

AMERICAN MOCK TRIAL ASSOCIATION

2015 Tournament Host Manual



Maintained by: AMTA Tournament Administration Committee

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I. Introduction

First of all...

Thank you!

AMTA depends on dedicated hosts like you to deliver on its promise of providing a high-quality educational, competitive experience to our member schools and students. This manual is intended to serve as a reference for AMTA regional tournament hosts in accomplishing that goal. It is not meant to be a comprehensive source; rather, it provides guidance on topics and identifies the issues AMTA considers most important in hosting a regional tournament.

AMTA recognizes that every single host is essential to its annual tournament structure. Therefore, AMTA is committed to providing the support and assistance necessary to make each tournament a success. With this in mind, AMTA asks that all hosts freely communicate with the Tournament Administration Committee (TAC) Chair to allow AMTA to support and assist its hosts in providing high quality tournament experiences to every member school and student.

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II. Recruiting Judges

Judge recruitment is the **TOP** priority for every AMTA tournament host. While judge recruitment can be the most challenging aspect of hosting a tournament, it is not impossible with sufficient planning, diligence, and organization.

A. *How many judges do I need to recruit?*

Minimum: Two judges per round (i.e. One judge per team)

GOAL: Three judges per round.

Caution: Do not “recruit for the minimum.” Hosts should expect to lose between 20-30% of the judges who sign-up to participate.

Recruitment Goals:

1. *Initial Goal:* 150% of the minimum number of judges needed. For example, in a 24-team tournament, the initial recruiting goal should be 36 judges per round. If all of these judges arrive as expected, you will have 3-judge panels in each trial, which is ideal.
2. *Primary Goal:* 200% of the minimum number of judges needed. For example, in a 24-team tournament, you should not stop recruiting judges for a round until you have 48 people committed to judge that round.

Note: Judges will never be turned away by AMTA - In situations where you have four judges in a trial, the fourth judge acts as a commenting judge who leads the oral critique after the trial concludes.

B. *Whom should I recruit?*

Preferred Judges:

- Sitting or retired judges
- Practicing attorneys
- Law school professors

Acceptable (but last resort) Judges:

- Law students (who have taken Evidence)
- Law students (with Mock Trial experience)
- Paralegals or Court Clerks

C. Compiling Judge Information

- Before beginning to recruit judges, you should establish a system for compiling and maintaining judge information.
- Judge information should be maintained in two ways:
 1. **Spreadsheet:** Judge information should be compiled into an Excel spreadsheet or online in a Google Doc spreadsheet.
 - Note: This is both important for the current tournament but helps maintain judge information for future tournaments.
 - This spreadsheet should include:
 - Name, address, law firm/occupation, email and phone number for each judge
 - Round(s) the judge is judging this year
 - List of judge names per round
 - Any additional information about judges that the AMTA Representative will need to know (i.e. conflicts, such as are there schools that the judge should not evaluate because he or she knows the students on that team or has family affiliations).
 2. **Judge Information Cards (Appendix C)**
 - These can either be a full piece of paper or index card – as long as it has all of the information listed in Appendix C, the format is not important.
 - This data is necessary for the AMTA Representatives to assign judges during the course of the tournament.
 - You should create a Judge Information Card for each judge that has signed up. The Judge should fill in any missing information on the card when they check-in at the tournament.
 - Judge Information Cards should be organized by “first round judged.” Meaning that cards should be organized in four groups (1) Judges who start judging in Round 1, (2) Judges who start judging in Round 2 etc...

- Judge Information Cards should have space for the AMTA Representatives or a tournament assistant to fill in the team numbers of the teams that each judge sees in each round to check for conflicts.

D. How do I recruit?

STEP 1: COLLECT CONTACT INFORMATION

- **Contact your state and local bar associations** and request use of their e-mail lists and/or postal mailing list. Be sure to ask for general email lists, practice group email lists (i.e. trial, civil litigation, criminal, etc.), and Young Lawyers' Division lists.
- **Contact state or local divisions of specialty legal associations.** Some examples of these organizations include: American Board of Trial Advocates, American Association of Justice, Association of Criminal Defense Lawyers, State District Attorneys Association, etc.
- **Contact court clerks, judges, prosecutors, the criminal defense bar, legal aid societies, and public defenders** located within a reasonable driving distance.
- **Contact your school's alumni office.** Many schools maintain a list of attorney alumni in your area. Some schools include in their "alumni" listings parents of current students and other "friends" of the institution, such as volunteers or donors. These individuals already have a connection with your school, making them more likely to volunteer their time.
- **Contact law firms.** Contact the person in charge of pro bono representation at large law firms. In other settings, speak with the managing partner. If you cannot get past the receptionist, asking for an email address to send the information is a good follow-up.
- **Contact law schools.** Most generally maintain detailed records of alumni in a given geographical area, and may be willing to contact them on your behalf. Most law schools will jump at the chance to have access to a captive audience of 250 potential applicants; many regional hosts have fostered valuable partnerships with local law schools.
- Ask current students and mock trial alumni to contact family, friends, and other contacts who would be capable of judging.

