

Miss America

SINCE  1921

JUDGES MANUAL



**PROVIDED BY:
THE MISS AMERICA ORGANIZATION**

TABLE OF CONTENTS

Introduction Letter	3
National Overview	4
The Judges Panel	5
• Judges Eligibility Rules (Rules for Judges)	7
• Judges Affidavit	9
• Judges Checklist	11
• Code of Conduct (persons in contact with judges)	12
Judges Orientation Meeting	14
• Judging Protocol	15
• Orientation Sample Agendas	16
Judges Orientation Tools	19
• Tools Available from MAO	19
• Orientation Facilitator’s Guide	19
• MAO Judging Video Script	27
Titleholder Job Description	32
• Miss America Job Description	33
• Miss “State” Job Description (inserted by State Organization)	
Private Interview Competition	35
• Private Interview – Overview and Scoring Criteria	35
• Private Interview – Format and Procedure	36
• Developing Private Interview Questions	37
On-Stage Competition	38
• Talent and Evening Wear	39
• Lifestyle & Fitness in Swimwear and On-Stage Question	40
Multi-Night Competition	41
• Scoring Overview for Preliminary & Final Nights	41
• Composite Scoring Guidelines	42
• Semi-Finalist (Top Ten) Discussion	43
Multi-Night Competition Scoring Values and Score Sheets	45
Single Night Competition Overview	56
• Scoring Values and Score Sheets	57
Auditors Instructions	63
• Tie Breaking Procedures	66
• Sick Judge Procedure	68
Scoring Guides – Handouts	70
Supporting Judging Materials	74
• Due to the 11”x14” size, the Judges Worksheets and Auditors Computer & Manual Tally Sheets are available on the Resource Portal at maoproperties.com under the “Judging” tab	
Judges Bios and Contact Info (inserted by State or Local Organization)	75
Miscellaneous (inserted by State or Local Organization)	76
• Conestant Groups, Organization Official’s Contact Information, etc.	

INTRODUCTION LETTER

February 2017

Dear State Executive Directors,

As Miss America continues its leadership position and iconic status, it is essential the integrity of the Miss America Organization's judging process continues to be one of the cornerstones of our organization and the benchmark in the industry.

This comprehensive Judges Manual serves as a complete reference and training guide for the Miss America judging process and will assist you in the orientation of your judges for your competition.

The Miss America local and state competitions are the critical components of the Miss America Organization and it is vital the judging process is consistent throughout the organization. The titleholders selected to represent each state organization in the National Finals characterize the values which embodies the role of Miss America today. The instructions included in this manual will assist you as you educate your judges for selecting the young woman who possesses the necessary qualifications to fulfill the demanding role of a local and state spokesperson and potentially, Miss America.

As you know, this process begins with the formation of your judging panel which should be comprised of a diverse group of individuals from a variety of backgrounds. Assembling a panel with different backgrounds enhances the selection process, and ensures proper assessment of the qualifications is applicable to the job description for your state and local titleholders.

The Miss America Scholarship Program is a unique competition system which is directly linked to the four points of the crown that represent the goals inherent in attaining the Miss America title – Style, Scholarship, Success and Service. Since all competitions within the Miss America Organization are actual preliminaries to crowning Miss America – the outstanding young woman who represents and becomes the ambassador of the entire organization – it is important your titleholder's job description mirrors that of Miss America's job description.

The Judges Manual will assist you as you share the qualities of the Miss America Organization and the importance of selecting the right person for the titleholder role. Even though the Miss America Organization does NOT "certify" judges, this manual serves as a reference for the planning and presentation of the judging materials at your Judges Orientation and your Competition, as well as, preparing and training your local organizations.

We appreciate your leadership and commitment to the Miss America Organization and wish you continued success. As always, the National Office is available to help with any additional support you may need.

Sincerely,



Marc Angeli
Vice President of Field Operations

NATIONAL OVERVIEW

- The Miss America Organization, a 501(c)4 non-profit organization, is the nation's leading advocate for women's education and the largest provider of scholarship assistance to young women in the United States, awarding millions of dollars annually.
- The Miss America Organization is comprised of 52 licensed organizations, including all 50 states, Washington, D.C., and Puerto Rico.
- Miss America contestants contribute tens of thousands of community service hours annually and have raised over \$13 million for Children's Miracle Network Hospitals and Miss America scholarships since 2007.
- The Miss America Organization is dedicated to empowering young women to achieve their personal, professional and educational goals.
- Miss America started in 1921 by businessmen in Atlantic City as a way of extending the summer season and celebrated 95 years during Miss America 2016.
- Miss America is proud of its heritage and an enormous opportunity for some of the most intelligent, outgoing, and accomplished women today.
- The Miss America Organization provides young women an opportunity to further their personal and professional goals and instills a spirit of community service through a variety of unique national and community based programs.
- The young women who compete in the Miss America system are intelligent, articulate, highly motivated, caring, talented, ambitious and hard working. They are passionate about their platform issues and are major contributors to public service. They exemplify leadership skills, strength of character and spirit – they touch lives.
- Previous Miss America titleholders have gone on to accomplish great things in all aspects of their lives from business to family and community, and they continue to embody everything the Miss America Organization represents.
- When Miss America is selected, she embarks on a year-long national speaking tour. As the national spokesperson and advocate, Miss America travels the country addressing diverse audiences, raising awareness and promoting the national platform, Children's Miracle Network Hospitals, other organizational interests, as well as her own personal platform.

JUDGES PANEL

Assembling your judging panel should begin as soon as the new competition year commences, since the vetting and actual confirmation of the potential judges' availability can take several months to complete.

Panel Diversity

A judges' panel is comprised of at least five (5) and no more than seven (7) judges and the diversity of your panel is very important. For example, selecting those mostly trained in dance, theater and the arts could produce a subjective outcome, but assembling a mixed group with varied backgrounds will enhance the selection process and ensure the judges' assessment of a contestant's qualifications are applicable to the job description for your state and local titleholders.

Consider the male to female ratio in addition to a panel diverse in industry experience/expertise, for example fields of: beauty, fitness, interview, arts, entertainment, education, fashion, business, state/local leadership, etc.

Conflicts of Interest

One of the cornerstones of our organization which must remain infallible is the integrity of our judging system. Conflicts of interest cannot be tolerated which is why it is important that the judges are properly vetted. In addition to being familiar with the "Judges Eligibility Rules" on pages 7 and 8, be sure to also safeguard against anything that someone may "perceive" as a conflict of interest. It is paramount that everyone does their due diligence when selecting, vetting and approving judges at the local and state levels.

Confirming Judges

The Resource Portal at maopropeties.com under the "Judging" tab lists the state competition judges from each state's program book for the year specified. State Executive Directors should be contacted directly to gain insight about the persons you are considering, which will help determine if they are a good fit for your organization.

State Executive Directors should also be contacted when considering a judge who resides in their "home" state. This is important for potential judges outside of your state and essential for persons who previously volunteered in other state organizations, no matter where they reside. It is important that potential judges are in good standing with their "home" state, their previous state organization, and the national organization, in order to judge.

Once a judge is confirmed, send a "Thank You" letter, a copy of the MAO Judges Affidavit listed on pages 9 and 10 and the MAO Judges Eligibility Rules on pages 7 and 8 for them to review and confirm they can perform the duties objectively and they are free from any conflicts of interest. If your complete list of contestants is still pending, notify them that you will forward it to them as soon as it is available. Until they receive the complete list of contestants, they can at least confirm that there are no conflicts of interest at that time. You should only send a complete list of contestants, no partial lists.

Also be sure to forward the Schedule of Events and Judges Orientation Agenda to your judges when available. It is recommended that you identify a backup judge in case of a last minute schedule conflict or family emergency.

MAO State Requirement

At least ninety (90) days before your state competition, complete the on-line link to the "State Judges List" available under State Judges List on the MAO Resource Portal under the "Judging" tab. The national office will review your panel for possible conflict of interests. If there is a conflict of interest, real or perceived you will have adequate time to establish a replacement judge. In order to expedite the review, it is important the on-line form is filled out completely with each judge's information, such as:

- Judges Name
- Novice Judge or previously judged a MAO competition
- Title/Occupation and Company/Business
- Former Titleholder Information
- State Affiliation for current or former local/state volunteer
- Contact Information

JUDGES PANEL

Judges Checklist

Along with obtaining their bio and headshot for your program book, the judges are required to review the Judges Eligibility Rules and sign the Judges Affidavit confirming they can perform their duties and are free from any conflicts of interest as described.

A checklist is provided on page 11 which outlines items that your judges may need to review prior to the orientation meeting. Organizing the items for the judges in a binder with page tabs that define each contestant and/or title for easy reference will assist your judges in their preparation. The judges should receive the contestant information at least three (3) weeks in advance of the competition. Follow-up with each judge to confirm they received this confidential information.

You can find the best representative for your organization when your judges take their job seriously. Your preparation of the judges' information ensures that they have everything needed to adequately prepare before arriving at your competition will help establish a focused judges' panel.

Judges Arrival

Plan to have a competition official who does not work with contestants, meet your judges as they arrive and be sure they can locate their destination hotel and accommodations. If a breakfast or lunch is planned prior to the orientation, remind them of the location and time. Make it a warm welcome.

When introducing your judges to each other, be sure to make them aware of each other's backgrounds and inform each of them what it was about them that prompted their selection to judge your competition.

Judges Introduction to Contestants

If the opportunity is available, it is helpful to have the Judges Chairperson introduce the judges' panel to your contestants. This introduction demystifies the judges for the contestants and puts your contestants more at ease before the competition begins. This brief meeting is not to introduce the contestants to the judges, but a chance for the contestants to hear a little about the judges' backgrounds with a brief statement from each judge.

Judges Chairperson's Job Description

The Judges Chair should have a pleasing personality, but not an overpowering disposition. The Chair must have a thorough understanding of the MAO judging policies and procedures, be capable of "guiding" the judges while facilitating the judging process, and not judging. Since the Titleholder's Job Description is the basis for selecting the titleholder, the Judges Chair must completely understand your organization's job description.

They must also be able to secure and properly vet the judges for your competition and ensure there are no conflicts of interest, real or perceived. They should also follow through on all judging activities, including meals and social activities, and be sure your auditors are also included in these activities to confirm that the rules are followed during the social events.

Per the Miss America Organization's State Organization Agreement, the Executive Director or their immediate family members cannot serve as the Judges Chairperson for the state and local organizations.

JUDGES PANEL

JUDGES ELIGIBILITY RULES (Rules for Judges) EXHIBIT “B” State Organization Agreement - Section One

1. The judge’s panel should consist between five (5) and seven (7) individuals. At least one of these individuals should be a “novice” judge. “Novice” is defined as anyone who has never judged a local or state competition within the Miss America system.
2. Judges may judge up to two (2) state competitions and four (4) local competitions in any given “competition/pageant year” - defined as the number of contestants sent to a state competition. This is not a “Calendar year.” Locals are defined by the number of local contestants sent to any state competition. Therefore, if an individual judges a dual or double competition in one state which crowns two (2) winners and a dual or double competition in another state which crowns two (2) winners, that judge has judged the four (4) local competitions.
3. Individuals, their company/business, spouse, immediate family, domestic partner or significant other, who in any way benefit, financially or otherwise, from working with contestants or the organization are barred from judging. This means that a pageant coach, pageant vocal coach, hairdresser, retailer, make-up artist, fitness trainer, wardrobe specialist, interview coach, choreographer, or any other profession which works directly with contestants, may not judge. This also means that a person who works with any contestant may not judge any other contestant, not just the ones with whom they work.

Immediate family is defined as a parent, grandparent, child, grandchild, sibling, aunt, uncle, niece, and nephew, whether by whole or half blood, or by marriage, including step-children, adoption, or natural relation.
4. Individuals who are related to contestants through blood relation, by marriage, through business contacts (including with contestants’ families), or social contacts (including with contestants’ families) may not judge those contestants.
5. State Board Members may not judge locals within the state they serve. It is recognized that some states have rules in place that require the state organization to place judges on first year local competitions. In those cases, the judges placed on those local judge’s panels may not have direct contact with their state contestants or their state judges during the state competition.
6. Relatives of state/local board members may not judge the state/local competition for which the relative serves as a board member. One should also use discretion using any person which could compromise, or appear to compromise, the integrity of the judging process. This includes such relations as business associates, social relationships, etc.
7. Parents and other relatives of a contestant may not judge any state or local competitions.
8. Former contestants and their family members, whether from a local, state, or national Miss America Competition or a competition similar in nature to the Miss America Competition, and regardless if they won one of said competitions, cannot judge until a minimum of three (3) years after they have stopped competing and may never judge any contestant with whom they have competed. “Stopped Competing” is defined as either “ages out”, gets married, won a state title, or otherwise can no longer compete in the Miss America Program. Additionally, using a woman of competition age, even though she may have never competed in the Miss America system, may prove to be a problem if she elects to compete in the program once she has judged. Judges who may be potential contestants, including MAOTeen titleholders, MAOTeen contestants and their family members, are not allowed to judge in any level of the Miss America program until the criteria set forth above is met.

