

# High School Speakers' Tournament Job Descriptions

## ✪ CONDUCTOR ✪

The **Conductor** is the one “in charge” of the **Speakers' Tournament**. **Conductors** should keep the speeches moving along at a relaxed pace.

*Thank you so much for serving in this important position!*

### BEFORE THE COMPETITION/SPEECHES

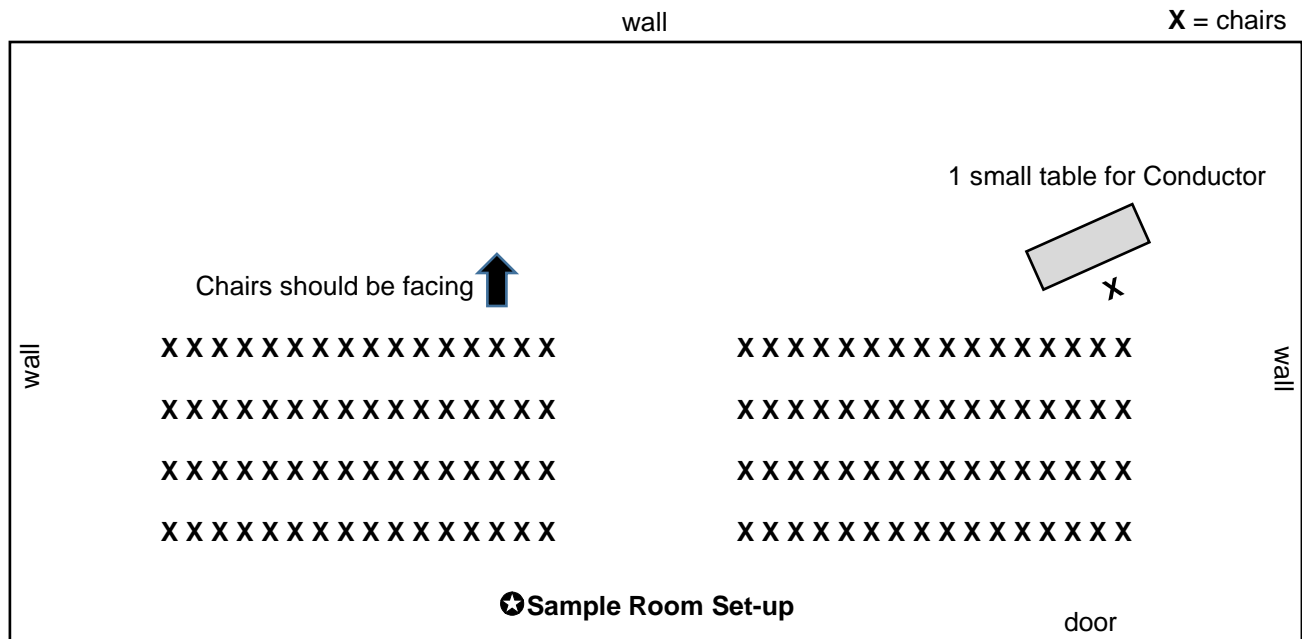
- Upon arrival at the church, the **Conductor** should check that the speech room set-up is correct. ***There is a sample room set-up at the end of this job description.***
- The **Conductor** must make sure that all of the necessary signs are on the door(s) and that any windows in the doors are covered.
- The **Conductor** should make sure the three **Judges** have the correct **Speakers' Tournament Score Sheets (1 for each speaker per judge)**, clipboards to write on, and sharpened pencils before speeches begin.
- **Judges** should observe each speech, taking notes as needed. They will be given time at the end of each speech to score, add comments and review their notes. The feedback of the **Judges** is very important to the speakers, and should be given special attention and care.
- The **Conductor** should make sure they have 1 **Speakers' Tournament Conductor Score Sheet** for each speaker.
- The **Conductor** will go to the **Ready Room** to pray with the speakers at the beginning of each hour.
- While the **Conductor** is with the speakers, one of the **Judges** must be assigned to pray with and then read the **Instructions for Spectators** to the audience in the speech room at the beginning of each hour. This can be found at [www.texasbaptists.org/bibleddrill](http://www.texasbaptists.org/bibleddrill).