STEP 2: DRAFT JUDGE RECRUITMENT MATERIALS

- **KEY:** Clear and concise – all of your judge communications should be clear, concise, and to the point. Email correspondence should catch the judges' attention and provide all relevant information in a clear manner.
- Be sure to draft the following communications for quick use throughout the judge recruitment process:
 - Standard judge invitation Email/Letter
 - Standard confirmation email/letter
 - Standard declination email/letter
 - For judges who cannot volunteer – always respond because they might be able to judge next year or know someone who can judge this year!
 - Standard Newsletter announcement
 - These can be used to circulate to distribution lists, published on local bar association newsletters, websites, or blogs.
 - This should be no longer than a paragraph or two describing your tournament and providing contact information and/or a tournament website.
- Make clear in every recruiting email, letter, or phone call that you are actively seeking MANY volunteers, and recipients are free to spread the word to others who would be interested. Ask every person who signs up whether they can suggest others who might be interested in volunteering.
- **WHEN A JUDGE REGISTERS:** It is **critical** that you provide a confirmation e-mail or postal mailing immediately (within 24 hours)! Inform the judge they will be receiving a full judge packet about two weeks before the tournament.
- **Social Media:** Use Facebook or Twitter to announce and spread the news of your tournament.
- **Judge Website:** A website with tournament information can be especially useful in conjunction with social media. Be sure to include: tournament schedule, tournament location, and consider an online registration form (can be connected to Google Doc, as discussed above).

E. Restrictions Regarding Judge Information

The following items may be provided to the judges:

In advance of the tournament (without request)

1. AMTA PowerPoint presentation;
2. Midlands Rules of Evidence; and
3. A sample AMTA ballot.

In advance of the tournament (upon request)

1. Case Summary (as released by the AMTA Case Committee)
2. The AMTA Rulebook (in whole or in part); and/or
3. Access to the case in accordance with case access procedures. Please only provide judges' a copy of the case PDF file – not your school case access password.

F. Suggested Judge Recruitment Timeline

- **Start as soon as possible – and recruit at all times!**
- **Four to six months prior to the tournament:**
 - Send your initial e-mails and/or postal mailings and/or “Save the Date” announcements.
- **Three months prior to the tournament:**
 - Send a formal invitation with a registration mechanism (website address or postal reply card);
 - A brief description of the case; and
 - Ask for assistance in recruiting other fellow attorneys.
- **Once a month:**
 - Send follow-up reminder e-mails or postal mailings emphasizing the rounds where you most need additional judges;
 - Continue to send e-mails to those that have not responded; and
 - Follow up with bar associations/law firms as described above.

- **Two to four weeks prior to the tournament:**
 - Send all registered judges a judge's packet, via e-mail or postal mail.
 - The packet should include the following items:
 1. Confirmation of the round(s) the judge is scheduled to appear;
 2. When and where the judge should report for check-in;
 3. Detailed maps and parking information, including any security checkpoint requirements;
 4. Contact Information for tournament director and/or coordinator;
 5. Any planned meals or food that will be provided;
 6. Inclement weather plan.
- **One week prior to the tournament:**
 - Continue to recruit for last-minute judges;
 - Make reminder calls and e-mails; and
 - Prepare Judge Information Cards for each Judge (Appendix C)

G. Continuing Legal Education (CLE) credit

Contact your state's CLE regulatory agency to determine whether CLE credit is available for judging mock trial. In states where this is not permitted, consider a seminar where judges can obtain credit by attending the seminar. Some hosts have organized such a seminar centering on issues appearing in that year's AMTA fact pattern. If you do award CLE credit in some manner, take care to accurately honor that commitment for all judges entitled to the credit.

III. Tournament Location and Facilities

Generally, while AMTA hosts are strongly encouraged to host tournaments in a courthouse, tournaments may be held at any suitable location: on campus, at a law school, or at a combination of venues.

A. *Minimum Location Standards*

1. The venue has rooms of sufficient size to conduct mock trials;
2. The venue is ADA-compliant, or is otherwise accessible to mobility-impaired persons;
3. The venue is within close proximity to parking for judges and competitors;
4. If multiple buildings or locations must be used during the same round, that the various buildings or locations are within close proximity to each other;
5. The venue is within reasonable walking distance of one or more locations where the competitors can eat lunch between rounds. If this is not possible, alternate lunch arrangements should be considered. See the “Food Service” section below.

B. *Required Tournament Rooms*

Each tournament host must provide space for the following separate locations:

1. **Trial rooms for each round**

- To determine how many trial rooms you need, divide the number of teams at your tournament by 2 (i.e. 24 teams requires 12 trial rooms). If you have an odd number of teams, always round up (i.e. 25 teams requires 13 trial rooms).
- Trial rooms should be of sufficient size to allow competitors some movement in their presentations, and to provide some seating for spectators such as parents and friends.
- **The most common complaint of competitors is that the “well” (space between the attorney’s tables and the judges) is not large enough to permit movement during the trial.**
- Tables and chairs for the teams and judges must be provided; student desks are not appropriate.

- Tables and chairs should be set up by tournament officials prior to the tournament beginning.

2. Tabulation room

- The tabulation room should contain one large banquet/conference-sized table (three such tables are preferable), plus chairs for workers.
- Remember that, in addition to the AMTA Representatives and tournament staff, coaches will access the tabulation room to review ballots and view the pairing process. The room should be large enough to accommodate these additional users.
- Ideally, the tabulation room will be centrally located with respect to the rooms where trials are being held.
- You should stock the tabulation room with the supplies and paperwork listed in Appendix A, Section VII.

