

Regional Student Convention
Judge's Handbook
Accelerated Christian Education

INTRODUCTION

Student Convention is a highlight in the year for many young people. Your willingness to be a blessing to the students and staff participating in Student Convention by judging is deeply appreciated. The quality of convention and competition will never rise above the quality and consistency of the judging. Thus, your role is vital to the overall success and impact of Student Convention.

The purpose of this handbook is to provide checklists of responsibilities for various judging positions necessary to conduct a successful convention. In addition, we desire to further define judging criteria and provide helpful insight from various professionals in the respective categories.

It is understood that some categories need more specific information for judging, while others have very little need of specific information. We trust this handbook will provide a uniform code for judging that will make your job a little easier, while equipping you with tools to help further prepare the contestant for more effective involvement in the International Student Convention.

The intent is to better inform you of the judging criteria in each category. The [Student Convention Guidelines](#) provide established procedures and policies governing the judging and participation in Student Convention, and each judge should become familiar with the criteria listed in this manual and have it available for reference.

May God richly bless you as we labor together to provide young people with the opportunity to develop leadership skills that will make them effective in this generation.

Convention Objective

...to develop Godly character and infuse leadership principles by individual and group interaction, competition, exposure, challenge and ultimately—achievement, equipping the present generation of young people as Christian leaders to change the world for Jesus Christ as God moves in their hearts and lives.

Contestant Guidelines

It is imperative for each Student Convention to be consistent with the [Student Convention Guidelines](#). To depart from the guidelines and "set your own rules" creates frustration, confusion, and even disappointment to the students.

A.C.E. would like to thank you for your willingness to be a blessing to students and sponsors by assisting with judging at this year's convention. If there is anything we can do to make your task easier or more enjoyable, please contact Master Control

Device access for electronic PDF with links go to: http://www.yaltn.com/documents/ACE.RSC_Handbook-Judges.031221.Web.pdf

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JUDGE'S CHECKLIST

JUDGE'S RESOURCES

Review the contents of your Judge's Packet, and confer with your category event director before starting to judge contestants. The following items should be available from the event director of the category in which you are judging. Each area should have the following:

- Judging criteria for your category to be judged ([Student Convention Guidelines](#))
- Name badge (if applicable)
- Ballpoint pens
- Markers, chalk as applicable
- Pencils
- Handheld pencil sharpener
- Scrap paper
- Stapler & extra staples
- Small supply of paper clips
- Masking (painter's) tape
- Clear scotch tape
- Judge's comment sheets
- Command performance recommendation form (Music & Platform Division)

USING THIS GUIDE

While the [Student Convention Guidelines](#) are the definitive guide, having a brief overview of key areas helps set us on course. Throughout this guide there are direct links to the appropriate section to aid in retrieving data quickly. If you are referencing this electronically it will be a big help.

Relevant sections for individual judging groups can be **printed** according to the area being judged without reproducing the entire handbook.

One copy of the **entire booklet** should be **in the possession of the event (category) directors** to have as reference in their respective areas and as a cross-reference to other areas where questions might come up during convention.

Direct Links to Contents: (Select by title or page number)

- [Introduction page](#) and convention objective. The [general reference](#) on [page 4](#) provides procedural guidelines for all performance categories. The general stage event procedures is for all judges in performance areas and is applicable to all performances on ([pages 5 & 6](#)).
- General [platform](#) division criteria ([pages 7 & 8](#))
- General [music](#) division considerations ([page 9](#))
- General [academic procedures](#) ([pages 10-15](#))
- General [exhibits](#) hall items ([pages 16-21](#))
- General [athletic reminders](#) and regional specifics ([pages 22-23](#)).
- One page printable summaries are available for [Arts & Exhibits](#), [Table Tennis](#) which includes guidelines for setting up (any) bracketed event (Chess, Checkers, PACE Bowl, Basketball, Volleyball), and a [summary](#) of the dress code guidelines that are easier to follow than searching through the book!. Print as needed or allow your judges to print relevant sections to help get everyone on the same page.

GENERAL REFERENCE

1. Be in your area twenty (15-20) minutes before contestants are scheduled to perform. Do NOT ask contestants to return at another time, unless all judges and the contestants agree that the new time is appropriate. The secretary assigned to your area can assist.
2. As assigned or instructed by the event director or secretary, before each performance take a moment to pray (by name) with the individual contestant/group. This should be a very brief but encouraging time of prayer, asking God to bless the contestant and get glory from what is said and done. This will help the student feel at ease and will also set the tone for the performance.
3. All contestants must be judged. Do not appoint a relief judge. If you cannot be present at a scheduled time, make arrangements through your event director or secretary.
4. Consult with one another if you have any conflicts or questions. If uncertain about something, ask your event director. If needed they can contact Master Control about an entry, but contact them first.

