



Miss America's Outstanding Teen - Instructions for Auditors for Local Pageants

The Judges' Chair should provide the auditors with the appropriate Manual Tally Sheet hardcopy (if appropriate) and Computer Tally Sheet program for the night of competition from the selection listed below. It is strongly suggested that the auditors use two separate Computer Tally Sheet programs to independently tally the scores and then verify the results of the two independent Computer Tally Sheets to ensure the independent results match before any results are announced. If two computers are not available, it is strongly suggested that the auditors maintain and update BOTH a Manual Tally Sheet AND a 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.

- **Local Single-Night Manual Tally Sheet.xls** (Excel Format). This is the traditional, long form tally sheet for Local Pageants. 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 contestant for each competition category, then "mark" through the High and Low scores for each contestant in each competition category (*except for the Final Ballot* category, because the High and Low scores are not eliminated for the Final Ballot), then total the remaining scores, and then finally apply the multiplication factor 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 Single-Night Computer Tally Sheet.xls** (Excel Format). This is a self-contained auditors program for Local Pageants. If you use this program, make sure your auditors have a copy of it ahead of time so they can become familiar with it. They simply enter the data for each contestant and the built-in formulas determine the final results of the contestants based on their point scores. This program automatically eliminates the High and Low scores for each contestant in each competition category (*except for the Final Ballot* category, because the High and Low scores are not eliminated for the Final Ballot). There are four sections to the right of the score sheet that automatically calculate the Preliminary winners for the Private Interview, Talent, Evening Wear/On-Stage Question, and Lifestyle & Fitness Phases of Competition.

On the Auditor's TALLY Sheet, fill in the competition number and name or title of each contestant. Fill in the name of each judge in the 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 competitions, using whole numbers only. More than one contestant may receive the same score. Each judge will rank the Top Five contestants on a Final Ballot. A first place vote is worth ten points, a second place vote is worth five points, a third place vote is worth three points, a fourth place vote is worth two points and a fifth place vote is worth one point. **The total of the Final Ballots alone will determine the outcome of the pageant. The High and Low scores on the Final Ballot will NOT be dropped. All judges' votes count on the Final Ballot.**

Reminder about the Final Ballot: If you only have (for example) 4, 5, or 6 contestants in the pageant, the Top 5 (or only four if the total number of contestants in the pageant is four) must be identified on the Final Ballot, **even if you are only naming a Winner and a First Runner-up.** Any of the Top 5 contestants may have the opportunity to win the pageant. You cannot mark through all of the names and only leave the contestants with the two highest total points remaining to be chosen.



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After each competition is over and all the Judges' Score Sheets are entered on the Manual Tally Sheet (if a manual tally sheet is being used), the auditors will discard the High Score and Low Score for each contestant (except for the Final Ballot where all points count), then add the remaining figures horizontally and multiply by the appropriate factor to obtain the total points per phase for each contestant. If you are using the computer tally sheet program, this program automatically eliminates the High and Low scores for each contestant 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 contestant 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 being used). Then subtotal the cumulative 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. If you are using one of the computer tally sheet programs, these programs automatically total and subtotal the points for each contestant in each competition category.

The following are the competition categories that will be recorded for Local Miss America's Outstanding Teen Pageants. The Private Interview competition will typically be completed prior to the on-stage competition.

Private Interview	25% (x 2.5)
Lifestyle & Fitness	15% (x 1.5)
Talent	35% (x 3.5)
Evening Wear/On-Stage Question	25% (x 2.5)

The results of these competition categories will determine the Top Five. Each judge will rank the Top Five contestants on a Final Ballot. A first place vote is worth ten points, a second place vote is worth five points, a third place vote is worth three points, a fourth place vote is worth two points and a fifth place vote is worth one point. **The total of the Final Ballots alone will determine the outcome of the pageant. The High and Low scores on the Final Ballot will NOT be dropped. All judges' votes count on the Final Ballot.**

Prior to distributing the Top Five Final Ballots to the judges so each judge can rank the five remaining contestants, the Auditors will mark through with black marker the number/name/title of those contestants who do not place in the Top Five leaving only the five numbers/names/titles of those who place in the Top Five.

After tallying the Top Five Final Ballots, place the contestants in order of points received to determine the Winner, 1st Runner-Up, 2nd Runner-Up, 3rd Runner-Up and 4th Runner-Up, etc.

If the pageant is announcing fewer than Four Runners-up, the judges will still go through the process of ranking **five** contestants (or only four if the total number of contestants in the pageant is four) on the Final Ballot, but only the specified number of Runners-up will be announced.



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AT THE CONCLUSION OF THE TOP FIVE COMPETITION

Each judge will rank the Top Five contestants on a Final Ballot. A first place vote is worth ten points, a second place vote is worth five points, a third place vote is worth three points, a fourth place vote is worth two points and a fifth place vote is worth one point. **The total of the Final Ballots alone will determine the outcome of the pageant. The High and Low scores on the Final Ballot will NOT be dropped. All judges' votes count on the Final Ballot.**

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Tie Breaking Procedures for MAOTeen Local Pageants

Below is a simple guide on how to break a tie within a Local 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 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 which describes the tie (i.e.: tie for Talent or tie for the Top Five). 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 Preliminary Awards **

- 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 & Fitness, 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 after each judge has circled his/her choice for the winner of the award, multiple 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.
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Ties Into or Within the Top Five of a Local Pageant

- Highest Points going into the Top Five Competition - Even though the points received from the Private Interview, Talent, Lifestyle & Fitness, and Evening Wear/On-Stage Question competitions are discarded after the Top Five contestants are announced, if a tie exists for determining who should be in the Top Five, the tied contestant with the highest point total from these phases of competition receives the higher placement. If a tie still exists, refer to the points of the tied contestants in this progressive order:
 - Talent
 - Private Interview
 - Evening Wear/On-Stage Question
 - Lifestyle & Fitness
 - Head-to-Head Competition (If contestants 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 his/her choice for placement. Please make sure the slips of paper are clearly identified as to the reason for the tie breaker.)

