

# MISS AMERICA'S OUTSTANDING TEEN

## INSTRUCTIONS FOR AUDITORS

The Judges' Chair should provide the auditors with the appropriate Manual Tally Sheet hardcopy and Computer Tally Sheet program for each night of competition from the selection listed below. It is strongly suggested that the auditors continuously maintain and update BOTH a Manual Tally Sheet AND a back-up file of the Computer Tally Sheet during each pageant night in the event the original computer file becomes corrupt or the computer crashes. The Computer Tally Sheets are programmed to automatically create, and then update a back-up file each time the original file is saved.

- **Preliminary Multi-Night Manual Tally Sheet.xls** (Excel Format). This is the traditional, long form tally sheet for the Preliminary Nights of Competition. The auditors manually fill in and tabulate the scores. Follow the printing instructions shown in the upper left corner of the computer monitor's image of this tally sheet file. Since this is a Multi-Night Competition, prepare a separate Preliminary Multi-Night tally sheet for each Contestant Group.
- **Preliminary Multi-Night Computer Tally Sheet.xls** (Excel Format). This is a self-contained auditors program for the Preliminary Nights of Multi-Night Competitions. If you use this program, make sure your auditors have a copy of it ahead of time so that they can become familiar with it. They simply enter the data for each contestant and the built-in formulas determine the order of the contestants by their point scores. This program does High/Low elimination automatically. Since this is a Multi-Night Competition, prepare a separate Preliminary Multi-Night tally sheet for each Contestant Group. Additionally, there are six sections to the right of the score sheet that automatically calculate the Preliminary winners for each Contestant Group in the Private Interview, Talent, On-Stage Question, Evening Wear, and Lifestyle & Fitness in Sportswear in Sportswear in Sportswear Phases of Competition.
- **Final Multi-Night Manual Tally Sheet.xls** (Excel Format). This is the traditional, long form tally sheet for the Final Night of Multi Night Competitions. The auditors manually fill in and tabulate the scores. Follow the printing instructions shown in the upper left corner of the computer monitor's image of this tally sheet file. Please note that the judges' high and low scores should NOT be dropped when your auditors tally the **Top 5 Final Ballots**.
- **Final Multi-Night Computer Tally Sheet.xls** (Excel Format). This is a self-contained auditors program for the Final Night of Multi-Night Competitions. If you use this program, make sure your auditors have a copy of it ahead of time so that they can become familiar with it. They simply enter the data for each contestant and the built-in formulas determine who the winner and runners-up are. This program does High/Low elimination automatically, except for the Final Ballot where it is NOT required.

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

The Judges' Committee will turn over to you the Judges' Score Sheets for each competition. Each contestant is competing against herself and **MUST** receive a score in a **1 to 10** point range for all **Preliminary Nights of a Multi-Night Competition** and a **6 to 10** point range for the On-Stage phases of the **Final Night of a Multi-Night Competition**, using whole numbers only. More than one contestant may receive the same score.

After each competition is over and all the Judges' Score Sheets are entered on the Tally Sheet, the auditors will discard the high score and low score for each contestant, then add the remaining figures horizontally and multiply by the appropriate factor to obtain the total points per phase for each contestant. Please be sure to verify the appropriate score sheets are used by the Judges' Chair for each phase of competition.

Once the points have been calculated for a contestant in a phase of the competition, mark same in the respective shaded column, titled “(COMPETITION NAME) POINT TOTALS”. Then subtotal the competition point totals. You will notice there are four or five columns designed to allow you to subtotal the competitions during the pageant prior to the Final Ballot phase of competition. Please use this as a means to streamline the auditing and to speed up the announcement process.

### **FOR MORE THAN ONE-DAY PAGEANTS THAT NAME A TOP TEN**

When the Semi-Finalists are announced, a new FINAL MULTI-NIGHT TALLY Sheet should be prepared listing the Top Ten in competition order. All preliminary points for the preliminary nights have been discarded including the Private Interview. The Top Ten Composite Attributes Scores can be transferred to the FINAL MULTI-NIGHT TALLY Sheet in the column titled “Individual Composite Attributes”. The Score Sheets for Lifestyle and Fitness in Sportswear, Talent, Evening Wear and will be collected and recorded by the auditors on the TALLY Sheet as on preliminary nights.

