

## 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