## DURING THE SPEECH

- As the speakers enter the drill room, the **Conductor** will introduce them by saying:  
“This is Speaker Number \_\_\_\_, and his/her speech topic is \_\_\_\_\_.”
- After introductions, the **Conductor** should sit in the first row or at a small table, and nod when the speaker can begin. Once the speaker begins, the **Conductor** will begin timing the length of the speech.
- Make sure that all three **Judges** are able to see each of the speakers. The **Judges** should spread out around the room.
- After the speaker is finished, the **Conductor** will collect the speakers’ number. This should be placed on the **Conductor Score Sheet**. The **Conductor** will indicate on the **Conductor Score Sheet** their time, and if points should be deducted for inappropriate dress.
- The **Conductor** should give the **Judges** time to review their comments and score sheets. Once they are finished, the score sheets and **Conductor Score Sheets** should be placed in the envelope with the Drill number on it. These should be taken to the **Tally Room** each hour if there are more than 4 speakers.

## AFTER THE SPEECH

- Please make sure that all three **Judges** have completed their **score sheets**. Watch the time and give the **Judges** a nudge if they need to wrap up their scoring.
- Each hour the **Conductor** should ask a **Judge** to take the envelope with the score sheets to the **Tally Room**.
- Each hour the **Conductor** should slip out and go prepare the next group waiting in the **Ready Room** to speak.
- Ask the **Judges** to make sure the room is cleared and ready for the next group of spectators to enter and be seated.



Contact the **Bible Drill and Speakers' Tournament Coordinating Team** by emailing [bibledrill@texasbaptists.org](mailto:bibledrill@texasbaptists.org) or by calling **214-828-5287** if you need further help. Let the Team know your questions. We will be happy to help you!

**Jennifer Howington** is the Childhood Ministry Specialist for the Center for Church Health at Texas Baptists and she oversees all things Bible Drill and Speakers' Tournament.

# High School Speakers' Tournament Job Descriptions

## ✪ JUDGES ✪

There are three **Judges** for **Speakers' Tournament**.

The **Judges** use the **High School Speakers' Tournament Judge's Score Sheet** to evaluate each speaker.

*Thank you so much for serving in this important position!*

### BEFORE THE SPEECH

- Make sure that you have the correct **High School Speakers' Tournament Judge's Score Sheet**, clipboard, and sharpened pencils before beginning the drill.
- Mark the **score sheet** with the correct speaker number, date, location and your name. *The **Conductor** will fill in the speaker's time.*
- Review the **High School Speakers' Tournament Judge's Score Sheet** before the first speaker. Be familiar with the criteria to watch for and how to evaluate each speech.
- **Pray** for clarity of mind and a spirit of encouragement as you judge.

### Criteria for Judging

- **Content (40%)**
  - **Originality/Related to Subject** – Is the speech highly creative and does it explore the subject in a thorough and excellent way?
  - **Organization/Logical Sequence** – Does the speech follow a clear outline that allows the listener to come away with a thorough understanding of the topic?
  - **Structure/Grammar** – Is the speech structured in an excellent manner with no grammatical errors? Does the participant use complete sentences and are the sentences grammatically correct?
  - **Purpose Accomplished** – Does the speech have a clearly defined purpose which is accomplished by the speech?

- **Choice of Resources and Credit for Quotations** – Does the speech contain a combination of 3-5 scripture references or quotations? Are they properly credited and highly related to the subject? Are a variety of good sources used? Resources should come from reputable, reliable sources.

➤ **Delivery (40%)**

- **Eye Contact with Audience** – Does the speaker maintains excellent eye contact with the entire room throughout the speech? Does the speaker smile and use appropriate facial expressions?
- **Articulate and Expressive Voice** – Is the speaker highly articulate and do they use excellent expression, including a variation in tone? Does the speaker use good vocal energy and enunciate clearly? Does the speaker speak loudly enough for the audience to hear without straining?
- **Poise and Confidence** – Does the speaker have an excellent command of the entire room and are they well poised throughout the speech? Does the speaker appear to be composed and at ease? Does the speaker appear to believe in himself/herself and his/her message? Does he/she speak with passion?
- **Posture/Movement/Gesturing** – Does the speaker have excellent posture, move in a purposeful way, and use gestures which are highly appropriate? Do the posture, movement and gestures of the speaker distract or take away from the speech?
- **Delivered from Memory** – Does the speaker deliver the entire speech from memory and need no prompts? Does the speaker rely on notes?

