

# Alberta 4-H Presentations Rules and Guidelines

## (September 2011 – August 2013) Revised June 2011

**NEW**

Please read the following carefully. Organizing committees at each level will have an adult non-member “ruling” committee to ensure rules, deductions and disqualifications are adhered to.

### Presenters

1. Presenters must be registered 4-H members and in good standing.
2. Age categories (as of January 1st of the club year) are as follows:

Level	Ages	Highest Level of Competition
Junior	9-11	District or Regional (depending on the region)
Intermediate	12-14	Regional
Senior	15+	Provincial

**REVISED**

3. Teams may consist of any combination of age groups, but must compete at the level of the oldest team member. For example, a team composed of a 12 year old and a 16 year old would compete at the senior level. Members may only compete once in a competition.
4. Each presenter must **prepare** a new and original (defined as having done their own research, scripting and presenting) presentation each year. Presenters may modify their presentation or prepare a completely different one for each level of competition.
5. Presenters belonging to more than one club;
  - a. must complete a different communications activity for each club. They can choose to do two communication activities of the same type (public speaking or presentation) **but may not use the same speech or presentation in both clubs.**
  - b. can compete for prizes in each club, however, they can only advance in one club. **They must give written notice to each club leader as to which club they are competing to advance in**, a minimum two weeks before the competition.

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6. **Members may complete and advance in public speaking and presentations within the same club.**
7. If speakers wish to leave a competition early, they must receive permission from the organizing committee prior to the date of the competition. The committee’s decision as to whether they will be allowed to leave early is final.
8. Presenters must progress through each competition available (e.g. club → district → regional → provincial) before advancing to the next level. In some regions there may be additional competitions. If there is no formal club competition, the speaker must still speak in front of an audience and receive feedback before advancing.

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9. Presentations can be given individually or as a team of no more than three members. Individuals and teams compete against each other. Team members must be from the same club, and the workload **including responding to the judge’s question** must be shared equally among each team member. If a team advances to the next level of competition, and a member cannot attend, the rest of the team must either present without him/her or forfeit to the next place competitor(s). A team member who misses one level of competition may resume competing at further levels if his/her team qualifies. Team members may not be substituted.
10. If available, presenters can choose if they want to use a podium, microphone and/or time cards (use is not mandatory). They will have the options to see their time faults, as well as to use or to refuse the use of time cards.

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- 11. **Presenters must** provide any and all equipment including electronics for the presentation. **Where available, some common items such as a screen, stage, computer or projector MAY be provided.** Confirm with your organizing committee beforehand.
- 12. **All facts and measures must be accurate. Metric or imperial measures may be used.**

## Timing

Time limits are:

Level	Length
Junior	4-8
Intermediate	6-8
Senior	8-10

- 13. Presenters will have the option of having time cards shown at two minutes remaining, one minute remaining, thirty seconds remaining and stop. For junior presenters, a 4 minutes remaining card will also be shown, in addition to the cards listed above.

**NEW**

- 14. Presentations are timed from the first word spoken or at the start of any action, music, video, song, etc. to the last word of **"I/we are ready for the judge's question"**. Points will be deducted for every 5 seconds over or under the time limit up to a maximum of 14 points for intermediate/senior members and 7 points for junior members. If presenters go 2 minutes over their allotted time, they will be asked to stop.

Seconds Over Time Limit	Points Deducted	
	Junior	Intermediate / Senior
1-5	1	2
6-10	2	4
11-15	3	6
16-20	4	8
21-25	5	10
26-30	6	12
31 and Over	7	14

- 15. In the event of electronic equipment malfunction, presentation timing will pause. The presenter(s) will be granted up to 3 minutes to correct the problem. Once the problem is repaired, or the 3-minute mark is reached, timing for the presentation will continue from where it was paused. The presenter(s) must resume from the point the problem occurred with either corrected equipment or an appropriate alternate method of delivery. Competitors using electronic equipment are encouraged to bring a suitable back up (i.e. poster, flipchart, etc.). Under all circumstances the presenter(s) should try to rectify the issue(s) themselves. Some circumstances may require additional help.

