



2022 MAOTeen Local Competitions Mechanics of Judging and Auditor Instructions

2022 Local Competition Candidates are not required to submit transcripts for Local MAOTeen Competitions. Since the Scholastic Achievement Category has been eliminated at the Local level, Interview and Talent Competition Categories have been increased by 5% each to accommodate for the previous 10% Scholastic Achievement score.

All competitions are scored on a scale of 1 through 10, using whole numbers only. The high and low scores are dropped by the Auditors in all phases of competition.

LOCAL COMPETITION SCORING

The competition phases below are recorded for Local Competitions. The Private Interview competition is completed prior to the on-stage competitions. The scores from these phases determine the Winner and Runners-up:

Private Interview	30% (x 3.0)
Lifestyle & Wellness	10% (x 1.0)
Talent	40% (x 4.0)
Evening Wear/On-Stage Question	20% (x 2.0)

AWARDS

- Some Local Competitions announce Awards toward the end of the competition for the candidate receiving the most points in a specific phase of competition.
- If there is a tie for the most points in a specific phase of competition, see the tie-breaking procedure below.
- On-stage Awards are limited to **two (2) phases of competition**, such as Talent and Lifestyle & Wellness, or Talent and Evening Wear/On-Stage Question.

Tie Breaking Procedures for MAOTeen Local Competitions

Below is a guide to break a tie within a phase of competition. Look for the type of competition you are directing, auditing, or judging, and find the category of the tie needing to break. Below the category heading is a progressive list of the competition categories used to break the tie.

Look at the first tie breaking competition phase and, if one of the candidates has a higher score in that competition category, she receives the higher placement. If a tie still exists, you move to the second tie breaking competition category listed. If a tie exists in all competition categories, the names are placed on a Tie Breaker Selection Sheet and handed to the judges and each judge circles his/her choice for the placement. The slip of paper should have a heading that describes the tie (e.g., tie for Talent or tie for the Winner and Runner-up).

All tie breaker sheets become a permanent record and are to be kept with the score sheets and the tally sheets in accordance with the "DO NOT DESTROY SCORE SHEETS OR TALLY SHEETS" section below.

Ties for Awards **

If the organization announces awards on-stage based on the phases of competition, no more than two (2) competition awards can be announced. For instance, the Winners of 1) Talent and 2)



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Lifestyle & Fitness may be announced, but **not** also announce the Winner for 3) Evening Wear/Onstage Question and/or 4) Private Interview. Since the audience doesn't see Private Interview, it is recommended to **not** award Private Interview. If the two awards total more than 50% of the scoring, it will take away from the anticipation for the announcement of the winner!

- A tie for an award for the candidate scoring the highest number of points after discarding the high and low scores in a specific phase of competition, such as Talent, Lifestyle & Wellness, etc.
- Head-to-Head Competition - Prepare a slip of paper for each judge with the names of the candidates who are tied for the award. Please make sure the slips of paper are clearly identified as to the competition category 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 after each judge has circled their choice for the winner of the award, multiple winners should be announced or no winner should be announced. ** The determination of whether or not to announce a tie **MUST** be determined by the competition organizers prior to the competition so there is no confusion and so it appears that there are no last minute decisions.
- Do NOT use any other competition category to split a tie based on another competition category.
- If the organization announces awards onstage based on actual phases of competition, it **must be limited to two (2) competition awards**, such as Talent and Lifestyle & Wellness, or Talent and Evening Wear/Onstage Question.

** It is not required to announce such winners, nor is it required to split ties for these awards. However, if the organization needs to split the scholarship money associated with these awards due to a lack of funding, it should be announced from the stage the scholarship money will be split among the tied winners to avoid confusion following the competition.

Ties into the Top Ten (10)

- Talent - The candidate with the highest Talent points receives the higher placement. If a tie still exists, refer to the points of the tied candidates in this progressive order:
- Private Interview
- Evening Wear & On-Stage Question
- Lifestyle & Wellness
- Head-to-Head Competition: Prepare a slip a paper for each judge with the names of the candidates who are tied for the placement. Make sure the slips of paper are clearly identified as to the reason/competition phase for the tie breaker. Ask each judge to circle their choice for the higher placement.

Ties Into or Within the Top Five (5) for Announcement of Winner & Runners-up

If a tie exists within the Top Five for announcement of Winner & Runners-up, the tied candidate with the highest total number of points after discarding the high and low scores from the



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competition categories below receives the higher placement based upon this progressive order:

- Private Interview
- Talent
- Evening Wear & On-Stage Question
- Lifestyle & Wellness
- Head-to-Head Competition: If candidates are still tied after exhausting the previous judging categories for breaking the ties, the names are placed on a Tie Breaker Selection Sheet and handed to the judges and each judge circles their choice for placement. Please make sure the slips of paper are clearly identified as to the reason/competition phase for the tie breaker.

