



ADMINISTRATOR'S GUIDE

**FOR REGIONAL AND NATIONAL ADMINISTRATORS OF THE
PHILIP C. JESSUP INTERNATIONAL LAW MOOT COURT COMPETITION**

Version 1.0



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INTRODUCTION TO THE GUIDE

This purpose of this guide is to (1) familiarize Administrators with the Jessup Competition, (2) describe the responsibilities of an Administrator, and (3) provide guidance on how to plan and execute a successful Jessup qualifying tournament. We encourage you to distribute copies of this Guide to your staff so that everyone on your team is aware of their role, as well as the basic rules and format of the Competition.

As you read this guide, please keep the following in mind:

- The Official Rules of the Competition preempt any advice or instructions contained in this guide.
- Most of the information contained within this guide is advice only. We realize that every qualifying tournament is different and that there are many ways to run a successful competition. Please feel free to design your tournament in your own way, but always remember that you must remain within the Official Rules of the Competition.
- The ILSA Executive Office will hold a series of training sessions – one in each month of November, December, and January. The sessions will be conducted as webinars and require for participation a computer with a good internet connection and a phone with local access.
- If you have any questions that are not answered in this Guide or during Administrator training sessions, please feel free to contact the ILSA Executive Office to ask for guidance.

FIVE KEYS TO ORGANIZING A SUCCESSFUL QUALIFYING TOURNAMENT

We have identified the following five general rules that are the key to organizing a successful qualifying tournament:

- (1) Prepare, prepare, prepare. Plan the tournament ahead of time and in an efficient manner.
- (2) Effectively recruit and utilize volunteers.
- (3) Review the plan with your staff multiple times. Double-check that responsibilities are confirmed, understood, and remembered.
- (4) Read and respond to your email frequently and promptly.
- (5) Frequently interact with and seek the advice of the ILSA Executive Office.

OVERVIEW OF THE JESSUP COMPETITION

The following paragraphs describe a typical Regional or National Tournament from the earliest planning stages through post-Tournament tasks. This overview is provided only as an example. Each Administrator should customize schedules, facilities, and staffing requirements to fit his or her particular Tournament.

WHAT IS THE JESSUP?

The Philip C. Jessup International Law Moot Court Competition is a legal advocacy contest in which teams of students write briefs and present oral arguments before a simulated International Court of Justice (ICJ), the principal judicial organ of the United Nations. The Competition was created in 1959 when a dedicated group of students and professors at Harvard Law School organized the first “International Law Moot,” which later was named after the eminent scholar and jurist Philip C. Jessup, who served on the ICJ in the 1960s. Today, the Jessup Competition is the world’s largest moot court competition, with participants from over 500 law schools in more than 80 countries.

WHO RUNS THE JESSUP?

The Jessup Competition is administered by the International Law Students Association (ILSA), a non-profit organization based out of Chicago in the United States. Administration of the Jessup Competition is literally a global endeavor and requires the cooperation of many volunteers all around the world. Because each country is unique, especially in terms of educational systems, exposure to the Jessup, and sources of funding, the ILSA Executive Office delegates the administration of Jessup qualifying tournaments to local communities. This also allows the competition to reach a larger number of students around the world.

WHEN IS THE JESSUP?

Each year, the Jessup season begins in September with the release of the Jessup Problem. Called “The Compromis,” the Jessup Problem sets forth the facts and legal issues of a fictional dispute between two or more countries. Teams spend the following months researching and developing arguments to advocate both sides of the dispute. In January, teams submit their written work and then begin final preparations for head-to-head oral arguments against teams from other schools. In January and February, most teams compete in regional and national qualifying tournaments to earn the right to advance to the international rounds. The Jessup season ends in March with the White & Case International Rounds, which are held in Washington, D.C.

HOW IS THE JESSUP STRUCTURED?

The Official Rules of the Competition define the structure, procedure, and regulations of the Jessup. Among other things, the Official Rules define the following:

- eligibility requirements for teams and participants
- registration requirements
- two levels of the competition (qualifying and international)
- procedure for submitting memorials
- formatting requirements for memorials
- oral rounds procedure
- scoring methods and formulas
- plagiarism, anonymity, and outside assistance policy

- competition penalties
- competition awards

The Jessup Competition is divided into two levels: qualifying tournaments and the international rounds. At both levels, teams compete in head-to-head matches before a panel of judges and advance based on the quality of their oral arguments and written pleadings. A qualifying tournament must be held if two or more schools in the same country register for the Jessup Competition. These qualifying tournaments are most commonly called Regional or National Rounds. For example, if three teams register for the Jessup Competition in Argentina, an Argentinean National Round must be held to determine which team will advance to the international level of the Competition.

Qualifying Tournaments

Qualifying tournaments are typically held in January or February. Each tournament is organized by a competition administrator who is appointed and supervised by the ILSA Executive Office.

In most countries, teams compete in a single qualifying tournament (“National Rounds”). In countries such as the United States and India, where the number of competing teams is large, the country is broken into two or more regions and regional qualifying tournaments are held (“Regional Rounds”).

While the primary purpose of qualifying tournaments is to determine which teams will advance to the international level, many Regional and National Rounds around the world have become premier events in their own right. The ILSA Executive Office encourages the growth and development of national Jessup programs as an effective way to establish vibrant local communities who support the Competition and international law in general.

White & Case International Rounds

The White & Case International Rounds are a week-long event held in March in Washington, D.C. More than just an elite educational event, the White & Case International Rounds is a multi-cultural celebration, bringing together law students and attorneys from all over the world. Sponsored by the international law firm White & Case, the International Rounds begin on a Sunday afternoon with an orientation session for the 100+ teams in attendance. Preliminary rounds begin on Monday and end on Wednesday. On Wednesday evening, the ILSA Executive Office announces which 24 teams will advance. On Thursday and Friday, these teams compete in advanced rounds. Also during this time, ILSA holds a number of social events and a Spring Conference with academic panels. The Jessup season concludes on Saturday afternoon, with the Final Round, which determines who will win the White & Case Jessup Cup and title of Jessup World Champion.

WHAT ELSE DOES ILSA DO?

The International Law Students Association runs many educational programs. Since these programs are often related to the Jessup Competition in some way, we advise Administrators to learn about the other activities of ILSA in general.

ILSA organizes a number of academic conferences throughout the year, including the ILSA Spring Conference which takes place during the International Rounds of the Jessup Competition and International Law Weekend which takes place every year in New York City. ILSA also oversees the publication of academic works, including the ILSA Quarterly and the ILSA Journal of Comparative and International Law. Importantly, ILSA also serves as an umbrella organization for school-based student organizations devoted to international law. Often times, these student organizations serve as support groups for their schools' Jessup teams.