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 Organization 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.



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Sick Judge Procedures for MAOTeen Local Pageants

The "Sick Judge Procedures or Rules" refer to the procedures to take when one of the judges is not able to complete his or her duties throughout all of the competitions. The rules for Miss America's Outstanding Teen State and Local Pageants follow the guidelines that have been created by the Miss America Organization for "Miss" competition Sick Judge Procedures. The Miss America Organization's Sick Judge Procedures have been modified slightly to accommodate the subtle differences of the Miss America's Outstanding Teen State and Local Programs. The Miss America's Outstanding Teen Sick Judge Procedures are identical procedures for both State and Local Teen competitions.

Case #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 contestant'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 35% of the score is multiplied by 3.5; 30% by 3.0; 25% by 2.5; 20% by 2; 15% by 1.5; 10% by 1.0; 5% by 0.5).
- The judging process determines the Top Five contestants. For the details of this process, refer to MAOTeen Local Mechanics of Judging.
- After the Top Five contestants have been determined, each judge will rank the contestants on a Final Ballot. Each judge will take all phases of competition into consideration and rank the Top Five contestants in the order the judge believes the top five contestants should place. Each contestant's high and low score ARE NOT DROPPED on the Final Ballot and the points for each placement have been predetermined.
- Only the points from the Final Ballot will determine the outcome of the pageant.

Case #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 judges, the high and low scores **ARE NOT** dropped and the pageant proceeds with four judges. If the original panel had either six or seven judges, the high and low scores ARE dropped.
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- The remaining scores are added together and multiplied by the weight of the competition as applicable (a phase of competition worth 35% of the score is multiplied by 3.5; 30% by 3.0; 25% by 2.5; 20% by 2; 15% by 1.5; 10% by 1.0; 5% by 0.5).
- Follow the last three bullets in Case #1 above regarding the Final Ballot.

Case #3 - A judge completes at least one competition phase but does not complete all of the others

- The scores of the "sick judge" are NOT discarded for those COMPLETED phases of competition. However, if the judge had to leave in the middle of a competition, all scores for that particular competition would be discarded.
 - All remaining competitions are adjusted to represent the original number of judges. Please see the three scenarios below to learn how to properly adjust the scores for the particular number of judges of the panel in question.
 - **Scenario #1: If the Original Panel had Five Judges** - In the remaining phases of competition, the high and low scores **are NOT dropped**. All scores given by the remaining four 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 35% of the score is multiplied by 3.5; 30% by 3.0; 25% by 2.5; 20% by 2; 15% by 1.5; 10% by 1.0; 5% by 0.5). The reason for this is because, in a normal situation with 5 judges, the high and low score for each contestant would be discarded and that would leave three scores. In this case, the high and low have not been dropped and all four scores have counted. The auditor must multiply the score by 0.75 to adjust those points to equate those four scores to the three judges' scores that are necessary to duplicate the results of a five-judge panel.
 - **Scenario #2: If the Original Panel had Six Judges** - In the remaining phases of competition, the high and low scores **ARE dropped**. All scores given by the remaining five 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 35% of the score is multiplied by 3.5; 30% by 3.0; 25% by 2.5; 20% by 2; 15% by 1.5; 10% by 1.0; 5% by 0.5). In a normal situation, the high and low scores for each contestant would be dropped and the auditors would add together the four remaining scores. When a judge leaves after completing at least one phase of competition, each contestant's high and low score in each phase of competition are dropped, leaving three scores for the auditors to add together. After these three scores are added together, the auditors will then multiply that total by 1.33 to equate those three scores to the four scores that are necessary to duplicate the results of a six-judge panel.
 - **Scenario #3: If the Original Panel had Seven Judges** - In the remaining phases of competition, the high and low scores **ARE dropped**. All scores given by the remaining six 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 35% of the score is multiplied by 3.5; 30% by 3.0; 25% by 2.5; 20% by 2; 15% by 1.5; 10% by 1.0; 5% by 0.5). In a normal situation, the high and low scores for each contestant would be dropped and the auditors would add together the five remaining scores. When a judge leaves after
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- completing at least one phase of competition, each contestant's high and low score in each phase of competition are dropped, leaving three scores for the auditors to add together. Once these four scores are added together, the auditors will then multiply that total by 1.25 to equate those four scores to the five scores that are necessary to duplicate the results of a seven-judge panel.
- Follow the last three bullets in Case #1 above regarding the Final Ballot.

Rules Regarding the Final Ballot

- **UNDER NO CIRCUMSTANCES** are the point totals of the Final Ballot affected by the Sick Judge Rule. Regardless of the number of judges the pageant originally started with, the final outcome of the pageant is determined by adding together the points from the Final Ballot. The highs and lows on the Final Ballot are never dropped and never multiplied by any weighted factor.