➤ **Time – Speeches must be 4-6 minutes.** (*The Tournament **Conductor** is responsible for keeping time and scoring this area. Other Judges do not score based on time.*) Time penalty will be assessed as follows:

- Over 6 minutes - 2 points will be deducted for each 10 seconds
- Under 4 minutes - 2 points will be deducted for each 10 seconds

➤ **Each speech should be judged individually. Evaluate the content and delivery for each speech and speaker without comparisons.**

## DURING THE SPEECH

- Be sure to sit where you can see the speaker and evaluate their movement and gesturing during the speech.
- The **Conductor** will introduce each speaker with their speaker number and speech topic.
- Write the speaker number on the top of the **High School Speakers' Tournament Score Sheet**.
- Listen and watch attentively to each speech. Make comments as you listen and watch. ***You will have time to complete the score sheet after the speech is concluded.***

## AFTER THE SPEECH

- Once the speaker has finished, complete the score sheet with your comments and give it to the Conductor. **The Judge's comments are very important. Each speaker will receive a copy of their score sheets and will make improvements based on your feedback. Be kind and constructive!**
- Prepare for the next speaker by completing the information on the **High School Speakers' Tournament Judge's Score Sheet**.
- The **Conductor** will ask one **Judge** to take the score sheets to the **Tally Room** each hour if there are more than 4 speakers.
- *If there are more than 4 speakers at your location*, the **Conductor** will go to the **Ready Room** at the start of each hour to greet and pray for the next group of speakers.
- While the **Conductor** is in the **Ready Room**, one of the **Judges** will be assigned to pray with and then read the **Instructions for Spectators** to the audience in the drill room.

# High School Speakers' Tournament Job Descriptions

## 🌟 Ready Room Coordinator 🌟

The **Ready Room Coordinator** helps prepare the speakers for the **Speakers' Tournament**. This person helps the participants feel relaxed and confident, while taking care of the necessary details in preparation for the speech. If there is no **Ready Room Assistant**, it is acceptable to have one of the church sponsors join you in the **Ready Room**.

*Thank you so much for serving in this important position!*

### Before Participants arrive in the Ready Room

The **Ready Room Coordinator** should become familiar with the supply box and carefully read this **job description**.

- **Speaker sheets** (*list of speakers and their numbers, etc.*) should be numbered and in order (1, 2, 3, or A1, A2, etc.).
- Arrange 4-5 chairs for the participants. If there are more than 4 speakers, you will have a new group of 4 at 15 minutes before the hour. There should only be 4 speakers in the **Ready Room** at a time. No sponsors or parents should be in the **Ready Room**.
- Make sure the **Ready Room** sign is on the door. Place the numbers indicating the **Speakers' Tournament** in progress (*when there are more than 4 speakers*) and the **Ready Room Speakers' Tournament** number on the sign.

### As Participants arrive in the Ready Room

- Introduce yourself to the participants as they enter the room. Greet them warmly to help make them feel at ease.
- Ask each participant their name.
- Give each participant the *number sticker* to which they have been assigned. **Make sure the participants are given the number assigned to them on the Speaker Sheets.**

- Please make sure that all of the participants have used the restroom and that none of them are chewing gum or candy.
- Allow a brief time for questions and for the participants to practice their speeches or to just sit and wait for the **Conductor** to arrive.
- The **Conductor** will give final instructions and pray with the speaker group before the first speaker moves to the speech room. Once the last speaker from the speaker group has moved to the speech room, you will be ready to accept another group of speakers.

*If there is a problem or if you should need additional supplies, go to the **Tally Room** or speak with the **Conductor**, or call the **Texas Baptists Event Coordinator** or the **Host Church Contact person**.*

**★ Helpful Tip!**

Make sure that you have the phone numbers for the Texas Baptists Event Coordinator and Host Church Contact before the event begins.



# High School Speakers' Tournament Job Descriptions

## 🌟 Tally Room Coordinator/Assistant 🌟

The **Tally Room Coordinator** is in charge of collecting all score sheets, compiling the scores, and then doing the computations to get the final scores and awards for every participant. This person also will rank the scores for **Speakers' Tournament** at the Regional event to determine the winners that will advance to State.

The **Tally Room Assistant** will check all **High School Speakers' Tournament Score Sheets and Speakers' Tournament Conductor Score Sheets** after scores have been calculated.

*Thank you so much for serving in this important position!*

**Please read and become familiar with the material below before the event.**

- All of the necessary materials should be included in the **Tally Room Materials Box: Tally Sheets for High School Speakers' Tournament**, calculators, **Category Sheets** (*used at the Closing Session*); pencils, and paper clips, etc.
- Upon the completion of the **Speakers' Tournament**, one of the **Judges** will bring the envelope with the **Judge's Score Sheets** and **Conductor Score Sheets** to the **Tally Room**. If there are more than 4 speakers, a **Judge** will bring the **score sheets** at the end of every hour.
- Each **High School Speakers' Tournament** will deliver three **High School Speakers' Tournament Score Sheets for each speaker**.
- The **Conductor** will complete the **Speakers' Tournament Conductor Score Sheet** for each speaker. These will be delivered with the **Judge's Score Sheets**.
- Check to make sure that all of the above includes the correct **Speakers' Tournament number(s)**.

