

## INSTRUCTIONS FOR THE HEAD JUDGE

The responsibilities of the head judge of each speech room are:

- **Solve problems** that might occur regarding the scoring or judging of contestants in your room. Unsolvable problems should be referred to the Speech Coordinator.
- Review the **responsibilities** of a **speech judge** and the **timer**. The head judge or another judge selected by the head judge will greet the students at the door and welcome them to the room.
- Welcome the group of five students into the room at the start of the speech session. Call the scheduled student speaker forward, and briefly **explain the procedures to the student and tell the student when they may begin**. (See Head Judge Script)
- Start **on time**, follow the time schedule, and end on time! Dismiss the group of five students at the conclusion of each fifty-minute speech session and remind them to exit quietly out of respect for students in surrounding rooms.
- After the student has presented their prepared speech, **give** the student the appropriate set of **impromptu topics**. **REMEMBER: Each student will receive a different card with three possible impromptu topics**. Be sure to use the correct set. Collect the impromptu topic card and the student's note cards after the impromptu is complete.
- **Verify that each judge is fully completing a Google scoring form for each student**. If needed, help judges troubleshoot any tech issues with scoring. Unsolvable issues that impede scoring should be referred to the Speech Coordinator.
- The head judge must keep a list of students who are **"No Shows"** (i.e., are unexpectedly absent) and share this list with the Speech Coordinator at the conclusion of the speech event.
- At the conclusion of the judging period, collect **the stopwatch and time-signal cards** from the timer and return them along with all other supplies to the place designated by the Speech Coordinator.
- Have your judging panel assist you in **putting the room back** in the condition in which it was originally.
- **Do not leave any of your materials unattended. It is very important that the impromptu topics remain a surprise to the students.**