### **AT THE CONCLUSION OF THE TOP TEN COMPETITIONS**

Subtotal the Top Ten Composite Attributes, Talent, Lifestyle & Fitness in Sportswear Evening Wear and scores for each contestant in the column titled “Subtotal of 5 Previous Competitions”. The contestants receiving the five highest scores will move into the final round of competition. Place these names on a sheet of paper IN A RANDOM ORDER\*\* and give it to the Judges’ Chair who will give the list to the emcee. **\*\*These names should be placed on the list in a random order not based on total points, competition order or contestant numbers.**

### **AT THE CONCLUSION OF THE TOP FIVE COMPETITION**

Add the Top Five Final Ballot scores from each judge WITHOUT discarding each contestant’s high/low scores to determine the Top Five Contestants. All previous scores should be discarded and NOT added to the Top Five Final Ballot scores. These point totals in the column titled “Final Ballot Point Totals” will determine the winner and runners-up. On the card marked “RUNNERS UP AND TITLEHOLDER”, list in the proper place the names of the Runners-Up and the Titleholder starting with the LAST Runner-Up at the TOP of the list and the TITLEHOLDER at the BOTTOM of the list. Give this card to the Judges’ Chair who will hand it to the Emcee to announce to the contestants and audience.

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## TIE BREAKING PROCEDURES

Below is a simple guide on how to break a tie within a pageant. Merely look for the type of pageant you are directing, auditing or judging, then find the category of the tie you need to split. Below that category heading will be a progressive list of the phases of competition used to split the tie. You look at the first tie breaking phase and, if one of the contestants has a higher score in that phase, she receives the higher placement. If a tie still exists, you move to the second tie breaking phase listed. If a tie exists in all phases of competition, the names of the contestants which are tied are written on pieces of paper for each of the judges. The slip of paper should have a heading which describes the tie (i.e.: tie for Talent or tie for the Top Five) and each judge should circle his/her choice for the placement.

### **Ties for Preliminary Awards on the Preliminary Nights\*\***

- This is a tie for an award for the contestant scoring the highest total number of points in a specific phase of competition (Talent, Lifestyle and Fitness in Sportswear, etc.)
- **Head-to Head Competition – Prepare a slip a paper for each judge with the names of the contestants who are tied for the award. Please make sure the slips of paper are clearly identified as to phase in which the tie exists). Ask each judge to circle his/her choice for the winner of the award.**
- If there is an even number of judges and a tie still exists, both winners should be announced or no winner should be announced.\*\*
- Do NOT use any other phase of competition to split a tie within another area of competition.

\*\* It is not required to announce such winners, nor is it required to split ties for these awards. However, if due to a lack of funding the pageant organization needs to split any scholarship monies associated with these awards, it should be announced from stage that the scholarship money will be split among the tied winners as to avoid confusion following the pageant. If “overall” awards are to be announced on the final night of competition, you may wish to consider announcing these awards based upon preliminary competitions. This is because sometimes the contestant receiving the highest overall score in an individual competition may not be among the finalists announced on the final night. If the pageant chooses to do this, it must be announced that these awards are based on preliminary night competitions.

### **Ties into the Top Ten**

- Talent – The contestant with the highest Talent points receives the higher placement. If a tie still exists, refer to the points of the tied contestants in this progressive order:
- Private Interview
- Evening Wear
- Lifestyle and Fitness in Sportswear
- Scholastic Achievement
- On-Stage Question
- Head-to-Head Competition (Use the process bolded in the Preliminary Award Tie Breaking Procedure)

### **Ties into the Top Five on the Final Night of a Multi-Night Pageant**

- Composite Attribute Score – The contestant with the highest Composite Score receives the higher placement. If a tie still exists, refer to the points of the tied contestants in this progressive order:
- Talent
- Evening Wear
- Lifestyle and Fitness in Sportswear
- Scholastic Achievement
- Head-to-Head Competition (Use the process bolded in the Preliminary Award Tie Breaking Procedure)

### **Ties within the Top Five on the Final Night of a Multi-Night Pageant**

- Highest Points going into the Top Five Competition – Even though the points received from the Composite Score and the Final Night On-Stage competitions are discarded after the Top Five contestants are announced, if a tie exists within the Top Five, the tied contestant with the highest point total from the Saturday Night On-Stage scores (including Composite) receives the higher placement. If a tie still exists, refer to the points of the tied contestants in this progressive order:
- Composite Attributes
- Talent
- Evening Wear
- Lifestyle and Fitness in Sportswear Scholastic Achievement
- Head-to-Head Competition (Use the process bolded in the Preliminary Award Tie Breaking Procedure)

### **DO NOT DESTROY SCORE SHEETS OR TALLY SHEETS**

**IMMEDIATELY** at the conclusion of your pageant, the auditors should place all score sheets and the tally sheet(s) in a sealed, dated, and identified envelope for safe keeping at a predetermined location established by the STATE Board for a minimum of one year. Auditors and/or pageant officials may not disclose to anyone any actual scores, whether total or individual scores, unless such time arises in which the outcome of the pageant is in dispute and an independent auditor has to review the results.