

ADMINISTRATORS GUIDE

FOR ADMINISTRATORS OF THE PHILIP C. JESSUP INTERNATIONAL LAW MOOT
COURT COMPETITION

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INTRODUCTION

This guide will familiarize you with the Jessup Competition, describe your responsibilities as an Administrator, and explain how to plan and execute a successful Jessup Qualifying Competition. We encourage you to distribute copies of this Guide to your staff so that your team is fully aware of their responsibilities as well as the basic rules and format of the Competition.

Please keep in mind that the Official Rules of the Competition preempt any advice or instructions contained in this guide. If you believe this document contradicts the Official Rules in any way, please contact jessup@ilsa.org.

Your Role as Administrator

As an Administrator of the Philip C. Jessup International Law Moot Court Competition, you serve as an agent of ILSA with the authority to implement a Qualifying Competition within a participating jurisdiction. Administrators are bound by Official Rules of the Jessup Competition. Though Administrators generally have a free hand in running their Qualifying Rounds, ILSA retains final authority on all things related to the Jessup Competition, its participating Teams, volunteer judges, and ILSA Chapters and other programming.

ILSA may request, in addition to the official results of a Qualifying Competition, that an Administrator provide other records, including, but not limited to, financial and logistical information concerning the Qualifying Competition. Administrators must promptly respond to all communications from ILSA and implement ILSA's final determinations on all matters. Failure to comply with any of the above may result in termination as Administrator.

We have found that administrators who generally adhere to these rules and familiarize themselves with this Guide, often hold successful tournaments. We at ILSA are confident that, together, we will have further success this year.

The ILSA Executive Office thanks you for dedicating your time and energy to serve as an Administrator. Please feel free to contact us if you have any questions at any time.

MATERIALS INDEX

The following table lists common materials that you will need to plan your tournament. Most of these materials are available on the “Administrators” page of ILSA’s website (<https://www.ilsa.org/administrators/>), some are located in this Guide, and others you will need to create yourself.

MATERIALS FOR ADMINISTRATORS
Administrator Checklist and Timeline
Official Jessup Competition Schedule
Official Jessup Rules
Rules Supplement (if any)
Template Fundraising Letter
Template Invitation to Judge – Preliminary Rounds
Template Invitation to Judge – Advanced Rounds
Memorial Penalty Worksheet (teams receive copies)
Scoring Manual
Scoring Spreadsheet
Template Thank-You Letter to Judges
Template Invitation to Bailiffs
MATERIALS FOR TEAMS
Tournament Schedule of Events
Team Pairings and Oral Rounds Schedule
Map of Venue and Directions to Venue
Team Travel Form
On-Site Check In Form
Template Certificate of Participation
MATERIALS FOR JUDGES
Jessup Problem
Corrections and Clarifications to the Problem
Bench Memorandum (CONFIDENTIAL)
Memorial Judging Guide
Memorial Scoresheet
Oral Round Judging Guide
Oral Pleadings Scoresheet - Preliminary Rounds
Oral Pleadings Scoresheet - Advanced Rounds
MATERIALS FOR BAILIFFS
Bailiff Instructions
Bailiff Timekeeping Sheet
Bailiff Script

CHECKLIST AND TIMELINE

This timeline identifies 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
- Complete Online Administrators Registration Form and receive ILSA approval
- Recruit teams in cooperation with ILSA Executive Office

OCTOBER – NOVEMBER

- Read Administrators Guide (this document)
- 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
- Email 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
- Email 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
- Send final reminder to oral round judges, including their schedule and directions to venue and judges room
- Send teams the Memorial Penalty Worksheet and set a deadline for appeals prior to the start of your Competition
- Send Teams the memorials of the opponents they will face in oral argument

- ❑ Collect memorial penalty appeals from teams and forward to ILSA Executive Office
- ❑ Scoring staff enters memorial scores and memorial penalties into scoring system

DURING TOURNAMENT

- ❑ Check team attendance and distribute orientation packets
- ❑ Conduct team orientation
- ❑ Conduct preliminary oral rounds
- ❑ Assess oral round penalties if necessary, communicate penalties to teams, receive appeals, forward appeals to ILSA Executive Office
- ❑ Enter preliminary round scores in scoring system
- ❑ Apply penalty points as appropriate in scoring system
- ❑ Double check scoring
- ❑ Determine which teams will advance and receive awards
- ❑ Announce advancing teams
- ❑ Conduct advanced oral rounds
- ❑ Conduct Final Round
- ❑ Hold awards ceremony

AFTER TOURNAMENT

- ❑ **Within 48 hours** of the conclusion of your tournament, send key results to ILSA via email, including: winning team, other advancing teams as approved by ILSA (if any), team with highest memorial score, any other notable happenings. Administrators **MUST** also send ILSA a list of all individuals who judged at their 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 via email; send thank-you letters to judges and staff via email or post.

