

## **SECTION A**

### **RULES & GUIDANCE FOR ALL ASC CONTESTS**

Any specific requirements for individual contests will be found on the Rules and Guidance pages for those contests.

#### **A1 PAPERWORK**

All Chairs, contestants, Judges and Timekeepers should be provided with copies of this document along with the relevant contest mark sheets and guidance. For each individual contest the appropriate section of rules and guidance should be provided for all officials and contestants. Prior to the commencement of a contest, the Chair should ensure that the above requirements have been carried out.

- Section A Rules & Guidance for all ASC Contests
- Section B Rules and Guidance for Speech Contests
- Section C Rules & Guidance for Evaluation Contests
- Section D Rules and Guidance for Topics Contests
- Section E Timekeepers' Guidance
- Section F Notice and Appeals Procedure

#### **A2 ELIGIBILITY**

Contest organisers should ensure that all contestants are fully paid-up members of an ASC club for which all Capitation fees have been paid by 31st January in the year(s) in which each of the relevant finals (Area, District or National) is being held. Members of ASC Clubs which are affiliated, unchartered or in abeyance are not eligible to compete in any round of the ASC National Contests, beyond that held in their club.

ASC members registered with more than one ASC club may enter contests at each club but on winning a contest at one club must withdraw from that at the other club and may only go forward to the next level of that contest from one club. (If the clubs are in different areas, they cannot compete in more than one area final in the same type of contest). A Contestant who is placed first, second or third in a National Final Contest is not eligible to compete in that same contest during the following year. Unplaced contestants are eligible to enter again. Contestants at all levels must be available for the next level of contests. National Contest Finals take place, annually, during the ASC National Conference which is usually held on the last weekend of April.

### A3 CONTESTS

Clubs should select at least one Contestant (ideally by competition) to be entered into the Area contest. The Area Executive will decide upon the date of the contest and also the number of contestants allowed from each club. Each Area will hold a contest to select the contestants required to go forward to the District contest. The number of contestants will be decided by the District Executive. Each District will hold a contest to select a winner to go forward to the National Finals, held at the ASC National Conference in April. This contest should be held at least 30 days before the National Conference. An information pack to be given to the winner, regarding the contest finals and including details for registration and hotel booking, will be sent to the District President by the National Education Director in good time for the District Finals. A form for submitting the names of winner (and Runner-up in the event that the Winner is unavailable) will also be sent to the District President. This form must be returned, preferably by email to the National Education Director immediately following the contest.

In each round of the Contest, organisers should record the name of the third-placed Contestants who may be called upon in extreme cases. In the case of none of the first three Contestants from a District Final being available for the National Final, then that place will be forfeited. All contestants will be informed of the timing indicators and will speak from the same platform, which should be equipped with a lectern and possibly a microphone. Contestants should be given the choice as to whether to use these and time should be allocated before the contest for them to try them out. All contests shall be conducted by a Chair and have a Chief Judge plus two or more Judges, and two Timekeepers

### A4 CHAIR

In all ASC contests the Chair has a major role to play detailed in Section E4 of The Speakers Guide. Before commencement of the contest, a draw should be made to ascertain the order in which the contestants will speak. The order should be announced at the beginning of the contest, allowing sufficient time for Judges and Timekeepers to write the contestants' names on the mark sheets. For all contests, the Chair should ask the audience for 30 seconds' silence after each contestant has spoken to allow some time for the Judges to complete their mark sheets.

## A5 TIMEKEEPING

Timing indicators shall consist of three lights, Green, Amber and Red, or audible devices if required by visually impaired contestants. They shall be operated by at least two timekeepers in accordance with the Timing Rules for each contest. The lights should be clearly visible to the speaker, officials and audience. The Timekeepers at speech and topics contests should always complete a record sheet with both the individual times taken by the speakers and any penalty points awarded. This should be given to the Chief Judge as they retire with the judging panel to a separate room.

## A6 JUDGING

Judges should mark according to the criteria laid down in the rules for individual contests. Care should be taken to avoid any perceived bias, for example a Judge belonging to the same club or even family as a contestant. Advice on best use of the mark sheets is available in the Speakers Guide and from the National Education Director. The Chief Judge's marks must be included in the original calculation of the contest marks. Judges must give each contestant a rank order (1 for highest, 2 for second highest etc). The Chief Judge will ask each Judge for their rankings and these will then be entered on to the tally sheet. The contestant with the lowest score will be the winner. In the event of a tie, the Chief Judge's marks should be added in again but only in respect of the tied contestants. If the tie involves the Chief Judges district then marks from "The 9<sup>th</sup> Judge" will be used (extra judge who marks all contests only for this eventuality at National level). In National contests there are eight Judges, one from each District. In District contests, each Area should contribute to the judging panel. In Area contests there should be a minimum of three Judges, wherever possible from outside the Area. At the conclusion of the contest, the Chief Judge will offer congratulations to all contestants and a word about the contest followed by an announcement of the winner and runner-up in reverse order (at National, 3<sup>rd</sup> is also named).

After the contest the Chief Judge and National Education Director will be available to any contestant who wants feedback on their performance or has questions about how their placing was arrived at. The Chief Judge should take notes in preparation for these discussions as well as feedback from other judges.