3. A judges' orientation room.

- The AMTA Representatives will present the Judges' PowerPoint presentation in this location.
- The room should either be pre-wired with a projector and screen with a laptop connection, or, be able to accommodate a portable projector and screen.
- The host is responsible for arranging the computer, projector, and screen. (Frequently, one of your AMTA Representatives will have a laptop available to use for this purpose.)
- The judges' room should either contain the food and beverages for the judges, or be in immediate proximity to the room where those items are available.
- The judges' room should be large enough to accommodate more than the maximum number of judges, especially if you are serving lunch in the room and inviting judges from the morning and afternoon rounds to eat.

4. A captains' meeting room.

- This room should be large enough to accommodate 2 captains from each team, plus each team's large demonstrative evidence.

- It is preferable to use a room not also being used for trials, but you may do so if it is necessary.

5. Opening Ceremony/Meeting Room

- This room should be large enough to comfortably accommodate at least 15 persons per team; remember that many teams have numerous coaches, parents, and friends who will attend.
- AMTA requires opening ceremonies so that the host and AMTA have the opportunity to make logistical and procedural announcements to all competitors.
- An opening ceremony is also the best time for “dignitaries” such as college/law school deans to welcome students and make brief comments.

6. Closing/Awards Ceremony Room

- This room should be large enough to comfortably accommodate at least 15 persons per team; remember that many teams have numerous coaches, parents, and friends who will attend the awards ceremony.
- The room should have a table or platform at the front of the room where the trophies and awards should be placed on display before the awards ceremony begins.
- It is preferable to have a microphone available for the awards presentation.

7. Team Registration/Welcome Table

- This should be located inside the front entrance of your tournament venue
- This is the location for checking in teams as they arrive on site, as well as directing competitors, judges, and spectators to their proper locations, and providing general logistical information regarding parking, restrooms, restaurants, etc.
- You should plan on having extra copies of the tournament schedule, campus maps, and restaurant information available here for the duration of the tournament.

The following spaces are optional, but tournament hosts should consider them:

1. “War room” for each school or each team to store coats, meet between rounds, eat lunch, etc.

2. Coaches' hospitality room
3. Juror orientation room (if your tournament will use jurors). Jurors can be high school students or college students, who might attend the tournament for extra credit. Please consult with your AMTA Representatives about this in advance for procedures handling jurors.
4. Ballot reading room (where coaches can read ballots and not crowd the tabulation room workers and AMTA Representatives).

C. *Reserving and Preparing Tournament Facilities*

- Reserve your tournament location/facilities as soon as possible after AMTA confirms your tournament dates.
- Clearly establish the times that you will need access to all tournament facilities throughout the weekend.
- Once your facilities are reserved, be sure to determine any special requirements or policies applicable to your venue.
 - Common issues include:
 - Security requirements for courthouses;
 - Arranging for unlocked exterior and interior doors on weekends (especially electronic /keycard locks);
 - Restrictions on food and beverage consumption;
 - Heating/cooling settings; and
 - Insurance requirements.
- Be sure to obtain home and/or cell phone contact information for building managers and security staff in the event any issues arise during the tournament weekend.

IV. Budget

- AMTA will provide you with a stipend intended to assist in defraying the costs of hosting your tournament.
- The AMTA Treasurer will be in touch with you regarding the specific policies applicable in a given year. Rule 5.11 in the AMTA Rulebook contains basic policies.
- Checks will be issued between December 15 and January 15.
- The stipend may not cover all expenses, and you should make every effort to secure financial support beyond AMTA's stipend.
 - For example, law firms, law schools, restaurants, hotels and other businesses may be interested in supporting your tournament in exchange for publicity and/or the opportunity to address the competitors.
 - Restaurants in the area might consider sponsoring if the establishment's menu is included in the registration packet and on the tournament's website.
- In preparing a tournament budget, be sure to consider the following typical expenses:
 - Fee(s) required for receiving attorney lists from state/local bar associations
 - Printing and postage for judge recruitment mailings
 - Tournament web site development costs
 - Facilities reservation costs, including security deposits:
 - For courthouses, additional fees may be charged for security staff, HVAC, janitorial service, mechanical costs, or a generic user fee
 - Campus sites may charge reservation fees
 - Some sites may require additional furniture rental
 - Catering or purchase of food & beverage for judges
 - Printing for signs, banners, programs, nametags, sponsor recognition boards
 - Tabulation room supplies
 - Transportation costs for vans, golf carts
 - Photography

- Wages for support staff (van drivers, IT support, etc.)
- Thank you letters to judges and supporters
- (Optional) Awards luncheon or banquet
- (Optional) Team reception or activity
- (Optional) Gift for judges and volunteers (coffee mugs, legal pad portfolios, pens)
- Tournament Support Fund (TSF) Assistance
 - AMTA maintains a TSF, which allows tournament hosts to apply for additional funding based on exceptional circumstances.
 - The Tournament Administration Committee will distribute specific policies regarding the TSF to hosts each year, with instructions regarding applying for the funds.

V. Tournament Schedule

A. Generally

- Hosts have a great deal of flexibility in setting your tournament schedule.
- Once you have published your tournament schedule, please avoid making changes so that AMTA and the participating schools are not confused as to the appropriate times and locations.
 - If a schedule or location change is absolutely necessary, be sure to notify AMTA, all participants, all judges, and any other persons or entities affected by the change.
- Publish the schedule (including emailing it to all schools and posting it on the tournament website) at least six weeks in advance of the tournament, so that teams can make travel arrangements.

