

# AMERICAN MOCK TRIAL ASSOCIATION AMTA Representative Manual



Maintained by: AMTA Tournament Administration Committee  
Melissa Schuett, Chair  
[AMTA.Tournaments@collegemocktrial.org](mailto:AMTA.Tournaments@collegemocktrial.org)  
(513) 835-1088

Brandon Harper, Chair, AMTA Representative Subcommittee  
[brandonharperd@gmail.com](mailto:brandonharperd@gmail.com)  
(314) 651-2772

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## **I. Introduction**

AMTA Representatives serve as tournament officials for all sanctioned tournaments and take responsibility for the following tasks:

- Tabulation
- Judge orientation
- Judge assignments
- Captains' meetings
- Rules enforcement
- Overall competition administration

The Tournament Administration Committee assigns representatives to officiate at all AMTA-sanctioned events. An AMTA Representative may not be assigned to a tournament that includes a team with which he or she is affiliated. Two AMTA Representatives are assigned to each regional tournament, each opening round championship tournament, and to each division at the national championship tournament.

The role of the AMTA Representative is very different than that of the Tournament Host. The Host is responsible for all of the non-competitive aspects of the tournament, such as setting a schedule, providing lodging and dining information to teams, booking facilities, and recruiting judges. The Host continues to manage these tasks during the tournament. In all matters relating to the competition and application of AMTA policies and rules, the AMTA Representatives exercise authority. Teams should seek counsel from the AMTA Representatives, not the Host, in all matters concerning competition, AMTA policies, and tabulation.

## II. Pre-Tournament Duties

### A. *Initial Contacts*

- Upon receiving confirmation of assignment from the Tournament Administration Committee, AMTA Representatives should contact the Host to confirm the schedule.
- Hosts should copy the AMTA Representatives on all correspondence.
- AMTA officials may also correspond with the teams as they deem appropriate – it may be helpful to review controversies that have arisen during the invitational season, discuss issues that commonly cause disputes, and review procedures for ballot review in the tabulation room.
- It is important that competitors receive an introduction to the AMTA Representatives so that they know to consult those individuals – not the Host and not AMTA Board members with teams in competition – regarding all competitive matters.

### B. *Travel Arrangements*

- Before making any non-refundable travel arrangements, AMTA Representatives should confirm their assignments with the AMTA Representative Subcommittee Chair, as assignments may change due to conflicts.
- AMTA Representatives should plan to be present from the beginning of the registration period through the end of the 30-minute review period following the Closing Ceremony, which may not begin at the time scheduled by the Host if tabulation takes longer than expected. Should an assigned representative be unable to stay through the end of the event, s/he should contact the AMTA Representative Subcommittee Chair so that s/he may assign a different representative if necessary.
- Please consult the AMTA Travel Policy prior to making ANY travel arrangements.
  - Airfares that exceed \$400 (including taxes and fees), rental cars that exceed \$200 per rental (including taxes and fees), mileage claims exceeding \$400, and lodging rates exceeding \$150 per night (including taxes and fees) require advance approval from the Treasurer.
  - **The Treasurer will not approve reimbursements of expenses that do not**

**comply with the Travel Policy.**

- Please plan accordingly and make every effort to minimize costs by arranging to share transportation with your co-Representative and taking advantage of discounts available to you by virtue of state employee status, AAA membership or other programs.
- Representatives should claim all appropriate expenses.
  - Historically, some AMTA Representatives have made informal “donations” to AMTA by declining to submit expenses for reimbursement.
  - Although AMTA appreciates such generosity, it complicates budgetary planning.
  - Individuals wishing to contribute may make a tax-deductible donation by writing a check directly to AMTA.
- All requests for reimbursement must be submitted within **sixty days** of the date the expenses were incurred.
  - **The Treasurer will not approve reimbursement if expense vouchers are not timely submitted.**
- Travel advances are available as needed and require submission of the Travel Advance form and the approval of the Treasurer.