OVERVIEW OF A COMPETITION

The following paragraphs describe a typical Qualifying 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. Finally, while the following description envisions a staff assisting the Administrator, Administrators of smaller competitions can, and normally do, manage many of the tasks themselves with logistical assistance during the event itself.

PRE-COMPETITION PLANNING AND ACTIVITIES

Administrator Registration

Administrator's must first fill out the online Administrator Registration Form, identifying the Administrator's contact information, Core Staff (if any), and the proposed dates for the competition. Please submit this form as soon as possible. Early registration enables us to coordinate the schedules of the various Qualifying Rounds so that we can better support every Administrator. If you cannot immediately set your competition dates, please give the ILSA Executive Office a tentative estimate and inform the ILSA Executive Office as soon as dates are finalized.

Assembling a Core Staff

An important step in organizing a Jessup Competition is assembling a "Core Staff." The Administrator should fill these positions quickly as their responsibilities require an early start. NOTE: for many competitions of a smaller size, it is unnecessary to assemble an extensive staff.

Throughout the planning process, the Administrator should meet with the Core Staff to exchange information regarding the planning of the Competition. Your Core Staff, if you choose to have one, should be composed of the following individuals:

1. **Competition Coordinator (CC)**: The CC is the Administrator's second-in-command and should be familiar with all aspects of the competition. Before the competition, the Competition Coordinator will handle correspondence with teams. During the competition, the Competition Coordinator will serve as a runner between the Judges Room, court rooms, and Scoring Room ensuring that all parts of the competition are working together. In short, the CC "puts out fires." Usually, this position is only needed for very large competitions (20+ teams). Otherwise, most of these responsibilities can be held by the Administrator.
2. **Judge Coordinator (JC)**. Before the Competition, the JC will recruit and schedule oral rounds judges, and arrange for the grading of memorials. During the Competition, the JC will run the Judges Room. The JC should be motivated, organized, and willing to interact with large number of people. If an Administrator cannot find a separate individual to fill the JC position, the Administrator will typically carry out the JC's pre-competition judge recruiting and scheduling functions, while the CC will carry out the JC's responsibilities during the competition.
3. **Scoring Coordinator (SC)**. The SC will be in charge of tabulating scores for the Competition using a scoring spreadsheet or, if the competition is large enough, an ILSA provided scoring website. As this is a competition, it is imperative that scores are input accurately. Therefore, the SC must be detail-oriented and familiar, by the time of the competition, with the scoring spreadsheet or website. The SC need not be familiar with all aspects of the Competition, but he or she should be available both throughout the preliminary rounds to enter scores and after rounds have concluded to help determine awards. If an Administrator cannot find a separate individual to fill the SC position, the Administrator, CC, or JC can fill this role between rounds.

4. **Bailiff Coordinator (BC).** The BC is in charge of recruiting, training, and coordinating bailiffs. This is one of the most important positions, because rounds cannot go forward without bailiffs. The BC may be a student at the school hosting the competition who commits to recruiting, scheduling, and training the necessary amount of volunteer bailiffs. Bailiffs must be trained to set up rooms in a courtroom style, lead the judges to their courtrooms, keep time, and collect scoresheets.

For more detailed information about staff responsibilities, see the Staffing Requirements section later in this Guide.

Establishing the Competition Schedule

Once a date is selected, the Administrator should draft a schedule for the months leading up to the Competition and for the Competition itself. Although the Competition schedule can be tentative at first, it should be finalized early, so you can notify your teams as soon as possible.

Reserving Facilities

Based upon the number of teams in your Competition, you should compile a list of the number and types of rooms you will need. Facilities should be reserved as early as possible. Remember that some facilities, such as your oral rounds rooms (court room style), assembly room (lectern), or Judges Room (tables, coat racks, refreshments) may have special set-up requirements. Care should be taken in selecting the location of your Judges Room so that contestants and judges do not interact outside of the oral rounds. Finally, choose and reserve a prestigious site for the Final Round.

