

Infractions Table Instructions

Materials Needed:

- Stapler
- Writing utensils
- Copy of the rules and rubrics for each category
- Copy of the bylaws
- List of school codes with corresponding school names
- Infractions summary documents
- Fillable forms indicating award placement per power round room
- Power round infraction notification sheets

Head Infractions Table: 3 or more past or present Head Coaches from different schools.

Time Infractions: 1 or more Head Coaches or Assistant Coaches in convenient locations. These locations may be interspersed along the check-In table for traffic flow and convenience. *There is no obligation to have a separate time infractions area; it just helps with traffic and tabulation speed at larger meets.*

Procedure for Head Infractions Table:

1. Judge presents the potential infraction to the panel.
2. Panel consults the rules, asks any clarifying questions, and determines if the infraction is valid.
3. If the panel determines the infraction is valid, they circle the rule, deduct 14 points from the total and change the rank to NR, adjust the score and rank on the ballot making sure the original score is visible and the rank becomes NR, and initial both the ballot and the adjusted rubric.
4. If one of the panels cannot be impartial (judge or contestant is one of their own) they may consult the tournament director or a member of Practices & Procedures if they are present at the meet.
5. One reader should dictate to another judge to record the infraction accurately on the Infraction Summary Sheet.
6. After initial rounds are complete, the Head Infractions Table is responsible for collecting and tabulating Power Round Ballots.
7. Speak to all three Power Round judges at once as you ask if there were any infractions* or any unusual occurrences in the room during the Power Round. Also, be sure the ballots list contestants in the same order and that they have ranked speakers 1 through the total number of speaker (don't stop at 5 like regular rounds). Make sure all ballots are signed and release the judges.
8. To tabulate the ballots, lay them next to one another and add all three numbers for each contestant. The lowest number should be recorded as first place, the 2nd lowest as second place, and the 3rd lowest as third place. In the event of a tie, the student with the greater number of lowest rank numbers wins.
9. One member of the Infractions Table should have a list of schools and their numbers so that they may record the winners for awards. Staple the power round ballots to the award announcement page and put together by category for a smooth awards ceremony.

Procedure for Time Infraction Table or Head Infractions if they are handling time infractions as well as other rules:

1. Look at the judge's time in relation to the stated criteria on the rubric.
2. Check to make sure the judge has considered the grace period of 10 seconds – noting that there is no grace period for Impromptu Speaking or Group Improvisation.
3. If the time infraction is within 1-2 seconds of the grace period, question the judge as to their certainty of starting the timer when the student began speaking – setup time is not charged.
4. If the infraction is valid, write T for Time under the rule number on the recording summary along with other required information.
5. Circle the Time rule on the back of the rubric and deduct 5 points.
6. Adjust the rank if necessary on both the ballot and the rubric and initial both – a student with a time infraction may be ranked, but may not be ranked #1.
7. Impromptu Speaking and Group Improvisation time infractions that do not meet the minimum time requirements should be sent to the Head Infractions Table.

ALL INFRACTIONS JUDGES: Turn in all Infraction Summary Sheets to the Meet Host. The Meet Host is responsible for forwarding the sheets to the Category Committee Chair.

****For Power Round Infractions, fill out the Student Notification Sheet and give it to the Tab Room to be placed in the team envelope.***