JUDGES PANEL

9. A judge may not judge any contestant at the State Competition, whom they judged in any other competition, including but not limited to the MAOTeen Program for a period of four (4) years. Only at the Local Competition Level may a judge be able to judge a contestant whom they previously judged, however, they must do so with absolute objectivity and without bias. It is important that the Local Organization's leadership, to the best of their ability, limit the number of judges who have previously judged the contestants competing in their local competitions.
10. Judges who are related by blood or marriage, romantically involved, business associates, or roommates may not serve on the same judging panel. The reason is that we cannot give the impression that two judges may collude on the panel because of their close relationship.
11. While it is not a violation of the rules to use a person from another competition system, except in the event the person serves, has served, or plans to serve as an official, key position, partner, sponsor, employee, spokesperson or titleholder, discretion is required and the MAO judging process is not used in any way, to promote another competition system, especially in the judges bio.
12. Judges may not judge the same competition two consecutive years. This applies to both local and state competitions.
13. State organizations may not use two individuals from the same state competition in the same year. In addition, state organizations may not use two individuals from the same state competition two consecutive years. At the local level, two individuals from the same local competition may judge another local in the same year, but no members of a local board may judge the same local two consecutive years.
14. The state competition's judge's panel can only include a maximum of two (2) active MAO state volunteers, including, without limitation, the Executive Director, members of the State Board of Directors (BOD) or Committee, and/or any affiliate BOD, such as a state's 501c3 Scholarship Foundation. Notwithstanding the foregoing, the two (2) active MAO state volunteers selected to judge a state competition must not have judged together on another State Judges Panel within a four (4) year period.
15. Sponsors, partners and contributors (financial or in-kind), as well as their employees and family members are barred from judging.
16. State organizations may have rules regarding local judging which are more restrictive, but not contradictory than the rules mentioned above. In addition to the MAO Judges Eligibility Rules, please be aware that the state organization makes final determination on additional rules regarding judging for its locals. If you have a question regarding the interpretation of these rules as they apply to local competition, please contact your state competition office for clarification.

JUDGES PANEL

Origination: Exhibit B - State Agreement 2 of 2 Rules for Judges

JUDGES AFFIDAVIT STATE/LOCAL COMPETITIONS

Name: _____ Street Address: _____

Occupation: _____ Title/Position: _____ Company: _____

Phone: _____ Fax: _____ E-mail: _____

1. I have received and read the Judges Eligibility Rules/Rules for Judges and confirm that I meet the eligibility requirements to participate as a judge in the local and/or state program.

2. I agree to serve as an unpaid Volunteer Judge in the finals of the Miss _____ Competition, to be held on _____ in _____, _____ (State or Local).
(Date) (City) (State)

3. I affirm that I, my company/business, spouse, domestic partner, significant other, or immediate family member, have not and will not provide for profit or otherwise (compensated or uncompensated) any product or service directly or indirectly to any potential or actual contestant in any Miss America competitions other than in the normal routine duties as an official of the competition organization. Immediate family member is defined as parent, grandparent, child, grandchild, siblings, aunt, uncle, niece and nephew, whether by whole or half blood, by marriage including step-children, adoption or natural relation.

3a. I also affirm that I, my company/business, spouse, domestic partner, significant other, or immediate family member, do not act as a pageant coach, pageant/contestant vocal coach, hairdresser, retailer, make-up artist, fitness trainer, wardrobe specialist, interview coach, choreographer or any other profession that works directly with contestants either compensated or uncompensated. I understand that this also means that a person who works with any contestant may not judge any other contestant, not just the ones with whom they work.

4. I also attest that, including this competition, I have not judged more than four (4) Local Competitions and no more than two (2) State Competitions this year. (Double or Dual Competitions count as two competitions in the same year. Holdovers count for the next competition year.)

5. I acknowledge that I have been provided with and understand the judging criteria and methods of scoring for the competition. I will, to the best of my ability, objectively apply the judging criteria. In performing my duties as a judge, I will not permit geography, race, religion, age, political view, type of talent, or choice of platform of a contestant to interfere with my objective application of the judging and scoring criteria.

6. I understand that I have been/will be provided with information about each participant in the competition that I will judge and score. I will review the information and disclose any Conflicts of Interest which may or will likely not permit me to objectively judge any participant.

7. "Conflicts of Interest" for this purpose shall include: any facts or circumstances which would, from the common sense standpoint of a member of the general public, be perceived as compromising the ability of a judge to objectively perform his or her duties; and specifically, any relationship or interest of a judge, the employer, the business, or the family of a judge, with a participant in the competition, the family of a participant, or the local or state organization from which the participant in the competition has been a part.

8. I have not judged any of the contestants competing at the State Competition in any other competition, including the MAOTeen Program or any other program or system for at least the minimum of the four (4) year period.

8a. I understand that only at the local competition level may I judge a contestant whom I may have previously judged within the four (4) year period. I will disclose the contestants whom I knowingly judged previously on point number twelve of this affidavit and promise to judge this local competition and all contestants with absolute objectivity and without bias.

JUDGES PANEL

9. I will perform my duties in a dignified and professional manner which is appropriate and sensitive to the feelings and impressions of the women who are participating and I will maintain an environment to the end that each and every contestant receives a fair, objective, and unbiased opportunity to compete.

10. I will maintain the confidentiality of the information entrusted or known by me by virtue of my position as a judge regardless of the source of the information (i.e. contestants, competition personnel, or any other person). I will not allow, under any circumstances, any person to exert or try to exert any influence upon me in my capacity as a judge. If anyone should attempt to influence me, then I, as part of my fiduciary responsibility, agree to immediately disclose such attempted influence to the Field Operations Office of the Miss America Organization (609-344-1800) as soon as it is practical.

11. I understand that if I am a former contestant or family member of a former contestant, whether from a local, state, or national Miss America Competition, or a competition similar in nature to the Miss America Competition, and regardless if I/they won one of said competitions, I cannot judge until a minimum of three (3) years after I/they have stopped competing and may never judge any contestant with whom I/they have competed. "Stopped Competing" is defined as either "ages out", gets married, wins a state title, or otherwise can no longer compete in the Miss America Program. I understand that the three (3) year period begins when my title was awarded to the highest level successor.

12. I will maintain the confidentiality of the information entrusted or known by me by virtue of my position as a judge and agree not to discuss anything that transpired during the judging process with anyone during or after the competition has ended. In addition, I will decline all requests from contestants, parents, pageant coaches, or anyone else for advice on how to improve, as the entire process is, and remains, confidential. I also agree that all contestant paperwork in my possession will be disposed in a manner that will protect the confidentiality of the judging process and the contestants' privacy.

13. I also agree to not engage contestants outside of the normal judging duties before, during, or after the competition, especially in any form of social media. I understand that I have a fiduciary responsibility to notify the director of the competition/organization if I am contacted by a contestant, a contestant's parent/relative, or a pageant coach. I also agree to not engage my fellow judges before, during, or after the competition in relation to contestants and the judging process.

14. I understand that the Miss America Organization does not condone or promote the use of pageant coaches, whether paid or not. The use of a coach may transpire, as long as the State and/or Local Executive Director agrees to such arrangement with their State or Local Representative, in order to prepare her for the next level of competition. Whether approved to work with a contestant or not, pageant coaches and their immediate family members are not to be granted access to state or local contestants or judges and are expressly prohibited from participating in the Miss America Organization in any official capacity.

15. (If applicable) In the interests of maintaining the actual and perceived objective integrity of the judging and scoring system, listed below (or attached) are, to the best of my knowledge, any facts of circumstances which may constitute a Conflict of Interest or may be perceived as a Conflict of Interest. I request a prompt review of these disclosures to advise me if they may be perceived as Conflicts of Interest.

16. Disclosure(s): _____

If I am found to be in violation of any portion of this affidavit, I understand and agree that I will be prohibited from judging at any level of the Miss America Organization's Competition System.

Signed: _____ Date: _____

Printed Name: _____

JUDGES PANEL

Judges Checklist

Items Forwarded to Judges At Least Three (3) Weeks Prior to Competition

Check	Item	Details	Date Sent	Date Receipt Confirmed
	Thank You Letter (send immediately after confirming to ensure no conflicts of interest – pending contestant list)	Confirm commitment, copy of Judges Affidavit & Judges Eligibility Rules for initial review		
	Judges Affidavit	To be read, signed and returned prior to arriving at competition		
	Judges Eligibility Rules	Included as “Conflicts of Interest” reference with the Judges Affidavit		
	Judges Book (Contestant Info)	Includes contestant: <ul style="list-style-type: none"> • Platform Statement • Resume • Photo (optional) • State Titleholder Job Description • On Stage Grouping • Scoring Values 		
	Full Judges List with Contact Info	List of addresses, phone numbers and email information for all Judges		
	Judges Orientation Agenda	Organized and precise agenda for the orientation meeting		
	Judges Activities Schedule	Complete schedule for the judges that includes contact information for the Judges Chair and Judges Committee Members		
	List of Planned Social Events	List of social events that could include dinners, galas, etc. to assist with wardrobe planning		
	Accommodations	Includes contact information and directions for hotel/lodging facility		
	List of Competition Covered Expenses and List of Personal Expenses	List of all expenses: Organization covered and potential personal expenses		

JUDGES PANEL

The “Code of Conduct” below is used by MAO at the National Finals to ensure and maintain the integrity of the judging process. State and Local Organizations may use this format to create and personalize a “Code of Conduct” pertinent to your organization for distribution to those individuals who have contact with the judges during the competition

Sample Document MAO Code of Conduct

For Persons in Contact with Judges (Judges have their own forms)

ANYONE INVOLVED WITH THE COMPETITION WHO HAS CONTACT, OTHER THAN INCIDENTAL CONTACT, WITH THE JUDGES IS REQUIRED TO SIGN. THOROUGHLY REVIEW, SIGN AND RETURN TO THE ORGANIZATION PRIOR TO THE START OF COMPETITION

1. As a part of the due diligence of prospective judges, the Judges Committee, Staff, Television Partners, Production (Television and Theater) Staff, etc. should take every effort to ensure the selected judges for the competition do not have any issues which may impact the integrity of, or the appearance of integrity in the judging process. If I become aware of such issues, I will inform the Ethics Committee immediately of this matter. All matters of this type will be documented and concluded by the Ethics Committee in minutes, and these minutes will include the results of discussions and conclusions reached.

I fully understand that anything which could impact the integrity or the appearance of integrity with the judging process, includes *any* contact with the judges prior to their arrival to the competition and throughout the competition. Any issue which is deemed to significantly impact the integrity or impact the appearance of the integrity of the judging process can result in the disqualification of the judge.

2. I have reviewed the Judges Eligibility Rules and Judges Protocol. To the best of my ability, I will ensure that each judge complies with the provisions listed in these statements. Any compliance deviations by the judges from the provisions listed in the Judges Eligibility Rules and Judges Protocol of which I become aware will be immediately reported to the Ethics Committee.
3. I will ensure no guidance regarding the criterion for selection of Miss (State/Local) will be provided to the judges other than the official guidance provided by the State/Local Organization during the Judges’ orientation sessions and any such deviations of which I become aware, will be immediately reported to the Ethics Committee.
4. Discussions with the judges, regarding matters facing the Local, State or Miss America Organization (i.e. the policies, procedures and organizational structure) are not appropriate and as such, I will not engage in such discussions and will immediately report to the Ethics Committee any such discussion of which I become aware.
5. Discussions with the judges, regarding matters facing the Production (Television and/or Theater), the wishes of Producers of such (Television and/or Theater), information received during any non-competition production elements with the contestants, and “goals” of such production are strictly prohibited. The judging process must be based upon the scoring of the competition, whether a Single or Multi-Night, without outside influence or “directional” comments which may influence the outcome of the competition. I will not engage in such discussions and will immediately report to the Ethics Committee any such discussion of which I become aware.

JUDGES PANEL

6. The Judges shall not be in view of, nor speak to the contestants outside of the judging process, unless in the normal course of scheduled events, such as initial introductions and as such, I will immediately report to the Ethics Committee any interactions between the judge and a contestant outside of the judging process or in the normal course of scheduled events.

ADDITIONAL REPRESENTATIONS, ONLY FOR MEMBERS OF THE JUDGES COMMITTEE:

7. I will ensure that the chairperson of the judges committee, or designee, will be present at all times when judges are given instructions. During these instructional sessions with the judges, I will ensure that the only guidance provided will be scripted to conform to Miss America Guidelines.
8. I will ensure that a member of the Judges Committee and/or the Auditors will be present at all meetings among the judges (including any social or informal sessions).
9. I will help ensure that the judges do not discuss the contestants or their scores with one another or anyone else during the judging process.
10. I understand the matters discussed herein, and as contained in the Judges' Certification/Conflict of Interest Statements and will abide by these principles during competition week.

Signed: _____

Date: _____

Printed Name: _____

JUDGES ORIENTATION MEETING

The Orientation Room should be conducive to the presentation of the judging materials and the facilitation of open discussion. Consider your options within the appointed room and plan accordingly. Will you need a podium and microphone, projector, DVD player, internet access, etc?

Make the judges feel welcome. When introducing their background and achievements, remember to tell the Judges why they were selected to find the best representative for your organization.

Play the Miss America Judging Video dated 12/2007. A copy of the video's script is included on page 28 for you to use as notes and to help address any questions that your judges may have.

Since the video does not discuss the dropping of the high and low scores and the Composite Scoring, it is important that you thoroughly address these areas with your judges. The MAO Judging Clips, Video #2 does discuss Composite Scoring and can also be shown.