B. Minimum AMTA Requirements:

- Allow three hours for each trial round;
- Schedule a judges' and captains' meeting at least 45 minutes prior to each round;
- Allow at least 90 minutes between the conclusion of a round and the captains' meeting for the next round

C. Notes Regarding Tournament Facility Availability:

- **Tabulation Room:** You should plan on the tabulation room being “active” for about 90 minutes following the scheduled conclusion of a round.
 - For example, if you have a Friday evening round scheduled to conclude at 9:00 p.m., the tabulation room should be reserved for use until 10:30 p.m.
- **Closing Ceremony Venue:** You should plan on the awards ceremony venue being “active” for about 3 hours following the scheduled conclusion of the fourth round.
 - For example, if your Round 4 is scheduled to conclude at noon on Sunday, you should have your awards ceremony venue reserved until at least 3:00 p.m.

- This accounts for all of the following: delays in the round itself, tabulation/rule complaints during or after the round, the tabulation of the final results, finalizing/printing/photocopying the Tabulation Summary, and a 30 minute “review period” that begins immediately upon the conclusion of the awards ceremony.

D. Tournament Format

- Hosts are free to choose the format of their tournament schedule. Factors to consider include what works best in your location for recruiting judges, reserving facilities, and giving the schools attending your tournament sufficient travel time to and from the tournament.
- Tournament Format options are:
 - 1-2-1 – Friday through Sunday.
 - 2-2 – Friday through Saturday
 - 2-2 – Saturday through Sunday

E. Accommodation Requests:

- If a team requests any sort of accommodation, especially with regard to religious practices, or another adjustment with respect to your tournament schedule, please notify the Tournament Administration Committee Chair and your AMTA Representatives (if known) immediately.

VI. Food for Judges and Competitors

A. Judge Food Requirements and Expectations

- The tournament stipend is intended to cover the cost of providing food and beverage to judges.
- **Morning Judges' Meetings:** Hosts should provide, at a minimum, coffee and bagels or muffins.
- **Afternoon or Evening Judges' Meetings:** Hosts should provide, at a minimum, water, soft drinks, and cold deli or sub sandwiches. Additional food, snacks, and beverages are at your discretion.
- Food service need not be elaborate or “fancy,” but should be of sufficient quality and quantity to serve as a “thank you” to the judges for volunteering their time and talent.

B. Competitor Food Requirements and Expectations

- You are not required to provide food to the competitors.
- However, you must provide competitors with information on lunch options either on the tournament site or within close walking distance.
- You may also provide schools with phone numbers for outlets that would deliver directly to your tournament site (if your site allows food consumption).
- If there are a small number of available/nearby locations, it is a good idea to notify those establishments to prepare for increased business.
- Some courthouses with cafeterias otherwise closed on weekends will open for mock trial tournaments, if you make arrangements well in advance.
- If there are no on-site or nearby lunch options, you should investigate making alternate arrangements, such as catering pizza or box lunches for resale to the competitors.
- *Remember that, for some competitors, the ability to eat lunch is a matter of medical necessity.*

VII. Tournament Staff

- Besides the Tournament Director and the two AMTA Representatives, Hosts should arrange for at least 3-4 additional tournament staffers. Consider the following tasks in determining your additional staff needs and assigning their duties:
 - Coordinating and directing the activities of tournament staff/volunteers
 - Staffing the registration/welcome table at the beginning of the tournament
 - Directing judges and spectators to their proper locations during the remainder of the tournament
 - Set up and tear down of tournament rooms: moving furniture, etc.
 - Checking-in judges at the judges' orientation room
 - Set up, replenishment, and clean up of food and beverage for the judges
 - Set up/operation/tear down of the projector and screen for the judges' PowerPoint orientation.
 - Posting pairing sheets and All-Loss Time sheets
 - Assisting the AMTA Representatives with adding ballots, separating ballots, and distributing ballots to team envelopes
 - If you are using multiple buildings during one or more rounds, you may want to consider assigning one volunteer to take charge of each building.

VIII. School Communications

- *Detailed pre-tournament communication will lead to an easier tournament.*
- Once AMTA finalizes the team assignments for your tournament, AMTA will provide you with contact information for all teams.
- AMTA will provide a link to an on-line team registration form and on-line team roster form for your regional.
 - AMTA will also provide access to the responses to this registration form through a Google Doc spreadsheet that will be shared with you.
 - AMTA's Technology Chair will work with each host to ensure access to this information.
- **Initial Email:**
 - Within two weeks of receiving this information, you should make an initial e-mail contact with all teams to introduce yourself as the tournament host.
 - The initial email should include information on the links to the on-line team registration and team roster form.
 - Teams should be instructed to complete this on-line team registration and team roster form 21 days in advance of the tournament.
 - We recommend that you require completion of this form to ensure you are reaching a "live" contact person at the member school.
- **Follow-up Emails:**
 - Six weeks prior to your tournament, you should provide the schools with all of the following information:
 - **Tournament Schedule** (See Sect. V above)
 - The Tournament Schedule should include the times of team registration, the opening ceremony, each captains' meeting and trial times.
 - You need not set a specific time for the awards ceremony if you intend it to occur immediately following the conclusion of tabulating the fourth round results.