MATERIALS INDEX

These are the materials you will need to plan your tournament. It includes documents you will distribute to various groups (teams, judges, and bailiffs) at different times (before, during, and after the tournament). Most of these materials are available on the “Administrators” page of ILSA’s website (<http://www.ilsa.org/jessup/admin.php>), some are located in this Guide, and others you will need to create yourself.

MATERIALS FOR ADMINISTRATORS	LOCATION
Pre-Tournament Checklist and Timeline	Page 5
Tournament Checklist and Timeline	Page 11
Official Jessup Competition Schedule	http://www.ilsa.org/jessup/schedule.pdf
Official Jessup Rules	http://www.ilsa.org/jessup/rules.php
National Rules Supplements	http://www.ilsa.org/jessup/rules.php
Template Fundraising Letter	http://www.ilsa.org/jessup/admin/pw/docs.php
Template Invitation to Judge – Preliminary Rounds	http://www.ilsa.org/jessup/admin/pw/docs.php
Template Invitation to Judge – Advanced Rounds	http://www.ilsa.org/jessup/admin/pw/docs.php
Template Invitation to Bailiffs	http://www.ilsa.org/jessup/admin/pw/docs.php
Memorial Penalty Worksheet	http://www.ilsa.org/jessup/admin.php
Scoring Manual	ILSA Executive Office will provide upon request.
Scoring Spreadsheet	ILSA Executive Office will provide upon request.
Template Thank-You Letter to Judges and Bailiffs	http://www.ilsa.org/jessup/admin/pw/docs.php
MATERIALS FOR TEAMS	
Tournament Schedule of Events	To be created by Administrator
Team Pairings and Oral Rounds Schedule	To be created by Administrator
Map of Venue and Directions to Venue	To be created by Administrator
Team Travel Form	http://www.ilsa.org/jessup/admin.php
On-Site Registration Form	http://www.ilsa.org/jessup/admin.php
Template Certificate of Participation	http://www.ilsa.org/jessup/admin/pw/docs.php
MATERIALS FOR JUDGES	
Jessup Compromis	http://www.ilsa.org/jessup/materials.php
Corrections and Clarifications to the Compromis	http://www.ilsa.org/jessup/materials.php
Bench Memorandum (CONFIDENTIAL)	http://www.ilsa.org/jessup/admin/pw/docs.php
Memorial Judging Guide	http://www.ilsa.org/jessup/admin.php
Memorial Scoresheet	http://www.ilsa.org/jessup/admin.php
Oral Round Judging Guide	http://www.ilsa.org/jessup/admin.php
Oral Pleadings Scoresheet - Preliminary Rounds	http://www.ilsa.org/jessup/admin.php
Template Oral Pleadings Scoresheet - Advanced Rounds	http://www.ilsa.org/jessup/admin.php
MATERIALS FOR BAILIFFS	
Bailiff Instructions	http://www.ilsa.org/jessup/admin.php
Bailiff Timekeeping Sheet	http://www.ilsa.org/jessup/admin.php
Bailiff Script	http://www.ilsa.org/jessup/admin.php
Bailiff Quick Reference Sheet	http://www.ilsa.org/jessup/admin.php

PRE-TOURNAMENT CHECKLIST AND TIMELINE

This timeline identifies ideal dates by which tasks should be completed for a qualifying tournament held in mid-February. Please use this only as a guideline and remember that each tournament is different. Countries with a small number of participating teams do not necessarily require this level of detail and advanced planning.

PRIOR TO SEPTEMBER

- Familiarize yourself with the Jessup Competition and its Official Rules
- Select venue and date for your qualifying tournament
- Identify and organize core staff
- Submit Administrators Registration Form to the ILSA Executive Office
- Recruit teams in cooperation with ILSA Executive Office

OCTOBER – NOVEMBER

- Read Administrators Guide
- Reserve specific space at venue (court rooms, judges lounge, reception area, etc.)
- Prepare list of potential judges
- Reserve block of hotel rooms for teams, coaches, and judges
- Identify and invite Final Round and advanced round judges
- Draft tentative schedule of events

DECEMBER

- Invite memorial and preliminary round judges
- Obtain list of registered teams in your country/region from ILSA Executive Office
- Contact teams directly to introduce yourself and transmit tentative schedule of events and other tournament details
- Initiate publicity efforts

EARLY JANUARY

- Process judge responses
- Organize events (e.g. judges reception, team orientation, award ceremony, etc.)
- Develop team pairings and oral rounds schedule

MID-JANUARY

- Receive memorials from teams or ILSA Executive Office
- Receive password from ILSA Executive Office to access bench memorandum online
- Mail (or e-mail) assigned memorials and bench memorandum to memorial judges
- Schedule oral rounds judges for specific rounds
- Recruit remaining staff (bailiffs, ushers, etc.)

LATE JANUARY

- Order awards and create participation certificates
- Mail (or e-mail) bench memorandum to oral round judges and confirm their schedules
- Review memorials for penalties

1-2 WEEKS BEFORE ORAL ROUNDS

- Prepare orientation packets for teams
- Train bailiffs and scoring staff
- Hold briefing session for core staff
- Receive and confirm receipt of memorial scores
- Scoring staff enters memorial scores and memorial penalties into scoring system
- Send final reminder to oral round judges, including their schedule and directions to venue and judges lounge

PRE-TOURNAMENT PLANNING

ADMINISTRATOR REGISTRATION

The first task for an Administrator is to fill out and submit the Administrator Registration Form to the ILSA Executive Office, identifying the Administrator's contact information, core staff, and the proposed dates for your qualifying tournament. Please submit this form as soon as possible. Early registration enables us to coordinate the schedules of the various qualifying tournaments so that we can better support every Administrator. If you cannot immediately set your tournament dates, please give the ILSA Executive Office a tentative estimate and inform the ILSA Executive Office as soon as dates are finalized.

ASSEMBLING A STAFF

The most important aspect of organizing a successful qualifying tournament is assembling a dedicated staff. Although the Competition Administrator is the chief organizer, he or she needs the assistance of several dependable people before, during, and after the tournament. General descriptions of the staff positions are included below. The list is not exhaustive or inflexible. Job titles and descriptions may change according to size of the tournament and the number of volunteers available.

