



# **Regional Open Discussion Meet Manual**

**California Farm Bureau  
Young Farmers & Ranchers Regional Open Discussion Meet Manual**

**Table of Contents**

<b>Competition Objectives</b>	2
<b>Background Information</b>	2
<b>Eligibility</b>	3
<b>Helpful Hints for Contestants</b>	4
<b>Competition Format</b>	5
<b>Competition Structure</b>	7
Orientations	7
Competition	7
Room Layout	8
Competition Flow	8
<b>Roles and Responsibilities of Competition Facilitators</b>	9
Discussion Meet Chair Duties	9
Room Chair Duties	9
Moderator Duties	9
Timekeeper Duties	10
Judge Duties	10
<b>Scoring</b>	11
Opening Rounds	11
Semi-Finals	11
<b>Discussion Meet Judges Sheet</b>	12
<b>Discussion Meet Scoring Rubric</b>	13 & 14
<b>Appendix A</b>	15
<b>Appendix B</b>	16

## **Competition Objectives**

As a leadership training and self-improvement activity, the Discussion Meet experience will:

Develop leaders for effective problem solving through group discussion.

## **Background Information**

The Discussion Meet is a competition promoted by the American Farm Bureau Federation (AFBF) Young Farmers & Ranchers (YF&R) Committee and the California Farm Bureau (CAFB) YF&R Committee.

The Farm Bureau's strength depends on its members' ability to analyze agricultural issues and decide on solutions that best meet their needs. The competition is designed to simulate a committee meeting where discussion and active participation are expected from each committee member.

As a leadership training and self-improvement activity, the Discussion Meet experience will:

- Stimulate logical thinking and a desire for accurate information.
- Develop a concise and direct manner of speaking.
- Improve the ability to listen.
- Aid the contestant in overcoming timidity or stage fright.
- Assist the individual in giving and receiving criticism in a productive way.
- Teach the value of compromise.
- Develop leaders for effective problem solving through group discussion.

Contestants build basic discussion skills, develop a keen understanding of important agricultural issues, and explore how groups can pool knowledge to reach consensus and solve problems.

A successful applicant is a productive thinker rather than an emotional persuader. He/she will assist the group in creating ways to implement the solutions discussed and highlight the Farm Bureau's involvement in those actions/steps.

The contestants will discuss pre-selected topics with four bases for the general discussion:

- Cooperation
- Constructive Criticism
- Problem Solving
- Communication

## **Eligibility**

- Contestant shall be a Farm Bureau member between the ages of 18 and 35 in good standing with their county Farm Bureau. The individual shall not have reached their 36th birthday by January 1.
- Contestant must be actively engaged in agriculture.
- Contestant may only compete in one regional Discussion Meet contest per year.
- Contestant may only compete in one national YF&R Competitive Event per year.
- Past and present members of the AFBF YF&R Committee and/or their spouse/spousal-equivalents are not eligible to compete.
- Past state YF&R Discussion Meet winners and/or previous AFBF Discussion Meet contestants cannot compete.
- Current employees or agents of county, state and/or the American Farm Bureau organizations and their affiliates are not eligible to compete. An affiliate is defined as an entity owned or controlled in whole or in part by another entity through, for example, ownership (including partial ownership) or positions on the board of directors.
- Professional speakers are not eligible to compete. Professional speakers are those who have received a fee, royalty, or honorarium for speaking (i.e., paid speaking appearances or speaking engagements) within 24 months before this annual competition. This excludes reimbursement for travel or expenses attendant to the appearance.
- The application must be appropriately signed.