### **How to Tally the Scores for each Speaker Participant**

1. Check to make sure there are **3 High School Speakers' Tournament Score Sheets and 1 Speakers' Tournament Conductor Score Sheet** for each speaker.

2. For **each Score Sheet**, add the points together for each category in the **Content** and **Delivery** sections of the **Score Sheets** and write the number in the “Score” column on the right.
3. Add all points together and write the total in the “**Content and Delivery**” box on the bottom right-hand corner of the **Score Sheet** (*highest possible score is 80*) on each of the 3 **Score Sheets** for the speaker.
4. On the **Conductor Score Sheet** for that speaker, write the totals for each **Judge**.
5. Add the **Judges’** scores together, and divide by 3.
6. Add the **Speakers Composition Score** on the next line on the **Conductor Score Sheet**. The **Composition Score** for each speaker should be on the **Speakers Tournament Composition Score Sheet** in the **Tally Room**.

**NOTE: Make sure to match the speakers’ names, numbers and Composition Scores before writing them on the Conductor Score Sheets!**

7. *If the speech was under 4 minutes or over 6 minutes*, the **Conductor** should have deducted the points on the next line on the **Conductor Score Sheet**. Two points are deducted for each ten seconds the speech is under 4 minutes or over 6 minutes.

**NOTE: Check the time of the speech at the top of the Conductor Score Sheet to make sure points to be deducted have been calculated correctly.**

8. If the **Conductor** felt the speaker was dressed inappropriately, two points should have been deducted on the **Conductor Score Sheet**.
9. **Calculate the score:**
  - Add “Average Score from 3 Judges”
  - Add “Composition Score”
  - Deduct points for time (*if applicable*)
  - Deduct points for dress (*if applicable*)
  - **Write the “Total Score” on the appropriate line on the Conductor Score Sheet**
  - Initial next to the “Total Score”
10. Once the **Conductor Score Sheet** has been completely filled out, it should be checked by the **Tally Room Assistant**.

11. The **Tally Room Assistant** must also initial next to the “**Total Score**” on the **Speakers Tournament Score Sheets** and next to “**Total Score**” on the **Conductor Score Sheets**.
12. Once the **Speakers Tournament Score Sheets** and the **Conductor Score Sheets** have been checked twice, the scores can be entered onto the **Tally Sheet**.
13. Each **Tally Sheet** should also be checked twice and initialed.

**If the Tally Room is using the Excel method for calculating, the scores should be entered on the spreadsheet, and checked by another Tally Room Coordinator.**

**The spreadsheet can be used to determine the participants with the top scores that will be move to the next level.**

**Additional instructions below are for Texas Baptists Regional/State Events**

Names of participants should be recorded on the **Closing Session Sheets** by recognition/award categories. Double check these before the closing session and have everyone initial.

*At the Regional events, if there is a tied score at the 10<sup>th</sup> place, both participants will be allowed to go to State.*

***All Tally Sheets, Score Sheets, and Participant Number Sheets from each drill should be paper-clipped together to be processed by the Coordinating Council.***

# High School Speakers' Tournament Job Descriptions

## ★ Registration Coordinator ★ *Texas Baptists Regional/State Events*

The **Registration Coordinator and Assistants** have the very important role of setting a positive, helpful, and happy tone for the event as participants are greeted, groups are assisted, and questions are answered.

*Thank you so much for serving in this important position!*

***Please arrive at least 30 minutes before the posted time for registration to begin.***

- Gather and familiarize yourself with the items listed below when you first arrive.
  1. **Master list** of all the **Speaker Grouping Sheets**, which include participant's names, Ready Room locations, speech locations and times.
  2. **Map and layout of the church** so that you can give directions to drill and speech rooms, restrooms, **Closing Session** location, and areas where sponsors should keep their groups when not actively participating in events.
  3. **Cell phone number** of the **Texas Baptists Event Coordinator** and **Host Church Contact** who may be needed during the event.
- Please be available at the **Registration Desk** until the **Closing Session** on *Friday evening* and until the **Closing Session** on *Saturday morning*.
- As participants arrive, check off their names on the **Master List** and **Speech Grouping Sheets**, indicating they are present.
- Direct attention to the **Closing Session** times for Friday evening and Saturday morning.