Core Staff

One of the most important first steps is to assemble your "core" staff members who will oversee different aspects of your tournament. These positions should be filled quickly, yet carefully, as their responsibilities require an early start. Throughout the planning process, the Administrator should meet with core staff frequently to plan the tournament. Ideally, your Core Staff should be composed of the following individuals:

1. **Competition Administrator:** The Administrator must plan, coordinate, delegate, and execute all parts of the tournament as well as solve any unexpected problems that may arise. The Administrator is ILSA's representative at the tournament. The success of the tournament is the Administrator's ultimate responsibility. The Administrator should maximize delegation and minimize the number of specific responsibilities to be handled by the Administrator. The Administrator's job is to supervise all tournament activities and to troubleshoot when unforeseen problems arise. No matter how well a tournament is organized, such difficulties will inevitably occur and the Administrator must be available to deal with them appropriately.

The Administrator may be a student, professor, or other professional. If a student functions as Administrator, however, a faculty member should take an active role in supporting the student and serving as a liaison to the law school administration. Administrators will exercise considerable responsibility from September through February, so the student should take this into account in scheduling his or her classes. Student Administrators may wish to investigate the possibility of academic credit for running the tournament since the service rendered to the school and the administrative experience gained is worthy of academic recognition. Some schools have also arranged for student administrators to be paid as a research assistant or part-time employee.

2. **Competition Coordinator (CC):** For large competitions, ILSA recommends the use of a second-in-command staff member, the Competition Coordinator (CC). The CC's primary responsibility is serving as a liaison to the teams. The CC can also serve as the liaison between the different parts of the competition staff (Judges Lounge, Bailiffs, Scoring Room, Administrator). The CC should circulate during the tournament, making sure that the rounds begin and end on time, making sure that teams are not interacting with

Judges outside of the courtroom, keeping teams informed of important tournament information, informing the Administrator of any problems or complaints, etc. The CC should be familiar with all aspects of the Jessup Competition and your tournament in particular.

3. Judge Coordinator (JC). The primary responsibility of the JC is to mobilize lawyers in the community to serve as judges for the tournament. It is very important that the Administrator and JC work well together. The Administrator should select a JC who is dependable, motivated, and well spoken. The JC's responsibilities include: identifying potential judges for the tournament, scheduling and securing their participation, and ensuring that they receive all necessary written materials, such as the Bench Memorandum and scoring forms. If an Administrator cannot find a separate individual to fill the JC position, the Administrator will typically carry out the JC's pre-tournament judge recruiting and scheduling functions, while the CC will carry out the JC's responsibilities during the tournament.

The JC's main role begins in November or December when judges are identified and invited. The largest bulk of the JC's work, however, will be in the weeks before the tournament. After the tournament, the JC must be available for several days to organize all the judges' records and to follow-up with thank-you letters. He or she must also send all judge information, such as names and contact information, to the ILSA Executive Office.

4. Scoring Coordinator (SC). The SC is in charge of tabulating scores for the tournament, and should be detail-oriented, have access to computers and a printer during the tournament, and possess adequate knowledge of computer spreadsheet management. This SC should be available throughout the preliminary rounds to enter scores and determine which teams and oralists will receive awards.

Although the Administrator is ultimately responsible for the accurate accounting of the teams' scores in the tournament, it is advisable to enlist a reliable SC to do the actual data-entry during the oral rounds of the tournament and to serve as a second pair of eyes in checking the accuracy of the results. The Administrator's role should be limited to periodic monitoring of the scoring process and a final review of calculations.

The SC must be extremely responsible and competent with details. The scoring for the Jessup Competition is complicated and requires pre-tournament preparation and practice. The scorekeeping system must be studied well and rehearsed prior to Oral Rounds.

5. Bailiff Coordinator (BC). The BC is responsible for recruiting, training, and scheduling bailiffs. The BC also decides time-keeping procedures for the oral rounds and how complaints from teams and judges will be relayed to the Administrator. Each BC must be available several days prior to the tournament to help plan and set-up the courtrooms. The BC should conduct a bailiff's meeting before the oral rounds begin to briefly go over bailiff responsibilities.

The BC should be available during all scheduled rounds of the tournament. This is one of the most important positions, because having properly trained bailiffs is a vital factor in keeping order during the rounds. The Bailiff Coordinator may be a student at the school hosting the tournament who commits to recruiting, scheduling, and training the necessary amount of volunteer bailiffs.

General Competition Staff

1. **Bailiffs.** The bailiff is extremely important to the smooth operation of the oral rounds. The bailiff checks to see that the courtroom is clean and properly set-up for the next round, confirms that the oralists and judges are present and ready to proceed with the round, records time allotments, guides the judges to the courtroom, introduces the round, and keeps the time. Bailiffs are also responsible for checking and collecting scoresheets, and for relaying any complaints filed during the round. Bailiff instructions will be provided by the ILSA Executive Office.

At least one bailiff must be present in each courtroom during each round. In addition, you should plan to have extra bailiffs on hand since some bailiffs may cancel at the last minute.
2. **Ushers.** Every tournament ideally should have ushers to help direct traffic and monitor the tournament. Ushers can be stationed at the following places: at a registration and hospitality desk near the entrance of the venue, outside of the scoring room to receive and review all scoresheets, outside of the Judges Lounge to ensure that team members and team advisors do not enter, and all throughout the venue to ensure that the hallways remain quiet during oral rounds.
3. **Judges Lounge Assistants.** During the oral rounds, the Judge Coordinator should ideally have assistants to help run the Judges Lounge. They can check judges in and help distribute necessary materials, including memorials and the bench memorandum. Assistants can also help keep track of which judges have arrived to the Judges Lounge, introduce them to the other judges on their panel, and hand-off the panel to the bailiff assigned to take them to their oral round.
4. **Host Liaison.** The Administrator may wish to enlist the help of volunteers from the administrative staff of the host institution. If the Administrator is not an employee or student of the host institution, the Administrator should identify someone at the host institution who will serve as a liaison for all tournament needs, including reservation of space, access to copying and printing facilities, coordination of audio/visual needs, etc. We strongly recommend that this host liaison be present during the tournament.
5. **Other Staff.** The Administrator may create other staff positions as necessary. The number of organizers and assistants will depend on the size of the tournament. Some qualifying tournaments have as many as 20 teams while others have as few as two.

ENLISTING LOCAL STUDENT ORGANIZATIONS

Members of student organizations are good candidates to serve as staff for your tournament, especially as bailiffs. Student organizations may also be interested in sponsoring some tournament activities. They often have sufficient funding to maintain a small “refreshment area” and may also want to host or sponsor an Awards Reception. Student organizations can also be effective fundraisers. A small group of students can identify potential donors for a variety of tournament-related requirements and can help to organize proposals and mailings for larger sources. Student groups are also useful in compiling and sending mailings directed to teams and judges.