DO NOT DESTROY SCORE SHEETS OR TALLY SHEETS

IMMEDIATELY at the conclusion of your competition, 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 Organization for a minimum of one (1) year. Auditors and/or competition officials may not disclose to anyone any of the actual scores, whether total or individual scores, unless such time arises in which the outcome of the competition is in dispute and an independent auditor has to review the results.

Important: An “Independent Auditor” is defined as individuals who have not previously been affiliated with the Local Organization and cannot be the Auditors who originally tallied the scores for the competition, nor can the Independent Auditors have any familial, business, or social relationship with members of the Local Organization or candidates who participated in the competition they are reviewing.

SICK JUDGE PROCEDURES FOR MAOTEEN STATE COMPETITIONS

The Sick Judge Procedures or Rules refer to the procedure to take when one of the judges is unable to complete their duties throughout all of the phases of competition. The rules for Local Competitions follow the guidelines created by the Miss America Organization Sick Judge Procedures which have been slightly modified to accommodate the subtle differences of the MAOTeen program.

Example #1 - No Change in number of judges throughout all of the competitions

- In this case, all judges complete all phases of competitions.
- Judges score each phase of competition, with each candidate’s high and low score in each phase of competition dropped by the auditors.
- The remaining scores are added together and multiplied by the weight of the competition as applicable (a phase of competition worth 40% of the score is multiplied by 4.0; 30% by 3.0; 20% by 2; and 10% by 1.0).
- The judging process determines the Winner and Runners-up. This process varies, depending on whether the competition is for Local Competition or State Multi-Night Competitions. For the details of this process, refer to MAOTeen State Mechanics of Judging.



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- The total points from all phases of the actual competition determine the outcome of the competition

Example #2 - A Judge does not complete the first phase of competition

- The auditors must discard the scores of the judge who had to leave **during** the **first** phase of competition and **could not complete** the first phase. The first phase of competition is typically the Private Interviews, but not always.
- If the original panel had only five (5) judges, the high and low scores **ARE NOT** dropped and the competition proceeds with four (4) judges. If the original panel had either six (6) or seven (7) judges, the high and low scores ARE still dropped.
- The remaining scores are added together and multiplied by the weight of the competition as applicable (a phase of competition worth 40% of the score is multiplied by 4.0; 30% by 3.0; 20% by 2; and 10% by 1.0).
- Follow the last two bullets in Case #1 above.

Example #3 - A judge completes at least one (1) competition phase, but does not complete any of the others

- The scores of the “sick judge” are NOT discarded for the COMPLETED phases of competition. However, if judge left in the middle of a competition phase, all scores for that phase of are discarded.
- All remaining phases are adjusted to represent the original number of judges. Refer to the three (3) scenarios below to for properly adjusting scores according to the panel number of judges in question.
 - **Scenario #1: If the Original Panel had Five (5) Judges** - In the remaining phases of competition, the high and low scores **are NOT dropped**. All scores given by the remaining four (4) judges for each of the remaining competitions are added together and multiplied by 0.75 and then multiplied by the weight of competition (a phase of competition worth 40% of the score is multiplied by 4.0; 30% by 3.0; 20% by 2; and 10% by 1.0). The reason for this is because in a normal situation with five (5) judges, the high and low score for each candidate would be discarded leaving three (3) scores. In this case, the high and low have not been dropped and all four (4) scores have counted. The auditor must multiply the score by 0.75 to adjust those points to equate those four (4) scores to the three (3) judges’ scores which are necessary to duplicate the results of a five (5) judge panel.
 - **Scenario #2: If the Original Panel had Six (6) Judges** - In the remaining phases of competition, the high and low scores **ARE dropped**. All scores given by the remaining five (5) judges for each of the remaining competitions are added together and multiplied by 1.33 and then multiplied by the weight of competition (a phase of competition worth 40% of the score is multiplied by 4.0; 30% by 3.0; 20% by 2; and 10% by 1.0). In a normal situation, the high and low scores for each candidate would be dropped and the auditors would add together the four (4) remaining scores. When a judge leaves after completing at least one (1) phase of competition, each candidate’s high and low score in each phase of competition are dropped, leaving three (3) scores for the auditors to add together. After these three (3) scores are added together, the auditors will then multiply that total by 1.33 to equate those three (3) scores to the four (4) scores necessary to duplicate the results of a six (6) judge panel.
 - **Scenario #3: If the Original Panel had Seven (7) Judges** - In the remaining phases of competition, the high and low scores **ARE dropped**. All scores given by the remaining six (6) judges for each of the remaining competitions are added together and multiplied by 1.25 and then multiplied by the weight of competition (a phase of competition worth 40% of the