PLEASE NOTE: It is more important that individual judges be consistent with themselves in judging than having alignment on scores with each of the other judges. Different judges have different strengths and weaknesses and the composite score is a much more accurate assessment for the student. It is the total AVERAGE score of 3 judges that is significant not all three judges having the same overall score for each student. “Some are tough, some are rough, some are easy-peasy” but whatever you are be consistent with yourself, please. Don’t match scores to other judges. This does a huge disservice to the students. Use your application to the judging criteria.

5. After each performance, one judge is asked to give a one- to two-sentence verbal critique to the student. Use the sandwich philosophy—positive, negative, positive. You can share the responsibility with one another or appoint a spokesperson. Keep it brief but do it!
6. Return 2 copies of the music or script to contestant(s) immediately. (Recommend keeping the copy that was used to mark going through – usually one judge will be assigned or agree to closely follow scripts for accuracy and annotate as needed).
7. Each judge should write a brief comment on the judge’s sheet. Give helpful, not hurtful, comments to assist the student in preparing not only for ISC but for more effectiveness in future presentation. The judge’s forms will be returned to the chief sponsor at the conclusion of convention.
8. Keep contestant scores confidential. Please **do not discuss contestant performance in the presence of audience or contestants, and do not reveal the scores to anyone.**
9. Give completed judging forms, 1 copy of the script and the contestant(s) picture to your director or the secretary assigned to your judging room. They will begin double checking scores and hold them until all contestants in a category have be judged.
10. Confer by review the tabulated results, accept the results of the judging tallies unless there is a huge discrepancy that all three agree on. In this case, refer to the script and picture to review.
11. When a category is completed make recommendation to your event director for possible Command Performances in the evening *Winner’s Circle*. Use the form provided. Please do not discuss with the students as not all recommendations will be selected. Director turns form into convention coordinator (Mr. Joslin).

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GENERAL (STAGE) EVENT PROCEDURES

(for all areas in which a student performs before a judging panel)

1. The director/secretary will call the name of each contestant from the computer readout. If a name has been marked out, then the contestant has been scratched. Check each contestant's schedule form to determine whether or not the contestant has been registered. If any contestant arrives late, they will be asked to wait for a few minutes, until they can be worked into the schedule, or be rescheduled for another time. Be flexible. Be aware of the other events on the contestants schedule. Remind each participant to have the appropriate paperwork completely filled out prior to his performance.
2. Pray with the contestant and allow the contestant a few moments to set up necessary equipment and gain composure before competing. Only allow allotted time for setup as listed in the *Student Convention Guidelines*.
3. Ask for the contestant's judge's forms, scripts, outlines, and photographs, as applicable.
4. Smile. Be courteous, friendly, and cordial. Set the contestant at ease. Have a pleasant expression on your face as you judge. Students may misinterpret a serious face to mean that they are not doing well. This can cause anxiety.
5. Young people's choice of song or selection is often a result of adult influence. If you personally do not like the selection, do not allow your preference to be reflected in your countenance or voice. Allow each contestant to complete his entire presentation. **Do Not Disqualify** for such things as personal dislike of the author of the song, title of selection or arrangement, being late to perform, or exceeding the time limit. **Mark off applicable points only as provided on the judge's form.** Music winners should reflect quality musical presentation that meets the criteria set forth in the *Student Convention Guidelines* rather than showmanship with popular secular-style songs. Evaluate contestants according to ability to perform complex, difficult, or challenging selections. Contestant's personality should not be major criteria. Remember, first place winners may be asked to perform for the convention. **Their selection will set trends for the future.**
6. Scripts, sheet music (which may be photocopies*), and/or outlines are to be provided by contestants before competing. Be fair and use common sense. In case of tied scores, adherence to time limits and scripts would be considered to break a tie. Return all copies of original music (unless one copy is needed by the judges for reference) and two copies of outlines and scripts to the contestant immediately.
***Note: The "fair use" doctrine set forth in Section 107, Title 17 of the United States Code says that the fair use of a copyrighted work, including reproduction for purposes such as "criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship or research" is not an infringement of copyright.**
7. Do not permit coaching from the audience.
8. Judges should not collaborate during scoring. Call for a conference only in cases of breaking ties. A majority vote of judges is necessary to break a tie. No judge's forms are to be altered by **anyone** other than the judge who filled out the form, except in cases of mathematical errors in tabulating scores, in which case the director/secretary or Master Control will correct computation errors.