The International Law Students Association is comprised of individual ILSA Chapters throughout the world. One of the primary purposes of the ILSA Executive Office is to help chapters organize activities at the local level to promote the study of international law at their own schools. The Jessup is one of these activities and local ILSA Chapters should be ready and willing to aid the Administrator. The ILSA Executive Office can put you in touch with local ILSA Chapters, if any exist. If local law schools in your area have an ILSA Chapter, it is a good idea to ask them to co-sponsor or assist in the tournament. Not only is it good publicity for them, but the Chapter can be very useful in helping to prepare for the tournament, engaging in publicity efforts, and identifying judges.

Student Bar Associations, Moot Court Boards, and International Law Journals may also be willing to help. Another good source of assistance is from student organizations at affiliated undergraduate institutions, such as pre-Law societies or Model United Nations. You may also want to target student organizations that focus on a field or specialty addressed by the current Jessup problem.

ENLISTING COMMUNITY SUPPORT

The ILSA Executive Office also encourages Administrators to reach out to the legal community for support for judge volunteers and funding. It is very common for qualifying tournaments to be sponsored by law firms, local bar associations, embassies, or non-profit organizations. Administrators should consult with the ILSA Executive Office before forming any formal sponsorship agreement. Please note that Administrators are obligated to acknowledge the International Rounds Sponsor White & Case. If you have any questions or would like the assistance of the ILSA Executive Office in seeking sponsorships, please feel free to contact the ILSA Executive Director.

ESTABLISHING THE TOURNAMENT SCHEDULE

Once a date is selected, the Administrator, in cooperation with the competition staff and host institution, should draft a schedule for the months leading up to the tournament and for the tournament itself. Although the schedule can be tentative at first, it is generally a good idea to have your schedule finalized early, so you can notify your teams as soon as possible.

RESERVING FACILITIES

Evaluating and determining the facilities necessary for the tournament is also a key first step. Schools and hotels are the most common host institutions for qualifying tournaments. Based upon the number of teams in your tournament, you should compile a list of the number and types of rooms you will need. In a typical tournament, one courtroom is required for every two teams participating in the Competition, running up to four rounds a day. If the number of teams is large, you may have to spread out the schedule in order to make best use of the space available (e.g., 24 teams, 8 rounds across two days, 6 classrooms each round).

Facilities should be reserved as early as possible. Remember that some facilities, such as your oral rounds rooms (court room style), assembly room (podium), or Judges Lounge (tables, coat racks, refreshments) may have special set-up requirements. Care should be taken in selecting the location of your Judges Lounge so that teams and judges do not interact outside of the oral rounds. Finally, if possible, choose and reserve a prestigious site for the Final Round.

Each team usually is responsible for its own lodging. Despite this, if possible, the Administrator should reserve a block of hotel rooms for teams in a hotel that is near, or easily accessible to, the tournament site. The Administrator should notify each team how to make reservations with the hotel and, if possible, should secure a group discount. In general, each traveling team of 4-5 members will require two hotel rooms. The Administrator may also wish to reserve extra rooms for special guests of the law school, judges who may travel, and other volunteers. Be sure that the hotel will let you cancel unused rooms.

For more information, see the separate section entitled "Tournament Facilities".

DEVELOPING A ROSTER OF JUDGES

Volunteer judges are needed to evaluate both the written and oral work of teams. Inviting judges is the primary responsibility of your Judge Coordinator. Ideally, invitations to judges should be sent a few months ahead of the tournament.

Memorial judges will read and score memorials for the preliminary rounds and memorial awards. Each memorial needs to be scored by three different judges. Make sure to plan far enough ahead so that you have judges available to score Memorials before the tournament. Memorials should be distributed a few weeks prior to the tournament so that scores can be collected and entered into the scoring system before the tournament begins.

Oral round judges will observe the oral arguments delivered by teams during matches and give each individual oralist a score. Oral round judges for preliminary rounds may read memorials *for background only* and will focus their evaluations on the oral argument. Oral round judges for advanced rounds will treat the pleadings as an actual courtroom experience, taking into account both the written (memorials) and oral performance (pleadings).

Each match in the Oral Rounds should have a panel of three judges. The number of judges you will need depends on the size of your tournament. For example, a tournament of twelve schools requires the Judge Coordinator to fill 72 preliminary-round judge spots (4 rounds, with 6 matches per round and 3 judges per match), 6 semi-final judge spots, and 3 final round judge spots. Since most judges volunteer to sit in multiple rounds, a twelve-school tournament usually requires a minimum of 40 oral pleading judges. This number will also vary depending on when the rounds are scheduled (weekend, weeknight, vs. weekday) and how many rounds each judge is willing to do. It is very important to anticipate and be prepared for cancellations! Try to have several extra judges “on-call” as backups (perhaps faculty members of the host institution) in case of last minute cancellations.

Do not forget that all teams have worked hard to prepare their case in anticipation of presenting it before a knowledgeable bench. Therefore, the Judge Coordinator should try to recruit judges who are knowledgeable in international law. You will find that many local law firms are willing to supply judges and that some even give credit to younger attorneys who volunteer to judge the Jessup. (For U.S. Administrators, please also note that some state bar associations will give CLE credit for hours spent judging. It is the responsibility of the JC to inquire with the appropriate state bar association and arrange a process through which judges can be credited.) Also, remember to ask judges if they know of other individuals who might be interested in judging.

ILSA recommends drawing your judges from the following sources:

- the international law section of your local, state, or federal bar association
- the membership lists of the local branch of the International Law Association, the International Bar Association, the American Society of International Law, the International Section of the American Bar Association, and other professional organizations.
- local law firms with an international specialization or interest
- lawyers from the foreign ministry and other governmental agencies
- faculty members at local universities
- Martindale-Hubbell or other legal directories which enable you to search for members who specialize in international law

Do not be timid about contacting potential judges. Practitioners, judges, and scholars are typically quite flattered to be asked to judge. They will make time to judge if their schedule permits, so make sure to ask them early enough.

You should send each judge a formal letter of invitation, outlining the basic responsibilities of being a judge. In order to make it easier for judges to sign up, Administrators should be very precise about the times and dates of the tournament. If judges are slow in responding, do not hesitate to contact them by email or telephone to follow up on your invitation.

