



Miss America's Outstanding Teen - Instructions for Auditors for Local Competitions (Effective July 1, 2016)

(This document supersedes all previous documents, which should be destroyed)

Each competition should have two Independent Auditors to separately tally the scores.

The Judges' Chair should provide the auditors with the appropriate EXCEL Computer Tally Sheet program as well as a Manual Tally Sheet hardcopy (if appropriate second laptop is not available) for the night of competition from the selection listed below. It is strongly suggested that the auditors use two separate Computer Tally Sheet programs to independently tally the scores and then compare the results of the two independent Computer Tally Sheets as the competition progresses to ensure the independent results match before any results are announced. If two computers are not available, it is strongly suggested that the auditors maintain and update BOTH a Manual Tally Sheet AND a Computer Tally Sheet during each competition night in the event the original computer file becomes corrupt or the computer crashes. The Computer Tally Sheets are programmed to automatically create, and then update a back-up file each time the original file is saved.

Please Note: Effective immediately, the Final Ballot is no longer used at any level of the Miss America's Outstanding Teen Program!!

- **Local Single-Night Manual Tally Sheet.xls** (EXCEL Format). This is the traditional, long form tally sheet for Local Competitions. The auditors manually fill in and tabulate the scores. Before totaling each competition category on the manual tally sheets, the auditors must first enter the scores for each contestant for each competition category, then "mark" through the High and Low scores for each contestant in each competition category, then total the remaining scores, and then finally apply the multiplication factor for each competition category. Follow the printing instructions shown in the upper left corner of the computer monitor's image of this tally sheet file.
- **Local Single-Night Computer Tally Sheet.xls** (EXCEL Format). This is a self-contained auditors program for Local Competitions. If you use this program, make sure your auditors have a copy of it ahead of time so they can become familiar with it. They simply enter the data for each contestant and the built-in formulas determine the final results of the contestants based on their point scores. This program automatically eliminates the High and Low scores for each contestant in each competition category. There are four sections to the right of the score sheet that automatically calculate the Preliminary winners for the Private Interview, Talent, Evening Wear/On-Stage Question, and Lifestyle & Fitness Phases of Competition.

On the Auditor's TALLY Sheet, fill in the competition number and name or title of each contestant. Fill in the name of each judge in the spaces provided.

The Judges' Committee will turn over to you the Judges' Score Sheets for each competition. Each contestant is competing against herself and **MUST** receive a score in a 1 to 10 point range for all competitions, using whole numbers only. More than one contestant may receive the same score.

After each competition is over and all the Judges' Score Sheets are entered on the Manual Tally Sheet (if a manual tally sheet is being used), the auditors will discard the High Score and Low Score for each contestant, then add the remaining figures horizontally and multiply by the appropriate factor to obtain the total points per phase for each contestant. If you are using the computer tally sheet program, this program automatically eliminates the High and Low scores for each contestant in each competition category.



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Please be sure to verify the appropriate score sheets are used by the Judges' Chair for each phase of competition and are accurately entered into the correct section on the tally sheet.

After the points have been calculated for a contestant in a phase of the competition, enter the total in the appropriate shaded column, titled "*(COMPETITION NAME)* POINT TOTALS" (if a manual tally sheet is being used). Then subtotal the cumulative competition point totals. You will notice there are four or five columns designed to allow you to subtotal the competitions throughout the competition. Please use this as a means to streamline the auditing and to speed up the announcement process. If you are using one of the computer tally sheet programs, these programs automatically total and subtotal the points for each contestant in each competition category.

The following are the competition categories that will be recorded for Local Miss America's Outstanding Teen Competitions. The Private Interview competition will typically be completed prior to the on-stage competition.

Private Interview	25% (x 2.5)
Lifestyle & Fitness	15% (x 1.5)
Talent	35% (x 3.5)
Evening Wear/On-Stage Question	25% (x 2.5)

The results of these competition categories will determine the Winner and Runners-up for the Competition.