Although each team will pay for its own lodging, the Administrator should reserve a block of hotel rooms for teams in a hotel that is near, or easily accessible to, the Competition 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 team will require two hotel rooms (some may use only one, but it is best to reserve two). The Administrator may also wish to reserve extra rooms for special guests, judges who may travel, and other volunteers. Be sure that the hotel will let you cancel unused rooms or you may find your competition going over budget! If you cannot cancel unused rooms, do your level best to ensure that you meet your hotel block requirements!

Developing a Roster of Judges

Volunteer judges are needed to evaluate team's written and oral submissions. Memorial judges will read and score memorials for the preliminary rounds and memorial awards. 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 will 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).

The number of judges you will need depends on the size of your Competition. For example, a Competition 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 many judges volunteer to sit in multiple rounds, a twelve-school competition usually requires a minimum of 40 oral pleading judges. This number will also vary depending on when the rounds are scheduled (weekend, weeknight, and weekday) and how many rounds each judge is willing to have. It is very important to anticipate and be prepared for cancellations! Try to have several extra judges "on-call" as reserves (perhaps members of your faculty) in case of last minute cancellations. Further, be aware that judge conflict rules mean you might need to secure a group of potential judges who have not judged too many preliminary rounds for the Semifinals and Finals. The more judges you have to call from, the better!

In addition to oral pleading judges, you will need to recruit memorial judges to read and grade each of the written memorials submitted by the teams. **Each memorial needs to be scored by three different judges.**

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 by looking through local bar association interest groups and organizations with an international bent. Many local law firms are often willing to supply judges and some even give credit to younger attorneys who volunteer to judge the Jessup. For U.S. Administrators, please 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
- Martindale-Hubbell or other legal directories which enable you to search for members who specialize in international law
- faculty members at local universities

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.

Each judge should receive a formal letter of invitation, outlining the basic responsibilities of being a judge. In order to eliminate confusion, Administrators should precisely inform the judges of the times and dates of the Competition. If judges are slow in responding, do not hesitate to contact them by email or telephone to follow up on your invitation. While you may think you are being a little too aggressive, it is worth it so that you have enough judges for the Competition.

Corresponding with Teams

Administrators may implement a separate registration process for their Qualifying Round pursuant to a Rules Supplement, but every team must also register with the ILSA Executive Office and pay the Registration Fee. Fee Waivers 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.

ILSA will contact the Administrator shortly after the registration deadline to identify which teams have registered for the Competition. At this time, the ILSA will also supply the contact information and team numbers for each team. The Administrator will update the ILSA office of any withdrawals or other changes in the raw number of competing teams. After all teams have checked in at the Qualifying Round, the Administrator will submit a final number of teams to ILSA, ILSA will then provide the Administrator with the number of teams allowed through to the International Rounds.

Once the registration deadline has passed, you should immediately send each team a letter containing the dates and location of the Competition, your official contact address, phone number, and email address. You may 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 Competition site
- Team Arrival Information Form
- information about public transportation, local restaurants, and places of interest (optional)

Maintaining a Competition Website

Maintaining a competition website is one of the most effective ways to keep teams and volunteers informed. It is also an excellent way to publicize your event. Contact ILSA for more information on how to best utilize a website to your advantage.

Recruiting Competition Staff

You should next recruit bailiffs, scorekeepers, and other staff. You should prepare a schedule for each person, letting them know when they will be expected to be available for meetings and informing each of his or her general duties during the Competition.

Scheduling Judges

As soon as you receive responses from judges, prepare a tentative judging schedule which you update as you receive judging confirmations. Any type of spreadsheet software can help with organizing this data. You should also attempt to secure extra “on-call” judges for each round. For example, for a 12 team competition, at least three extra judges per oral round are recommended. Therefore, if you have a round of 5 matches, you will need 18 judges assigned for the time, to help accommodate no-shows. Also, if your judge roster includes a large number of faculty members or others who may be conflicted from participating teams, you should try and have more backups to compensate.

Once the majority of judges have responded and you have drafted an initial judging schedule, send confirmation letters to your judges notifying them of their assigned times while also informing 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. Judges should be instructed to arrive at the Judges Room *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.