## Judging

16. At a competition each presentation must be judged by a panel of 3 judges.
17. A judge may only judge any member's presentation once at any level in the same year. Judges **should** not be a member of the immediate family (including aunts, uncles and grandparents) of any of the presenters they are judging.
- NEW** 18. Judges will give presenters **CONSTRUCTIVE** feedback on 4-H comment sheets.
19. Judges will ask only ONE question at the conclusion of the presentation. This question will be scored.
20. Judges shall not converse during the **presentation or scoring process**, except to agree on a question for each competitor or team.
21. Judges will receive the **presentation** time faults and penalties. Judges will then write their placings on the ranking sheet. **Judges** must break their own ties prior to giving their ranking sheet to the tellers. Only the ranking sheets will be given to the teller.
- REVISED** 22. If the tallied results end up in a tie the judges will choose a common question to ask the tied competitors. The **member/team** with the highest score on this question will be declared the winner. **The question** should be generic and not topic related in order to provide fairness in scoring.
23. Organizers will destroy score, ranking, timer and teller sheets immediately after the competition. The organizers will keep the names of the top four presenters in case the top presenter(s) is/are unable to compete at the next level.

## Deductions and Disqualification

- REVISED** 24. Presenters are not allowed to prompt the audience **with the expectation of a response** in any fashion, including both verbal and nonverbal actions. **The audience** in any fashion, including verbal and non-verbal actions, **is not** allowed to **interact with** the presenter(s). **5 point deduction.**
- NEW** 25. **Sharing or offering products from your presentations are not allowed during the competition. 5 point deduction.**
26. Presenters are allowed to cite brand names but not to show preference toward any one product or product line such as saying "'Brand X' is the only kind of oil to use". **Presenters who fail to do so will be deducted 3 points.** Presenters are permitted to give preference to a particular brand in answering the question.
- REVISED** 27. **Video, sound clips and animations** are acceptable visual aids. They are to be used to compliment the presentation and are to be used to **a maximum 30 seconds total time.** Members who exceed this time limit will be deducted 3 points. Members may be asked at the conclusion of all the presentations to replay their clips so that they may be timed.
- REVISED** 28. Plagiarism will not be tolerated **and will result in disqualification. If it is discovered at a later time that a presentation is copied, the presenter(s) will be stripped of any award(s) presented.**
- REVISED** 29. **Sources and/or references must be acknowledged, including audio/video clips or non-stock photography.** If a speaker fails to give reference to a source used, they will be deducted 3 points.
- REVISED** 30. Total quotes used must not exceed 75 words and **must be handed in prior to the competition.** If quotes exceed the maximum length there will be a 3 point deduction.

31. Presenters may not use other people (unless team members) or live animals to do their presentation. If needed as a visual aid, a model should be used instead. Members are also not to use open flames in their presentations and the use of controlled flame must adhere to facility fire regulations. Presenters who fail to do so will be disqualified.

**NEW**

32. **Safety is priority one. All safety regulations and age restrictions must be adhered when using equipment and prop.** Presenters who fail to do so will be disqualified.

33. The “**ruling**” **committee** may disqualify any presenter(s) who has/have not followed the published rules. Disqualified presenters are not eligible to receive an award. If an award has already been presented, it will be forfeited to the next deserving competitor. **Disqualified** presenter(s) will not be allowed to compete in further presentations competitions in the current club year.

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34. Complaints regarding rule violations must be directed to the “**ruling**” **committee**. It will be up to the committee to make decisions regarding penalties and disqualifications. If a presenter is to be disqualified, a representative of the organizing committee will advise the tellers not to place the presenter. The disqualified individual will be notified in private, accompanied by their parent(s), of the decision and provided with the reason(s) why. If a parent is not present then a guardian or club official must be present in their place. **Disqualification should only be used as a last resort and discretion in doing so is a must. It is strongly suggested the word ‘disqualification’ be softened when talking to members.**

## Alberta 4-H Presentations Finals

35. The top presenter(s) at the Alberta 4-H Presentations Finals may no longer compete in any future Alberta 4-H Presentations Competitions; however, this person is still responsible for completing a communications activity each club year.

36. The Alberta 4-H Presentations winning team or individual will be asked to emcee the following year’s Provincial event.