***C. Training and Information***

- Before traveling to a tournament, each AMTA Representative should review the Tabulation Manual that is available on the AMTA website.
  - Any questions about the manual should be sent to the Tabulation Director, Johnathan Woodward, at [AMTA.Tab@collegemocktrial.org](mailto:AMTA.Tab@collegemocktrial.org).
  - All of the forms and documents needed for the tournament should all be ready for you when you arrive on site.
  - In addition, all of the forms and documents needed are available on the AMTA Representative section of the AMTA website:
    - <http://www.collegemocktrial.org/about-amta/board-of-directors/amta-representatives/>
  - An AMTA Representative should be familiar with the following forms:
    - Spirit of AMTA form

- Tournament Evaluation form
- Judges' PowerPoint Presentation
- Midlands Rules of Evidence; and
- Special Instructions from the Case Packet

***D. On-Site (Facilities and Supplies Check)***

- When you arrive on-site, inspect the Tab Room and make sure that it has adequate space and supplies.
  - Should key supplies be missing, an early check will give the Host time to procure the supplies before tabulation begins.
  - Do not hesitate to request the supplies you need.
- AMTA Representatives are responsible for producing the electronic tab summary and at least one AMTA Representative should bring a laptop for this purpose.
  - AMTA will provide a template AMTA Tab Summary for your use during the tournament via email prior to the tournament.
- You will also need access to a printer (and possibly a copy machine) to print off enough copies for each team to get one in the envelope with their ballots.
  - If the tournament facility does not have a copier (frequently the case in courthouse facilities,) the Host should make arrangements for copying to be done off-site.
  - If the Host has failed to do so, you will need to find a way to make a tabulation summary available to all of the teams at the end of the tournament to allow for final protests.
  - The review period is essential to the integrity of the results and distribution of the tab summary is more than a convenience or nicety.
  - Should it be impossible to distribute paper copies of the tab summary, the AMTA Representatives might project the tab summary, email it to competitors (if wireless is available), or allow competitors to view the summary on the AMTA Representative's laptop.
- Tab Room supplies include:
  - Pens in multiple colors

- Correction tape
- Paper
- Calculators
- Markers
- Legal-size envelopes or legal-size file folders to use for distributing the teams' ballots at the end of the tournament
- Spirit of AMTA forms
- Printed tournament evaluation forms
- At least two sets of Pairing Cards; and
- Copies of the Tabroom Manual, the Midlands Rules of Evidence, and the AMTA Rulebook.
  - Each of these is available on the AMTA website and it is helpful to have electronic copies.
- You may also want to make sure you have some snacks and beverages on hand.
  - Depending upon the site (some courthouses prohibit food and drink in the rooms) and the budget of the Host, you may have to leave the site to eat.
  - When you do get a chance for a break, try to stagger your departures so that someone remains in the tab room.
- If you have time, visit the rooms that will be used for trials, as well as for Judges and Captains' Meetings.
- Make sure there are a projector and a computer for the Judges' PowerPoint Presentation.
- Make sure there will be coffee in the Judges room or at least know the nearest place judges can get some.
- Be prepared to give directions or distribute facility maps to guide judges to courtrooms if runners are not available.
- Although these matters are the Host's responsibility, the AMTA Representatives are often the ones who must confront and solve these problems if the Host has not planned appropriately.
- It is also important to note any special needs of any of the teams that could affect their

room assignments.

- The first priority in assigning rooms is to accommodate accessibility needs.
- You may also wish to schedule trials that attract spectators (such as top trials or trials featuring local teams) into larger rooms.
- Avoid advantaging any team in room choice – those teams with weaker records should also have the opportunity to compete in the nicer rooms when feasible.
- Hosts are directed to unpack and inspect the trophies prior to the tournament.
- Ascertaining the whereabouts and condition of the trophies should be part of your “pre-tournament” inspection of the facilities.
- It is also wise to make another inquiry at the start of Round IV.
- If the order is damaged or incomplete, contact Tammy Doss at the AMTA home office (515) 259-MOCK (6625).
- Following the tournament, complete the Trophy Form and return it to Tammy Doss so that we may keep track of both unused trophies as well as additional trophies needed.