- **List and Map of all Tournament Locations.**
 - Be sure to indicate which entrances will be open and available during the tournament, especially at courthouse sites, which may only open one entrance for weekend use.
 - Include addresses of all tournament locations
- **Map and Explanation of Parking Availability.**
 - Be sure to include meter or garage rates, restrictions, and enforcement hours.
- **Local Area Maps.**
 - Including the hotel(s) where participating schools are likely to stay as well as showing lunch options.
- **List of Restaurants Near Tournament Location**
 - Research and list all restaurants or fast food locations either on-site, or within close walking distance, where competitors may eat lunch between rounds.
 - If food consumption is permitted at your tournament site, you should also list the names and phone numbers of a few sub sandwich and pizza outlets that are open for delivery during tournament lunch hours.
- **Hotel Information**
 - List names, addresses, estimated nightly rates, and phone numbers for all local hotels that you recommend teams consider staying.
 - Consider arranging for group or block rates at one or two hotels near the tournament site.
 - If applicable, please caution participants as to hotels or areas that are not advisable for quality or safety reasons.
- **List of Restaurants Near Hotel Locations**
 - Please target your suggestions to your audience.

- **Topics to Avoid:**

- Teams may contact you with questions regarding tournament rules or procedures.
- However, these questions must be handled by AMTA.
- See the section titled “AMTA Representatives,” below.
- You should direct any such questions to the AMTA Representatives for your tournament, if they have been determined, or to the AMTA Tournament Administration Committee Chair, if they have not.

IX. Tournament Administration Committee and Team Assignments

- The Tournament Administration Committee (“TAC”) oversees all aspects of sanctioned AMTA tournaments, which are regional tournaments, the opening round championship tournaments, and the national championship tournament.
- Team assignments will be finalized and posted to the AMTA website no later than Thanksgiving.
 - Once finalized, AMTA will provide you with contact information for the schools assigned to your tournament.
- **Changes to Team Assignments**
 - Changes are possible and likely.
 - Typically, changes consist of teams dropping out of competition.
 - When drops occur, AMTA may assign additional or replacement teams to your tournament from the waitlist.
 - AMTA will keep you informed of any and all changes to your tournament field.
- **Host Communications Regarding Assignments**
 - Hosts should not communicate with teams regarding the assignment of teams to their respective tournament.
 - Nor should hosts communicate with teams regarding any changes in the team designation for a school at their respective tournament (i.e. authorizing a school to send a “C” team instead of an “A” team).
 - All questions regarding team assignment should be directed to the TAC Chair at AMTA.Tournaments@collegemocktrial.org.
- **Note Regarding Odd Numbers of Teams**
 - If AMTA assigns an odd number of teams to your site, the AMTA Representatives will form a “bye-buster” team to compete in each round. This team typically consists of alternate students from the other teams in competition.
 - Thus, if AMTA assigns 23 teams to your tournament, you should prepare for trial rooms and judges as though 24 teams are attending.

X. AMTA Representatives

- Two AMTA Representatives will be assigned to serve at your tournament.
- These individuals will be AMTA board members, board candidates, or other experienced tournament administrators approved by AMTA.
- AMTA Representatives will not have a team in competition at your tournament.
- The Representatives are the on-site “referees” charged with impartially administering AMTA’s rules and policies.
- The AMTA Representatives are responsible for handling all rules, procedural, tabulation, pairing, and other competitive issues that arise during the tournament.
 - This includes pairing each round, administering each captains’ meeting and judges’ orientation meeting, assigning the judges in each round, and tabulating all results.
 - All complaints, protests, etc. must be directed to the AMTA Representatives.
- AMTA Representatives will be traveling to your tournament from a distance, often from much farther away than any of the teams attending your tournament.
 - Please consult with the Representatives regarding their travel arrangements, such as ground transportation to/from the airport, hotel, and tournament site.
- **Difference Between Host and AMTA Representative:**
 - The host is charged with handling logistical issues during the tournament weekend, such as contacting a facilities manager to unlock doors.
 - The AMTA Representatives address complaints of AMTA rule violations, such as an allegation that a team is using an ineligible student.

XI. Paperwork

As host, you are responsible for printing and photocopying most of the paperwork used during the tournament weekend. Most items are forms that AMTA will provide to you in electronic format for reproduction.

1. Team Rosters (1 per team)

AMTA will provide an online roster form for each regional tournament on the AMTA website. All participants in your regional should be directed to this site to complete team roster forms. **These rosters will be emailed to you three days in advance of the tournament.** Please print these rosters and have teams give final confirmation of them during registration.

2. Team Spirit of AMTA Ballot (1 per team)

AMTA will provide this form to you—it also is available on the AMTA website under “Resources” --> “Rules and Forms”. Please have the forms in the tabulation room at the beginning of the tournament, and the AMTA Representatives will distribute and collect them at the proper times.

3. Team Regional Evaluation Form (1 per team)

AMTA will provide this form to you. Please have the forms in the tabulation room at the beginning of the tournament, and the AMTA Representatives will distribute and collect them at the proper times. **COMPLETING THIS FORM IS ESPECIALLY IMPORTANT SINCE YOUR FINAL TOURNAMENT STIPEND DEPENDS, IN PART, ON THE EVALUATION RESPONSES.**

4. All-Loss Time Posters (1 per trial room)

Create an 8.5 x 11 sign with very large type reading “ALL-LOSS TIME: _____.” The AMTA Representatives will determine the all-loss time for each round; tournament staff should fill in and tape these signs near the trial rooms after each round begins. A sample sign is available in the “Tournament Host” section of the AMTA website.