As soon as you receive responses, prepare a tentative judging schedule. Keep track of how many judges are available at what times and try to fill in any gaps in your judging schedule as you identify them rather than waiting until the last minute. You should also attempt to secure extra “on-call” judges for each round. For example, for a 12-team tournament, at least three extra judges per oral round are recommended. Also, if your judge roster includes a large number of faculty members or others who may be acquainted with participants, you should add one or two additional “on-call” judges to your list in case a conflict arises.

Once the majority of judges have responded and you have drafted an initial judging schedule, the Judge Coordinator should send confirmation letters to your judges. The letters should notify judges of their assigned times and inform them that the Jessup Problem, Bench Memorandum, and scoring instructions will be forthcoming. Depending on the timing of the letters, you may want to send these documents with the confirmation letters. The Judge Coordinator should tell oral judges to arrive at the Judges Lounge *no later than* 30 minutes prior to the start of their rounds and that they will be occupied for at least 2.5 hours per oral round.

REGISTRATION

Administrators may implement a separate registration process your Region or Country, but every team must also register with the ILSA Executive Office and pay the Registration Fee. Waivers of Registration Fees will only be granted in exceptional circumstances on an as-needed basis. Teams requesting a waiver must submit a Waiver Application to the ILSA Executive Office. The ILSA Executive Office may consult the Administrator or the team’s faculty advisor and dean to verify the team’s need.

The Executive Director will contact the Administrator shortly after the registration deadline to identify which teams have registered for the Competition. At this time, the Executive Director will also supply the contact information and team numbers for each team.

CORRESPONDING WITH TEAMS

You should immediately send each team a letter introducing yourself and conveying the following details: dates and location of the Competition, your official contact address, phone number, and email address, and a list of other schools participating. You should also remind the teams of the memorial deadline. Also, make sure the teams know how you will communicate with them. Email is the most common method of communication.

Later on, but as early as possible, the competition staff should send a packet to all teams via email or regular mail, which should include the following materials:

- your contact information (again)
- a schedule of events
- hotel details
- a map of the tournament venue
- Team Arrival Information Form
- information about public transportation, local restaurants, and places of interest (optional)

MAINTAINING A WEBSITE

Maintaining a tournament website is one of the most effective ways to keep teams and volunteers informed. It is also an excellent way to publicize your event. The ILSA Executive Office has space on its internet server to allocate to Administrators for this purpose. Please contact the ILSA Executive Office if you are interested in establishing a website for your competition.

SCHEDULING JUDGES

Once all teams are confirmed, the Judge Coordinator can finalize scheduling of judges for the Oral Rounds. This can be a difficult task at times and should be done as soon as possible to ensure enough judges are available. Try to balance the panels by taking into account each judge's background as well as their legal specialty. Each bench should contain at least one international law expert to ensure the proper treatment of difficult legal issues. It is also a good idea to try to include on each bench at least one individual who has judged in past Jessup Competitions.

Faculty members from a host school may not judge the oral pleadings of the host school's team, nor should they judge the Rounds of any team that the host school faces in the tournament. Similarly, a faculty member from another school that is competing may not judge a team from his or her school or another team that the school will face. Judges should not be scheduled to judge any team that has members who they are likely to recognize. It is best to schedule judges that have many possible conflicts first and then fill in the rest of the schedule.

A judge should not see the same team twice during the course of a Competition. If this is unavoidable, the judge may view the team's Applicant side once and Respondent side once (assuming that different students argue each side). See the Official Rules for clarification on this point.

Before the Competition, the Bench Memorandum should be sent to each judge. The Bench Memorandum is written by the authors of the problem to assist judges in analyzing the legal issues raised by the Jessup Problem and identifying the supporting authorities. The Bench Memorandum is confidential and should not be distributed or in any other way conveyed to any team members, coaches, or any other persons affiliated with a team. Competition staff should take every possible precaution to ensure that the Bench Memorandum does not fall into the hands of any competitors.

Copies of memorials may be sent to each judge for each team he or she will judge in the tournament. For example, if the judge will be presiding over a round with Team 671A versus Team 594R, the judge may read the Applicant Memorial for Team 671 and the Respondent Memorial for Team 594. You may take this opportunity to again remind judges of their scheduled rounds, the location of the Judges Lounge, and their expected time of arrival. If memorials cannot be sent out prior to the oral rounds, the memorials should be available in the Judges Lounge during the tournament.

The JC should try to locate robes for the judges to wear during the Rounds. The robes add a great deal of authority and realism to the Competition. The robes should be hung in the Judges Lounge.

GRADING AND SCORING OF MEMORIALS

In mid-January, all teams must submit their memorials to both the Administrator and the ILSA Executive Director via email by the deadline noted on the Official Schedule. Administrators may impose an earlier submission deadline by promulgating a National Supplement to the Official Rules. This is commonly done in counties and regions where the qualifying tournament is held earlier than usual. Administrators may also impose a paper mailing requirement by promulgating a National Supplemental Rule.

The date of the submission deadline marks the beginning of the "busy" period for the Administrator and the Judge Coordinator. As soon as each team's memorials arrive, the Administrator must review the memorials for rule violations and, if appropriate, assess penalties. A Memorial Penalty Worksheet will be provided by the ILSA Executive Office. Prior to the memorial deadline, the Administrator should familiarize himself or herself with the section of the Official Rules addressing memorial requirements and memorial penalties.

Soon after receipt, the memorials should be sent to memorial judges along with instructions, scoresheets, and the deadline for returning scores. Memorial scoresheets and other necessary forms will be provided by the ILSA Executive Office. You should ask the judges to return the scoresheets no later than a few days prior to the start of the tournament. This will give you time to enter the judges' scores and to account for late judges.

BRIEFING COMPETITION STAFF AND MAKING FINAL PREPARATIONS

In the week before the tournament, the competition staff should meet to coordinate and hold practice sessions for scorekeepers and bailiffs. You should confirm the services of all necessary staff and inform them of the times they should be available. You should also make final confirmations for reservations of space at the tournament site.

During this final week, teams will contact the Administrator frequently with questions about the tournament and the site. If you must make last-minute changes in the Tournament schedule, you should let the teams know of the changes prior to their arrival. If this is not possible, such information should be waiting for them at the location where they will be staying during the tournament. Some teams request schedule changes due to religion; these changes should be accommodated if possible.

