

The Super Simple Moderator “Cheat Sheet”

1. Have teams and judges introduce themselves.

Remember no more than six team members may sit for a match, and any member of the team that leaves during a match may not return.

Remember that no pre-written notes are allowed.

2. Distribute scratch paper, but remind teams they should not write on it until the case question is distributed and read aloud.
3. Pick someone from one of the teams to call a coin flip. The winner of the coin toss gets to decide whether to go first or second.
4. Once it is established with team is going first, have judges fill out their score sheets to reflect which team is Team 1 and which is Team 2.
5. Distribute the Question for the 1st case of the match – each team gets a copy and judges get a copy. Then read the question out loud.
6. Start the timer for 2 minutes for conferral.
7. Ask the presenting team if they want visual or verbal time warnings.
8. Set the timer for ten minutes. Warn teams with 3 and 1 min. remaining.
9. After the presentation, remind judges to score the presenting team’s presentation.
10. Set the timer for 1 minute for conferral.
11. Ask the commentary team if they want verbal or visual warnings.
12. Set the timer for 5 minutes. Warn the team with 3 and 1 minutes remaining.
13. Remind judges to score the commentary team, making sure they put the score on the *opposite side of the page from their score for the presenting team*.
14. Set the timer for 1 minute for conferral.
15. Set the timer for 5 minutes. Warn the team with 3 and 1 minutes remaining.

16. Remind the judges to score the team that originally presented for their “response to commentary
17. Set the timer for 1 minute for judges to confer
18. Set the timer for 10 minutes for judge’s question and answer session with the original presenting team. Warn team at 3 and 1 minutes remaining. (I recommend also providing a warning at 5 minutes here, but that is optional.)

Note – team members may confer before answering a judge’s question, but feel free to “nudge them” if they take more than 30 seconds.

Note – also feel free to “nudge a judge” if they judge is taking a long time to get around to their question ☺

19. Remind judges to score the original presenting team for their response to judge’s questions.
20. Remind judges that they should *not* yet have a total score for either team.
21. Clear scratch paper from the first half of the match.
22. Distribute and read the question for the 2nd case for the round.
23. Repeat the process above.
24. After the match, give judges time to total their scores, reminding them not to confer about scores.
25. Ask judges to announce their scores, and record the scores on your moderator score sheet. (Make sure you also put the Room, Rd., and your name on the Moderator Score Sheet)
26. Announce the winner of the match.

Remember, the winner of the match is the team with the most judges – it is *not* based on total points.

27. Have a coach from each team (or if no coach is available, then a member of the team) sign your moderator score sheet.
28. Collect the judge’s score sheets. Someone will collect the judge’s score sheets and your moderator score sheet from you.
29. Someone will also bring you questions for the next round.