### **III. Tournament Duties**

#### ***A. Registration***

- AMTA Representatives should be present during registration.
- They should verify the roster for each team, which will be provided by AMTA during the week prior to the tournament.
  - Rosters are important because they contain the correct spelling of student names for individual awards and are useful for forming a Bye-Buster team if the need for one arises. (See the Tabulation Manual for all the details on forming a Bye-Buster team if it becomes necessary.)
- AMTA Representatives should also verify the individual registration of any student that is not registered before the tournament.
  - When the AMTA Representatives receive the rosters from, they will also be notified of any students that are not individually registered with AMTA.
  - AMTA Representatives are responsible for personally verifying that these students have individually registered with AMTA before they are permitted to compete in

the AMTA-sanctioned tournament.

- This is important to ensure that students do not compete at more than one regional.
- AMTA Representatives should also collect the cell phone numbers for the coaches, as they will need them if they must summon coaches to judge.
- As teams check in, Representatives should remind them of the time and place for the opening meeting.
- If a team arrives that is not scheduled to appear, AMTA Representatives must contact the Tournament Administration Committee Chair immediately.

### ***B. Opening Ceremony***

- Each tournament must have an opening ceremony for all of the participants.
- Either the Host or a Representative may conduct this meeting, but both Representatives must be present and should be introduced so the participants can identify them.
- Remind students of the location of the Tab Room and the time and place for the first Captains' Meeting.
- AMTA Representatives should also review the information on bids and the ORCS to which the regional feeds, if the tournament is a regional.
- AMTA Representatives will also conduct the random draw for the first trials (see Tabulation Manual).

### ***C. Captains' Meetings***

- Ordinarily, one AMTA Representative should conduct the Captains' Meetings.
  - It is recommended that the same Representative conduct all four Captains' Meetings to ensure consistency.
- Before each Captains' Meeting, AMTA Representatives should check with the Host to see if any specific announcements have to be made.
- If there have been any questions or disputes regarding particular rules in previous rounds, the Captains' Meeting is a good time to make sure everyone is on the same page.
- The following business occurs at each Captains' Meeting:
  - Roll Call with Announcement of Pairings/Room Assignments;

- Sharing of Demonstratives;
  - The AMTA Representative will rule on any disputes that arise.
- Choosing Witnesses (in the order dictated by the case materials);
- Signing of a Character Evidence form (if applicable); and
- Distributing ballots.
- Additionally, there are tasks unique to the Captains' Meetings for particular rounds:
  - Round 1
    - Inform Captains of the location of the Tab Room and the procedure for transporting the ballots to the Tab Room.
  - Round 2
    - No additional tasks.
  - Round 3
    - No additional tasks.
  - Round 4
    - The AMTA Representative distributes the Spirit of AMTA forms upon which the Representative has entered the numbers of the opponents for the first three rounds.
    - Do not distribute any fourth round ballots until the Spirit of AMTA ballots have been complete and returned by ALL captains.
    - Distribute the Tournament Evaluation forms and ask teams to bring them to the awards ceremony.
    - Be sure to announce the location of the awards ceremony and to hand out printed directions if appropriate.

#### ***D. Judges' Meetings***

- Ordinarily, the same AMTA Representative should conduct all of the Judges' Meetings to ensure consistency.
- It is permissible for a Host or other volunteer to conduct the orientation, but the AMTA Representative should be present to make sure the PowerPoint Presentation is used properly and to answer any questions that arise.

- Please convey AMTA’s gratitude to the judges, as they are essential to the success of our competitions.
- The bulk of the Judges’ Meeting involves reviewing the Judges’ PowerPoint Presentation.
- A projector should be provided to display the images that appear on the computer screen.
  - If a computer or projector is not available, a hard or electronic copy of the slide show can be used as an outline.
- While you should not read the PowerPoint to the judges, please do restrict yourself to the key concepts contained therein and avoid expressing personal opinions.
- Bring at least one copy of the actual ballot to the Judges’ Meeting
  - Some judges will want to see a physical copy of the form they will use.
- The presentation should be brief (20-30 minutes) and should present AMTA rules and evaluation criteria in a succinct and neutral manner.
- Before each meeting, check with the Host and Co-Representative to see if there are any announcements to be made.
- Be sure to get all the details on meals for judges, parking reimbursement, or any other benefits that are provided.
- If CLE is to be awarded, you should be able to refer them to the appropriate person to process that material.
- If there have been any recurring problems (such as using fractions or failing to list the character names for witness awards) these should receive special emphasis in the next Judges’ Meeting.