### **Helpful Hints for Contestant**

- Study as much material as possible relating to the overall topic. Sources: Internet; library; newspapers; magazines; Farm Bureau policies; county, state and American Farm Bureau publications; and conversations with experts or knowledgeable people.
- Remember this is a discussion not a debate.
- Be prepared to ask questions, state facts and opinions, and urge others to be specific.
- Be aware of the audience, but generally address the panel. Speak loudly enough to be heard by the whole audience.
- Participate whenever your contribution will further the discussion. Do not monopolize the discussion.
- The discussion should not be "conversation" or aimless talk, nor should you take the role of a persuasive speaker. Try to cooperatively shed light on the problem and tentatively retain a flexible position.
- This is not a panel symposium wherein each contestant, in turn, makes a presentation, with the moderator ending the session with a summary. Rather, it is an exercise in cooperative problem solving, with the questions, answers, and statements coming from any person at any time. The moderator plays an inactive role during the discussion.
- Make notes of key points as the discussion proceeds for use in your summary statement.
- Use the one minute of quiet time to organize your closing statement.
- Stand and make your closing statement to the audience. Use accepted speech techniques and stay within the time limit.

## **Regional Competition Format**

There will be two regional contests held in November.

- Saturday, October 8, Sacramento
- Saturday, November 12, Fresno

Each regional contest will be a one-day event followed by a networking reception.

Contestants may only participate in one regional contest and must indicate which contest they will be competing in on the application form.

The top two contestants from each regional contest will compete in the Final Four Round which will be held at the 2022 CAFB Annual Meeting, Sunday, December 4, 2022 in Monterey. CAFB will cover all expenses for the final four contestants.

### **Contest Day Format**

1. All competition facilitators and contestants will meet in the pre-assigned competition room 15 minutes prior to the start of the competition to receive last-minute comments by the room chair. At this time contestants will also draw for order of placement of their name tent/chair. Contestants not present at the time of the drawing will select from the remaining positions. The competition facilitators are CAFB-designated room chairs and moderators.
2. Contestants may not take prepared notes in any form and/or any form of technology (i.e. smart watches, cell phones, etc.) with them to the competition table. After all contestants have been introduced, notes may be written on the paper provided. If a note or a technological device is brought to the table and is noticed by the competition facilitator, there will be a disqualification called at the end of the round by the Discussion Meet chair, the CAFB YF&R Committee chair, and/or the CAFB coordinator.
3. The room chair will call the meeting to order, announce the topic to be discussed, and introduce the timekeeper and moderator. Any competitor not present at this time will be disqualified.
4. The moderator will introduce the contestants and re-announce the topic to be discussed. He/she will give each of the contestants, in voluntary order, the opportunity to make a 30-second opening statement directed to the audience.
5. The timekeeper will flash a red timecard indicating when 30 seconds have elapsed and announce "time" when the competitor will need to stop. Contestants are expected to complete their statement in the allotted time.
6. The moderator will then indicate the opportunity for open discussion, which will continue for a total of 20 minutes during the opening rounds when rooms have five or fewer contestants. When opening rounds have six contestants, 25 minutes will be allowed for open discussion. The semi-final round will consist of 20 minutes of open discussion and the Final Four will allow for 25 minutes of discussion. The additional time for opening rounds with six contestants and the Final Four is to allow for greater discussion and to allow everyone time to voice their ideas. The discussion should be directed to the fellow contestants.

7. The timekeeper will indicate to the moderator and contestants when five minutes of open discussion time remains. If the discussion is lagging, the moderator may close the discussion.
8. The timekeeper will indicate to the moderator when 20 or 25 minutes have elapsed with a red timecard and announce "time". The moderator will call for open discussion to stop and for one minute of quiet time, allowing the contestants to compose a closing statement.
9. The moderator will give each of the contestants, in voluntary order, the opportunity to make a one-minute closing statement directed to the audience. The timekeeper will flash a red time card and announce "time" when the one minute has elapsed, at which point the competitor will need to stop. Contestants are expected to complete their statement in the allotted time.
10. The moderator will recognize the judges and request them to leave the room with the room chair to finalize the tabulation of their score sheets. Judges are not to confer with each other until the room chair has collected their tabulated score sheets.
11. The round one question will be announced at the competitor orientation and the round two question will be announced at the end of round one. The Semi-Final question will be released at the announcement of those advancing to the next round of competition.
12. The top two contestants will compete in the Final Four Round on Sunday, December 4. The final question will be announced at least 12 hours prior to the contest.