When creating the Judging schedule, 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 identification and treatment of difficult issues. It is also a good idea to try to include on each bench at least one judge who has participated in past Jessup Competitions.

Faculty members from a competing school may not judge the oral pleadings of the school’s team, nor should they judge the Rounds of any team that the school faces in the Competition. Judges should not be scheduled to judge any team that has members who they have a relationship with. 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. See the Official Rules and contact ILSA for clarification on this point.

Before the Competition, the Bench Memorandum should be sent to each judge. The Bench Memorandum is a guide written by ILSA to assist judges in analyzing the issues 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 in the hands of any competitors.

Copies of memorials should also be sent to each judge for each team he or she will judge in the Competition. For example, if the judge will be presiding over a round with Team 671A versus Team 594R, the judge should receive 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 Room, 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 Room during the Competition.

Grading and Scoring of Memorials

In mid-January, all teams must submit their memorials to both the Administrator and to ILSA through their Team Homepages by the deadline noted in the Official Schedule. Administrators may impose an earlier submission deadline by promulgating a Supplement to the Official Rules. This is commonly done in jurisdictions where the Competition is held before February. Administrators may also impose a paper mailing requirement by in a 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. Prior to the Competition, the Administrator should familiarize himself or herself with the section of the Official Rules addressing memorial requirements and memorial penalties.

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 ILSA. You should ask the judges to return the scoresheets no later than one week prior to the Competition date. 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 Competition, the Competition staff should meet to coordinate and hold practice sessions for scorekeepers and bailiffs. You should confirm the services of all necessary secretarial or administrative staff and inform them of the times they should be available. You should also make final confirmations of space reservations at the Competition site and remind everyone playing a part in the Competition of their responsibilities.

During this final week, teams will contact the Administrator frequently with questions about the Competition and the site. If you must make last-minute changes in the Competition schedule, you should, if possible, contact the teams 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 Competition.

THE COMPETITION WEEKEND

Team Orientation and Registration

Before the beginning of the Competition, you should hold a team orientation session. You may hold this session on the evening before the first preliminary round or on the morning before the

oral rounds begin. 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 Room and the Scoring Room; (2) participants should not expose their school identity to any of the judges (this includes wearing school sweatshirts and carrying book covers with school names); and (3) participants are prohibited from “scouting” (see Official Rules).

Prior to or at orientation, issue a packet to all teams which includes (1) nametags for all team members and coaches; (2) a final schedule; (3) a map of the competition 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 ILSA. It is a violation of the Official Rules for a team to use individuals who have not been properly registered with ILSA.

Coaches Meeting

Allow the teams at least thirty minutes after orientation to prepare for their first round of oral pleadings. During this time, 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. For a multi-day Competition, holding a coaches meeting after the first day allows you to receive feedback and address any problems that have developed.

Bailiff Meeting and Judge Welcome

The Judge Coordinator and the Bailiff Coordinator will be working in the Judges Room. 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 Problem, Bench Memorandum, Scoresheets, and other pertinent information should also be available in the Judges Room.

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.

THE COMPETITION ROUNDS

A Competition will typically consist of four Preliminary Rounds and one or more Advanced Rounds. Each team argues four times during the Preliminary Rounds, twice as Applicant and twice as Respondent. A Competition with four or less teams may have fewer than four preliminary rounds. Please contact ILSA for assistance with creating pairings.

If eight (8) or fewer teams are participating in the Competition, the top two (2) teams from the Preliminary Rounds advance to the Final Round. If more than eight (8) teams are participating, the top four (4) teams will advance to a Semi-Final Round, which will determine the two (2) teams that advance to the Final Round. If more than sixteen (16) teams are participating, the top eight (8) teams will advance to a Quarter-Final Round, which will determine the four (4) teams that advance to the Semi-Final 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 allow approximately 45 minutes between rounds to give teams time to prepare for the next round. 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 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 fifteen minutes before 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 Room and assemble 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.

Conducting Preliminary Rounds

Team Space

If space permits, Administrators should designate an area for team members who are not arguing to rest and prepare. Contact between team members and judges should be kept to a minimum.

Bailiff Responsibilities

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 and then collect the scoresheets. After the judges give their feedback, the bailiff will escort the judges back to the Judges Room, 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.