***E. Assigning Judges***

- In addition to running Captains’ and Judges’ Meetings, the AMTA Representatives are required to oversee the assignment of judges to particular trials.
  - Although the AMTA Representatives are ultimately in charge of the assignments, it is permissible (and often necessary) to rely on a Host or other volunteer to provide information that is needed for making the assignments.
  - Hosts should be familiar with judging conflicts and the backgrounds of the volunteers and should track that information on a spreadsheet or on judge cards.

- Although the Host may work with the AMTA Representative in making assignments, the Representative should make the assignments for rounds involving the Host's team(s) or involving alumni of the host school. The Representative should review all assignments, even if relying upon the host to assist with draft assignments.
- If one Representative is conducting the Judges' Meeting and another is running the Captains' Meeting, it is difficult for an AMTA Representative to also assign the judges.
  - The preferred way around this problem is to start the Captains' Meeting ten minutes before Judges' Meeting.
  - The Captains' Meeting can be done quickly and the AMTA Representative, who ran the Captains' Meeting, can then assist with judge assignments.
- AMTA recommends making an index card for each judge.
  - Please see the recommended Judge Information Card, which is appended to the Host Manual, and available for download on the AMTA website.
- AMTA Representatives should be intimately familiar with all of the current judge assignment procedures, as they are explained in the AMTA Rulebook.
  - In assigning judges, the most important thing to keep in mind is conflicts.
  - A person cannot judge a team he or she coaches, nor any team that he or she judged in a prior round of that same tournament.
    - As such, the person assigning judges needs a list of the pairings for the round.
  - AMTA does not consider it to be a "conflict" for a judge to evaluate a second team from a program judged in a previous round or a team that s/he judged in another tournament, unless that judge chooses to recuse him/herself from the round.
  - Judges should not evaluate students that they can identify as being from a particular institution, nor should they judge students they know from other contexts.
  - If a judge is uncomfortable judging a team for any reason, that conflict should also be avoided.

- The best method to avoid conflicts is to assign judges with multiple conflicts first.
  - Then “fresh” judges can be used to fill in the rounds to which the other judges could not be assigned.
  - Only assign judges who have actually checked in for the meeting.
    - If you start with the list of people that are *scheduled* to judge, you’ll end up making a lot of last minute adjustments.
- If there are insufficient judges to provide two-judge panels for all trials you will have to rely on coaches to judge.
  - **Coaches may not refuse to judge. Should they do so, AMTA Representatives are empowered to drop the top-performing team from that program from the tournament under Rule 7.32 of the AMTA Rulebook.**
- If any round has three judges, coaches should not be used.
- Coaches, obviously, should not judge their own teams.
  - If possible, try to avoid having coaches judge traditional rivals or teams that have already faced the coach’s own teams.
  - Coaches should be split up so that, if possible, no panel has more than one coach.
  - Coaches should be assigned from the bottom of the pairings upward so to minimize the number of coaches in rounds that will determine the trophy-winners.
- In the extremely unlikely event that you cannot make two-judge panels (even when using all coaches, alumni, etc.) assign one-judge panels beginning at the bottom of the pairings.
  - If this happens, the single judge’s ballot is doubled for the team results and for individual awards.

***F. Announcing Judge Panels/Pairings***

- Once the judges’ assignments have been made, you need to announce the panels.
- If a judge has stated a preference for presiding or scoring, announce who will be presiding in the round.
- Explain that if no one is deemed the presiding judge, the judges should decide amongst themselves who will preside.
- Remind the judges that the same person should preside throughout the trial.