TOURNAMENT CHECKLIST AND TIMELINE

FIRST DAY

- Check team attendance and distribute orientation packets
- Conduct team orientation
- Distribute memorial penalties
- Conduct preliminary oral rounds

PRELIMINARY ROUNDS

- Hold preliminary rounds
 - start the rounds on time and keep to the schedule as much as possible
 - be available throughout the oral rounds for potential problems (sick students, no-shows, judge and bailiff shortages, team complaints, etc.)
 - ensure that scores are being collected and delivered to scoring coordinator
- Appeals
 - assess oral round penalties if necessary and communicate penalties and right to appeal to teams properly
 - receive appeals and forward to ILSA Executive Office
 - communicate decision of ILSA Executive Office to teams and to scoring coordinator
- Scoring
 - Enter preliminary round scores in scoring system (ideally as rounds are proceeding)
 - Apply penalty points as appropriate in scoring system
 - Determine which teams will advance and receive awards
 - Double check scoring
- Announce advancing teams

ADVANCED ROUNDS

- Determine pleading option
- Conduct advanced oral rounds
 - start the rounds on time and keep to the schedule as much as possible
 - be available throughout the oral rounds for potential problems (sick students, no-shows, judge and bailiff shortages, team complaints, etc.)
 - make sure advanced rounds judges understand the scoring procedure, which may be different from the preliminary rounds

AWARDS CEREMONY

- Distribute Certificates of Participation (if ready)
- Announce awards from Preliminary Rounds
 - Memorial Awards
 - Oralist Awards
- Acknowledge advancing teams
- Announce winning team and other teams who will advance to International Rounds
- Thank everyone who helped (competition staff, host institution, judges, bailiffs)

POST-TOURNAMENT TASKS

- Within 48 hours** of the conclusion of your tournament, send key results to ILSA Executive Director via email, including: winning team, other advancing teams (if any), team with highest memorial score, best oralist from preliminary rounds, best oralist from final rounds
- Within 7 days** of the Final Round, send complete results (team, oralist, and memorial rankings; team scoresheet summary; and individual scoresheets with comments) to teams and to ILSA Executive Director via email or post; send thank-you letters to judges and staff via email or post

THE TOURNAMENT

TEAM CHECK-IN AND ORIENTATION

At the beginning of the tournament, you should hold a team orientation session. You may hold this session on the evening before or the morning of the first preliminary round. A morning orientation usually starts with breakfast or coffee. Begin the orientation by introducing your staff and welcoming the teams. Explain the locations of the rooms involved in the Competition and answer any questions from the teams. You should also emphasize the following: (1) participants must avoid the Judges Lounge and the Scoring Room; (2) participants should not expose their school identity to any of the judges (this includes wearing clothing with school symbols and carrying book covers with school names); and (3) participants are prohibited from “scouting” (see Official Rules).

Prior to orientation, issue a packet to all teams which should include (1) nametags to all team members and coaches; (2) a final schedule; (3) a map of the tournament site; and (4) an on-site registration form. The nametags should identify individuals by team number and personal name, but NOT by their school name. The On-Site Registration Form asks for the names of all team members and coaches present at the Competition. The form also confirms how the team can be contacted during the Competition. Administrators must verify the team members and coaches against the Official Registration Lists provided by the ILSA Executive Office. It is a violation of the Official Rules for a team to use individuals who have not been properly registered with the ILSA Executive Office.

Prior to the first oral round, make sure you have apprised each team of any memorial penalties assessed against them and the procedure for making an appeal.

COACHES MEETING

During tournament, you may hold a brief coaches meeting to answer any specific questions from coaches, to respond to penalty inquiries, and to inform the coaches where they can find the Administrator during the Competition.

BAILIFF MEETING AND JUDGE WELCOME

At the same time that the Orientation Meeting is occurring, the Judge Coordinator and the Bailiff Coordinator will be working in the Judges Lounge. The JC and the BC should be using the exact same schedule. The Judge Coordinator should be on-hand to greet judges as they arrive and to ensure that they are provided the proper materials. A small breakfast is usually provided for those who volunteer to judge the morning rounds. If possible, snacks and beverages should be made available all day for judges (especially coffee). Extra copies of the Compromis, Bench Memorandum, Scoresheets, and other pertinent information should also be available in the Judges Lounge.

The Bailiff Coordinator should review the procedures for the Rounds one last time with the bailiffs, and ensure that bailiffs have copies of all the necessary materials.

Make sure there are extra copies of all materials.

TOURNAMENT ORAL ROUNDS

Scheduling

A Competition will typically consist of four Preliminary Rounds and one or more Advanced Rounds. Each team argues four times during the Preliminary Rounds, two times as Applicant and two times as Respondent. If there are an odd number of teams in the Competition, the Administrator will have to run at least five Preliminary Rounds to accommodate pairings. A Competition with four or less teams may have fewer than four preliminary rounds.

If eight or less teams are participating in the Competition, the top two teams from the Preliminary Rounds advance to the Final Round. If more than eight (8) teams are participating, the top four teams will advance to a Semifinal Round, which will determine the two teams that advance to the Final Round. If more than sixteen (16) teams are participating, the top eight (8) teams will advance to a Quarterfinal Round, which will determine the two teams that advance to the Semifinal Round and so on.

For example, in a competition with six teams, there are five rounds total—four Preliminary Rounds (with three matches each), with the top two teams advancing to the Final Round.

Administrators should make sure the schedules allow time to judges for scoring and a feedback session to teams. Administrators should also build in extra time between the fourth Preliminary Round and the announcement of advancing teams to check scoring. The time between the last Preliminary Round and the announcement is critical – this is the period during which the Scoring Coordinator will finalize and double-check the scores. It is much better to take additional time and be accurate than to rush and make a mistake.

Preparing for the Rounds

Bailiffs are responsible for ensuring that courtrooms are properly set up and that water, notepads, and writing instruments are provided for teams and judges. The teams should arrive in the courtrooms approximately ten minutes prior to the start of each round. Before the round begins, the bailiff should ask each team how much time each participant will argue and how much time they wish to allocate for rebuttal or surrebuttal. Bailiffs should ensure that the teams are ready and spectators are seated and quiet when the judges arrive.

The bailiff should go to the Judges Lounge and collect the judges assigned to his or her courtroom. The bailiff should introduce himself or herself to the judges and learn the correct pronunciation of their names so that they can be properly announced during the round. The bailiff should provide the judges with scoresheets. In addition, the bailiff should instruct the judges on how the round will be introduced, the layout of the courtroom, the time distribution of the arguments, and how to fill out the scoresheets. Bailiffs should also remind the judges to watch the timecards. After the bailiff has gone through all of this information, the bailiff should then escort the judges to the courtroom.