Orientation Agenda

A couple months before the competition, the agenda for your judges meetings should be lined up and your auditors should receive copies. The auditors serve as a "check and balance" to ensure that everything planned to be discussed during the judges meetings are actually addressed.

Sample Judges Orientation Agendas are provided along with the necessary judging documents as guides and easy reference handouts. In order to not overwhelm the judges of multi-night competitions by conducting the complete Orientation for the entire competition week in one meeting, it is recommended that the Judges Orientation be divided over the course of the week.

For example, at the National Competition:

- The first orientation includes; general information, scoring, titleholder job description, private interview since the interviews begin the next day, and a meeting with Miss America to hear about her duties and responsibilities during her year
- The next orientation takes place when the private interviews are complete and focuses on the on-stage competition
- After the preliminary night competitions are complete, the last orientation focuses on the final night competition, Miss America's job description and composite scoring

JUDGES ORIENTATION MEETING

Judging Protocol

- Electronic devices must be turned off during all phases of competition
- Judges are not permitted to attend rehearsals or leave the theater during the competition
- Do not talk, laugh or applaud while contestants are competing on-stage – be mindful that a judge is not a member of the audience
- Judges may applaud production numbers, guest introductions and contestants as a group, but not individually
- Conversations at the judges table should be extremely limited, as you are in full view of the audience
- Observe all contestants and mark your score sheet directly after each one finishes
- Remember, contestants are not competing against each other
- Give the last contestant the same attention and consideration as the first contestant
- Do not score easier or more difficult as the competition continues
- If you make a change or erasure on your score sheet, you must initial it before handing it in
- Do not share your scoring with anyone or compare scores
- Judges and all associated with the judging process cannot discuss the contestants among themselves, nor with anyone else during the competitions, any social gatherings or planned events
- Do not discuss anything that transpired during the judging process with anyone during or after the competition has ended
- All requests from contestants, their family, coaches, or anyone else for advice on how to improve, must be declined as the entire process is and remains confidential
- All contestant paperwork in a judge's possession must be disposed in a manner which will protect the confidentiality of the judging process and the contestant's privacy
- Judges must conduct themselves in a professional and appropriate manner at all times
- Judges should not be in the company of contestants outside normal judging duties, including social events prior to the crowning
- Judges cannot be friends or following any competing contestants or their immediate family members in social media

JUDGES ORIENTATION MEETING

Judges Welcome Meeting and Orientation

Sample Agenda 1

- **Greeting and Introductions** **Judges Committee Chair**
- **Welcome** **State Executive Director**
- **Overview of Miss America Organization** **State Executive Director**
- **Judging Protocol** **Judges Committee Chair**
 - 1. Protocol in Judging Box/Social Activities
 - 2. Judges Rules
 - 3. Judges Affidavit
- **State Titleholder Job Description** **State Executive Director**
 - 1. Critical Duties & Responsibilities
 - 2. Qualities and Attributes
- **The Judging Process** **Judges Committee Chair/Auditor**
 - 1. Review of On-Stage Competition Categories
 - 2. Criteria & Scoring for Each Category
 - a. Talent
 - b. Evening Wear
 - c. Lifestyle & Fitness in Swimsuit
 - d. On-Stage Question
 - 3. Electronic & Paper Scoring
 - 4. Contestants Information
 - 5. Judges Working Schedule
- **The Private Interview Competition (Off-Stage)** **Judges Committee Chair/Auditor**
 - 1. Interview Schedule
 - 2. Interview Protocol
 - 3. Explanation of the “Mock Interview”
 - 4. Timing and Format for Judging
 - 5. Criteria for Scoring/Score Sheets
 - 6. Use of Resumes and Platforms
 - 7. Developing the Private Interview Questions
 - 8. How to Handle Difficult Situations
- **Auditor Process** **Judges Committee Chair/Auditor**
 - 1. Overview of Auditor’s Role
 - 2. Auditor Protocol
 - 3. Scoring Validation Tools
- **Questions and Answers** **All**

JUDGES ORIENTATION MEETING

Judges Welcome Meeting and Orientation Sample Agenda 2

- **Greeting and Introductions** **Judges Chair**
- **Welcome** **Executive Director**
- **Security** **Security/ED**
- **The Judging Process and Miss America Job Description** **Judges Chair/ED**
 - Miss America in Perspective and History, how the contestants got here, Miss America’s job description, Importance she plays with people who meet her
 - Critical Job Responsibilities of Miss America – Job Description
 - Qualities and Attributes of the woman to be Miss America
- **The Scoring Mechanics of Electronic and Paper Scoring** **Auditors**
 - Go over scoring devices and how the score sheets work
- **Confidentiality Agreement, Management of Contestant’s** **Auditors/Judges Chair**
 - Information, Judges’ Working Schedule; Logistics, Affidavits, work sheets, schedule, & transportation
- **Judging Protocol – No talking, no discussions, etc.** **Auditors & Judges Chair**
- **The Private Interview Competition** **Judges Chair**
 - Timing and Format for Judging
 - Criteria for Scoring – Score Sheets
 - Use of Resumes and Platforms
 - Developing questions which illicit information necessary to assess qualities, attributed, and the skills necessary to do the job of Miss America
 - Examine all elements of the job description
 - How to handle difficult situations
- **Conducting the Private Interview** – schedules, logistics, protocol and explanation of the Mock Interview to be held prior to the first interview **Judges Chair**
- **Questions and Answers**

JUDGES ORIENTATION MEETING

Judges' Meeting with Contestants Sample Agenda 3

- **Greetings and Introductions** Executive Director
- **Introduction of Judges to Contestants** Judges Chair
(After each judge is introduced, he/she should make a short, generalized personal comment to the contestants)
- **Staging of Evening Wear and Swimsuit Competitions** Producer/Choreographer

On-Stage Competition Orientation Sample Agenda 4

- **Greetings and Introductions** Judges Chair
- **Production Format for Preliminary Competitions** Judges Chair
- **On-Stage Competitions** Judges Chair
 1. Use of Worksheets, etc.
 2. Time and Space for Judging (with Auditor E&Y Rep)
 3. Criteria and Scoring:
 - On-Stage Question – Criteria for Scoring/Judging video Script
 - Lifestyle and Fitness in Swimsuit – Criteria for Scoring/Judging Video Script
 - Evening Wear – Criteria for Scoring/Judging video Script
 - Talent – Criteria for Scoring/Judging Video Script
- **Electronic and Paper Mechanics of Scoring** Auditors
- **Protocol in the Judges Box** Judges Chair

Final Night Competition Orientation Sample Agenda 5

- **Titleholder Job Description (thorough review)** Judges Chair/Executive Director
- **Composite Scoring** Judges Chair/Auditor
- **Semi-Finalist "Top 10" Discussion** " "
- **Final Night Scoring** " "

JUDGES ORIENTATION TOOLS

In addition to the “Judges Orientation Facilitator’s Guide” and the script for the Miss America Organization Judging Video included in this section, please refer to these other tools available:

- MAO Resource Portal “Judges” tab at www.maoproperties.com
- Miss America Judging Video 12/2007 - 18 mins, DVD available from State Org. or MAO
- Miss America Judging Video Clips 6/29/2009. Posted on the Resource Portal and also available as a DVD from State Org. or MAO. Titles include:

Judging Information

- **Clip #1** MAO Code of Conduct and Judges List – approx. 11 mins
- **Clip #2** Changes in the Contestant Discussion (Semi-Finalist Composite Scoring) – approx. 15 mins
- **Clip #3** Judging Orientation - approx. 15 mins
- **Clip #5** Avoiding Controversy (Social Networking Sites) - approx. 14 mins

Contestant Information

- **Clip #4** MAO Judges Feedback - approx. 15 mins

Effective with the 2016 State Competitions and Locals sending titleholders to the 2017 State Competitions, the Final Ballot is no longer in use and the Final Night and Single Night Competition’s scoring percentages have changed. The DVD and video clips have not yet been revised to reflect these important changes.

Judges Orientation Facilitator’s Guide

Thank you for making the commitment to ensure the integrity of your program by providing your panel of judges the best Judge’s Orientation possible. The Miss America Organization makes this judges orientation material possible. This is just one of the many benefits MAO provides our Local and State Organizations.

This Facilitator’s Guide along with its accompanying video are designed to allow you to conduct your Judge’s Orientation with uniformity with other Local and State Competitions. However, it is also designed to allow you the flexibility to modify the specifics of the Judge’s Orientation to fit your precise needs.

Prior to conducting the orientation, please take the time to preview the accompanying MAO Judging Video. The tape runs approximately 18 minutes in its entirety and divided into two sections.

Section 1: Discusses the job responsibilities of a titleholder and allows you to provide detailed information on your titleholder’s job description

Section 2: Discusses the scoring system and the phases of competition

Creating a Job Description

Prior to meeting with the panel of judges, you should meet with all relevant competition officials and the current titleholder, if applicable, and write a job description. As you discuss the job responsibilities, make a list of appearances she is already scheduled to make, as well as appearances you are attempting to work out. List all partnerships.

Partnerships include any organizations (both profit and non-profit) with which your organization is associated, including Chambers of Commerce, School Programs, Charities, Associations, Churches, etc. Once you have made this list, look at each individual listing and write down the audiences she will have to serve. It is important that you speak with traveling companions, hostesses, etc. While the Executive Director and/or Business Manager may know the actual bookings, those who travel or appear with the titleholder may have a better handle on who is in the audience at these events.

JUDGES ORIENTATION TOOLS

Once you have established the complete list of appearances, partnerships, and audiences, you then must make a list of all of her responsibilities at these appearances. Will she need to perform her talent? Will she need to create a program and how long will it need to last? Will there need to be more than one program for the different audiences she may have to serve?

How often will she be expected to make these appearances? Will she be compensated for these appearances? Will she have to book her own appearances or does she have a business manager? Is she expected to take time away from school and/or may she have other outside employment? Will she be expected to travel alone or with a traveling companion on her appearances? Will a car and/or housing be provided for her? Will she be expected to pick up the tab of her own travel costs?

When the job description as it relates to your contestant's appearances is complete, you should look at the job description as it relates to your specific program. What qualities and attributes are necessary for your specific titleholder? Is the ability to make the appearances more or less important than her success at the next level of competition? If success at the next level of competition is critical, then your panel of judges must have a copy of the job description at the next level.

Also, take into consideration your program's needs. Will this titleholder have to meet with potential sponsor or scholarship contributors? Will she assist in building your program on a personal level or will she merely need to prepare for the next level of competition.

You must be realistic in your approach to writing this job description and your expectations of your titleholder. You cannot expect a contestant to take a year off from school, make a small number of unpaid appearances, not allow her to hold a paying job, and expect her to pay her bills and be at your beck and call. You would not want your daughter to be treated that way, and neither should you have these unrealistic expectations for your titleholder.

Type a thorough job description and make enough copies for each of your judges to have a copy. Also, if you have any media clippings or scrapbooks from your previous titleholder's year, allow the judges to see them in order to get a better handle on the job that lies ahead for the woman they select.

Judges Video Section One:

Once the panel of judges arrives for your competition, welcome them. You should introduce each judge and verbally give a short paragraph on why each judge has been asked to serve on the panel, in addition to a brief overview of their credentials. When the time is appropriate, show section one of the Miss America Judging DVD. At the end of section one, present your job description and be prepared to discuss it fully.

Your judges should place the job description inside their judge's books as a constant reminder of the young woman they are expected to select.

You may not discuss any contestants with the panel of judges. The judges have signed an affidavit that they will contact the Miss America Office if they feel they have been influenced in any way. The affidavit provides the judges with the appropriate phone number to report any inappropriate behavior.

Once the job description has been presented to the judges and they have had all of their questions answered, please push play on the DVD and begin the second section of the DVD.

JUDGES ORIENTATION TOOLS

Judges Video Section Two:

This section of the video deals with the scoring system and the phases of competition. Have copies of all ballots available so that the judges may familiarize themselves with them. Following this section, please show the judges the interview room and allow them time to discuss the issues related to the interview phase of competition.

Private Interview

The primary focus of this discussion portion is for you and the panel of judges to organize yourselves on the way in which the Interview is going to take place. If the orientation does not take place in the Interview room, the judges should have ample time to familiarize themselves with the room and their surroundings. During this time also familiarize the panel and the timekeeper with one another. Allow the judges to feel comfortable with the way in which the time keeper will signal them. Do not allow the time keeper to dictate the way in which he or she should signal the judges. This should be at the discretion of the judging panel.

Prior to arriving at the orientation, decide who will serve as the Head Judge. This person should be experienced (not necessarily the most experienced) and capable of handling any issue which arises.

You should designate who will ask the first question and which judge will wrap up the Interview. Typically, the judges rotate who will ask the first question of each contestant. The contestants may introduce themselves or a competition official may introduce each contestant as she enters the interview room. Once she has been introduced, the judge assigned to ask the first question should begin. Once the first question is asked, it is typically open for all judges to be able to ask questions.

Once the time for questioning has elapsed, the head judge will tell the contestant her time is up and will usually introduce the optional 30 second closing by stating: "Our time is up, is there anything we have not discussed that you feel is important for us to know?" Please remind the judges that this is optional at the contestant's discretion. There is no such thing as a "penalty" for not using the closing statement. If the contestant feels the Interview went well and there is nothing left to discuss, she may simply decline to make a closing statement and leave the Interview.