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Tie Breaking Procedures for MAOTeen Local Competitions

Below is a simple guide on how to break a tie within a Local competition. Merely look for the type of competition you are directing, auditing or judging, then find the category of the tie you need to split. Below that category heading will be a progressive list of the phases of competition used to split the tie. You look at the first tie breaking phase and, if one of the contestants has a higher score in that phase, she receives the higher placement. If a tie still exists, you move to the second tie breaking phase listed. If a tie exists in all phases of competition, the names are placed on a Tie Breaker Selection Sheet and handed to the judges and each judge circles his/her choice for the placement. The slip of paper should have a heading which describes the tie (i.e.: tie for Talent or tie for the Winner/Runner-up). All tie breaker sheets become a permanent record and are to be kept with the score sheets and the tally sheets in accordance with the "DO NOT DESTROY SCORE SHEETS OR TALLY SHEETS" section below.

Ties for Preliminary Awards **

- This is a tie for an award for the contestant scoring the highest total number of points after discarding the high and low scores in a specific phase of competition (Talent, Lifestyle & Fitness, etc.)
- Head-to-Head Competition - Prepare a slip a paper for each judge with the names of the contestants who are tied for the award. Please make sure the slips of paper are clearly identified as to phase in which the tie exists. Ask each judge to circle his/her choice for the winner of the award.
- If there is an even number of judges and a tie still exists after each judge has circled his/her choice for the winner of the award, multiple winners should be announced or no winner should be announced.** The determination of whether or not to announce a tie MUST be determined by the competition organizers prior to the competition so there is no confusion and so it appears that there are no last minute decisions.
- Do NOT use any other phase of competition to split a tie within another area of competition.

** It is not required to announce such winners, nor is it required to split ties for these awards. However, if due to a lack of funding the Local organization needs to split any scholarship monies associated with these awards, it should be announced from stage that the scholarship money will be split among the tied winners as to avoid confusion following the competition.



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Ties Into or Within the Winner and Runners-up of a Local Competition

- Highest Points going into the announcement of the Winners and Runners-up - If a tie exists for determining who should be the Winner or the placement of the Runners-up, the tied contestant with the highest total number of points after discarding the high and low scores from the following competition categories receives the higher placement based upon this progressive order:
 - Talent
 - Private Interview
 - Evening Wear/On-Stage Question
 - Lifestyle & Fitness
 - Head-to-Head Competition (If contestants are still tied after exhausting the previous judging categories for breaking the ties, the names are placed on a Tie Breaker Selection Sheet and handed to the judges and each judge circles his/her choice for placement. Please make sure the slips of paper are clearly identified as to the reason for the tie breaker.)

Limited Number of Preliminary Competition Awards That Can Be Announced

If the organization announces awards on-stage based upon actual phases of competition, no more than two (2) competition awards can be announced. For instance, the organization may announce the Preliminary Talent Winner and Fitness Winner, but may **not** also announce the Evening Wear/Onstage Question Winner or the Private Interview Winner. Or if the organization announces the Preliminary Talent Winner and the Evening Wear/Onstage Question Winner, they may **not** also announce the Fitness Winner or the Private Interview Winner.

DO NOT DESTROY SCORE SHEETS OR TALLY SHEETS

IMMEDIATELY at the conclusion of your competition, the auditors should place all score sheets and the tally sheet(s) in a sealed, dated, and identified envelope for safe keeping at a predetermined location established by the STATE Organization for a minimum of one year. Auditors and/or Local organization officials may not disclose to anyone any actual scores, whether total or individual scores, unless such time arises in which the outcome of the competition is in dispute and an Independent Auditor has to review the results. **Important:** For Miss America's Outstanding Teen Local auditing purposes, "Independent Auditor" is defined as an individual who has not previously been affiliated with the Local organization and cannot be the Auditor who originally tallied the scores for the competition nor can the Independent Auditor have any familial, business, or social relationship with members of the Local organization or contestants who participated in the competition they are reviewing.