5. Room Grid (approx. 5 per round)

See Appendix B for an example. This is a grid of the trial courtrooms that will be used during each round, with rooms to fill in the team numbers. Many hosts also provide this in a larger format for posting in a prominent location, such as a large dry-erase board. However, please also provide these grids in

standard paper format for the AMT Representatives' use in the captains' and judges' orientation meetings.

6. Judge Information Forms (1 per judge)

Please see Appendix C of the manual for an example. The card need not be in this specific format. In fact, many prefer to have judging information condensed to a document no larger than a 5 x 7 index card. However, Appendix C sets forth all the information you should collect from each judge.

7. Telephone reference sheet for the tab room & tournament staff

This document should include the cell phone numbers of tournament staff, the AMTA Representatives, the coach/student leader from each competing team, and any emergency numbers that might be needed during the course of the weekend, such as campus facilities, campus police, courthouse security, nearby urgent care clinics, etc.

8. Team Number and School Lists

Generate two lists of all the competing teams: one in alphabetical order by school name, the other in numerical order by team number.

9. Nametags (optional)

Hosts may also wish to provide nametags to judges, tournament staff, and AMTA Representatives.

Remember, though, that coaches and participants should **never** be given a nametag that identifies their school affiliation—only their team number.

XII. Ballots and Tabulation Cards

- Hott Off The Press of Des Moines, Iowa will ship the ballots and tabulation cards directly to you, typically via UPS.
 - Please be sure AMTA has the best address to use for this purpose.
- A complete AMTA ballot consists of four white/yellow comment sheets, followed by one blue scoring sheet.
- Ballots will be shipped pre-collated in shrink-wrapped packs of 50 ballots.
- You should receive at least 15% more than the minimum number of ballots needed.
 - For example, in a 24-team tournament, you would need 24 ballots per round, 96 ballots total. Therefore, this shipment should contain at least 110 ballots.
 - **Please count the ballots to ensure you have the appropriate quantity.**
 - Remember that, even if you have three or four judge panels, only two judges receive a ballot. The third or fourth judge may take white/yellow comment sheets if you have enough.
- Tabulation cards will be provided so that each AMTA Representative has one tabulation card for each team, plus a few spares.
 - In a 24-team tournament, you should receive at least 50 tabulation cards.
 - Please count the tabulation cards to ensure you have the appropriate quantity.
- **If you have less than the appropriate quantity of any item, or, if you have not received the shipment at least 10 days prior to your tournament, immediately notify the AMTA office: (515) 259-6625 or amta@collegemocktrial.org.**

XIII. Trophies

Crown Trophy of Lexington, Kentucky will ship the trophies and awards directly to you, typically via UPS. Please be sure AMTA has the best address to use for this purpose.

The shipment should contain the following items:

12 All-Region attorney awards

12 All-Region witness awards

7 Opening Round Championship team qualifier trophies

1 Spirit of AMTA award

You should open and inspect the shipment immediately for damaged or missing items. If so, call or e-mail Ryan Tyson at Crown Trophy, (859) 266-3872 or crownlexi@cs.com; also notify AMTA board member Adam Detsky at ajdets@gmail.com. Mr. Detsky coordinates AMTA's trophy orders, and it is important that he is aware of any problems.

If you have not received the trophy shipment at least 10 days prior to your tournament, immediately notify the AMTA home office: (515) 259-6625 or amta@collegemocktrial.org.

XIV. Inclement Weather Policy

AMTA’s paramount goal is always the safety of its participants

To that extent, both AMTA and our hosts should always encourage teams to first consider whether it is safe to travel to or from a tournament site. You should tell any team considering withdrawing from a regional due to weather-related issues to notify AMTA immediately (AMTA.Tournaments@collegemocktrial.org). AMTA has a policy in place that allows for “carry over” of registration fees if a team cannot compete due to weather-related conditions. (Alternatively, AMTA may be able to accommodate the team at a different tournament location on a different date.)

If severe weather or other extraordinary circumstances are likely to affect your tournament, the AMTA President has the ultimate authority to decide whether to cancel a tournament or alter a tournament’s schedule, after consulting with the host, the Tournament Administration Chair, and the AMTA Representatives assigned to the tournament. You should contact these individuals as soon as you believe severe weather may affect your tournament.

APPENDIX A: Host Checklist

This section summarizes information from the manual in a handy, step-by-step checklist. Most items include a reference to the corresponding page(s) in the manual.

I. FOUR TO SIX MONTHS BEFORE YOUR TOURNAMENT

___ Determine tournament schedule (dates and times)

___ Order attorney email/ mailing lists

___ Send “Save the Date” emails and/or letters to prospective judges.

If you are registering judges on-line, make sure the registration is live at the time “save the date” emails are sent.

___ Reserve tournament rooms/facilities at your venue

___ Reserve hotel room block

___ Contact potential sponsors

___ Read *AMTA Tournament Host Manual* cover-to-cover

II. THREE MONTHS BEFORE YOUR TOURNAMENT

___ Send formal invitation to prospective judges. Include a reply postcard or online registration link.

___ Ascertain whether judges are eligible for CLE credit. Obtain approval from your states’ CLE Board. Inform judges of CLE credit.

III. AS SOON AS AMTA ASSIGNS TEAMS TO YOUR TOURNAMENT

___ Send introductory email to all teams. Ask teams to confirm receipt. Resend email as necessary. Ensure that your e-mail includes links to AMTA’s on-line registration form and team roster form.