## **Regional Competition Structure**

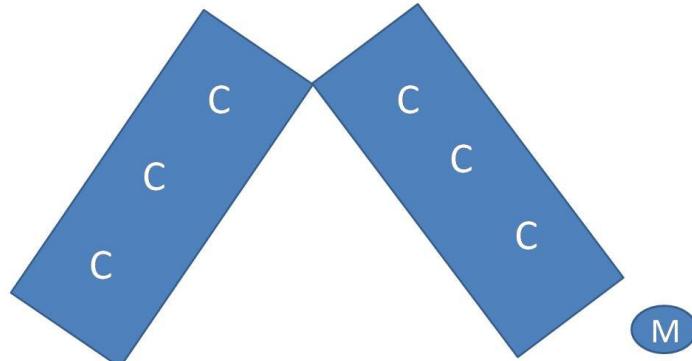
### **Orientations**

- Discussion Meet Competitor Orientation
  - a) Orientation will be held prior to the first opening round.
  - b) All contestants are required to attend; roll call will be taken.
  - c) The opening round topic will be announced.
    - The first-round topic will be announced now, and again in the competition room.
    - Each subsequent round topic will be announced at the close of the prior round, with the exception of the final question. The Final Four question will be announced via email on Friday, December 2.
  - d) Opening round room assignments and locations will be distributed.
- Judge Orientation
  - a) Orientation will be held prior to the first opening round.
  - b) All judges are required to attend; roll call will be taken.
  - c) Judges' duties will be reviewed and any announcements will be made.
  - d) Competition timing sequences will be reviewed.
  - e) There will be time for judges to ask questions.
  - f) Opening round room assignments and locations will be distributed.
- Timekeeper Orientation
  - a) Orientation will be held prior to the opening round of competition.
  - b) All timekeepers are required to attend; roll call will be taken.
  - c) Opening round room assignments and locations will be distributed.
  - d) Timekeeper duties will be reviewed and any announcements will be made.

### **Competition**

- All contestants will compete in the first two opening rounds of the competition. Each of the first two rounds will include rooms with four to six contestants. The top four contestants based on judges' scores from the opening rounds will be put into a semi-final round. The semi-final round will have four contestants, the top two contestants will move on to the final round.
- The top two contestants from each regional Discussion Meet contest will compete in the Final Four round to determine the winner.
- The Final Four round will take place on December 4, 2022, at the California Farm Bureau Annual Meeting. All expenses will be covered by the California Farm Bureau.
- The physical arrangements of the Discussion Meet rooms should provide for two tables at the front of the room facing each other and the audience. Half the contestants should be seated at each table with the moderator on the side. Name cards identifying contestants should be easily visible. Cards should show only the competitor's name, not his or her state. Placement of name cards will be determined by a drawing for order 15 minutes prior to the start of the round. Contestants not present at the time of the drawing will select from the remaining positions.

## Room Layout



x J x x x x x x x x T x x x x x x x x x x  
x J x x x x  
x x

M = Moderator      C = Competitor      J = Judge      T = Timer      X = Audience

## Competition Flow

Generally speaking, the discussion should follow these steps:

1. State the problem or need.
2. Explore, define, and understand the problem or need.
3. Identify causes of the problem or need.
4. Elaborate all possible alternative solutions.
5. Evaluate and compare alternatives.
6. Test and project what appears to be the best solution(s).
7. Create ways to implement the solution(s) discussed and highlight Farm Bureau's involvement in those actions/steps.

## **Roles and Responsibilities of Competition Facilitators**

### **1. Discussion Meet Chair Duties**

- a) Familiarize yourself with the CAFB YF&R Discussion Meet Manual.
- b) Prior to orientations, determine the sequence of topics to be used for the competition.
- c) Conduct the Discussion Meet Competitor Orientation session.
  1. Make introductions.
  2. Give a brief explanation of Discussion Meet competition procedures.
  3. Distribute room assignments and locations.
  4. Allow time for questions.
  5. Announce the first-round topic during orientation.
- d) Settle any and all disputes during the competition.