Preliminary Rounds

The ILSA Executive Office will provide a Bailiff Script, setting forth the words that the bailiff will use to open and close the match. As the bailiff enters the courtroom, he or she will instruct all spectators to stand. The bailiff will walk to the bailiff's desk or chair. As the judges enter, the bailiff will call the court to order, introduce the judges, and announce the case.

During the Round, the bailiff will keep time and hold up timecards for the judges and participants to see.

When the arguments and rebuttals are complete, the bailiff will instruct the competitors and spectators to exit quietly. The judges will remain in the courtroom and complete their scoresheets, discussing the round among themselves if they wish. When all judges have completed their scoring, the bailiff will call the teams back into the room for feedback from the judges. After the judges give their feedback, the bailiff will escort the judges back to the Judges Lounge, and thank them for their participation. The bailiff should make sure that each judge has signed his or her scoresheet. The bailiff should then proceed immediately to the scoring room (or to the Bailiff Coordinator) with the time sheets and judges' scoresheets.

Scoring

The Scoring Coordinator should begin entering scores as soon as they arrive to the Scoring Room. If certain courtrooms are running behind schedule, you may want to send an extra bailiff to the courtroom to pick up the scoresheets as soon as they are ready instead of waiting until the

judges are done giving feedback to the oralists. The Scoring Coordinator should attempt to finish entering a round's scores by the end of the following round.

It is helpful if the Scoring Coordinator has a computer equipped with spreadsheet software. The Executive Office has a Microsoft Excel spreadsheet that is designed specifically for the Jessup and will, upon request, provide each Administrator with a spreadsheet customized to his or her Competition. Otherwise, Administrators can use a paper version of the scoring spreadsheet or develop his or her own system for keeping track of and calculating scores.

As the Scoring Coordinator completes each round, he or she should back up the file to prevent an irretrievable loss of data from a computer crash. Keeping scores in electronic format is also beneficial because it allows for the creation of a score report that can be distributed to the teams before they leave the competition.

Because there is great potential for error given the large amount of numbers that must be input into the scoresheets, the ILSA Executive Office highly recommends that scoring staff double-checks the scores. If enough scoring staff is available, we recommend that two scoring stations be set up, each with its own spreadsheet and data entry volunteer. The two stations should enter scores independent of one another and then cross-check after each round to make sure the two spreadsheets match. This system of redundancy is very effective in minimizing data input errors.

Toward the end of each round, the Administrator should check on the Scoring Coordinator's progress. The Administrator should spend about 15 minutes at the end of each round personally reviewing the calculations and confirming that the scores were accurately transferred from the judges' scoresheets.

After the last round of the day, participants will be free to pursue other activities. The Judge Coordinator will likely want to tidy the Judges Lounge, prepare for the next day's activities, and make sure all individuals who judged that day are properly recorded. The Bailiff Coordinator should prepare the courtrooms for the next day.

After wrapping up the day's activities, the Administrator should review the scores of that day's Rounds. The Scoring Coordinator may also begin preparing final scoring reports so that they will be up-to-date prior to the Final Round.

Immediately after the last round, the Administrator must verify the final totals for the Preliminary Rounds. The last round's scores should be double-checked and all totals calculated.

Announcement of Advancing Teams

Following the final calculation, the Administrator should announce the teams that will advance. For semi-final and quarter-final rounds, the higher-ranked team in each match has thirty minutes from this announcement to tell the Administrator whether it will argue as Applicant or Respondent. For the Final Round, a coin toss determines who has the pleading option. When the team(s) have made their decisions, competing teams will be given their opponents' memorials and begin preparations for the round. It is advisable to allow teams as much time as possible to prepare for the advanced rounds.

Advanced Rounds

While participants are preparing for the advanced rounds, the Judge Coordinator should brief the judges on the special evaluation procedures for these rounds. Judges should be informed that they are to consider the memorials in their scores. Judges should therefore be provided with the appropriate memorials and time to evaluate them. The courtroom(s) should be prepared and ready for spectators. The ILSA Executive Office recommends that the rankings from the preliminary rounds not be posted at this time since all focus should be on the Final Round. Make sure teams are aware of this at the beginning of the tournament so that they do not bother you or your staff while

preparations are being made for the advanced rounds. The awards ceremony after the Final Round is the appropriate time to hand out team scores and to announce individual participant awards.

During or prior to the Final Round, the Scoring Coordinator should finalize and print the results of the Preliminary Rounds. Individual judges' scoresheets for memorials and oral rounds should be copied for distribution to the teams, and summaries of the final results should be prepared, including individual, memorial, and team ranking award winners. Once the Final Round is over, finalize the incorporation of the scores from the advanced rounds into the summary scoresheet and have the summary copied for distribution at the Awards Reception along with the individual judges' scoresheets.

AWARDS RECEPTION

The Awards Reception can be a general assembly, a brunch, a luncheon, a sit-down dinner, or a simple cocktail party. Many Administrators have covered costs by charging participants a small attendance fee. The reception may also be hosted by a local law firm or other organization, either at the site of the Competition or at another locale (if held off-site, make sure transportation is available). It is a good idea to begin seeking sponsorship for the Awards Reception early in the year.

The Administrator is responsible for obtaining and distributing the awards. Trophies or plaques should be presented to the champion team and runner-up team, the first- through third-place oralists, and the first- through third-place teams on memorial scores. Awards of honorable mention (certificates or some other form of award) should also be provided to the fourth- and fifth-place oralists, and to the fourth- and fifth-place teams on memorial scores. For U.S. Regional Administrators, make sure to follow the guidelines covering awards in section 12 of the U.S. Supplement to the Official Rules. Before teams leave the reception, Certificates of Participation and team results should be distributed. The ILSA Executive Office has a template Certificate of Participation which will be provided to you; you should prepare one certificate for each individual competitor.

POST-COMPETITION RESPONSIBILITIES

Immediately after the Competition, the Administrator must inform the ILSA Executive Office of the names of the champion, runner-up, top five oralists, and top five memorials.

Within one week of the Competition, the following items must be distributed to the teams if they weren't distributed during the Awards Reception:

- oralist rankings;
- memorial rankings;
- overall team rankings;
- team scoresheet summary; and
- individual judges' scoresheets with comments.

Administrators also must send a complete set of rankings and a list of all judges, with contact information, to the ILSA Executive Director. The Administrator should arrange for master copies of all Competition materials to be retained for six months after the Competition.

The Judge Coordinator should send formal thank-you letters to all judges who participated in the Competition, and, if possible, should include the final results. Many judges also enjoy receiving a printed list of the other judges who participated, as they will often encounter old friends and make new business contacts.