Mock Interview

Many competitions will allow the judges to participate in a mock interview with the current titleholder. This provides the judges the opportunity to work out any bugs in the process before interviewing the first contestant. If you elect to do a mock interview, please run the Interview just like you will all of the other interviews. This also allows you to see if there are any corrections that need to be made in your orientation.

Interview Questions

The primary focus of this discussion section is to establish the kinds of questions which will elicit the information needed to assess whether or not the young woman has the skills necessary to perform the job requirements. Allow the judges to discuss these issues. However, do not allow any one judge to "dictate" the way in which the interviews are supposed to transpire. This discussion is designed to allow the judges to glean tips from one another on how to conduct interviews which will benefit everyone involved.

Those who have been around the judging system for many years are familiar with the term "high gain" question. This term means that the judges should not ask questions which will elicit a one word or short sentence response. Instead of asking "What do you think the role of Miss America is in the United States?" which could produce answers like "To provide role models" or "To provide young women scholarship money", you may want to ask,

JUDGES ORIENTATION TOOLS

“Explain to me the difference the Miss America Competition can make in this country and why?” That question will more than likely generate more information from the contestant.

Below are lists of the types of questions which can be asked by the panel:

Behavioral: Remember, past behavior is an indicator of future behavior. How did you handle it when...?

Situational: Give the contestants a situation and ask them how they would handle it.

Role Play Questions: “Pretend we’re a third grade class. What would you tell us about your platform?” (Pay close attention to how she handles the material with children. Most contestants ignore your question and tell you what they want you to know)

Credential Questions: Does she have any and, if she lists them, is it the truth?

Experience Questions: What did you learn from...?

Opinion Questions: Is it valid, well-reasoned, and defensible?

Off the Wall Questions: Does she think well on her feet?

Difficult Interviews

You should also ask the judges to share with one another how to handle difficult interviews. Allow them to share the way in which they have handled interviews in which contestants answered with a continuous stream of one word answers (this is best handled by rephrasing a question to include “Share with me the steps that you must go through to...,” anything which forces the contestant to give more than one word answers); what to do if a contestant refuses to answer questions and only gives the information she wants you to know (“I’m sorry; I must not have made myself clear. What I wanted to know was...”); how to handle interviews in which you know the contestant is not telling the truth or exaggerating (I want to make sure I understand you correctly. Are you saying...?”). It is also good to ask the judges a very open-ended question like “What have you seen take place during an interview in regard to the judges panel that you really liked or really didn’t like the way the judges handled a situation?”

Judging Etiquette

This is also the time to cover judging etiquette. Make sure all judges know that all cell phones, tablets, etc. must be turned off. While it is common sense, you would be surprised at the number of times a judge’s or timekeeper’s cell phone rings during the middle of the interview. Also cover the way in which you expect the judges to behave when in public. Make sure the judges know if parents and/or contestants will be anywhere the judges may be, including meals, as well as hotels. Please inform the judges that any discussion of a contestant’s performance, in any category, and/or the scores which the individual judges gave them is inappropriate. Remind them of the way in which they will be viewed by the audience and that conversations at the judges’ table should be limited. There should also be discretion used in the way in which judges mingle with audience members, parents, etc. They should not applaud for any contestant. However, they may choose as a panel (not as individuals) to applaud production numbers, introduction of guests, and the contestants as a group.

Once this section of the DVD has been discussed by the judges, it is important for the judges to share with each other their personal knowledge of the Talent phase of competition. Allow an expert in the field of dance, voice, baton, instrumental, or other talent category to share with the other judges what they would encourage them to look for when judging that phase of competition. Allow the judges to learn from one another. However, remind them that once the competition starts they cannot share their views on this information. You must also cover the production numbers and tell the judges what the contestants have been told to do. Sometimes on the first night, one or two judges may have a problem with the way the contestants have been instructed to walk, dance, or model in production numbers. Go over the staging and choreography that the contestants have been instructed to do, so that the contestants will not be penalized if a judge does not like it.

JUDGES ORIENTATION TOOLS

Contestant Qualities & Attributes

Review again the list of qualities and attributes that are required of your titleholder. A general list includes:

- Beautiful
- Well-spoken
- Intelligent
- Talented
- Able to Relate to Young People
- Reflective of women her age (She should not be a 35 year-old trapped inside a 20 year-old body)
- Charismatic
- Dynamic/Energetic – That “IT” quality that is so hard to define
- Mature enough to handle the job and all of its responsibilities
- Comfortable “in her own skin”
- Manageable
- Punctual
- Flexible

You should also remind the judges the series of events which have transpired with some of your titleholders. Some titleholders have been faced with handling teenage girls asking them to help inform their parents that they are pregnant, being confronted by someone who despises the Miss America Organization, having inappropriate comments made to them, or having the maturity to visit with those who are terminally ill.

It can be wise to end the orientation by asking each judge to share what he/she believes the panel should be looking for during the judging process. Write down the key words they discuss. This allows you to discover if a judge is off base and still allows you time to correct it (“That’s true, that is important; but, remember she must possess all of the qualities we have discussed such as...”). Review these key words with the panel one more time.

Please revisit and discuss the scoring process with the judges.

Because this DVD is primarily used by local competitions, there is no discussion of Composite Scoring in order to eliminate any confusion.

Composite scoring **is required** of all Multi-Night Competitions.

Composite Scoring

After the preliminary competitions and before the final night competition of a multi-night competition, each judge must assign each of the final night finalists with a composite score.

In states with more than 30 local titleholders, the organization may choose to have the judges assign composite scores to the Top 15 contestants and the 10 contestants with the highest composite scores advance to the final night of competition.

JUDGES ORIENTATION TOOLS

COMPOSITE SCORING AND FINAL NIGHT SCORING ARE SCORED ON A SCALE OF 6 – 10

When composite scoring is conducted, the judges and the auditors should be in a room with plenty of space for the judges to spread out their books and notes. The Judge's Chair should once again review the Job Description, as well as the Qualities and Attributes of the titleholder. The Chair should also adequately explain what is about to happen. Once it starts, there should be no discussion.

The Auditor or Judge's Chair will give the name of the first contestant in the Top 10/Top15 (the Semi-Finalist's names should be in the order in which they will be announced on-stage during the Final Night of competition. If the on-stage order is not yet available from production, the names must be presented to the judges in a random order). THE SEMI-FINALISTS MAY NOT BE PRESENTED TO THE JUDGES IN THE PRELIMINARY COMPETITION ORDER IN WHICH THEY COMPETED, BY GROUP OR BY POINT TOTALS. The judges have 1 minute to silently review any notes they have taken. Then they must ask themselves "Now that I have seen this contestant in all phases of competition, does she possess the skills, qualities, and attributes to be this titleholder?"

Each judge must then assign the contestant a score of 6 – 10 (with 6 being the lowest and 10 the highest). Once all of the composite score sheets have been collected for the first contestant, then the second contestant's name is announced. This process repeats itself until a composite score has been assigned to each of the finalists. The judges should understand that the percentage value of the composite score carries forward into the final night competition.

Multi-Night State Competitions may, at their discretion, conduct a structured judges' review of the semi-finalists competing in the final night competition. The rules for this structured discussion are detailed on page 46 under "Semi-Finalist Discussion" and MUST BE FOLLOWED IN THEIR ENTIRETY. Please read the materials on this discussion directly to the judges from the instructions.

Final Ballot is no longer part of the MAO judging process.

Judges also need to be reminded that the **Final Night On-Stage competitions are judged on a scale of 6 to 10, with each contestant's high and low score discarded.** Judges should award points in each phase of competition as the contestant deserves them. It is a severe violation if a judge manipulates points to try to assure the outcome of the competition. **The final outcome of the competition is based solely on the judges scores in the competition.** Judges must be instructed that any attempt to manipulate the outcome by "under" or "over" scoring contestants not truly reflective of their performance and belief to try to ensure that "his/her contestant" places higher is unacceptable, and will result in an undesirable outcome and the barring of that judge from the MAO program.

In most State Competitions, the Top Five Contestants are named on-stage and compete in a Top Five Interview Competition (please note, that this excludes state competitions with less than 10 to 12 contestants and ALL Local Competitions).

In Multi-Night Competitions, the judges need to be instructed how the Top Five On-Stage Question will be staged and how the questions will be asked. Remind the judges that the Top Five Interview Competition will help determine the winner and the runners-up order. Please review how this is handled with the judges and the auditors at the same time.

In Single Night Competitions, State Competitions with less than 10 to 12 contestants and in all Local competitions, the scores for all phases of the competition determines the winner and runners-up.

JUDGES ORIENTATION TOOLS

Post Crowning Expectations

Prior to the start of the final night competition, please review with the judges what will transpire immediately following the crowning, where they will go, who will escort them, etc.

If there is an event following the competition, please instruct the judges who will be with them to protect them from overzealous contestants, parents and audience members who are filled with sincere questions. Please remind the judges that the affidavit signed earlier by them states they will not discuss anything that transpired during the judging process. This prevents them from responding to these questions. They should also be advised that there is the potential that they may receive emails, letters or social media requests following the competition requesting advice on how to improve. It is best that the judges simply reply with "I am sorry. I signed an affidavit which prevents me from discussing anything which took place during the judging process. Good luck with your competition experience."

If there is a critique of the winner following the competition, the winner must not be present during this process. The executive director or other designated competition personnel should take notes and when the time is appropriate provide this information, in a positive manner, to help the contestant improve for the next level of competition.

All judges should be reminded that the Miss America experience should be a positive experience for all contestants, regardless of where they finish in the competition.

The Contestant paperwork given to the judges should not include any references to personal information, especially Social Security numbers, telephone numbers, addresses, etc. Please ensure that all contestant paperwork is handled properly and disposed of in a manner which will protect the contestants.

Auditors

While you may put out every effort to conduct an excellent Judges' Orientation, it is just as important that the Auditors are also adequately orientated and familiar with the judging process.

Please make sure someone, prior to the competition, reviews the auditor's instructions with the Auditors. Pay careful attention to the rule regarding dropping the high and low scores for each contestant. Explain the importance of staying on top of the auditing process and to be continually subtotaling the scores in the appropriate columns. Many times we hear, "Our auditors have been doing this for years." That may be true, but they may not be current on auditing changes or, worse yet, may have been doing it wrong for a number of years and you don't even know it.

Encourage your Auditors to use the computer programs provided by MAO to assist the Auditors in tabulating the scores. Please advise and review the "Sick Judge Procedure" with your auditors. No one expects to implement this rule when they invite their judges. You, your Auditors, and your Head Judge need to be prepared, if this rule needs to be invoked.

If you are associated with a Local Competition and you have any questions regarding the judging process, contact your State Competition office for clarification. If you are with a State Competition and have any questions regarding the judging process, please contact your State Executive Director before contacting the National Office's Field Department. If it is an emergency, the State ED knows how to contact the National Office. If it is not an emergency, you may e-mail the National Office at fieldops@missamerica.org.

JUDGES ORIENTATION TOOLS

Miss America Judging Video Script

1. Introduction

Thank you for agreeing to judge a Miss America Preliminary Competition. Whether you're judging at the local, state, or national level, your job is still the same – to find the one young woman who best represents the Miss America Organization and the women of her generation.

2. Miss America Overview

For those of you who are new to Miss America, the Miss America Program makes available more than \$45 million dollars in cash and college scholarships to contestants at the local, state and national level in all 50 states, the District of Columbia, the US Virgin Islands and Puerto Rico. For over 90 years, the Miss America Program has been an American tradition – providing young women the opportunity to perform on-stage and to compete for scholarships which will enable them to achieve their educational goals and to obtain the life experience necessary to realize their personal and professional dreams.

3. Titleholder Qualities and Job Description

But, just as times have changed over the last nine decades, the Miss America Competition has changed to keep up with the times. Today, a local, state or national titleholder is a role model for her community, she is a leader to all she serves, she is beautiful, well-spoken, talented, able to relate to young people, charismatic, reflective of women her age, and mature enough to handle the job and all of its responsibilities. It is your job as a judge to select the one young woman who best represents all the qualities I have described.

But first, you must understand what takes place during the interview and the on-stage competitions is just the beginning. Once the winner is named, she will not only receive the crown and the scholarships, but she will also assume the job responsibilities that come with this title. It is important for you to fully understand the job description of the woman you are about to select. You must remember that she will be the face and the voice of the program you are judging. Everyone who sees her; hears her speak or watches her perform her talent during her year as a titleholder must be impressed by her. She will have the potential to work with competition sponsors, local and state organizations, the press, politicians, children, schools and organizations which support her platform issue. And she must be well-spoken and have the ability to connect to every audience she serves. She must have all of the skills, the qualities and the attributes to do this job. But you must know what the job really is for the specific titleholder you are selecting.

So, please pause this tape and discuss with competition officials the specific job responsibilities for this titleholder. If there are few job responsibilities at this level of competition, what are the job responsibilities at the next level of competition? These are all things you will need to discuss in order to be prepared to judge this competition.

4. Competition Scoring

Now that you understand the job you are about to fill, you need to know that the Miss America Organization provides you five areas of competition to help you find that young woman. Each area of competition has its own specific criteria for judging; however, all of them have a few things in common. You will judge each phase of competition on a scale of 1 to 10 and you can use whole numbers only. You can give a score of 7 or an 8, but not a 7.5. Each phase of competition will have its own score sheet. It is important that you sign the score sheet as it is handed to you and read it carefully. The score sheet will contain all of the information you need to know about that phase of competition.

