

Judges Committee - Tasks	Date completed
<p>One room or more?</p> <ul style="list-style-type: none"> • Presentation Logistics: <ul style="list-style-type: none"> ○ Decide whether all presentations will take place in one room or if concurrent competitions will occur. ○ Time and the number of competitors often dictate this decision. • Categories: <ul style="list-style-type: none"> ○ Depending on your Area Council's rules, there may be up to fifteen 4-H communications categories: <ul style="list-style-type: none"> ○ Cloverbud, Junior, Intermediate, Senior and Adult Speeches ○ Cloverbud, Junior, Intermediate, Senior and Adult One-Person Visual Presentations ○ Cloverbud, Junior, Intermediate, Senior and Adult Two-Person Visual Presentations ○ For guidance on how much time to allocate, refer to the chart located in Section 4. • Using Multiple Rooms: <ul style="list-style-type: none"> ○ If you have a large number of competitors, using multiple rooms can shorten the event, particularly if you use two teams of judges in each room. 	
<p>Number of participants</p> <p>Your Area Council will have determined the number of participants in each category in the past. This information may be found in past minutes of the Area Council or included in the Area Council's Policies and Procedures.</p> <p>This will outline:</p> <ul style="list-style-type: none"> • The number of competition categories held at the Zone, Area and Provincial Levels: <ul style="list-style-type: none"> ○ Manitoba 4-H Council holds competitions at the Provincial level in Cloverbud, Junior, Intermediate, Senior and Adult age categories for Speeches, One-Person Visual Presentations and Two-Person Visual Presentations. ○ The number of representatives each club may send in each category to Zones. ○ The number of representatives each Zone may send on to Area competitions in each category. • Manitoba 4-H Council has indicated that only one representative in each eligible category may be sent on from Area competitions to the Provincial level. An alternate can be chosen if those scheduled to compete are unable to do so. 	
<p>Budget</p> <ul style="list-style-type: none"> • Refer to Section 3: 	

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<ul style="list-style-type: none">○ Please see Section 3: Budget for details on planning the budget and securing sponsorships.● Budget Amounts:<ul style="list-style-type: none">○ Your Area Council will provide you with the budget amounts for Zone or Area events. Clubs should pass motions to approve the spending amounts for the club event.● Expense Reimbursement:<ul style="list-style-type: none">○ To be reimbursed for expenses, you must provide original detailed receipts to the Area Council treasurer.	
<p>Judges and Volunteers</p> <ul style="list-style-type: none">● Club Involvement:<ul style="list-style-type: none">○ Whether each club will be asked to provide a judge or volunteer for their respective Zone or Area competition can vary from Area to Area.○ Organizers often seek assistance from clubs to find judges for Zone competitions. This approach helps distribute the workload and ensures representation from a broad geographical area.● Communication to Clubs:<ul style="list-style-type: none">○ If clubs are asked to provide judges or volunteers, this should be clearly noted in the communication to club Head Leaders, along with a deadline.● Non-Compliance Policies:<ul style="list-style-type: none">○ Some Area Councils have policies in place for clubs that do not comply with this request.	
<p>Judges (four weeks before event)</p> <ul style="list-style-type: none">● Recommended Judge Team:<ul style="list-style-type: none">○ Plan on having a team of three judges for each category of competition. An odd number of judges can help reduce ties.● Number of Judges:<ul style="list-style-type: none">○ You will not need 36-45 judges at the Zone or Area level. The number required depends on the number of participants in each category. There may be 12-15 possible categories of participants.○ Note the preference of the judges. Some may prefer to judge a certain age range or type of competition, while others are comfortable assisting wherever needed.○ Avoid assigning judges to categories where they have a family member, friend or neighbour participating. If a family member is participating, the judge may prefer to judge another category in the same room.● Suggestions for Judges:<ul style="list-style-type: none">○ Clubs may be asked to provide names of judges, but additional judges may be needed. Here are some suggestions for potential judges:	

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<ul style="list-style-type: none"> ○ Check with the sponsorship committee for any sponsors willing to send a representative to judge. For example, a staff member from a local Farm Credit Corporation office could judge a category. ○ Local teachers or retired teachers. ○ Local politicians such as MLA, MP, Mayor, Reeve or Councilors. ○ 4-H Alumni ○ Former or current 4-H Leaders ○ Local professionals or business people who use communication skills, such as lawyers or members of the media. ○ Members of local service groups such as Lions, Rotary, Toastmasters or Women’s Institute. <ul style="list-style-type: none"> ● Point System: <ul style="list-style-type: none"> ○ It is recommended that Zone and Area competitions use the same point system as the Provincial level. ○ Points are awarded as follows: <ul style="list-style-type: none"> ○ 1st = 11 pts ○ 2nd = 6 pts ○ 3rd = 4 pts ○ In the case of a tie, the judges will break the tie through a process of discussion and consensus of only the speakers who are tied. ○ After all speakers have spoken in a given category, judges will individually rank the speakers and record 1st, 2nd and 3rd on the placing sheets. ○ The placing sheets are collected by the timekeeper or chairperson who totals the points of the three judges. The final result sheets for the competition are given to the event coordinator/chairperson for the announcement of winners and awards presentation as dictated by the Area Council’s policies and procedures. <p>Using this system will speed up the decision-making process as it does not require judges to arrive at a consensus. The individual scores each participant receives are only used by the judges to determine their placements.</p>	
<p>Pre-Event Information packages (distributed two weeks before the event)</p> <p>The information packages may be mailed or emailed and are provided to the judges so that they are familiar with the judging sheets and 4-H rules before the event.</p> <p>A sample cover letter and a list of documents to include can be found in this section of the guide.</p> <p>Contents to Include:</p> <ul style="list-style-type: none"> ● Cover Letter: 	