IV. SIX WEEKS BEFORE TOURNAMENT

___ Send follow-up emails to judges. Continue to recruit aggressively

___ Send detailed logistics email to all teams. Include each of the following:

___ Detailed tournament schedule

___ List and map of all tournament locations

- ___ Map and explanation of parking
- ___ Hotel information, including any room blocks that have been reserved
- ___ Campus and city maps
- ___ Restaurant information, including maps
- ___ Information about pre-ordering food (if applicable)
- ___ Link to AMTA’s on-line team registration form (responses due 21 days prior to tournament).
- ___ Link to AMTA’s team roster form (responses due 21 days prior to tournament).
- ___ AMTA-required information about role of regional representatives, drop penalties, student registration, ORCS and list of assigned teams.

NOTE: AMTA will provide you with much of this information in a “cut & paste” format.

- ___ Reconfirm hotel arrangements. Begin monitoring room block
- ___ Reconfirm tournament facility arrangements
- ___ Schedule walk-through of facilities. Issues you may wish to discuss with facility staff include:
 - ___ Number and type of rooms needed
 - ___ One courtroom for every two teams
 - ___ Room Set-Up (for on-campus tournaments). The appendix includes a room diagram. Make sure that you have a sufficient number of tables and chairs and provide enough room for a courtroom well.
 - ___ Check on heating and air needs and have the numbers for those folks who can respond to HVAC issues.
 - ___ Tabulation room
 - ___ Judges’ orientation and refreshment room
 - ___ Captains’ meeting room
 - ___ Opening ceremony (Room for approx. 250-275 people)

- ___ Closing ceremony (Room for approx. 250-275 people)
- ___ Registration tables (Teams and Judges)
- ___ Security/team check-in procedures
- ___ Building access hours
- ___ Rules concerning food, beverages, courtroom usage, etc.
- ___ Names and cell phone numbers of contact persons for:
 - ___ Building and room access
 - ___ Security
 - ___ Building maintenance
 - ___ Overall person-in-charge

V. FOUR WEEKS BEFORE TOURNAMENT

- ___ Continue judge recruitment
- ___ Send reminder/confirmation emails to all judges who have volunteered. Email should contain:
 - ___ Detailed agenda, including arrival times, and food options. Remember to account for inevitable late-arriving judges
 - ___ Judge information cards/survey (consider Google Docs or similar online tool for responses)
 - ___ Parking information
 - ___ Room locations and maps
 - ___ Contact person and cell phone/email for last-minute questions
 - ___ Order extra tables/chairs, if needed
 - ___ Case summary (only the summary issued by the AMTA case committee)
 - ___ Midlands Rules of Evidence
 - ___ Ask judges to recommend colleagues who may be interested in helping

- ___ Send reminder email to all teams. Include each of the following:
 - ___ Information about pre-ordering food (if applicable)
 - ___ Link to AMTA’s on-line team registration form (responses due 21 days prior to tournament).
 - ___ Link to AMTA’s team roster form (responses due 21 days prior to tournament).
 - ___ AMTA-required information about role of regional representatives, drop penalties, student registration, ORCS and list of assigned teams.
 - ___ Detailed tournament schedule
- ___ Recruit tournament staff
 - ___ Tab room volunteers (3-4 per round)
 - ___ Team registration (2)
 - ___ Judge registration/assignments (2 per round)
 - ___ Judge refreshment attendant (1)
 - ___ Tournament director (should “float”) (1)
- ___ Contact AMTA reps to introduce self and ascertain any special requirements (if not done previously)
- ___ Verify receipt of trophies and awards. Report any issues to AMTA
- ___ Verify receipt of ballots and tab cards. Report any issues to AMTA

VI. TWO WEEKS BEFORE TOURNAMENT

- ___ Order food for judges meetings
- ___ Compile pre-ordered team lunch orders (optional)
- ___ Monitor number of judges
- ___ Send reminder email to judges
- ___ Continue judge recruitment as necessary
- ___ Communicate with TAC regarding last-minute team additions and/or drops. Send information to newly-added teams

VII. WEEK OF TOURNAMENT

- ___ Make final arrangements with facilities/venue
- ___ Arrange any special accommodations for AMTA Reps., teams, and judges
- ___ Confirm all technology necessary to operate the Judges' PowerPoint presentation
- ___ Check weather forecast and remind teams/judges of AMTA's inclement weather policy.
- ___ Confirm any catering order(s)
- ___ Arrange for access to printer and copier for miscellaneous needs and printing tab summary
- ___ Arrange for wireless internet access (if available)
- ___ Assemble tab room supplies:
 - ___ All documents listed below
 - ___ Tables (at least three)
 - ___ Chairs
 - ___ 11x13 Envelops for ballots (one per team, plus one for tournament copies)
 - ___ Colored pens/pencils in at least 3-4 colors
 - ___ Scissors
 - ___ Rolls of tape
 - ___ Flip charts/dry-erase boards (at least 3)
 - ___ Paper/notepads
 - ___ Calculators (at least 4)
 - ___ Highlighters in 3-4 colors
 - ___ Correcting tape/white-out
 - ___ AMTA-supplied ballots
 - ___ AMTA-supplied tab cards
 - ___ Trophies

_____ PAPERWORK:

Print (# of copies) and prepare flash drive with the following:

- _____ AMTA Rulebook (1)
- _____ AMTA Tabulation Manual (1)
- _____ Spirit of AMTA ballot (one per team, plus 10-15 extras)
- _____ Team tournament evaluation forms (one per team, plus 10-15 extras)
- _____ Spreadsheet of team names and numbers (ordered by team name)
- _____ Spreadsheet of team names and numbers (ordered by team number)
- _____ Phone list of team coaches, captains, tournament staff and AMTA reps
- _____ All-loss signs (one per trial room per round)
- _____ Extra team information sheets
- _____ Extra tournament schedules
- _____ Team packets (one per team, label with team name and number)
- _____ Ballot envelopes (one per team, label with school name and number)
- _____ Team rosters (one per team). The rosters will be provided to you by AMTA in the week before the tournament.
- _____ Room grid (Appendix B) (20)

VIII. During the Tournament

Day Before The Tournament

- _____ Check all arrangements with outside parties: facility/security staff, furniture reservations, catering/food service, etc.
- _____ Print out copies of team rosters provided by AMTA
- _____ Assemble any folders/packets to be given to teams as they arrive
- _____ Send final judge reminder emails:
Be sure to include address of tournament location and arrival time(s)

Tournament Day One

- _____ Ensure furniture in all trial rooms is properly situated. If tables and chairs are to be set up by you or others, ensure that process is finished before the registration period.
- _____ Ensure judges' orientation room is properly set up. Double check plans for the judges' orientation Power Point (computer, projector, and screen.)
- _____ Ensure tabulation room is properly set up. Deliver all necessary supplies to the tabulation room, including the ballot and tabulation card shipment.
- _____ Bring all items listed under "Paperwork" to the tabulation room.

As each team arrives:

- Have the team review the roster that it provided to AMTA in advance of the tournament and make any necessary changes, or have the team initial the roster as "OK."

Opening Ceremony/Welcome Meeting

- Welcome the competitors, coaches, and spectators to your tournament.
- Provide the competitors with your "house rules" and other logistical information – where food & drink is allowed/not allowed, locked/unlocked entrances, security requirements, directions, etc.
 - If the event is being held on campus, provide all guests with your campus' alcohol policy.
- This is an excellent time for "dignitaries" to welcome your students to your campus/city: undergraduate or law school deans, chief judges, etc.
- Allow the AMTA Representatives time to address the students with any procedural reminders.
- The AMTA Representatives will typically conduct and announce the first round random pairing during the opening ceremony.

Captains' Meeting

- Hosts typically do not need to assist with captains' meetings. An exception would be if any trial rooms or buildings are particularly remote or hard to find; you may wish to have tournament volunteers help direct teams to these locations.

Judges' Orientation Sessions

- Check in judges and welcome them warmly!
- Ensure you have correct and complete information on each judge's information card. Be sure to ask about potential conflicts, e.g., "Do you know anyone who is competing in this tournament?"
- Ensure the proper food and beverage is set out and replenished for the judges.
- Assist the AMTA Representatives, as needed, with the judges' orientation PowerPoint and assigning judges to each trial.
- Assist the judges with finding their assigned trial rooms.

During/After Each Round

- Assist the AMTA Representatives with last-minute changes to judging assignments.
 - Most often, a judge is accidentally assigned to evaluate a team the judge has already seen during the tournament, or a team the judge should not evaluate for some other reason.
- Post the All-Loss time near all trial rooms, such as stairway doors, restroom doors, water fountains
- Assist any parents or other spectators looking for a particular team.
 - Volunteers should have ready access to the pairings for a given round and also have a list with the team numbers.
- Assist teams with directions to lunch sites or with other local information.
- Resolve any facilities/logistical issues that arise.

Prior to the Awards Ceremony

- Ensure trophies are transported to the awards ceremony site. Trophies and awards should be unpacked and displayed prior to the beginning of awards.
- The AMTA Representatives will finish the Tabulation Summary, which is a printed record of all rounds plus the award and bid winners.
 - You will need to have a means of printing and photocopying the Summary so that each team receives a copy after the awards ceremony concludes.

During the Awards Ceremony

- You are welcome to make brief closing comments, “thank you” acknowledgements to tournament volunteers, etc.
- Typically, the AMTA Representatives will announce the winners. At the very least, they must address the competitors regarding certain procedural matters for reserving bids to the Opening Round Championship and the 30-minute post-awards review period.

After the Awards Ceremony

- Handle any logistical/travel questions from the competitors.
- Ensure all rooms are clean and furniture reset.
- Complete and return to AMTA a questionnaire regarding the AMTA Representatives.
- Ensure that all teams evaluations are collected.
 - Your stipend depends on these evaluations.
 - Since students often lose these evaluations, it is a good idea to have them available to hand out to students to complete while they wait for the awards ceremony.
 - You are likely to get much more helpful feedback at this juncture than when teams wish to leave the tournament, but can’t get their ballots because they lost their team evaluations!

Questions?

AMTA is happy to assist you in staging a top-quality event. If you have any questions or concerns with any information in this Manual or any other aspect of hosting a regional tournament, please contact Will Warihay, the Tournament Administration Committee Chair and Joshua Leckrone, the Site Selection and Host Communication Subcommittee Chair (Contact information on page 3).

APPENDIX B: Sample Room Assignment List

ROUND 1

Captain's Meeting – 2:00 p.m. – Room 401

Judges' Orientation – 2:00 p.m. – Room 501

Room Number	Plaintiff	Defendant
101		
102		
103		
104		
201		
202		
203		
204		
301		
302		
303		
304		

APPENDIX C: AMTA Judge Information Card

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 - 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