### **2. Room Chair Duties**

- a) Familiarize yourself with the CAFB YF&R Discussion Meet Manual.
- b) Review the Judges Sheet. (see **Appendix A & B**)
- c) Ensure all judges are present and report any changes to the moderator.
- d) Meet in the assigned room with contestants, judges, moderator, and timekeeper to answer any questions they may have.
- e) Facilitate the drawing for order and placement of name tents, fifteen minutes prior to the start of the competition.
- f) Call the competition to order at the appointed time. Introduce the moderator and announce the topic to be discussed.
- g) Following the discussion, introduce and thank the judges.
- h) Escort the judges to the judges' tabulating room at the end of the competition and allow them to finish tabulating and ranking the contestants. Assist with the final ranking if necessary.
- i) Ensure each competitor has been ranked in all sections of the rating sheet.
- j) Supervise tiebreakers. (see **Scoring**)

### **3. Moderator Duties**

- a) Familiarize yourself with the CAFB YF&R Discussion Meet Manual.
- b) Become acquainted with the contestants.
- c) Open the competition with the following to ensure that all understand the format:
  1. Welcome the audience.
  2. Announce the topic to be discussed.
  3. Ask for the contestants to make a 30-second opening statement, in voluntary order.
  4. After the last opening statement, say "You have heard the opening statements. You may proceed with the discussion."
  5. End the discussion at timekeeper's signal.
  6. Call for one minute of quiet time for the contestants to prepare their closing statements.
  7. Ask for the contestants to make a one-minute closing statement, in voluntary order.
  8. Thank the contestants.
  9. Dismiss the room chair and judges for tabulation.
  10. Give the contestants the opportunity to introduce themselves, share their education and background, and any personal agricultural background.
  11. Announce the time and location(s) for the next round.

**Note: The moderator should not comment on the topic or encourage discussion. However, if the discussion seems to stall, the moderator should use his/her best judgment to end the discussion when the timekeeper indicates five minutes remain in open discussion.**

#### 4. Timekeeper Duties

- a) Familiarize yourself with the CAFB YF&R Discussion Meet Manual.
- b) Go to your assigned competition room 15 minutes prior to the scheduled starting time.
- c) Meet with the room chair, moderator, and contestants for last-minute questions.
- d) Make sure to be seated in the front row near the center.
- e) Indicate the following timing points to the moderator and contestants:

##### Two Opening Rounds and Elite Eight

- The end of each 30-second opening statement (Time Elapsed - Red Card) and announce "time"
- Warning at 20 minutes of open discussion, holding the card up until all contestants have noted the warning (Five Minutes Remaining - Yellow Card)
- The end of 25 minutes of open discussion (Time Elapsed - Red Card)
- The end of one minute of quiet time (Time Elapsed - Red Card)
- The end of each competitor's one-minute closing statement (Time Elapsed - Red Card) and announce "time"

##### Final Four

- The end of each 30-second opening statement (Time Elapsed - Red Card) and announce "time"
- Warning at 25 minutes of open discussion, holding the card up until all contestants have noted the warning (Five Minutes Remaining - Yellow Card)
- The end of 30 minutes of open discussion (Time Elapsed - Red Card)
- The end of one minute of quiet time (Time Elapsed - Red Card)
- The end of each competitor's one-minute closing statement (Time Elapsed - Red Card) and announce "time"

#### 5. Judge Duties

- a) Familiarize yourself with the CAFB YF&R Discussion Meet Manual.
- b) Review the discussion topics.
- c) Review the Judges Sheet. (see page 11)
- d) Attend the Judge Orientation session.
- e) Go to your assigned room 15 minutes prior to the scheduled starting time.
  - Final Four judges are not permitted to attend any preceding rounds.
- f) Meet with the room chair and moderator to receive a list of contestants in your room.
- g) Remain seated until your room chair calls for you to leave the room to do the final tabulating of your score sheet.
- h) Select winners. (see **Scoring**)
- i) Judges should:
  - List contestants on your Judges Sheet from left-to-right for ease in identification.
  - Score contestants using the Judges Sheet.
  - Total the scores.
    - There is a total of 100 possible points.
  - Determine and record competitor ranking and ensure there are no ties in raw score or rank.