The Scoring Coordinator should have a computer equipped with spreadsheet software. ILSA has a Microsoft Excel spreadsheet that is designed specifically for scoring the Jessup. Large competitions can have an online scoring system built by ILSA. As the Scoring Coordinator completes each round, he or she should back up the file to prevent the 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. Due to the great potential for error given the large amount of numbers that must be input into the scoresheets, scoring staff must double-check the scores not only on the spreadsheet/website but also on the scoresheets. The Administrator should also 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, staffers should tidy the Judges Room and record the names of all individuals who judged that day. It also helps to set up the courtrooms for the next day, if possible, especially if you have ensured that room set ups will not be altered during the course of the night. The Administrator should also review the scores of that day's Rounds and 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 preliminary 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.

Advancing Team Announcement

Following the final calculation, the Administrator will announce the advancing teams. For Semi-Final and Quarter-Final rounds, the higher-ranked team in each match has ten 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 advance 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. ILSA 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 competition 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. If the Awards Reception occurs prior to the Final or Semifinal Rounds (as is the case with the United States Regionals), the Administrator should only provide the Scoresheets and Scoring Summary to the teams who have been eliminated. Teams who are still competing should be given a scoring summary to assist in the selection of the pleading options, but will only be given their scoresheets upon their elimination from the Competition or once they win.

Awards Reception

The Awards Reception can be a general assembly, a brunch, a luncheon, a sit-down dinner, or a 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. Before teams leave the reception, Certificates of Participation and team results should be distributed. ILSA has a template Certificate of Participation you may use; you should prepare one certificate for each individual competitor.

POST-COMPETITION ACTIVITIES

Immediately after the Competition, the Administrator must inform ILSA of the results. Within one week of the Competition, the following items must be distributed to the teams if they weren't distributed during the Awards Reception:

- oralistrankings;
- memorial rankings;
- overall teamrankings;
- 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 ILSA. 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.

STAFFING DESCRIPTIONS

- ◆ COMPETITION ADMINISTRATOR
- ◆ COMPETITION COORDINATOR (CC)
- ◆ JUDGE COORDINATOR (JC)
- ◆ SCORING COORDINATOR (SC)
- ◆ BAILIFF COORDINATOR (BC)
- ◆ BAILIFFS
- ◆ OTHER STAFF

The most important aspect of organizing a successful Competition is assembling a dedicated staff. Several people are needed to plan and execute a successful Competition. Although the Competition Administrator is the chief organizer, he or she needs the assistance of several dependable people before, during, and after the Competition. 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 competition and the number of volunteers and support staff available.

COMPETITION ADMINISTRATOR

The Administrator must plan, coordinate, delegate, and execute all parts of the Competition as well as solve any unexpected problems that may arise. The Administrator is ILSA's representative at the Competition. The success of the Competition is the Administrator's ultimate responsibility. The Administrator's responsibilities include: maintaining close contact with ILSA; distributing all relevant Competition materials to participating teams (pairings, dates, locations, schedules, etc.); managing staff and obtaining the necessary facilities prior to and during the Competition; greeting and orienting teams, coaches, and judges; ensuring that all rounds and judges are properly scheduled; providing necessary services to the participants; assessing penalties; and compiling post-competition reports.

The Administrator may want to maximize delegation and minimize the number of specific responsibilities to be handled personally. The Administrator's job is to supervise all Competition activities and to troubleshoot when unforeseen problems arise. No matter how well a Competition 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 Competition 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.

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 Room, Bailiffs, Scoring Room, Administrator). The CC should circulate during the competition, 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

JUDGE COORDINATOR (JC)

The primary responsibility of the JC is to mobilize lawyers in the community to serve as judges for the Competition. 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 Competition, scheduling and securing their participation, and ensuring that they receive all necessary written materials, such as the Bench Memorandum and scoring forms.

The JC's main role begins around November when judges are identified and invited. The largest bulk of the JC's work, however, will be in the months before the Competition. Judges will be needed for scoring two distinct parts of the Competition: (1) Memorials (written briefs) and (2) Oral Pleadings.

Memorials must be scored, returned, and recorded at least one week prior to the Competition. Each Memorial should be scored by at least three judges. The Administrator must ensure that the JC's work is well-coordinated with the Scoring Coordinator, who must receive all the raw memorial scores, apply penalties, and input the tallied score into the main scoring spreadsheet prior to the commencement of the oral rounds.

Each match in the Oral Rounds should have a panel of three judges. 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 Room.