JUDGES ORIENTATION TOOLS

After each contestant has competed in an area of competition, you must immediately assign her a score. It is important for you to establish for yourself right now, what is average for you – what should an average talent be or an average interview be like. If the contestant is below average, she can only receive a score of a 1, 2, or 3. If she is average, the score should be a 4, 5, or 6 – above average 7, 8, or 9 and a perfect score is a 10. Unfortunately, too many judges score too high and then end up hurting the good contestants. A good judge is decisive and awards each contestant the score she deserves. You must also remember that you must remain consistent in your scoring – what is average at the beginning of the competition must be average at the end of the competition. Do not become “easier” or “tougher” with your scores as the competition moves along.

It is important for you to understand that when I say you need to establish what is average for you – that means the contestants are not competing against each other, but against your standards. So, more than one contestant may receive the same score. You must place the score on the score sheet immediately after the contestant has completed that phase of competition. If you need to change a score, please draw a line through the original score and write the new score next to it. You must initial any changes on your score sheet. Please make sure you write clearly so the auditors can easily understand your scores.

In some competitions, awards may go to the contestant who scored the highest number of points in a specific phase of competition. Anytime an award is announced on stage the integrity of the entire program is put on the line. That is why it is critically important for you to award each contestant the score she deserves. Many times, judges become overwhelmed with a contestant in one phase of competition and award her more points than she deserves in other areas, which may cause a contestant to win a preliminary award she does not deserve – or worse yet, win a title that should go to another contestant.

5. Phases of Competition

You have been selected to judge this competition, because the competition believes that you are decisive, impartial, and understand the impact of the job you have before you. Now, let’s look at the phases of competition.

Prior to arriving at this orientation, you should have already received the contestant’s entry forms including paperwork regarding the issue she has chosen to address if she is selected as the winner. You should understand that this paperwork should be the foundation for the contestant’s interview. Study this paperwork and examine whether or not she has demonstrated any of the skills necessary to perform the job description of the winner. When looking at the platform statement, look at her commitment to the issue, what she has accomplished, how can the Miss America Organization benefit her platform AND how can her platform benefit the Miss America Organization. Be careful not to allow the platform to outweigh the contestant’s overall ability to perform the job requirements. Just because you believe the issue needs to be addressed, does not necessarily mean the contestant herself is the right person for this job. Remember, you are not selecting a platform, you are choosing a person to represent this program for an entire year.

Before the interviews begin competition officials will designate a head judge. It will be the head judge’s responsibility in conjunction with competition officials to determine who will ask the first question and who will be responsible for wrapping up the interview.

When an interview begins, your judges’ panel will sit at a table and the contestant will enter the room and stand at a podium. Once the contestant has been introduced, the judge assigned the role of asking the first question should begin. At the conclusion of the time for questioning, one of the judges will tell the contestant that her time is up and that the interview is over. The judge should say, “I’m sorry, our time is up. Is there anything you would like for us to know that we have not already covered?” If there’s anything she feels has not been covered, she will have 30 seconds to make a closing statement. This is her opportunity to make sure the judges know everything she wants them to know before she leaves the interview. However, if the contestant believes everything was already covered in the interview, she’s not required to make a closing statement and there’s no “so called” penalty for not using this time.

JUDGES ORIENTATION TOOLS

A. Interview Questions

As you are thinking about your questions for the interview, you must go back and remember the job description. Questions focusing on a specific answer probably are not going to help you find the right person to do the job. Look at the audiences and groups she is expected to serve and look at all of the job responsibilities. Your questions should push the contestant so you can determine if she has the skills to do the job if she wins this competition. No questions are off limits; however, don't become too personal and always use good taste. Don't hog the conversation. Make sure your questions are short enough that as many questions as possible can be asked. You should ask tough questions regarding her opinions, her experiences, and her knowledge. This is the contestant's opportunity to show you that she can do this job. The interview should help you understand whether or not each contestant is charismatic enough, dynamic enough, mature enough, and intelligent enough to do the job described to you earlier.

1) Interview Scoring Considerations

Now that the first interview is over and before you place the score on the score sheet, ask yourself: what was your first impression when the contestant walked into the interview and what was your impression as soon as the contestant left the room? Those will be the first impressions that many who meet her will have when she is introduced to them and after she has met with them. You should assess how natural she is and whether or not she will be able to relate to her peers and the audiences and groups she will need to serve. She should have a strong ability to communicate as well as valid opinions – those opinions may not be the same as yours, but that's not important. The question is whether or not her opinions are valid, well supported, and very well communicated. Examine her personality, personal appearance, attractiveness, and physical beauty. Determine whether or not she is a leader and has a sense of accomplishment and has the knowledge and commitment to her community that is needed in this job. Does she really understand her platform issue and how she benefits the Miss America Organization through her involvement? And, again, does she have the personality to pull off this job.

B. On-Stage Competitions

1) Talent

The one phase of competition which separates the Miss America Organization from other competitions is the talent competition. During this phase of the competition you should look at whether or not this contestant has the true talent ability to represent this program for an entire year. Look at her talent presentation's overall effect on you as a member of both the audience and the judge's panel. You will see a variety of talents and it will be difficult for any one judge to be an "expert" in all fields of talent. But, as you are watching each contestant's talent, remember the job description you were given earlier. If she is asked to perform her talent at her appearances, is she going to entertain the audience? Is she going to impress them and will you be proud that you were responsible for selecting this young woman to hold this position?

Keep in mind that these women are not usually professionals. Your general observations should include the contestant's true talent ability. Look at the way in which the talent is executed, her technique, and stage presence. Many times judges ask which is more important, raw talent or entertainment value. The correct answer is that both are important. It becomes easier to award a contestant the points she deserves when the job description you were given earlier is considered. Please remember, we have asked the contestants to find talent selections which are more contemporary. That does not mean that an excellent talent which is a classic ballad or 100 year old aria should be penalized, but do not think a contestant is somehow less talented because you do not recognize the music.

JUDGES ORIENTATION TOOLS

2) Eveningwear

Eveningwear competition allows the judge to consider the contestants physical beauty, charisma and stage presence. When the contestant enters the stage, immediately assess your first impression of her. Is she going to be able to take control of a room by simply walking into it? Also consider the way she walks, her posture, and grace as well as her style and personality. You are not to consider the cost of the gown itself, but only consider the gown to the degree it helps the contestant present her total look. A titleholder at the local and state level must have the beauty and commanding presence to direct attention to her in a positive way when she meets with business, community, political and non-profit leaders. Take these issues into consideration when assigning a contestant's score in this phase of competition.

3) On-Stage Question

In some competitions an on-stage question competition may take place during evening wear or it may stand alone. Once the contestant has answered her question, ask yourself what was your overall "first impression"? Did she communicate her opinions in a sincere way and at the same time connect to the audience? Examine her confidence and stage presence as well as her ability to answer the question in the time allotted. Before scoring this contestant, you must ask yourself "what is this contestant's ability to be a spokesperson for the Miss America Organization?" Unfortunately, too many judges see the on-stage question as simply an extension of the interview. It is more than that. A contestant may be excellent in a small group situation, but may not be as charismatic and dynamic enough to fulfill the job responsibilities on a large stage and in front of an audience. Look to see if she can handle the pressure of being in front of a large crowd. Make sure she answers the question, but more importantly make sure people want to listen to her.

4) Lifestyle and Fitness in Swimwear

The longest-running tradition in the Miss America system is the Swimsuit Competition. It is without a doubt the most controversial of all of the competitions with many people wondering whether or not it exploits young women. It is the Miss America Organization's belief that those who feel that way really don't understand the competition itself. Regardless of what we may each believe about the role of the Miss America Organization's titleholders, the American public has an expectation that she will be beautiful and physically fit. This is the same expectation they have for all of their celebrities, from music and film to sports, and Miss America is no exception. You must look at her physical beauty as well as her physical fitness. I believe we often sell the swimsuit competition short – many only consider the physical aspect of the competition. A titleholder will often times be put into situations in which she is not comfortable, because no matter how hard business managers and booking agents try to make sure they know everything about an appearance, many times the event changes after she arrives. How is she going to handle that aspect of her job description? A beautiful and physically fit contestant who is nervous and shaking on stage may not be able to handle the job you are trying to fill. She must also have drive, energy, charisma, and a commanding presence. Remember, physical fitness is not about being the thinnest contestant. It is about being TRULY physically fit. The Miss America Organization is keenly aware that it has a responsibility to the young women it serves. We encourage you to make every effort to not reward contestants who are not physically fit with points they do not deserve.

The swimsuit competition is an American tradition of which we are very proud, but as an organization we need to make sure that it is judged as it was intended, by examining to see if she meets the public's expectation of a titleholder and whether or not she is physically fit enough to handle the rigorous schedule of this job. Her stage presence, confidence, and charisma also help you to determine her ability to do the job that lies ahead.

6. THE FINAL BALLOT IS NO LONGER PART OF THE MAO JUDGING PROCESS

JUDGES ORIENTATION TOOLS

7. Judges Role and Responsibility

There you have it, the Judging System for the Miss America Organization. As you meet each contestant remember, you must ask yourself three questions: #1 – Can she do the job we have been asked to fill? If the answer is yes, ask yourself question #2, does she really want to perform the job requirements of being this titleholder? If not, she really can't be the winner – because she simply doesn't want to do the job and finally, if the answers to questions #1 and #2 are answered yes, then you must ask yourself will this young woman be manageable in this job if she is selected? All of us, regardless of our profession, must be able to be managed to be effective in our positions. So must this young woman.

Remember, she may not be the best-spoken, the most talented, the most beautiful, the most charismatic, or the contestant with the greatest ability to represent her generation, but your winner must possess ALL of those qualities and abilities, because all of those qualities are required to do the job.

The reality is that there are very few opportunities for a woman between the ages of 17 and 24 to make the kind of concrete and measurable change at a local or state level than that provided by the Miss America Organization. You have now been given the task to select that local or state-wide role model. We know you will take your job seriously or you would not have been invited to judge, but I now hope you understand what is truly at stake during this competition. There are scholarship dollars available for the young women to achieve their educational goals, and just as importantly, there is a national program seeking over 400 role models at the local, state and national levels who will be agents of change in the communities they serve. They will serve as the faces and the voices of an American tradition called Miss America. Their successes are our successes. Collectively, they will speak to millions of Americans, both young and old, and from all walks of life. From the poorest of our school districts to the halls of congress and the White House – and who will these young women be? That is up to you.

Please now spend the remaining time before the contestants arrive for the first interview to share with each other your expertise in the talent phase of competition. Share with each other what you believe your panel should be looking for during this selection process. Good luck and thank you for providing this community or state the beautiful, talented, intelligent and well-spoken role model it needs.

****Please note that more information on the Judges Orientation Process, Composite Scoring and MAO Scoring is available on the Miss America Judging Clips 6/29/2009 DVD and also available on the MAO Resource Portal, www.maoproperties.com under the "Judging" tab.**

TITLEHOLDER JOB DESCRIPTION

Qualities & Attributes Defined by the Job Description

- Role Model
- Accomplished – Distinguished Achievements
- Leader – Mobilizes and Inspires
- Communicator – Courage of Convictions
- Beauty – Attractive, Confident, Commanding Presence
- Talented
- Intelligent
- Energetic – Charisma and Expression – Magnetic Personality
- Engaging – Sets People at Ease

Critical Points

Consider the “Qualities and Attributes” along with the State/Local Titleholder Job Description in all phases of competition and apply the following:

1. Can she do the job?
2. Does she want the job?
3. Do you believe she is willing to commit and fulfill the responsibilities of the titleholder job description?
4. Will she be cooperative once she receives the job?

TITLEHOLDER JOB DESCRIPTION

2016 Miss America Job Description

Thank you for agreeing to be a part of the selection of Miss America in this very special year. The [Miss America Organization](#) is celebrating its 95th year and we are honored and proud that you are part of making history as well as the future.

While you will be instructed on the formal rules applicable to judging, this document is meant to give you insight into the day to day roles and responsibilities of Miss America. While you will be judging talent, physical fitness and intellectual capacity, you may find that Miss America isn't the most talented, the most beautiful or the most physically fit. However, she will be a combination of the best of these qualities –a well-rounded individual with intelligence, heart, stamina and an ability and desire to do the job - the face of the organization both during and after her year of service.

You will see from the outline below that the woman you choose, to be successful, must be a very special young lady with great promise for her future.

The most important points to keep in mind as you choose the next Miss America:

1. First and foremost, the Miss America program is about scholarship and service. Being Miss America is not about self. It is about having a servant's heart and soul. It is not about personal celebrity or exposure or wanting merely personal recognition or congratulations. It is for a young woman who wants to work toward a higher purpose and understands she is a role model both now and in the future.
2. Being Miss America is a 24 hour per day, 7 day a week job for one year for which she is paid:
 - a. She travels approximately 20,000 miles a month, with two suitcases, mostly in economy. She will be in a different location every 18 to 24 hours. She will live on the road throughout her year with some time off to visit family, during which she is on call. She is expected to carry what she brings, be prepared for long days and must have the stamina to handle multiple long days and long periods of time away from family and friends.
 - b. She must always be professional in appearance, on-time, honest, compassionate, friendly, personable, approachable, engaging and sincere. She must be flexible and adaptable to changing circumstances and requests. She is never to leave a child unrecognized or unappreciated.
 - c. She must remain aware, through a year of travel and constant exposure, that she is representative of an iconic brand, its supporters and sponsors, and those she competed with. She is a public relations and marketing representative of the brand.
 - d. She must be able to roll with the punches and reach out to all ages and socio-economic backgrounds. She is expected to be comfortable and open with both Presidents and those who are the least fortunate in our society.
 - e. She must have the discipline to attend and be engaged and interested in all booked appearances and be prepared in advance for each – meaning she will research and prepare talking points, speeches and talent presentations.