- Sign your Judges Sheet.
- j) Judges should not:
  - Sit near a fellow judge.
  - Judge by applause.
  - Confer with each other until all scores are tabulated.

### **Scoring**

The room chair will supervise the final tabulation by the judges. Judges will use the point system indicated on the Judges Sheet to assist in selecting the winners. Each judge will be instructed to total his/her Judges Sheet and rank the contestants. Each judge is to break ties that occur on his/her own score sheet. The room chair will assist the judges in determining the final ranking of each round and the final competition.

- The winner will be determined by judges' ranking, and ties will be resolved before the judges are dismissed.
  - Ties will be broken at the end of each round by an automatic procedure using "Problem Solving and Implementation" as the first tiebreaker, followed by "Analysis of Topic and Cooperative Attitude." (see **Appendix A**)
  - In the event of an unresolvable tie between all three categories, total points from the Judges' Sheets will be used to resolve the tie. The room chair will assist with this process.
- When possible, the above procedure should be conducted in a private room with only the judges, room chair, and discussion meet chair present.

The ranking system that was debuted at the 2016 YF&R Leadership Conference and used since then in both the Discussion Meet and Discussion Meet will again be used this year. The committee feels the system allows for quality discussions and for the best contestants to advance on to the Semi-Finals and Final Four rounds.

### **Opening Rounds**

Prior to the competition, contestants will be placed in rooms using a software program. After round one, contestants' scores will be tallied, and they will be given new room assignments according to their rank. For round two, each room will have a 1st, 2nd, 3rd, 4th, 5th and 6th ranked competitor (this number will vary based on available rooms and participation numbers). Contestants will compete in the second round, and their scores will be tallied again.

### **Semi-Finals**

The top four contestants will compete in the Semi-Final round. The top two contestants will advance to the Final Four.

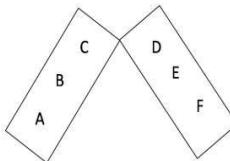
### **Final Four**

The top two contestants from each regional contest will compete in the Final Four on Sunday, December 4, in Monterey during the California Farm Bureau Annual Meeting. All expenses to attend the Final Four round will be covered by California Farm Bureau.

## Discussion Meet Judges Sheet

Room Name: \_\_\_\_\_ Round #: \_\_\_\_\_

Judge's Name: \_\_\_\_\_



In the first column, you will find the point values and descriptions. See rubric for additional detail. The total point value for each row is available for each contestant. You are not dividing the total points among contestants. **No ties.**

Columns to the right each represent a different contestant. Please fill in the first and last name of each competitor according to their seat location. Refer to the diagram for help. Put scores in the larger spaces and rank in the smaller boxes.

	Comp A Name:	Comp B Name:	Comp C Name:	Comp D Name:	Comp E Name:	Comp F Name:
<b>(1) OPENING STATEMENT:</b> <b>10 pts.</b> Defines problem; conveys importance and relevance; sets the stage for an interesting discussion; clear point of view; uses time wisely						
<b>(2) ANALYSIS OF TOPIC OR PROBLEM:</b> <b>20 pts.</b> Has thoroughly researched topic; builds on the ideas of others to help achieve coherent analysis; asks relevant questions; helps ensure thorough analysis before problem solving; aware of relevant FB policy	<input type="checkbox"/>					
<b>(3) PROBLEM SOLVING AND IMPLEMENTATION:</b> <b>25 pts.</b> Leader in guiding the conversation to specific and relevant solutions; has achievable and specific plan of action; clearly defines how FB is part of the action plan.	<input type="checkbox"/>					
<b>(4) COOPERATIVE ATTITUDE:</b> <b>15 pts.</b> Active listener; comments on specific ideas mentioned by others and ties them back to the bigger conversation; shows grace, courtesy and respect to others; shows integrity especially when they do not agree	<input type="checkbox"/>					
<b>(5) DELIVERY:</b> <b>15 pts.</b> Interesting to listen to; animated; appropriate volume & tone; poised; uses gestures and eye contact; confident and clear						
<b>(6) CLOSING STATEMENT:</b> <b>15 pts.</b> Shows that they have listened to the conversation; develops relevant and realistic plans; memorable; inspires confidence						
Total score for each contestant is to be tabulated by Judge. <b>TOTAL</b> Any tie scores are to be broken by Judge. Total of 100 points possible.						
Rank contestants: 1 (highest) through (6 lowest). <b>RANK</b>						