The JC must be available during the Competition to greet and coordinate the judges and to instruct them on their duties as judges. During the oral rounds, the JC may want at least two assistants. One assistant should meet judges at the entryway of the Competition site and direct them to the Judges Room. It is important to have someone directing judges to the Judges Room in order to avoid their mingling with competitors. The second assistant should be in the Judges Room to assist judges with any problems they may have, including distribution of memorials and the bench memorandum. This assistant should also assist the JC in keeping track of which judges have arrived to the Judges Room, introducing judges to the other judges on their panel, and handing-off the panel to the bailiff assigned to take them to their oral round.

After the Competition, 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 ILSA.

SCORING COORDINATOR (SC)

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

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

Administrators should make use of the following materials provided by ILSA: Customized Computer Spreadsheet (automatically calculates); Scoring Manual; Memorial Penalty Worksheet.

Throughout the oral rounds, the SC must be transferring scores from the individual judges' scoresheets to the SC's master spreadsheet. It is very important to double-check these scores to make sure no errors were made during the transfer. The SC should utilize assistants with fresh eyes to help with the double-checking.

A method that has worked well is to set up two scoring stations and to have both stations entering scores into the computer spreadsheet independently of one another. After each round, the stations should compare the totals on the spreadsheets to ensure that they match. This level of redundancy is very effective in identifying errors.

Administrators must remember to adjust scores for penalties. Errors can occur in this process as well, so all work should be double-checked. The scorekeepers must be familiar with Competition Rules and understand how to properly assess penalties.

BAILIFF COORDINATOR (BC)

The Bailiff Coordinator (BC) is responsible for recruiting, training, and scheduling bailiffs for the oral rounds portion of the Competition. 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 Competition 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 Competition.

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. Bailiff instructions will be provided by ILSA.

A typical Competition will require one courtroom for every two teams participating in the Competition, running up to four rounds a day. 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. Extra bailiffs are also useful to help prepare the courtrooms, to direct traffic during the Competition, and to run scoresheets.

After each round, the bailiff collects the scoresheets from the judges and immediately takes them to the SC or gives the timesheets and scoresheets to the BC. Many past Administrators recommend giving all scoresheets to the BC, who takes them to the SC. This limits the traffic and confusion in the Scoring Room. If there is a problem with an incomplete scoresheet, the bailiff is responsible for finding the judge to complete the form. Scoresheets must not be disclosed to anyone. Bailiffs should be instructed to take all necessary precaution to preserve the confidentiality of scores.

Finally, bailiffs are responsible for collecting any complaints filed during the round. If a complaint is initiated by a team, the bailiff must instruct the team to put their complaint in writing. The team has a limited amount of time to submit the written complaint. Once received, the Bailiff should deliver the complaint to the Administrator immediately. Please refer to the Official Rules for the complaint policy.

OTHER STAFF

The Administrator may wish to enlist the help of volunteers from the school's administrative staff. The general administration of the Competition and compilation of results is easier if experienced event organizers and extra volunteers are on-hand to provide support.

There should be staff members to sit at a registration and hospitality desk near the entrance of the competition facilities. This is where competitors and judges can check in and where general questions and complaints can be collected.

There should also be a staff member stationed outside the scoring room as a monitor to receive and review all scoresheets as each oral round finishes. (Some Administrators prefer to give this task

to the BC.) This is an important role, since the SC will be busy. Also, since no one should be allowed into the Scoring Room, the monitor can convey messages to and from the scorekeepers.

The Administrator may create other staff positions as necessary. The number of organizers and assistants will depend on the size of the competition. Some Qualifying Competitions have as many as 20 teams while others have as few as two. The needs of each Competition will be very different.

ENLISTING LOCAL STUDENT ORGANIZATIONS

Members of student organizations are useful as support staff for your Competition, especially as bailiffs. Student organizations may also be interested in sponsoring some Competition 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 competition-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 ILAS is comprised of individual ILSA Chapters throughout the world. One of the primary purposes of ILSA 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. ILSA can put you in touch with a local ILSA Chapter, if one exists. 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 Competition. Not only is it good publicity for them, but the Chapter can be very useful in helping to prepare for the Competition, engaging in publicity efforts, and identifying judges. Student Bar Associations and International Law Journals may also be willing to help. You may also want to target student organizations that focus on a field or specialty addressed by the current Jessup problem.