- Tips for making the announcements of the panel easier:
  - Announce the names of the judges for a trial *before* announcing the room where the trial is taking place.
    - Judges listen after hearing their names and usually not before.
  - When you call judges' names, ask them to raise their hands.
    - You can thus confirm that the judge is actually present (it's not unheard of for a judge to sign in and leave, especially when CLE credit is offered) and it allows the judges to identify each other and go to the courtrooms together.
  - If you are running on or ahead of schedule, ask everyone to stay until all the panels are announced.
    - This makes it easier to correct any problems or move people around if something is wrong. (It's tough to find judges to swap to resolve problems if some rounds have already started before panels for other trials are released.)
  - If you are running behind schedule, you can release the panels as you call them.
    - If you do this, however, save the three-judge panels until the end of the announcements.
    - You'll want these trials to start last as you may need to move a judge if you missed a conflict, an unanticipated conflict arose or if one judge did not arrive in the room.
- Because judge conflicts are common, one AMTA Representative should remain in the Judges' Meeting room for a few minutes to make sure there are no problems.
  - The other AMTA Representative can head to the Tab Room promptly.
  - Even if it does not appear that you will need coaches to judge, have the cell phone numbers you collected at registration available.
  - If a conflict is noticed late and the other trials have already started, someone will have to step in for the judge with the conflict and you don't want it to be you or your Co-Representative.

### ***G. The Tab Room***

- The procedures you need for tabulation (including everything you ever wanted to know about pairings and tiebreakers) are contained in the Tabulation Manual.
  - It also contains a list of the duties for each specific round.
- One duty the Tabulation Manual does not discuss is the splitting and distribution of the ballots.
  - The official AMTA ballot has carbonless pages.
  - Pages 1-4 have one yellow sheet and one white sheet.
  - Page 5 has three blue sheets.
  - After the tabulators have added up the ballots, the pages of the ballot should be separated.
  - The plaintiff/prosecution receives all of the white sheets and one blue sheet from each judge.
  - The defense gets all the yellow sheets and one blue sheet from each judge.
  - The top blue sheet stays with AMTA.
  - At the end of the tournament, each team should have 16 white sheets (4 from 2 judges in each of 2 different rounds), 16 yellow sheets, and 8 blue sheets (one for each judge that scored the team.)
- Coaches or designated representatives may review their ballots (including comment sheets) during the course of the tournament, but **may NOT** review the comment sheets on ballots belonging to other teams.
- AMTA Representatives should try to keep Tab Rooms open as much as possible.
  - An open Tab Room gives coaches a chance to ask questions and helps with transparency issues.
- At an absolute minimum, the Tab Room must be open for a 30-minute period after the

pairings for each round are completed.

- AMTA Representatives are encouraged to have the Tab Room open when pairings are being conducted so that people can learn about the process.
  
- If it is necessary to close the Tab Room due to crowding or noise, please do so politely, post a helper outside the door to respond to questions and open the Tab Room again as soon as possible.
  - Remember that most people do not realize how distracting their conversations may be – ask for quiet in a calm and respectful manner.
  
- When the Tab Room is open, each team is allowed to have one coach or designated tab room representative in the room.
  - Additional coaches are allowed at the AMTA Representative’s discretion.
  - This team representative must stay the same for the course of the tournament.
  - If a Tab Room visitor becomes a distraction and does not follow the instructions of the AMTA Representative, the visitor may be excluded.

### ***H. In-tournament Conflicts/Interventions***

- It is very common for students to seek assistance during the tournament.
- Common concerns include:
  - Illness that incapacitates a team member: (AMTA Rulebook 3.13)
  - Concerns that opponents have engaged in a rules violation
  - Complaints about videotaping of rounds (AMTA Rulebook 4.43-4.44)
  - Complaints about judge bias
  - Questions about evidentiary or case specific matters; and/or
  - Concerns about all-loss (Tabulation Manual).
    - Please intervene to prevent all-loss when requested or when a trial is delayed through no fault of the participating teams.
    - Appropriate measures include going to the courtroom to retrieve the ballots, suggesting that both teams waive closings to avoid the penalty and

encouraging the judges to eliminate breaks.

- Please also recognize that students cannot control the actions of judges and are trained to defer to them.
- Please go to the judges personally if the teams or coaches alert you to a situation in which judges are delaying the round. See Rule 4.33 for details.
- All interventions and penalties are governed by the AMTA Rulebook.
- Please read Chapter 9 of the Rulebook carefully before the tournament so that you are familiar with penalty and intervention procedures.