JUDGE'S SIGNATURE: \_\_\_\_\_

ROOM CHAIR'S SIGNATURE: \_\_\_\_\_

# Discussion Meet Scoring Rubric

<p>(1) OPENING STATEMENT <b>10 pts.</b></p>	<p><b>Contestant...</b></p> <ul style="list-style-type: none"> <li>• Does not address the problem - is off topic.</li> <li>• Does not address the importance or relevancy of the problem.</li> <li>• Makes a "closed" statement that does not allow room for further conversation.</li> <li>• Does not seem to have a point of view.</li> <li>• Does not finish in the allotted time.</li> </ul> <p><b>Award 0-3 points</b></p>	<p><b>Contestant...</b></p> <ul style="list-style-type: none"> <li>• Defines the problem.</li> <li>• Sets the problem in context.</li> <li>• Makes a statement that leaves some room for further conversation but could be more open.</li> <li>• Has a general point of view.</li> <li>• Stays in the given time.</li> </ul> <p><b>Award 4-6 points</b></p>	<p><b>Contestant...</b></p> <ul style="list-style-type: none"> <li>• Clearly defines the problem.</li> <li>• Conveys the importance and relevancy of the problem.</li> <li>• Makes an "open" statement that leaves room for further conversation.</li> <li>• Sets the stage for an interesting conversation with a very clear point of view.</li> <li>• Uses their time very wisely and stays in the given time.</li> </ul> <p><b>Award 7-10 points</b></p>
<p>(2) ANALYSIS OF TOPIC OR PROBLEM: <b>20 pts.</b></p>	<p><b>Contestant...</b></p> <ul style="list-style-type: none"> <li>• Does not address the problem or does not remain on topic/wanders/distorts.</li> <li>• Hasn't done much research or lacks quality facts.</li> <li>• Doesn't build on other's ideas, only pushes their own.</li> <li>• Doesn't ask questions to clarify other's ideas.</li> <li>• Doesn't share relevant personal examples.</li> <li>• Misinterprets the issue or does not display competency and therefore does not help with problem solving.</li> <li>• Is unaware of FB policy.</li> </ul> <p><b>Award 0-5 points</b></p>	<p><b>Contestant...</b></p> <ul style="list-style-type: none"> <li>• Identifies the causes of the problem, does not directly address them, but remains on topic.</li> <li>• Has done research.</li> <li>• Addresses the ideas of others but does not build upon them - or only drops in information they learned without connecting it to previous ideas and moving the conversation forward.</li> <li>• Asks some questions to help vet the ideas of others.</li> <li>• Shares relevant personal examples - may be slightly off topic.</li> <li>• Demonstrates knowledge of this problem but not why it exists.</li> <li>• Is aware of current FB policy.</li> </ul> <p><b>Award 6-12 points</b></p>	<p><b>Contestant...</b></p> <ul style="list-style-type: none"> <li>• Identifies and addresses the causes of the problem and remains on topic.</li> <li>• Has thoroughly researched the topic.</li> <li>• Confidently builds on the ideas of others to contribute to a coherent analysis</li> <li>• Asks relevant questions to vet the ideas of others.</li> <li>• Shares relevant personal examples that add to the conversation.</li> <li>• Helps ensure thorough analysis before moving to problem solving.</li> <li>• Is aware of current and relevant FB policy.</li> </ul> <p><b>Award 13-20 points</b></p>

