



STATE MOOT COURT COMPETITION

Bailiff Instructions

Before the Competition

1. Familiarize yourself with the competition rules, which were provided to your school and are available on the TYLA website.
2. Save the name and number of the TYLA SMC Bailiff Coordinator. This information can be found on the bailiff page of competition website, www.tylasmc.com/bailiffs.

Before the First Round

3. Check-in for the Bailiff's Meeting at the time and in the room listed in the SMC Schedule of Events.
4. At the Bailiff's Meeting, TYLA will provide each bailiff with seven (7) Bailiff Work Sheets, one for each preliminary round. Please keep these in your possession throughout the preliminary rounds so you have what you need to fulfill your bailiff duties. **If you misplace a Bailiff Work Sheet, please get replacements in the TYLA SMC Committee Room OR print it from the website: www.tylasmc.com/bailiffs.**
5. TYLA will provide a calculator, if needed. In lieu of a stopwatch, TYLA asks that you use the stopwatch on your phone. In lieu of timecards, TYLA asks that you use hand signals to indicate the remaining time. You will stand to indicate that time has expired.

If you need a calculator, please request one when you check in at the beginning of each day before you go to get the judges to escort to your courtrooms. **If you use a TYLA calculator, please return it at the end of each day.**

6. After the Bailiff's Meeting, please meet your teams in your assigned competition room and proceed to Item 7 of "**Before Each Round**" below.

Before Each Round

7. Fill in the Round #, Room, and Teams for your round at the top of your Bailiff Work Sheet.
8. Get time breakdowns for each team and note them in your Bailiff Work Sheet. Each team may argue for 30 minutes, so note how long each speaker wishes to argue. Remember that no advocate may argue for more than 17 minutes, including rebuttal.

The Appellant should advise you of how many minutes are reserved for rebuttal. A team does not have to reserve rebuttal time from the podium; it may do so by making arrangements with you.

9. Once you have conferred regarding and noted the time allotments, please return to check-in in the TYLA SMC Committee Room and give your Bailiff Work Sheet the Bailiff Coordinator. TYLA will note the names of your justices on the Bailiff Work Sheet and return it to you when you escort the justices to your competition room.

You must check in at the TYLA SMC Committee Room at least 15 minutes before each round. Make sure your teams are accounted for BEFORE coming to the Committee Room to check in.

10. Please then wait outside of the Judges Room (*see* the SMC Schedule of Events for room information) until your round is called. At that time, you will be introduced to your justices and will receive your completed Bailiff Work Sheets.

11. **Questions or conflicts:** To ensure that there are no conflicts, open the competition room to the justices before the round begins so that they can view the competitors and attendees. Please have all advocates state their names.

After the conflict check, **State's Bailiff** should notify the Bailiff Coordinator, **via text message:**

- a. That there is a conflict, if such conflict exists
- b. That the room is clear, if no conflict exists.

Every text message to the Bailiff Coordinator must include your room number.

12. **DO NOT begin any round without approval of the Bailiff Coordinator.** This will facilitate the resolution of any conflicts. You will receive approval via text message.
13. **Once you receive clearance from the Bailiff Coordinator,** the State's Bailiff will announce the judges as they enter the room and give the formal introduction (see Bailiff's Worksheet).

During the Round

14. Sit where the advocates and the judges can see you.
15. Hold up hand signals at the appropriate time. You need to keep time and give signals only for your team.
16. Stand when time has expired, but **do not speak**—the Presiding Judge may grant additional time.

After Each Round

17. Inform the advocates and spectators they must leave the room while the judges submit their ballots. Assist with clearing the room, if necessary.
18. Wait outside the room until the judges tell you they have completed the ballots. Do not talk to advocates or spectators about the round.

19. Any protests must be raised at this time. Check the rules for the exact procedure. (Protests are waived if a team does not raise them immediately after the round.)
20. When scoring is complete, inform the advocates and spectators that they can return to the room. Remind the advocates not to identify their schools during or after the critique. Only TYLA SMC Committee Members can inform the judges of the schools (after a judge is done judging the competition).
21. Return to the bailiffs' room to inform the TYLA SMC Committee that the ballots for your round have been submitted and wait in the TYLA SMC Committee Room. A TYLA SMC Committee Member will inform you if there are any technological errors with the submissions requiring a resubmission.
22. Please return your calculator, if applicable, if it is the last round of the day.

The remaining instructions apply only in preliminary rounds. TYLA committee members will handle these tasks for the semifinal and final rounds.

23. After the TYLA SMC Committee confirms the submission of ballots and identifies the winner, a TYLA SMC Committee Member will give you a piece of paper indicating the winner. Take that paper to the Presiding Judge in the competition room. The Presiding Judge should announce the winner of the round.