



SECTION A

RULES & GUIDANCE FOR ALL ASC CONTESTS

A1 PAPERWORK

- All Chairs, Contestants, Judges and Timekeepers must be provided with copies of **Section A** - ASC Contest Rules and Guidance and the relevant Contest Mark Sheets and Guidance to those Mark Sheets.
- For each individual Contest the appropriate Section of Rules and Guidance should be provided to all Contest Officials and Contestants (see list below)
- 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 - three pages
- **Section B** - Rules & Guidance for Evaluation Contests - three pages
- **Section C** - Rules and Guidance for Speech Contests - two pages
- **Section D** - Rules and Guidance for Topics Contests - two pages
- **Section E** - Aspects of Contests to Consider - two pages
- **Section F** - Timekeepers' Leaflet for All Contests

A2 ELIGIBILITY

- **Contest organisers** should ensure that all Contestants are fully paid-up members of an ASC club that is in GOOD STANDING with the Association, in that all Capitation dues were paid by 31st January in any one year in accordance with the Rules of the Association
- **Members** of ASC Affiliated Clubs, Un-chartered Clubs and Clubs Held In Abeyance are not eligible to compete in ASC National Contests
- **ASC members** registered with more than one ASC club may enter contests at each Club but on winning can only go forward to the next level from just ONE CLUB
- **A Contestant** in a National Final Contest is not eligible to compete in that same Contest during the following year
- **All Contestants** must comply with all ASC Contest Rules or accept disqualification

A3 DATES

- **Contestants** at all levels should be aware that all Winners and/or Runners-Up must be available for the next level of Contests - Area and District. District winners must be available for the National Contest Finals which take place annually during the ASC Annual Conference which is usually held on the last week-end of April.

A4 CONTESTS

- **Each Club** will select a Winner and a Runner-Up for all Contests - preferably by competition and by January 20th annually - to compete in their Area Contests which should be at least 4 weeks prior to the District Contests.
- **Each Area** will select a Winner and a Runner-Up by competition by 20th February annually to compete in its District Contests
- **Each District** will select a Winner and a Runner-Up by competition at least 4 weeks prior to the ASC National Contest Finals at which they will compete.
- **All Contestants** will be informed of the timing indicators and will speak from the same platform and have the availability of a lectern and, if available, a microphone. Contestants should be given the opportunity to experience these facilities before Contests begin and should have the choice whether or not to use the lectern and/or the microphone.
- **All Contests** shall be conducted by a Chair and have a Chief Judge plus two or more Judges, two Timekeepers and an Usher. A lectern, two timing clocks and timing lights (See **A6** below) shall also be provided.

A5 CHAIR

- **Handbook** - In all ASC Contests, the Contest Chair has a major role to play and this is detailed in the ASC Handbook 'Organising and Chairing Contests' which is available from the National Materials Officer
- **Order of Speaking** - Before the commencement of the Contest the Chair must organise a draw for The Order Of Speaking amongst the Contestants. The result should be announced at the beginning of the Contest allowing sufficient time for Contest Judges and Timekeepers to write the Contestants' names in the appropriate columns on the Contest Mark Sheets.
- **Silence** - For all Contests the Chair should ask the audience for 30 seconds silence after each Contestant has spoken to allow some quiet time for the Judges to award their marks

A6 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 specific contest. Trailing flexes MUST be covered by highly-visible tape or other safety device.
- **Record Sheet** - The Timekeepers at Speech and Topics Contests should always complete a Record Sheet and hand it to the Chief Judge who will then retire with the Judging Panel to a separate room.
- **TIMEKEEPERS RECORD SHEET** - (See **Separate Sheet**)

A7 JUDGING

- **The Chief Judge's marks** should be included in the original calculation of the Contest Marks. In the event of a tie, the Chief Judge's marks should be added in again BUT ONLY in respect of the TIED Contestants.
- **Judges** should be chosen for their analytical qualities and their objectivity to ensure that they mark according to the criteria of the Contest, e. g. penalising such as: plagiarism; predominantly narrative speeches; pre-prepared evaluations; evaluations delivered directly to the speaker instead of to the chairman and audience; etc.
- **Special Duties** - The Chief Judge and The Contestant Supervisor have special duties during Evaluation Contests (detailed at **Section B**)
- **The Mark Sheet** works best when the first Contestant is awarded marks in the MIDDLE RANGE of marks thus leaving room for manoeuvre to award marks both above and below for the following Contestants.
- **Rank Order** - Each Judge must finally give each Contestant a RANK ORDER by awarding the Contestant with the highest marks - 1st placing; the Contestant with the second highest marks - 2nd placing; the one with the third highest marks - 3rd placing, and so on. Judges MUST revise their marks if necessary to AVOID GIVING EQUAL PLACINGS.
- **Judge's Mark Sheet** when complete is handed to the Chief Judge or Enumerator who tallies and totals the Ranked Placings. The Contestant with the overall LOWEST RANKING is the WINNER.
- **CHIEF JUDGE'S TALLY SHEET** - (See **Separate Sheet**)
- **In National Contests** there are eight judges, one from each District, to ensure equal representation. In District Contests each Area should contribute to the Judging Panels. In Area Contests each Club should be represented on the Judging Panel.
- **At The Conclusion Of A Contest** the Chief Judge should give a short summary of the Judges' thoughts on the Contest but avoid evaluations of the speeches and the Contest. Then the Chief Judge announces the names of the Winners in reverse order.