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<ul style="list-style-type: none">○ Provide details of the event and highlight the contents of the package.● Judging Categories:<ul style="list-style-type: none">○ Specify the categories the judge will be adjudicating.● Scorecards:<ul style="list-style-type: none">○ Include scorecards for each category.● Comment Sheets:<ul style="list-style-type: none">○ Provide comment sheets and request written comments● Description of Point System:<ul style="list-style-type: none">○ Include a description of the point system.● Result Form:<ul style="list-style-type: none">○ Provide a result form for recording the final scores.● Communication Fact Sheets:<ul style="list-style-type: none">○ Include copies of the communication fact sheets with information on rules. These are important for judges to know what to look for when adjudicating and provide guidance on giving constructive and positive feedback to participants. <p>Additional Information for Judges:</p> <ul style="list-style-type: none">● Number of Winners:<ul style="list-style-type: none">○ Inform judges of how many winners are to be chosen for each category.● Tie Policy:<ul style="list-style-type: none">○ Explain that ties are not allowed. Judges should wait until all tabulations are completed. In the event of a tie, judges will need to determine the winner.● General Comments:<ul style="list-style-type: none">○ Indicate whether a judge will be asked to give general comments to the group after judging and specify when this will occur.● Official Timer<ul style="list-style-type: none">○ Mention that there will be an official timer who will identify over and under times for penalty deductions.	
<p>Recognition for Volunteers and Judges, Awards for Participants</p> <ul style="list-style-type: none">● Will There Be Recognition or Awards?<ul style="list-style-type: none">○ Determine if there will be recognition or awards for volunteers, judges and participants. If so, decide what they will be and who will order/prepare them. Be aware of the event budget and the amount allocated for this line item.● Responsibility for Thank You Tokens:<ul style="list-style-type: none">○ Clarify whether it is your role to find thank you tokens for the judges or if the same committee handling tokens and awards for participants will take care of this. Confirm this before making any purchases.	

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<ul style="list-style-type: none"> • Gifts for Judges and Volunteers: <ul style="list-style-type: none"> ○ The monetary amount spent on gifts for judges or volunteers and whether a gift is used can vary from Area Council to Area Council. Confirm what your Area Council has allocated in the budget for the event. ○ Your Area Council may have a policy regarding the amount spent per person or what the gift should be. Check with the treasurer, secretary or in the Policies and Procedures Manual. Section 5 of this guide has suggestions for gifts. • 4-H Thank You Cards: <ul style="list-style-type: none"> ○ Thank you cards are available from the Stables 4-H Manitoba online ordering system. 	
<p>Week of the Event</p> <p>Program and Paperwork:</p> <ul style="list-style-type: none"> • Ongoing preparation starts three weeks or more before the event, with final preparations during the week of the event. This may be managed by one individual or committee or several smaller committees. <p>Coordination:</p> <ul style="list-style-type: none"> • Confirm with other committees who will be responsible for preparing the paperwork needed for judges. Determine whether it will be the Registration/Program Committee or yourself. • If you are preparing the judges' envelopes, collaborate with the registration committee to obtain the program and list of participants in each category. 	
<p>Day of Event Packages for Judges</p> <p>For Each Judge, you will need a labelled envelope containing the following materials:</p> <ul style="list-style-type: none"> • Label: <ul style="list-style-type: none"> ○ Name of the judge, categories they are judging and room (if known). • Writing Tools: <ul style="list-style-type: none"> ○ Pencil ○ Pen • Program: <ul style="list-style-type: none"> ○ A copy of the event program. • Scorecards: <ul style="list-style-type: none"> ○ Labelled scorecards for each category the judge is adjudicating, listing the participants in the order they are presenting. • Comment Sheets: <ul style="list-style-type: none"> ○ Labelled comment sheet for each participant, sorted by category. • Paper Clips: <ul style="list-style-type: none"> ○ Attach the comment sheets to the scorecards with a paper clip, in the order the members are presenting. 	

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<ul style="list-style-type: none">• Blank Materials:<ul style="list-style-type: none">○ Include at least one blank scorecard and comment sheet per category.	
<p>Day of the event (see section 7)</p> <ul style="list-style-type: none">• Judge Coordination:<ul style="list-style-type: none">○ Determine if you will meet the judges or if this will be handled by another person.○ Ensure the envelopes for the judges are available either at the registration table or to be handed out at the meeting.• Judges Meeting:<ul style="list-style-type: none">○ Introduce the judges to each other.○ Remind them of the category they will be judging.○ Review the rules regarding ties and the scoring system and ask them to select a representative to give comments at the award presentation.○ Answer any questions they may have.	
<p>Post Event</p> <ul style="list-style-type: none">• Update Binder:<ul style="list-style-type: none">○ Update your section of the binder with relevant information and notes.• Include Judges List:<ul style="list-style-type: none">○ Include a list of judges who participated in the event. This could be shared with the Manitoba 4-H Council as well, so they can update their Communications Volunteer Database for Areas to source from.• Provide Feedback:<ul style="list-style-type: none">○ Provide feedback to the chairperson to assist next year's planning committee.	