaker.

The total of the combined numbers in a team’s SOW and SOL columns should always be exactly double its CS total which was calculated as the first tiebreaker.

It is rare indeed to have a tie not broken by “CS” and “SOO” but it has happened. If it does, proceed down the list of tiebreakers contained on page 36, line 21.

#### *Special Rules Regarding “Championship Rounds”*

To determine which team is on which side in a Championship Round, the team with the better Record shall get to “call the flip” of a United States Coin prior to the Championship Round. If the two divisions champions are tied, the tiebreakers above shall be used, in order, to determine which team gets to “call the flip.” The team that wins the toss of the coin shall select their side for the Championship Round.

#### *Tiebreaking in “Championship Rounds”*

The winner of a championship round in a postseason tournament is the team that wins the most ballots being scored. If all ballots are tied or if each team wins the same number of ballots, the team that has the better margin of victory in the championship round shall be declared the winner.

If the tie is still not broken and the presiding judge did not score the round, the presiding judge shall answer the question, “What team put on the better performance,” with the team picked being declared the champion.

If the presiding judge has already scored a ballot that was counted or if the judge refuses to break the tie, the team that won more ballots in the tournament’s initial four rounds shall be the winner.

If the tie is still not broken, each team’s highest and lowest total team scores (the team’s total

points on the ballot added together) in the championship round shall be discarded and each team's total points earned shall be added with the team that scored the most points being declared the champion. If the tie is still not broken, each team's second highest and second lowest team scores in the championship round will be discarded with the team that scored the most points being declared the champion. If none of these procedures breaks the tie, co-champions will be declared.

*Final Thoughts Re: Tiebreaking*

The first rule of the tabroom is "RELAX!!!" There are no time limits. Accuracy is more important than speed.

It pays to study the task before it is performed.

Do not be concerned if the tiebreaking procedures are difficult to understand at first. They are much easier to grasp when a seasoned tabulator can walk you through the process.