<p>(3) PROBLEM SOLVING AND IMPLEMENTATION <b>25 pts.</b></p>	<p><b>Contestant...</b></p> <ul style="list-style-type: none"> <li>Instead of helping to guide the conversation to a solution, just datadrops.</li> <li>Offers no plan for a solution or a generic plan like "tell our story" or "educate consumers."</li> <li>Does not identify how Farm Bureau is involved.</li> </ul> <p><b>Award 0-6 points</b></p>	<p><b>Contestant...</b></p> <ul style="list-style-type: none"> <li>Tries to help lead the conversation to address a solution but misses opportunities to collaborate with the group.</li> <li>Has a plan but is missing specificity.</li> <li>Farm Bureau is mentioned but is not a crucial piece of the solution.</li> </ul> <p><b>Award 7-16 points</b></p>	<p><b>Contestant...</b></p> <ul style="list-style-type: none"> <li>Is a leader in guiding the group and the conversation to specific and relevant solutions.</li> <li>Generates ideas that contribute to an achievable and specific plan of action to resolve the issue.</li> <li>Clearly defines how Farm Bureau is part of the action plan.</li> </ul> <p><b>Award 17-25 points</b></p>
<p>(4) COOPERATIVE ATTITUDE: <b>15 pts.</b></p>	<p><b>Contestant...</b></p> <ul style="list-style-type: none"> <li>Does not listen to others - just waits for their turn to talk.</li> <li>Cuts others off or simply repeats what others have already said.</li> <li>Is rude, defensive or combative when they do not agree with others.</li> </ul> <p><b>Award 0-4 points</b></p>	<p><b>Contestant...</b></p> <ul style="list-style-type: none"> <li>Contestant listens to others but does not comment specifically on their ideas or tie ideas back to the bigger conversation.</li> <li>Is respectful of others.</li> <li>Is not rude or defensive when they disagree with others.</li> </ul> <p><b>Award 5-9 points</b></p>	<p><b>Contestant...</b></p> <ul style="list-style-type: none"> <li>Is an active listener and comments on references or specific ideas mentioned by others tying them back to the bigger conversation.</li> <li>Clearly shows grace, courtesy and respect to other contestants.</li> <li>Shows integrity especially when they do not agree with others.</li> </ul> <p><b>Award 10-15 points</b></p>
<p>(5) DELIVERY: <b>15 pts.</b></p>	<p><b>Contestant...</b></p> <ul style="list-style-type: none"> <li>Is boring/ mumbling/monotoned.</li> <li>Slouches, does not use appropriate gestures or have eye contact</li> <li>Ideas are difficult to understand, or they are not confident in speaking.</li> </ul> <p><b>Award 0-4 points</b></p>	<p><b>Contestant...</b></p> <ul style="list-style-type: none"> <li>Speaks at an appropriate volume and pace with appropriate tone.</li> <li>Uses effective posture, gestures and eye contact.</li> <li>Conveys thoughts and viewpoints but could seem overly rehearsed.</li> </ul> <p><b>Award 5-9 points</b></p>	<p><b>Contestant...</b></p> <ul style="list-style-type: none"> <li>Is interesting to listen to, animated and lively, speaks at an appropriate volume and with a professional and courteous tone.</li> <li>Is poised and uses gestures and eye contact that emit respect and professionalism.</li> <li>Confidently conveys thoughts and viewpoints clearly.</li> </ul> <p><b>Award 10-15 points</b></p>
<p>(6) CLOSING STATEMENT: <b>15 pts.</b></p>	<p><b>Contestant...</b></p> <ul style="list-style-type: none"> <li>Does not accurately summarize the conversation.</li> <li>Uses memorized speech that doesn't reflect the content of the conversation.</li> <li>Closing statement is forgettable.</li> </ul> <p><b>Award 0-4 points</b></p>	<p><b>Contestant...</b></p> <ul style="list-style-type: none"> <li>Summarizes the conversation that happened.</li> <li>Uses take-away points from the discussion to help develop a plan.</li> <li>Closing statement is memorable.</li> </ul> <p><b>Award 5-9 points</b></p>	<p><b>Contestant...</b></p> <ul style="list-style-type: none"> <li>Shows that they have actively listened to the conversation in their summary.</li> <li>Uses take away points from the discussion to develop relevant, realistic and specific action items and plans for the future.</li> <li>Closing statement is memorable and inspires confidence in their ability to work.</li> </ul> <p><b>Award 10-15 points</b></p>