ENLISTING COMMUNITY SUPPORT

ILSA also encourages Administrators to reach out to the legal community for support for judge volunteers and funding. It is very common for Qualifying Competitions to be sponsored by law firms, local bar associations, embassies, or non-profit organizations. Administrators should consult with ILSA before forming any formal sponsorship agreement. Please note that Administrators are obligated to acknowledge the following ILSA sponsors: International Rounds Sponsor White & Case, Global Partner White & Case, and Global Partner the International Bar Association. If you have any questions or would like ILSA’s assistance in seeking sponsorships, please feel free to contact ILSA.

FACILITY REQUIREMENTS

REQUIRED

- ONE COURTROOM FOR EVERY TWO TEAMS PER ROUND
- SPECIAL COURTROOM FOR FINAL ROUND
- JUDGES ROOM
- SCORING ROOM
- ADMINISTRATIVE HEADQUARTERS

OPTIONAL

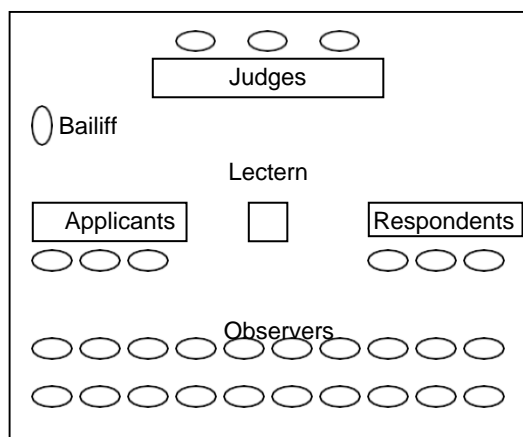
- ASSEMBLY SPACE FOR ORIENTATION, AWARDS CEREMONY, AND ANY OTHER RECEPTIONS
- LIBRARY OR COMPUTER ROOM FOR TEAMS
- PRACTICE AND BREAK SPACE FOR TEAMS

Facilities should be reserved as early as possible in order to ensure their availability. Competitions 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. You need one courtroom for every two teams competing per round. In addition to courtrooms, a minimum of two administrative rooms (one to serve as a headquarters and one for scoring) and a Judges 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 Room. 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 Competition 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 Competition site. ILSA strongly advises against running a competition from two different sites, especially during the Preliminary Rounds.

One courtroom is required for every two schools competing in a single Round. Thus, a 12-team competition will require six courtrooms per round, while a four-team competition will require only two. Each courtroom should be available for the full duration of the Preliminary Rounds.

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 lectern 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.

SCORING ROOM

The bailiffs or the BC 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 Competition. Only the SC, 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 large tables to organize their materials. They should also have calculators, a computer with spreadsheet software, 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.

ADMINISTRATIVE HEADQUARTERS

This is the Administrator's base of operations. Surplus materials will be stored in this room. Complaints and problems regarding the Competition should be delivered here in writing. A small, quiet office is typical.

JUDGES ROOM

The Judges Room 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 room will serve as a lounge for the judges where they will be greeted by the JC, 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. Your school's faculty lounge, if available, is an ideal location.

Coffee and snacks should be provided. 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 Room 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. When the teams and courtrooms are prepared, bailiffs will escort their judges to the courtroom. After oral arguments have been given, judges will deliberate in the courtrooms while everyone else remains outside. After giving feedback to the oralists, the bailiff will escort the judges back to the Judges Room.

The judges must not be exposed to the names of teams' schools at any time. Teams should not be permitted to gather near or in the Judges Room. It is best to make sure that there is only one entrance to the Judges Room so that traffic to and from the room can be monitored.

ORIENTATION SPACE (*OPTIONAL*)

Orientation is usually held the night before the first Preliminary Round at the competition 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 AND BREAK ROOMS (*OPTIONAL*)

The Administrator may also reserve vacant rooms to give teams a space where they can prepare and practice for their oral rounds. Teams normally make use of student lounges, sitting areas, libraries, or any other spot they can find. The Administrator should assist teams by at least recommending areas where team members may gather to prepare for their rounds.

LIBRARY (*OPTIONAL*)

If possible, the Administrator should reserve several rooms in a law school library for the participants to use during the Competition for research. Information on library access should be included in team registration packets. The school library staff should also be made aware of the Competition.