Being Miss America is about realizing this is but one goal for her life, not THE goal of her life. She must be a young woman who sees this job as the first step toward her continuing education and career. She must have leadership skills and be a team player.

TITLEHOLDER JOB DESCRIPTION

Being Miss America means taking advantage of the scholarship and opportunities presented to her after her year of service and remembering that she will carry the title with her the remainder of her life.

NATIONAL PLATFORMS

Miss America is also the face and spokesperson for the organization's national platforms.

Children's Miracle Network Hospitals

Miss America serves as the national Goodwill Ambassador for Children's Miracle Network Hospitals. She visits hospitals, patients, parents and staff speaking on their behalf and raising awareness and funds for their work.

STEM Education & the Department of Education

Through a relationship with the Department of Education, Miss America advocates for and promotes STEM education. She often appears with elected and appointed government officials at the local, state and national levels and, therefore, must be able to maintain an ability to avoid political or partisan argument.

CORPORATE SPONSORS

Miss America must have a vast knowledge of sponsor's brands, products and guiding principles, bring them recognition and inspire public interest in the brands.

Joseph Ribkoff

Joseph Ribkoff is the official wardrobe provider to Miss America and she is required to wear Joseph Ribkoff at all official appearances that do not require formal attire.

Sherri Hill Gowns

Sherri Hill is the official gown provider to Miss America and she is required to wear Sherri Hill gowns and cocktail dresses for all official appearances that require formal wear.

Atlantic City

Miss America serves as the Ambassador for Atlantic City and promotes the city as a destination location.

CONCLUSION

Again, we thank you for taking your time to select our next Miss America. Please don't hesitate to ask your Judge's Committee Chair if you have any questions about the roles and responsibilities of Miss America. We are entrusting in you the selection of the right young woman to carry on the proud tradition of scholarship and service. In order to be Miss America, the young woman you choose must be an unforgettable, beautiful, engaging, talented, intelligent and accomplished young woman who leaves an enduring impression on everyone she meets. In addition, you will not only be changing a young woman's life but growing a program with a fundamental mission of creating educational opportunities for young women.

Thank you,

The Board of Directors of the Miss America Organization

PRIVATE INTERVIEW COMPETITION

Private Interview Competition

- Designed to allow insight into the contestants ability to fulfill the responsibilities outlined in the State/Local Titleholder Job Description
- Opportunity to learn as much as possible about the contestant’s Qualities and Attributes to fulfill the titleholder position
- The contestant’s commitment to advance her platform issue as a Role Model
- The ability to express and distinguish her beliefs

Private Interview Scoring Criteria

- Overall “First Impression”
- Personal Platform – knowledge, understanding and commitment to purpose
- Ability to fulfill Job Responsibilities
- Sense of Accomplishments – above and beyond statement of achievements on Resume
- Confident and Commanding Presence
- Personality, Appearance and Attractiveness
- Validated Opinions and Responses
- Exceptional Communication Skills – speech, vocabulary, grammar

PRIVATE INTERVIEW COMPETITION

Private Interview Competition Format

- Contestant will use a podium to respond to questions
- Interview time is a total of ten (10) minutes, if the optional 30 second close is utilized by the contestant
- Interview begins immediately without discussion
- Interview continues until the 9:30 timing mark
- Optional Statement – thirty (30) seconds are allotted prior to the close of the Private Interview
 - Contestant may use this opportunity to make a 30 second closing statement, it is her choice
 - There is no penalty if the contestant does not exercise the closing statement option

Private Interview Procedure

Turn off electronic devices.

Designate which judge will begin the round of questions and which judge will wrap up the interview. This should be rotated for each contestant.

The contestants may introduce themselves, or a competition official may introduce each contestant as she enters the interview room. Once she has been introduced, the judge assigned to ask the first question should begin. Once the first question is asked, it is typically open for all judges to be able to ask questions.

Once the time for questioning has elapsed, the head judge will tell the contestant her time is up and introduce the optional 30 second closing by stating: "Our time is up, is there anything we have not discussed that you feel is important for us to know?"

Remind the judges that this is optional at the contestant's discretion – there is no penalty for not using the closing statement option. If the contestant feels the interview went well and there is nothing left to discuss, she may simply decline to make a closing statement and leave the interview.

PRIVATE INTERVIEW COMPETITION

Developing the Private Interview Questions

The Private Interview is designed to give the judges greater insight into the contestant's ability and the particular skills she possesses to perform the job responsibilities outlined in the State/Local Titleholder Job Description. To make this assessment, it is important that the judges have an understanding of the types of questions that will assist them in eliciting this information.

The questions should be structured to avoid one word or short answers. For example, asking "What do you think the role of Miss America is in the United States?" could produce answers like "To provide role models" or "To provide young women with scholarship money." However, if you change the format and ask, "Explain to me the difference the Miss America Program can make in this country and why?" - This question allows the contestant to expand on her answer and provide insights into her belief and support of the system.

Take the time to review the current questions answered on the Contestant Resume. They have already been designed to assist in evaluating the contestant based on the qualities and attributes of the State Titleholder Job Description. This is the form the questions should take – providing an overall view of the contestant's ability to secure and attract her audience, along with her intuitive ability to respond with conviction in an interview setting. These resume questions include:

1. How has the world you come from shaped your dreams and aspirations?
2. Of all the ways you could succeed in your life, why have you chosen the Miss America Competition?
3. What social issue, other than your platform, will have the greatest impact on your generation and why?

Question Types

The contestant can be asked to give additional details, or a question can be formed based on her answer. Other examples of questions that will give the contestant the opportunity to demonstrate why they should be considered for the job of the titleholder follow below:

1. **Behavioral** – Past behavior can be an indicator of future behavior so you could ask "How did you handle it when . . .?"
2. **Situational** – Give the contestant a situation and ask her how she would react.
3. **Role Play Questions** – "Pretend we're a third grade class. What would you tell us about your platform?" Pay close attention to how she forms her response. Did she listen to your question and did she answer the question in the requested format?
4. **Off the Wall Questions** – Such as, what can be asked to see how well the contestant responds and reacts quickly to a change in the interview tone.
5. **Experience Questions** – Similar to "How has the world you come from shaped your dreams and aspirations?" ask "How do you plan to use your skills to further your chosen platform?" Instead of asking "What are your skills?" and receiving a list, you will learn not just about her skills but also about her plans to apply them in her future endeavors.
6. **Opinion Questions** – Similar to "What social issue, other than your platform, will have the greatest impact on your generation and why?" will allow you a clearer perception of the contestant's self-awareness and ability to offer a credible and well-reasoned response when confronted by the media.

ON-STAGE COMPETITION

In addition to the Private Interview, the Miss America Program is comprised of four On-Stage Competitions to help the organization find that one particular young woman who is the best representative of the overall program. These areas are comprised of Talent, Evening Gown, Lifestyle and Fitness in Swimwear and the On-Stage Question.

Each area of competition has its own specific criteria for judging, however, all of them have a few things in common. Each phase of competition is judged on a scale of 1 to 10, using whole numbers only. You can give a score of 7 or an 8, but not a 7.5. Each phase of competition has its own score sheet. The following section describes the On-Stage Competition phases in more detail and provides the scoring criteria necessary to consider pertaining to that portion of the competition.

High and Low Scores

As a special note, after each competition is over and all of the Judges' Score Sheets are entered on the Tally Sheet, the auditors will discard the high score and low score for each contestant to prevent any attempt at manipulation of the scoring process to favor or penalize a particular contestant. A judge cannot manipulate points to try to assure the outcome of the competition.

ON-STAGE COMPETITION

Talent Competition

- The Talent Competition is an insight into the contestant's preparatory and performance skills
- The Talent Competition acknowledges the quality of the performance, technical skill level, stage presence and the interest and entertainment value
- Each talent routine shall not exceed 90 seconds in length, excluding the emcee's introduction

Talent Scoring Criteria

- Selection and Performance – Distinguishes personality and skill
- Interpretive Ability/Technical Skill Level – Execution, Technique, Synchronization and Control
- Stage Presence – On-Stage Personality
- Total of all Elements – Including Costume, Props, Music, Voice, Use of the Body and Choreography
- Did you enjoy the presentation?

Important Note for Multi-Night and Single Night Competitions:

- Preliminary Nights in a Multi-Night Competition, the judges are judging solely the on-stage talent

Single Night Competitions and the Final Night in a Multi-Night Competition, the job description of the titleholder, along with her responsibilities and

Evening Wear Competition

- Designed for the contestant to make an on-stage statement of her compelling charm, presence and personality
- The contestant's beauty, sense of style, composure and allure must be projected across the footlights
- Does she capture your attention just by walking onto the stage
- Consider the contestant's total look
- The actual Evening Wear – not its value – should complement the contestant

Evening Wear Scoring Criteria

- Overall "First Impression"
- Sense of Confidence
- Stage Presence: Does she command the stage? Is her presence felt "beyond the footlights?"
- Walk, Posture, Carriage and Grace
- Sense of style and appropriateness of the Evening Wear
- Beauty, Attractiveness and Charm

ON-STAGE COMPETITION

Lifestyle & Fitness in Swimsuit Competition

- This is a fast-paced portion of the competition and needs to be scored quickly
- Demonstrates contestant's ability to maintain a healthy lifestyle of nutrition and physical fitness
- The contestant's sense of confidence, attractiveness and presence must be considered

Lifestyle & Fitness in Swimsuit Scoring Criteria

- Overall "First Impression"
- Attractiveness and Presence
- Lifestyle statement of strong physical health – is the contestant physically fit?
- Walk, Posture, Carriage and Grace
- Sense of Confidence and Composure
- Displays Energy, Charisma and Expression

On-Stage Question

- Demonstrates contestant's ability to project her interests, opinions and aspirations
- The contestant is being judged on her answers to the questions only
- You are not judging if her answer matches your point of view
- One question is asked of the contestant
- The Preliminary Night of Multi-Night Competitions' on-stage questions should be platform questions
- The Final Night of Multi-Night Competitions and all Single Night Competitions, the on-stage questions must be topically relevant and equally difficult selected at random – these cannot be platform questions

On-Stage Question Scoring Criteria

- Overall "First Impression"
- Does the contestant possess the charisma and stage presence to be a spokeswoman for the state/local organization?
- Did the contestant answer the question in the context in which it was asked?
- Is the contestant able to handle the pressure of being questioned and responding in front of an audience?
- Did the contestant display a commanding presence?
- Did she make the audience want to listen to her?
- Will her peers view her as a role model who is reflective of today's generation?

MULTI-NIGHT COMPETITIONS

Preliminary Competition Scoring Percentages

Preliminary Competitions are judged on a scale of **1 to 10** using whole numbers.

- Interview – 25%
- On-Stage Question – 5%
- Talent – 35%
- Evening Wear – 20%
- Lifestyle and Fitness in Swimsuit – 15%

Following the preliminary competitions, Multi-Night State Competitions are required to schedule time with their judges to conduct confidential Composite Scoring for the number of Semi-Finalists they intend to announce for the final night of competition (some states have a Top Ten, some a Top Fifteen, and others may have a Top Seven or Eight). These are the Top ___ contestants receiving the highest preliminary scores.

States with more than thirty (30) contestants have the option of assigning composite scores to the contestants receiving the top fifteen preliminary scores. Instructions for Composite Scoring are included on page 45 and scored on a scale of 6 through 10 using whole numbers.

Please note, Multi-Night Competitions must use the Composite Score and cannot carry forward the Private Interview and Preliminary scores into the Final Night Competition.

Following the Composite Scoring, the state, at its option, may have a Semi-Finalist Discussion; also referred to as a “Top Ten” Discussion. Instructions for this discussion are detailed on page 43.

Final Night Competition Scoring Percentages

Final Night **On-Stage Competitions** are judged on a scale of **6 to 10** using whole numbers.

- Composite – 25%
- Talent – 30%
- Evening Wear – 15%
- Lifestyle and Fitness in Swimsuit – 10%

From these scores, the **Top Five Contestants** are named and they move into the;

- Final Question – 20%

Top Five Final Question Competition

The Top Five contestants will now compete in the Final Question. It should be staged so each contestant receives one question from either the host or a randomly selected judge. Each judge will score this final phase of competition to determine the winner and runners-up.

The Final Questions are highly confidential and not to be shared with anyone, especially contestants. The Final Questions must be relevant topics and cannot be platform-related.

State Competitions with fewer than 10 to 12 contestants should not announce a Top Five. **Local Competitions CANNOT have a Top Five Competition.** In these instances, all contestants answer the Final Question and the winner and runners-up are announced solely from the results of the competition scores.