**Tie Breaker****Appendix A****CAF B Discussion Meet  
Official Tally Sheet**

Round 1 ( )      Round 2 ( )

**Contestants Final Ranking**

(In Seating Order)	Judge 1	Judge 2	Judge 3	Total	Final Rank
Brutus Buckeye	1	2	1	4	1
Herbie Husker	2	3	2	7	
Goldy Gopher	3	1	3	7	
Nittany Nellie	4	4	4	12	4

\*You have a 1<sup>st</sup> and 4<sup>th</sup> place, but a tie for 2<sup>nd</sup> so move to the first tie breaker

**Contestants****Tie Breaker #1 - Problem Solving and Implementation**

(In Seating Order)	Judge 1	Judge 2	Judge 3	Total	Final Rank
Brutus Buckeye	1	2	1	4	1
Herbie Husker	2	3	2	7	
Goldy Gopher	3	1	3	7	
Nittany Nellie	4	4	4	12	4

\*You still have a tie. Move to 2<sup>nd</sup> tie breaker

**Contestants****Tie Breaker #2 - Analysis of Topic**

(In Seating Order)	Judge 1	Judge 2	Judge 3	Total	Final Rank
Brutus Buckeye	1	2	1	4	1
Herbie Husker	3	1	3	7	
Goldy Gopher	2	3	2	7	
Nittany Nellie	4	4	4	12	4

\*You still have a tie. Move to 3<sup>rd</sup> tie breaker

**Contestants****Tie Breaker #3 - Cooperative Attitude**

(In Seating Order)	Judge 1	Judge 2	Judge 3	Total	Final Rank
Brutus Buckeye	2	1	1	4	1
Herbie Husker	1	2	3	6	2
Goldy Gopher	3	3	2	8	3
Nittany Nellie	4	4	4	12	4

\*With no ties, there is a final rank. Remember the rankings that are clear in the first box do not ever change, even if they were to fall from that rank in one of the tie breaker boxes.

**Tie Breaker****Appendix B****CAFB Discussion Meet****Official Tally Sheet**

Round 1 ( ) Round 2 ( )

**Contestants Final Ranking**

<b>(In Seating Order)</b>	<b>Judge 1</b>	<b>Judge 2</b>	<b>Judge 3</b>	<b>Total</b>	<b>Final Rank</b>
Clark Kent	2	3	2	7	2
Peter Parker	3	2	4	9	3
Bruce Wayne	1	1	1	3	1
Tony Stark	4	4	3	11	4

*\*Technically, you do not need to go any further since you have a rank, but please fill out the entire form.*

**Contestants****Tie Breaker #1 - Problem Solving and Implementation**

<b>(In Seating Order)</b>	<b>Judge 1</b>	<b>Judge 2</b>	<b>Judge 3</b>	<b>Total</b>	<b>Final Rank</b>
Clark Kent	2	1	2	5	2
Peter Parker	4	3	3	10	3
Bruce Wayne	1	2	1	4	1
Tony Stark	3	4	4	11	4

**Contestants****Tie Breaker #2 - Analysis of Topic**

<b>(In Seating Order)</b>	<b>Judge 1</b>	<b>Judge 2</b>	<b>Judge 3</b>	<b>Total</b>	<b>Final Rank</b>
Clark Kent	1	4	3	8	3
Peter Parker	4	3	4	11	4
Bruce Wayne	3	1	1	5	1
Tony Stark	2	2	2	6	2

*\*Even though the rank is different from the official rank, it does not change the official rank.*

**Contestants****Tie Breaker #3 - Cooperative Attitude**

<b>(In Seating Order)</b>	<b>Judge 1</b>	<b>Judge 2</b>	<b>Judge 3</b>	<b>Total</b>	<b>Final Rank</b>
Clark Kent	1	2	2	5	2
Peter Parker	3	4	3	10	3
Bruce Wayne	2	1	1	4	1
Tony Stark	4	3	4	11	4