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score is multiplied by 4.0; 30% by 3.0; 20% by 2; and 10% by 1.0). In a normal situation, the high and low scores for each candidate would be dropped and the auditors would add together the five (5) remaining scores. When a judge leaves after completing at least one (1) phase of competition, each candidate's high and low score in each phase of competition are dropped, leaving four (4) scores for the auditors to add together. After these four (4) scores are added together, the auditors will then multiply that total by 1.25 to equate those four (4) scores to the five (5) scores necessary to duplicate the results of a seven (7) judge panel.

ADDITIONAL AUDITOR INFORMATION

Each competition should have two (2) Independent Auditors to tally the scores separately.

The Judges' Chair should provide the auditors with the appropriate EXCEL Computer Tally Sheet program as well as a Manual Tally Sheet hardcopy (if a second laptop is not available) from the selection listed below. It is strongly recommended the auditors use two separate Computer Tally Sheet programs to independently tally the scores and compare their results from the two independent Computer Tally Sheets as the competition progresses. This will help ensure the independent results match before any results are announced. If two computers are not available, the auditors should maintain and update BOTH a Manual Tally Sheet AND a Computer Tally Sheet for the competition 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.

For the purpose of the "Auditors Instructions" and dependent on the number of candidates competing, the candidates may be divided into more than one group. There are four (4) Phases of Competition: Private Interview, Talent, Evening Wear/On-Stage Question, and Lifestyle & Fitness.

Example #1: Candidates are divided into Group A and Group B. Group A competes in Lifestyle & Fitness and Evening Wear/On-Stage Question and Group B competes in Talent. Then Group B competes in Lifestyle & Fitness and Evening Wear/On-Stage Question and Group A competes in Talent.

Example #2: Candidates compete as a single group in all competition categories. The Runners-up and the new Titleholder are announced from this single group of candidates.

- **Local Competition Manual Tally Sheet.xls** (EXCEL Format). This is the traditional, long form tally sheet for Local Competitions. The auditors manually fill in and tabulate the scores.

Before totaling each competition category on the manual tally sheets, the auditors must first enter the scores for each candidate for each competition category, then "mark" through the High and Low scores for each candidate in each competition category. The total is calculated for the remaining scores, and then the multiplication factor is applied for each competition category. Follow the printing instructions shown in the upper left corner of the computer monitor's image of this tally sheet file.

- **Local Competition Computer Tally Sheet.xls** (EXCEL Format). This is a self-contained auditors program for Local Competitions. If you use this program, make sure your auditors



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have a copy of it ahead of time so they can become familiar with it.

They simply enter the data for each candidate and the built-in formulas determine the Final results of the candidate by their point scores. This program automatically eliminates the High and Low scores for each candidate in each competition category.

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

The Judges' Committee forwards the appropriate Judges' Score Sheet for each competition phase. Each candidate is competing against herself and **MUST** receive a score in a **1 to 10 point range**, using Whole Numbers Only. The auditor only records the score for each candidate that each judge places in the "Score" column. More than one candidate may receive the same score.

After each competition is over and all the Judges' Score Sheets are entered on the Manual Tally Sheet (if a manual tally sheet is used), the auditors must discard the High Score and Low Score for each candidate, then add the remaining scores horizontally and multiply by the appropriate factor to obtain the total points per phase for each candidate. If you are also using one of the computer tally sheet programs, these programs automatically eliminate the High and Low scores for each candidate in each competition category where appropriate. Please be sure to verify the appropriate score sheets are used by the Judges' Chair for each phase of competition and are accurately entered into the correct section on the tally sheet.

After the points have been calculated for a candidate in a phase of the competition, enter the total in the appropriate shaded column, titled "*(COMPETITION NAME)* POINT TOTALS" (if a manual tally sheet is used). Then, subtotal the cumulative competition point totals. You will notice there are four columns designed to allow you to subtotal the competition phases throughout the competition. Please use this as a means to streamline the auditing and to speed up the announcement process. If you are using one of the computer tally sheet programs, these programs automatically total and subtotal the points for each candidate in each competition phase.