FACILITY REQUIREMENTS

REQUIRED

- COURTROOM SPACE FOR EVERY MATCH
- JUDGES LOUNGE
- SCORING ROOM
- ADMINISTRATIVE HEADQUARTERS

OPTIONAL

- ASSEMBLY SPACE FOR ORIENTATION, AWARDS CEREMONY, AND ANY OTHER RECEPTIONS
- STUDENTS LOUNGE
- SPECIAL COURTROOM FOR FINAL ROUND
- LIBRARY OR COMPUTER ROOM ACCESS FOR TEAMS
- PRACTICE SPACE FOR TEAMS

Facilities should be reserved as early as possible in order to ensure their availability. Tournaments are generally held at law schools or universities since such facilities are ideally suited to the space requirements of the Jessup. The number of court rooms for oral rounds will depend on the number of teams competing (generally, one courtroom for every two teams). In addition to courtrooms, a minimum of two administrative rooms (one to serve as a Judges Lounge and another for the Scoring Room) are necessary. You should also try to obtain a special courtroom for the Final Round. An orientation space for participants, as well as practice rooms and break space for participants, is suggested but not required. It is helpful if the courtrooms are within a short walking distance from the Judges Lounge. The Scoring Room should be in an undisclosed location. It is also helpful to have sign-in tables for the participants and judges. If possible, one extra room should be reserved to insure against unforeseen problems.

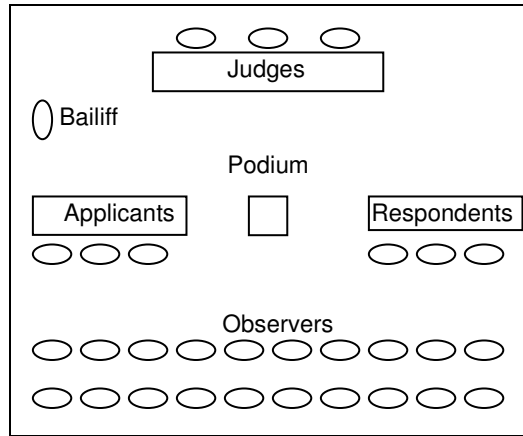
If a university does not have enough space, a tournament may be held at a local courthouse or, if funding is available, a local hotel or conference center. Once again, if the law school is affiliated with an undergraduate institution, those facilities may serve as the host institution. The ILSA Executive Office strongly advises against running a tournament from two different sites, especially during the Preliminary Rounds.

One courtroom is generally required for every two schools represented. Thus, a 12-team tournament will require six courtrooms, while a four-team tournament will require only two. Each courtroom should be available for the full duration of the Preliminary Rounds. Most tournaments schedule all four Preliminary Rounds on the first full day. However, if the number of teams is large, and there is not enough space to have one courtroom for every two teams, you may have to spread out the schedule over multiple days (e.g., 6 classrooms can accommodate 24 teams if you hold 8 rounds spread across two days).

COURTROOMS

Each courtroom should contain the following: a long judges' table facing the competitors and the audience; two counsel tables facing the judges with three chairs each; and a podium between the competitors' tables facing the judges. The bailiff should sit at a desk or in a chair to the side and in plain view of the judges and the oralists. Arrangements should be made to limit spectator entry while Rounds are in progress so that participants and judges are not distracted. Extra bailiffs, if available, can perform this function.

Each courtroom should be reserved for several hours before and after the rounds. Pitchers of water and sufficient glasses for all judges and participants should be provided. The courtrooms for Preliminary Rounds need not be large, but should accommodate a dozen or so spectators. The Final Round must be held in a room large enough to hold many spectators. The Final Round is a prestigious event and should be held in an impressive facility if possible. Common sites include law school auditoriums or courthouses.



Ideal Courtroom Set-Up

SCORING ROOM

The bailiffs or the Bailiff Coordinator will deliver all scoresheets at the end of each round to the Scoring Room. This room must be dedicated to scoring and kept separate from any other function of the tournament. Only the Scoring Coordinator, the scorekeepers, and the Administrator should be allowed in the Scoring Room.

The room need not be large, but the scorekeepers will need at least two tables to organize their materials. They should also have calculators, a computer with Excel if scoring is done using a spreadsheet, and a printer. The Scoring Room should be kept stocked with food and drinks since the scorekeepers will not leave for more than a few moments during the Preliminary Rounds.

JUDGES LOUNGE

The Judges Lounge should be a room large enough to comfortably accommodate the number of judges expected, preferably with several tables and space for storage of Memorials and the judges' personal belongings. This is where the judges will be greeted by the Judge Coordinator, where they will wait for their scheduled rounds, and where they can review Competition materials.

The room must be secure in order to ensure that judges and teams do not mingle and to ensure that the judges' personal items are not disturbed. It is best to make sure that there is only one entrance to the Judges Lounge so that traffic to and from the room can be monitored.

Coffee and snacks should be provided if there is funding. If judges' robes are available, they should be hung in this room. Extra copies of memorials, bench memorandums, and example scoresheets should be available for the judges to review.

The Judge Coordinator should place the judging schedule with room assignments in the Judges Lounge where it can be easily viewed. Some JCs post the schedule on a large board at the front of the room. This will help ensure that judges have received and read the proper memorials and will facilitate coordination among the panels.

OPTIONAL SPACES

Orientation

Orientation is usually held the night before the first Preliminary Round at the tournament site or at the hotel where most of the teams are staying. Holding an orientation session the night before allows the Administrator to identify and address problems well before the Competition begins.

Practice rooms

The Administrator may also reserve vacant rooms to give teams a space where they can practice for their oral rounds.

Student Lounge

Teams normally make use of student lounges, sitting areas, libraries, or any other spot they can find. Ideally, there should be a designated area reserved for teams where they can gather and leave their belongings while participating in an oral round. At the very least, the Administrator should assist teams by at least recommending areas where team members may gather to prepare for their rounds.

Library and Computer Room Access

If possible, the Administrator should arrange for access to a library and/or a computer room for the participants to use during the tournament for research. Information on library access should be included in team registration packets. The school library staff should also be made aware of the tournament.

THANK YOU!

The ILSA Executive Office expresses its sincere gratitude to you for serving as an Administrator of the Jessup Competition. Without Administrators, we could not reach as many students as we do, nor could we provide a quality experience to every competing team. We realize that organizing a qualifying tournament is a difficult job and requires a lot of hard work. From the bottom of our hearts, we appreciate every minute of time and every ounce of energy that you and your staff have devoted to this worthwhile endeavor. Through your work, we have inspired a new generation of students to study and promote international law. Thank you!!