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Sick Judge Procedures for MAOTeen Local Competitions

The "Sick Judge Procedures or Rules" refer to the procedures to take when one of the judges is not able to complete his or her duties throughout all of the competitions. The rules for Miss America's Outstanding Teen State and Local Competitions follow the guidelines that have been created by the Miss America Organization for "Miss" competition Sick Judge Procedures. The Miss America Organization's Sick Judge Procedures have been modified slightly to accommodate the subtle differences of the Miss America's Outstanding Teen State and Local Programs. The Miss America's Outstanding Teen Sick Judge Procedures are identical procedures for both State and Local Teen competitions.

Case #1 - No Change in number of judges throughout all of the competitions

- In this case, all judges complete all phases of competitions.
- Judges score each phase of competition, with each contestant's high and low score in each phase of competition dropped by the auditors.
- The remaining scores are added together and multiplied by the weight of the competition as applicable (a phase of competition worth 35% of the score is multiplied by 3.5; 25% by 2.5; 15% by 1.5).
- The judging process determines the Winner and Runners-up. For the details of this process, refer to MAOTeen Local Mechanics of Judging.
- The points from all phases of the actual competition determine the outcome of the competition.

Case #2 - A Judge does not complete the first phase of competition

- The auditors must discard the scores of the judge who had to leave **during** the **first** phase of competition and could not complete the first phase. The first phase of competition is typically the Private Interviews, but not always.
- If the original panel had only five judges, the high and low scores **ARE NOT** dropped and the competition proceeds with four judges. If the original panel had either six or seven judges, the high and low scores **ARE** dropped.
- The remaining scores are added together and multiplied by the weight of the competition as applicable (a phase of competition worth 35% of the score is multiplied by 3.5; 25% by 2.5; 15% by 1.5).
- Follow the last two bullets in Case #1 above.



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Case #3 - A judge completes at least one competition phase but does not complete all of the others

- The scores of the “sick judge” are NOT discarded for those COMPLETED phases of competition. However, if the judge had to leave in the middle of a competition, all scores for that particular competition are discarded.
- All remaining competitions are adjusted to represent the original number of judges. Please see the three scenarios below to learn how to properly adjust the scores for the particular number of judges of the panel in question.
 - **Scenario #1: If the Original Panel had Five Judges** - In the remaining phases of competition, the high and low scores **are NOT dropped**. All scores given by the remaining four judges for each of the remaining competitions are added together and multiplied by 0.75 and then multiplied by the weight of competition (a phase of competition worth 35% of the score is multiplied by 3.5; 25% by 2.5; 15% by 1.5). The reason for this is because, in a normal situation with 5 judges, the high and low score for each contestant would be discarded and that would leave three scores. In this case, the high and low have not been dropped and all four scores have counted. The auditor must multiply the score by 0.75 to adjust those points to equate those four scores to the three judges' scores that are necessary to duplicate the results of a five-judge panel.
 - **Scenario #2: If the Original Panel had Six Judges** - In the remaining phases of competition, the high and low scores **ARE dropped**. All scores given by the remaining five judges for each of the remaining competitions are added together and multiplied by 1.33 and then multiplied by the weight of competition (a phase of competition worth 35% of the score is multiplied by 3.5; 25% by 2.5; 15% by 1.5). In a normal situation, the high and low scores for each contestant would be dropped and the auditors would add together the four remaining scores. When a judge leaves after completing at least one phase of competition, each contestant's high and low score in each phase of competition are dropped, leaving three scores for the auditors to add together. After these three scores are added together, the auditors will then multiply that total by 1.33 to equate those three scores to the four scores that are necessary to duplicate the results of a six-judge panel.
 - **Scenario #3: If the Original Panel had Seven Judges** - In the remaining phases of competition, the high and low scores **ARE dropped**. All scores given by the remaining six judges for each of the remaining competitions are added together and multiplied by 1.25 and then multiplied by the weight of competition (a phase of competition worth 35% of the score is multiplied by 3.5; 25% by 2.5; 15% by 1.5). In a normal situation, the high and low scores for each contestant would be dropped and the auditors would add together the five remaining scores. When a judge leaves after completing at least one phase of competition, each contestant's high and low score in each phase of competition are dropped, leaving four scores for the auditors to add together. After these four scores are added together, the auditors will then multiply that total by 1.25 to equate those four scores to the five scores that are necessary to duplicate the results of a seven-judge panel.