### ***I. Closing/Awards Ceremonies***

- After all the individual and team awards are determined, they will be announced at a closing ceremony.
- Be sure to review the following items during the closing ceremony:
  - Thank the Tournament Host, the sponsors, and any individuals who assisted during the tournament
  - Allow any tournament sponsors to speak at the closing ceremony, if any have been scheduled.
  - Remind teams that the Tabulation Summary is likely to contain some errors, such as misspellings. Corrections should be submitted to the Tabulation Director, who will update the online version.
  - Remind teams of the 30-minute review period
  - Explain bid allocation procedures and inform teams of the ORCS to which the regional is assigned (if you are working a regional) and the deadline for submission of online Bid Reservation Forms (available on the AMTA website).
    - Remind participants that AMTA will accept Bid Reservation Forms ONLY from the Primary Contact designated on the program's registration form.
  - Announce individual awards and Spirit of AMTA award.
    - Consult the Tournament Host to determine if any special guests (such as an administrator or sponsor) should be asked to hand out awards.

- Announce team awards/bids.
  - Teams may have questions about open bid procedures or requesting permission to attend a different ORCS.
    - Unless you have already consulted with the Tabulation Director, refer such questions to him/her.
    - It is better to have teams wait for an answer than to award a bid inappropriately or provide false hope of a bid
- After the Closing Ceremony:
  - Complete the Trophy Form and note additional plaques that will need to be ordered and which team(s) they should be sent to.
    - If you have insufficient plaques, withhold them from students whose teams are advancing to another tournament.
  - Distribute the ballots to the teams ONLY IF they have turned in their evaluation form.
    - In this regard, do not place the ballots in a place accessible to the students, as they will rush the stage and take them
    - Assign a “guard” to the ballots.
    - Do NOT distribute ballots to teams during the competition or have judges distribute them at the end of the rounds.
    - Although this is done at some invitational tournaments, it is contrary to AMTA policy.
  - Frequently, a team may need to depart the tournament before the awards begin.
    - It is appropriate to give the team its ballot envelope early, but you still must require a completed evaluation form from the team.

#### **IV. Post-Tournament Duties**

- After ballots have been distributed, you (or your Co-Representative) need to stay on-site for 30 minutes in case any protests arise.
- In that time you should:
  - Submit the tabulation summary to the Tabulation Director via email to

[AMTA.Tab@collegemocktrial.org](mailto:AMTA.Tab@collegemocktrial.org) and the Tournament Administration Committee Chair at [AMTA.Tournaments@collegemocktrial.org](mailto:AMTA.Tournaments@collegemocktrial.org)

- Assist the Host in cleaning the facility and attending to final details.
- Complete the AMTA Representative Tournament Evaluation form.
  - Note: It can be helpful to complete this as the tournament proceeds.
  
- AMTA relies on your candid and critical assessment of tournaments.
  - Without a thorough assessment from objective AMTA Representatives, we cannot provide hosts with the information they need to improve the event.
  - Evaluations help ensure that all sites meet minimum standards for quality or provide the students with a rewarding and educational experience.
  - The evaluations will not be shared directly with the hosts, but will be aggregated with the student feedback and communicated to the hosts by the Tournament Administration Committee Chair.
- All blue ballots (commonly referred to as the “tournament blues”) and one set of tabulation cards should be sent to the AMTA Tabulation Director:

Johnthan Woodward  
Houseman & Feind LLP  
P.O. Box 104  
Grafton, WI 53024-0104

- The trophy form, tournament evaluations and judges’ report should be sent to:

American Mock Trial Association  
Webster Hall, Suite 212  
3950 E. Newman Road  
Joplin, MO 64801

Fax: 417-659-5427  
AMTA@collegemocktrial.org

## V. Important Contact Information

- If you have any questions regarding your duties during the tournament, please contact one of the following individuals, who should be able to answer your questions or direct you to the appropriate person:
  - Johnathan Woodward, Tabulation Director
    - (414) 801-4310
    - AMTA.Tab@collegemocktrial.org
  - Melissa Schuett, Tournament Administration Committee Chair
    - (513) 835-1088
    - [AMTA.Tournaments@collegemocktrial.org](mailto:AMTA.Tournaments@collegemocktrial.org)
  - Brandon Harper, AMTA Rep. Assignment Committee Chair
    - (314) 651-2772
    - [brandonharperd@gmail.com](mailto:brandonharperd@gmail.com)
  - Will Warihay, President
    - (484) 883-2457
    - amta.president@collegemocktrial.org