MULTI-NIGHT COMPETITION

Composite Score Guidelines

Composite Scoring allows each judge to individually assess his/her overall opinion of each of the Semi-Finalist's ability to fulfill the job responsibilities and requirements of a state titleholder. All contestants competing on-stage in the final night competition must receive a composite score. The Composite Score procedures should be explained to the judges and time allowed for them to ask any questions on the composite score procedures. They must fully understand the process BEFORE it begins. This is also explained on the Miss America Judging Clips 2009 DVD also available on the Resource Portal at www.maoproperties.com under the "Judges" tab MAO Judging Video Clips #2.

If the Composite Scoring is held immediately after the last Preliminary Night Competition, the judges will have a lot of energy going into this meeting. It is the Judges Chair's responsibility to get the judges refocused. In order to help them get refocused, it is important that you spend adequate time reviewing the titleholder's job description and the duties she will have to perform as your titleholder - do not rush into the Composite Scoring.

Judges should be instructed to have all available notes before them. They cannot discuss any of the contestants prior to or during this process. If the room is conducive, it is advisable to allow the judges to spread out throughout the room and make themselves very comfortable.

Remind the Judges that the Composite Score accounts for 25% of the contestant's final score before moving into the Top Five Competition. They should also be reminded that the Final Night On-Stage Competitions are scored on a scale of **6 to 10** whole numbers only.

Once the Composite Scoring is explained, the job description presented earlier in the week should be thoroughly reviewed one more time.

As with all aspects of the judging process, this is a confidential process and only the judges, auditors, chairperson and essential competition executives attend. Everyone in the room needs to be extremely cautious to any comments, the fewer words spoken, the better. Once the Composite Scoring procedure begins, judges and all competition officials must remain silent.

Procedure

The judges should receive the Semi-Finalist's names in the order in which they will be announced on-stage during the final night of competition. If the on-stage order is not available yet from production, the names must be presented to the judges in a random order. They may not be presented to the judges in the order in which they competed in preliminary competitions, by group or by point totals.

The Semi-Finalists names are provided to the person designated to prepare the score sheets and they prepare the score sheets for each judge, so the judges do not have to write the names of the contestants onto blank score sheets.

When everyone is ready to begin, a designated competition official, preferably the Judges Chair should read the first contestant's name, number and title aloud. Once the name is called, the composite score sheet with the contestant's name already on it is handed to each judge. They have up to one minute (60 seconds) to review all of their notes.

Each judge awards the contestant a score on a scale of **6 to 10** evaluating her overall ability to perform the job responsibilities required of the titleholder. The judge should ask himself/herself, "On a scale of 6 to 10, what is the contestant's ability to be the beautiful, talented, intelligent and well-spoken role model this state needs to perform this job?"

When the judge places their score on the score sheet, it is folded in half and turned into the judge's chair to give to the auditor. Once all of the score sheets have been collected for the first contestant, the second name on the list is read. The procedure repeats itself until all Semi-Finalists receive a composite score.

MULTI-NIGHT COMPETITION

States with more than 30 local contestants and naming a Top Ten may, at their discretion, have the judges award composite scores up to the Top Fifteen Contestants. The TEN contestants with the highest composite scores then move into the final night of competition. Remember, all contestants competing on-stage in the final night competition must receive a composite score.

Once the Composite Scoring is complete, the State Organization, at its discretion, can proceed to the Semi-Finalist Discussion.

Semi-Finalist Discussion - Optional

DIRECTLY FOLLOWING THE COMPLETION OF COMPOSITE SCORING

The judge's panel is being asked to select the chief spokesperson for the State/Local Organization. This person will be the face and voice of your organization for an entire year. In essence, she IS the brand for your organization for one year. Feedback from the judges is important in making this decision and the rules below were developed to facilitate this discussion. This is also explained on the Miss America Judging Clips 2009 DVD also available on the Resource Portal at www.maoproperties.com under the "Judges" tab MAO Judging Video Clips #2.

Following the Composite Scoring of the Semi-finalists, the judges are provided the opportunity to have a highly-structured, brief and confidential meeting on the semi-finalists who will compete in the final night. This is also referred to as the "Top 10 Meeting." As with Composite Scoring, this is a highly confidential process and only the judges, auditors, chairperson and essential competition executives attend. Please note, these essential executives must be strictly limited and they must refrain from commenting – the only reason they may attend is to listen. The meeting should be brief and concise and proceed as follows:

- The auditor (or other designated person) will state the name of the first semi-finalist to be announced on stage. The first judge will then list up to a maximum of 2 strengths and 2 concerns he/she has regarding the contestant's ability to perform the job responsibilities of your state titleholder. The next judge will list his/her strengths/concerns, and the process will continue around the room until all judges have spoken.
- This is not an open discussion – the listening judges may not comment on the speaking judges' 2 strengths and 2 concerns. Each judge is allotted sixty (60) seconds. No one may list more than 2 strengths and 2 concerns. **The meeting should take no longer than 30 minutes.**
- If the judge currently speaking agrees with a previous judge's comments, the speaking judge may simply say "I agree with..."
- The auditor will then state the name of the 2nd semi-finalist. This time the second judge will lead with his/her statements regarding this contestant and so forth; until all semi-finalists have been commented on by all judges.
- The comments made by the judges **must be focused on the job description and the contestant's abilities to fulfill the job description.** Before making his/her comments regarding the strengths and concerns, the judge must consider the contestant's ability to be the Face, the Voice, and the Talent of the organization, as well as, assess the contestant's desire to actually want to perform this job and her ability to be manageable in this position.
- The purpose of this meeting is to allow the judges to potentially glean insight from their fellow judges. It is not a time to discuss irrelevant things. It is designed for the judges to learn from each other's expertise, not from the ED or any other organization official.
- There cannot be any comments regarding scores or potential placement. It is a severe violation of MAO rules if anyone, including the judges, tries to predetermine the outcome of the competition.
- No one other than the meeting facilitator (Judges Chair or Auditor) and the judges may speak. There can be no verbal or non-verbal communication from any organization official.

MULTI-NIGHT COMPETITION

- The meeting’s facilitator, the Judges Chair, must keep the judges focused and not allow them to stray from these guidelines. It is extremely important the Judges Chair keeps this brief meeting focused and does not allow judges to make inappropriate comments regarding the contestants or the outcome, no matter how subtle, especially pertaining where they see a contestant placing.
- There can be absolutely no input from anyone from the organization other than defining the position you are filling – never discuss the contestants.
- Examples of appropriate comments: I see this contestant’s strengths to be that her talent is strong enough to represent the organization, and I believe that she will be able to connect to audiences she would meet during her year. My concerns would be that I don’t believe her speaking ability is strong enough to do the job, and I don’t believe she really wants to or can do all of the speaking that is required in this job.
- Examples of inappropriate comments: I think her strength is her talent, I gave her my only 10 of the whole competition, I think she’s the only one who can win because of her ability to connect to the audience, I have her in my top contestants, she is in my top five, etc . My two concerns are that I think her hair is the wrong color, and I would like to work with her on picking out better clothes...they were all the wrong style for her. But, at the end of the day, she’s my winner.

THERE CANNOT BE ANY DISCUSSIONS OR DECISIONS REGARDING PLACEMENT AMONG THE JUDGES

Any attempt to manipulate, or even the appearance of possible manipulation of the competition’s outcome is a severe violation of MAO rules, which must be immediately reported to MAO’s Field Operations at the National Office fieldops@missamerica.org or call 609-344-1800 ext 131 or 118.

MULTI-NIGHT COMPETITION SCORING

SCORING VALUES

Preliminary Nights

- Private Interview 25%
- Talent 35%
- Lifestyle & Fitness in Swimsuit 15%
- Evening Wear 20%
- On Stage Question 5%

Final Night

- Composite Score 25%
- Talent 30%
- Lifestyle & Fitness in Swimsuit 10%
- Evening Wear 15%
- Final Question 20%

MULTI-NIGHT COMPETITION SCORING

Final Night Scoring Composite Score Sheet

SEMI-FINALIST

Number	Name or Title of Contestant	Points 6 to 10

Signature of Judge

Date

When giving your Top “Ten” Composite Attributes score to each Semi-Finalist, consider ALL factors:

- The Job Description and the Responsibilities
- The Qualities and Attributes
- The Preliminary Phases of Competition
- Respective Criteria for Scoring

SCORING SEMI-FINALIST COMPOSITE ATTRIBUTES

All contestants competing on the final night must get a composite score. Each Top “Ten” Semi-Finalist is competing against herself and **MUST** receive a score in a 6 to 10 point range, using whole numbers only. More than one contestant may receive the same score.

The auditors will discard the high score and the low score for each contestant in this phase. Since the Top “Ten” Composite Attributes phase of competition is equal to 25% of the scoring, the judges’ remaining scores for each Semi-Finalist are multiplied by a factor of 2.5.

All preliminary competition scores for the Top “Ten” Semi-Finalists are discarded. The Top “Ten” Composite Attributes Scores with a weight of 25% are carried forward to the Final Night of Competition in place of the original Private Interview scores.

If you make a change or erasure on your score sheet, you must initial it. When you have finished, hand your score sheet to the Judges Chair.

SINGLE NIGHT COMPETITION

Scoring Percentages

Competitions are scored on a scale of 1 through 10 using whole numbers only.

Interview – 25%

Talent – 30%

Evening Wear – 15%

Lifestyle and Fitness in Swimsuit – 10%

On-Stage Question – 20%

The contestants have now competed in all competition phases described above, and the judges scoring of these phases determine the winner and runners-up.

Any attempt to manipulate, or even the appearance of possible manipulation of the competition's outcome is a severe violation of MAO rules, which must be immediately reported to MAO's Field Operations at the National Office fieldops@missamerica.org or call 609-344-1800 ext 131 or 118.

Single Night State Competitions

State Competitions with fewer than 10 to 12 contestants should not announce a Top Five. The winner and runners-up are announced solely from the results of the competition score.

Depending upon the size of the competition, the Top Five contestants may not compete in a Top Five On-Stage Interview Competition, as the overall scores determine the winner and runners-up. However an informal, non-judged, question and answer segment with the Top 5 is possible, as long as the audience and judges fully understand this is not scored and an informal question and answer segment while the auditors verify the judges scores to determine the winner.

Single Night Local Competitions

Local Competitions sending contestants to the State Competition will use the same judging procedures, however, Local Competitions **do not** announce a Top Five, nor hold an informal Top Five Question & Answer segment.

The winner and appropriate runners-up will be named from the entire group of contestants. The outcome of the competition is determined solely from the results of the judges scoring in all areas of competition.

SINGLE NIGHT COMPETITION SCORING

SCORING VALUES

- **Private Interview** 25%
- **Talent** 30%
- **Lifestyle & Fitness in Swimsuit** 10%
- **Evening Wear** 15%
- **On Stage Question** 20%

AUDITORS INSTRUCTIONS

INSTRUCTIONS FOR AUDITORS

The Judges Chair should provide the auditors with the appropriate Manual Tally Sheet hardcopy and Computer Tally Sheet program for each night of competition from the list below. The auditors should continuously maintain and update BOTH a Manual Tally Sheet AND a back-up file of the Computer Tally Sheet or TWO separate computers with the Computer Tally Sheets during each 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.

Single Night Competition Tally Sheets

- **Single Night Computer Tally Sheet effective April 1, 2016 SingleNightCompetitionTallySheet.xls** (Excel Format) - This is a self-contained Auditor's program for Single Night Competitions at the State and Local levels. When using this program, make sure your auditors have a copy of it ahead of time so that they can become familiar with it. They simply enter the data for each contestant and the built-in formulas determine who the winner and runners-up are. This program eliminates the highest and lowest scores from the judges automatically.
- **Single Night Manual Tally Sheet effective April 1, 2016 SingleNightCompetitionTallySheet.xls** (Excel Format) This is the traditional, long form tally sheet for Single Night Competitions at the State and Local levels. The auditors manually fill in and tabulate the scores. Follow the printing instructions shown in the upper left corner of the computer monitor's image of this tally sheet file. Please note that that the auditors must drop the highest and lowest scores from each contestant manually.

Multi-Night Competition Tally Sheets

- **Computer Tally Sheets effective April 1, 2016 MultiNightCompetitionTallySheet.xls** (Excel Format) This is a self-contained Auditor's program for the Preliminary Nights and the Final Night of a Multi-Night Competition. When using this program, make sure your Auditors have a copy of it well in advance, in order to become familiar with it.

Preliminary Nights Tab - Since this is a Multi-Night Competition, there are separate Preliminary tabs for each Contestant Group. The Auditors simply enter the data for each contestant and the built-in formulas determine the order of the contestants by their point scores. This program eliminates the highest and lowest scores from the judges automatically.

In addition, there are five sections to the right of the score sheet that automatically calculates the Preliminary winners for each Contestant Group in the Private Interview, Talent, On-Stage Question, Evening Wear and Lifestyle & Fitness in Swimsuit phases of competition.

Final Night Tab - The Auditors simply enter the data for each contestant and the built-in formulas determine who the winner and runners-up are. This program eliminates the highest and lowest scores from the judges automatically.

- **Manual Tally Sheets effective April 1, 2016 MultiNightCompetitionTallySheet.xls** (Excel Format) This is the traditional, long form tally sheet for the Preliminary Nights and the Final Night of a Multi Night Competition. The auditors manually fill in and tabulate the scores. Follow the printing instructions shown in the upper left corner of the computer monitor's image of this tally sheet file.

Preliminary Nights Tab - Since this is a Multi-Night Competition, there are separate Preliminary tabs provided for each Contestant Group. Please note that that the auditors must drop the highest and lowest scores from each contestant manually.

Final Night Tab - Please note that that the auditors must drop the highest and lowest scores from each contestant manually.

AUDITORS INSTRUCTIONS

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

The Judges Committee will submit the Judges' Score Sheets for each competition to the Auditors. Since each contestant is competing against herself, more than one contestant may receive the same score. Each contestant **MUST** receive a score, using whole numbers only, in the:

- **1 to 10** point range for **Single Night Competitions** and the **Preliminary Nights of Multi-Night Competitions**
- **6 to 10** point range for the Composite Scoring and On-Stage phases for the **Final Night of Multi-Night Competitions**

After each competition is over and all of the Judges' Score Sheets are entered on the Tally Sheet, the auditors 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. Please be sure to verify the appropriate score sheets are used by the Judges Chair for each phase of competition.

Once the points are scored for a contestant in a competition phase, enter the subtotal in the respective shaded column titled "(COMPETITION NAME) POINT TOTALS." **IT IS VERY IMPORTANT THAT YOU DISCARD THE HIGH AND LOW SCORES BEFORE DETERMINING THE SUBTOTAL FOR EACH COMPETITION PHASE.**

You will also notice that there are columns designed for you to progressively subtotal the contestant's scores during the competition prior to the Final Ballot phase of competition. Use this progressive subtotal column to streamline the auditing process and speed up the on-stage announcements.

SINGLE NIGHT COMPETITIONS

All competitions are scored on a scale of 1 to 10 using whole numbers only. Each contestant's high and low scores are dropped from each phase of competition.

Interview	25% (x 2.5)	Evening Wear	15% (x 1.5)
On-stage Question	20% (x 2.0)	Lifestyle & Fitness in Swimsuit	10% (x 1.0)
Talent	30% (x 3.0)		

The scores from these competitions determine the placement of the contestants.

After tallying the Final Scores, the contestants finish in the order of the points received which determines; the Winner, 1st Runner-Up, 2nd Runner-Up, 3rd Runner-Up and 4th Runner-Up. On the card marked "RUNNERS UP AND TITLEHOLDER" (this is the Winners Announcement Card), list in the proper place the names of the Runners-Up and the Titleholder starting with the LAST Runner-Up at the TOP of the list and the NEW TITLEHOLDER at the BOTTOM of the list.

After carefully double checking the final tally scores with the Announcement Card, hand it to the Judges Chair who will forward the results to the Emcee for the announcement to the contestants and audience.

AUDITORS INSTRUCTIONS

MULTI-NIGHT COMPETITIONS THAT NAME A TOP TEN

When the Semi-Finalists are determined, the MULTI-NIGHT FINAL TALLY Sheet is prepared listing the Top Ten in the Final Night competition order. All points from the preliminary night competitions have been discarded including the Private Interview.

The Top Ten Composite Attributes Scores are transferred to the MULTI-NIGHT FINAL TALLY Sheet in the column titled "Individual Composite Attributes". The Score Sheets for; Lifestyle and Fitness in Swimsuit, Talent and Evening Wear will be collected and recorded by the auditors on the TALLY Sheet as done on the preliminary nights.

CONCLUSION OF THE TOP TEN COMPETITIONS

Subtotal the Top Ten Composite Attributes, Talent, Swimsuit and Evening Wear scores for each contestant in the column titled "Total Points (Sum of 4 Shaded Columns)". The five contestants receiving the highest scores will move into the final round of competition – Final Question.

Place these top five names on a sheet of paper IN A RANDOM ORDER** and give it to the Judges Chair who will give the list to the emcee. ****These names must be placed on the list in a random order not based on total points, competition order or contestant numbers.**

CONCLUSION OF THE TOP FIVE COMPETITION

Add the Top Five scores from each judge, **discarding the contestant's high and low scores** to determine the Top Five Contestant's order. **All Final Night Scores are used to determine the winner and runners-up placement.**

After adding the Top Five Final Question scores, the contestants are tabulated in the order of total points received in the Final Night of Competition to determine; the Winner, 1st Runner-Up, 2nd Runner-Up, 3rd Runner-Up and 4th Runner-Up.

On the card marked "RUNNERS UP AND TITLEHOLDER" (the Winners Announcement Card), list in the proper place the names of the Runners-Up and the Titleholder starting with the LAST Runner-Up at the TOP of the list and the NEW TITLEHOLDER at the BOTTOM of the list;

- 4th Runner-Up
- 3rd Runner-Up
- 2nd Runner-Up
- 1st Runner-Up
- **Miss** (Local or State)

After carefully double checking the FINAL SCORES with the Announcement Card, hand it to the Judges Chair who will forward the results to the Emcee who will announce the competition's results.

AUDITORS INSTRUCTIONS

TIE BREAKING PROCEDURES

Listed below are the procedures for breaking a tie within the competition. Look for the type of competition you are directing, auditing or judging and find the category of the tie you need to split. Below that category heading is a progressive list of the phases of competition used to split the tie. 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.

If a tie exists in all phases of competition, the names of the tied contestants are written on pieces of paper for each of the judges. The slip of paper should have a heading which describes the tie (i.e.: tie for Talent or tie for the Top Five) and each judge should circle his/her choice for the placement.

Single Night Competition: Ties Into or Within the Top Five

Talent – The contestant with the highest Talent points receives the higher placement. If a tie still exists, refer to the points of the tied contestants in this progressive order:

- Private Interview
- On-Stage Question
- Evening Wear
- Lifestyle and Fitness in Swimsuit
- Head-to-Head Competition (Use the process bolded in the Preliminary Award Tie Breaking Procedure)

Single Night & Multi-Night Preliminary Awards *

- There is a tie for an award for the contestant scoring the highest total number of points in a specific phase of competition (Talent, Lifestyle & Fitness in Swimwear, etc.).
- **Head-to Head Competition** – Prepare a slip a paper for each judge with the names of the tied contestants for the award. Please make sure the slips of paper clearly identify the 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, both winners should be announced or, no winner should be announced. *
- For Awards ONLY, do NOT use any other phase of competition to split a tie within another area of competition.

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

If a Multi-Night Competition wishes to announce “overall” awards on the final night of competition, it may wish to consider announcing these awards based upon preliminary competitions or group. This is due to the fact that sometimes the contestant receiving the highest overall score in an individual competition, may not be among the finalists announced on the final night.

If the organization announces awards on-stage based on actual phases of competition, it **must be limited to two (2) competition awards** for single night and per preliminary night for multi-night competitions, such as Talent and Lifestyle & Fitness in Swimsuit or Talent and Evening Gown.

AUDITORS INSTRUCTIONS

Multi Night Competition Tie Breakers

Multi-Night Competition: Ties Into the Top “Ten”

Talent – The contestant with the highest Talent points receives the higher placement. If a tie still exists, refer to the points of the tied contestants in this progressive order:

- Private Interview
- Evening Wear
- Lifestyle and Fitness in Swimsuit
- On-Stage Question
- Head-to-Head Competition (Use the process from the Preliminary Award Tie Breaking Procedure)

Multi-Night Competition: Ties Into the Top Five on the Final Night

Composite Attribute Score – The contestant with the highest Composite Score receives the higher placement. If a tie still exists, refer to the points of the tied contestants in this progressive order:

- Talent
- Evening Wear
- Lifestyle and Fitness in Swimsuit
- Head-to-Head Competition (Use the process from the Preliminary Award Tie Breaking Procedure)

Multi-Night Competition: Ties Within the Top Five on the Final Night

Highest Points going into the Top Five Competition – the points received from the Composite Score and the Final Night On-Stage competitions determine the winner and runners-up. If a tie exists within the Top Five, the tied contestant with the highest **Composite Score** receives the higher placement. If a tie still exists, refer to the points of the tied contestants in this progressive order:

- Composite Score – as listed above, then;
- Talent
- On-Stage Question
- Evening Wear
- Lifestyle and Fitness in Swimsuit
- Head-to-Head Competition (Use the process from the Preliminary Award Tie Breaking Procedure)

AUDITORS INSTRUCTIONS

SICK JUDGE PROCEDURES

The “sick judge procedures or rules” are only used when one of the judges is not able to complete his or her duties throughout all of the competition phases.

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 (a phase of competition worth 30% of the score is multiplied by 3; 25% by 2.5; 20% by 2; 15% by 1.5; 10% by 1.0).
- The judging process determines the Top Five contestants – this is different for Single Night and Multi-Night Competitions and officials and auditors should follow all prescribed rules.
- The Total Points from all phases of the competition determines the outcome of the competition.

Case 2 – A Judge begins, but 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.
- 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 still dropped.
- The remaining scores are added together and multiplied by the weight of the competition (a phase of competition worth 30% of the score is multiplied by 3; 25% by 2.5; 20% by 2; 15% by 1.5; 10% by 1.0).
- Follow the last two bullets in Case 1.

Case 3 - A judge completes at least one competition, but does not complete any 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.
 - ✦ **If the Original Panel had Five Judges** – In the remaining phases of competition, the high and low scores are NOT dropped. All scores are added together and multiplied by 0.75 and then multiplied by the weight of competition (a phase of competition worth 30% of the score is multiplied by 3; 25% by 2.5; 20% by 2.0; 15% by 1.5; 10% by 1.0). 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.

AUDITORS INSTRUCTIONS

- ✦ **If the Original Panel had Six Judges** – In the remaining phases of competition, the high and low scores ARE still dropped. The remaining scores are added together and multiplied by 1.33 and then multiplied by the weight of competition (a phase of competition worth 30% of the score is multiplied by 3; 25% by 2.5; 20% by 2.0; 15% by 1.5; 10% by 1.0). 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 still dropped, leaving three scores for the auditors to add together. Once 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.
- ✦ **If the Original Panel had Seven Judges** – In the remaining phases of competition, the high and low scores ARE still dropped. The remaining scores are added together and multiplied by 1.25 and then multiplied by the weight of competition (a phase of competition worth 30% of the score is multiplied by 3; 25% by 2.5; 20% by 2.0; 15% by 1.5; 10% by 1.0). 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 still dropped, leaving four scores for the auditors to add together. Once 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.

Available on the Resource Portal at www.maoproperties.com

Multi-Night Competitions

Multi-Night Competition Computer Tally Sheet with Preliminary & Final Night tabs (for auditors)

Multi Night Competition Manual Tally Sheet with Preliminary & Final Night tabs (one tally sheet for auditors)

Single Night Competitions

Single Night Competition Computer Tally Sheet (for auditors)

Single Night Competition Manual Tally Sheet (one tally sheet for auditors)

Winner Announcement Card

Runners-Up & Winner Announcement Card (folded in half with the scholarship award amounts filled in by Judges Chair prior to the competition)

DO NOT DESTROY SCORE SHEETS OR TALLY SHEETS

IMMEDIATELY at the conclusion of the competition, the Auditors place all score sheets and the tally sheet(s) in a sealed, dated and identified envelope for safekeeping at a predetermined location established by the STATE Board for a minimum of one year. Auditors and/or competition officials cannot disclose to anyone any actual scores, whether total or individual scores, unless the outcome of the competition is in dispute and an independent auditor has to review the results.

Miss America

SINCE  1921



MULTI NIGHT COMPETITION PRELIMINARY SCORING GUIDE

BELOW AVERAGE	1-3
AVERAGE	4-6
ABOVE AVERAGE	7-9
PERFECT	10

Miss America

SINCE  1921



MULTI NIGHT COMPETITION COMPOSITE SCORING GUIDE

“Now that you have seen this contestant in all the phases of the competition, does she possess the skills, qualities, and attributes necessary to perform the job of this Titleholder?”

NO	6
PROBABLY NOT	7
MAYBE	8
PROBABLY YES	9
YES	10

Miss America

SINCE  1921



MULTI NIGHT COMPETITION FINAL NIGHT SCORING GUIDE

“In this phase of the competition, does this contestant possess the skills, qualities, and attributes to be the Titleholder?”

NO	6
PROBABLY NOT	7
MAYBE	8
PROBABLY YES	9
YES	10

Miss America

SINCE  1921



SINGLE NIGHT COMPETITION SCORING GUIDE

BELOW AVERAGE	1-3
AVERAGE	4-6
ABOVE AVERAGE	7-9
PERFECT	10

SUPPORTING JUDGING MATERIALS

Since the Judges Worksheets and Auditors Computer and Manual Tally Sheets are 11"x14," they are available on the MAO Resource Portal at www.maoproperties.com under the "Judges" tab for you to download to your computer or to print for distribution.

JUDGES WORKSHEET – SINGLE NIGHT COMPETITION

No.	Title and Name	Private Interview	Lifestyle & Fitness in Swimsuit	Talent	Evening Wear	On-Stage Question(s)	Points
1		x2.5	x1.0	x3.0	x1.5	x2.0	Total
2		x2.5	x1.0	x3.0	x1.5	x2.0	Total
3		x2.5	x1.0	x3.0	x1.5	x2.0	Total
4		x2.5	x1.0	x3.0	x1.5	x2.0	Total
5		x2.5	x1.0	x3.0	x1.5	x2.0	Total

Judges Worksheet - Single Night Competition

©2016 Miss America Organization - All rights reserved

JUDGES BIOS & CONTACTS

Inserted by Organization

Inserted by Organization

Contestant Groups & Organization Official's Contact Information