9. Applaud and smile after the presentation
10. Complete forms and **check** addition for each contestant before proceeding to judge the next contestant. Please double-check figures. Your error could eliminate an otherwise winning contestant. HINT: Use a “-“ minus sign with point deductions in the margin. Tabulation is easier and errors minimized.
11. Judge’s forms are to remain secret and confidential. Keep forms in your possession whenever you recess for meals, rallies, breaks, etc.
12. Turn all forms in to your director/secretary upon completion.
13. Judge’s forms **are not** to be copied and will be returned to the contestant’s chief sponsor.

APPROPRIATE DRESS FOR PLATFORM SPEECH & MUSIC EVENTS

Gentlemen: Dress shirts, ties, and jackets should be worn for all Platform Speech and Music events with the following exceptions:

1. 1.School uniforms may be worn to perform.
2. 2.A tuxedo with either a vest or cummerbund without a jacket may be worn.
3. Jackets and ties are not required in the following categories: Puppets, One Act Play, Dramatic Dialogue, Illustrated Storytelling, Clown Act, Famous Speech

Ladies: Nice church outfits should be worn for all Platform Speech & Music Events with the following exceptions:

1. School uniforms may be worn to perform.
2. Formal attire that meets the modesty requirements for Student Convention may be worn.
3. Formal attire is not required in the following categories: Puppets, One Act Play, Dramatic Dialogue, Dramatic Monologue, Illustrated Storytelling, Clown Act

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PLATFORM PERFORMANCE JUDGING CRITERIA

See [Platform Division](#) section in the *Student Convention Guidelines* for full details and criteria.

Approach/Departure—The student should always radiate confidence from the time he enters onto the stage until the time he departs from the stage. It is inappropriate for someone to joke, slouch, run, or talk while approaching or departing the stage. All of these actions are evidences of nerves. The piece should be so well rehearsed that the student is confident that he is prepared to perform.

Voice Projection/Inflection—The voice level should be loud enough to be heard in the back of the room, but should not be forced. Inflections can alter the meaning in the presentation. Note how the student colors words to bring the meaning of the piece alive. The voice should match the feeling of the piece. There should be variety in pitch—not monotone.

Diction/Enunciation—Can you clearly understand what the student is saying? Is he beginning and ending his words properly, without slurring them together? The goal is to be natural in the presentation, but the student must pace himself and speak clearly.

Poise/Self-Confidence—Many aspects contribute to the overall air of confidence. Does the student look the judges in the eye when addressing them? Are the hands and body relaxed during the presentation? Is there a natural flow to the piece, or does it sound as though there is a struggle to remember the lines? Poise means being comfortable on stage. The key to confidence is adequate preparation.

Memory—Does the student need prompting during the presentation? Is there a natural, comfortable flow that comes from really knowing the script? Judges may prompt a student who loses his place during the presentation, but this should be reflected in the score. Always encourage the student to continue and finish the presentation.

Posture, Movement, and Gestures—An actor’s body is a tool of his craft. Every movement and gesture should be natural, flowing from the meaning of the piece. Jerky, choppy, unrelated movements are an evidence of nerves. Be sure that the posture and movements fit the character being portrayed. For example: An old man would be hunched over and move slowly and haltingly. A young child would be loose, moving freely with great energy. A regal woman would stand stiffly erect, using very crisp and precise gestures.

Facial Expression—During the introduction, the student should have a pleasant, relaxed look and tone. Be sure that the facial expressions used match the words that are being spoken. A raised eyebrow or the wink of an eye can alter the entire meaning of a word. The face muscles should not be pulled or strained, but appear natural and relaxed. The student should not stare at the floor or fix on one spot visually. His eyes should scan the room, making a connection with the entire audience.

Costumes—Costumes can add or detract greatly from a presentation. Costumes do not need to be professional, but should be of good quality. A well-thought-out costume can enhance a character by adding color and bringing him to life or by adding a drab dreary mood to an entry. In any category, where costumes are suggested, the student should have some kind of costume. If he does not, do not give any points for this section.

Variety of Dramatic Skills Displayed—This would include variety of motion, gestures (is the same action used over and over again?), volume, pitch, mood, facial expressions, and the use of the available space. The “V” should be used, first establishing a focal point on stage and then fanning out in both directions to utilize the entire space.

Overall Quality of Characterization—How do the characters play? Do they come across as real and believable, or are they forced and plastic? This is the total presentation package. Were they convincing in the role?

Audience Rapport—How did the audience react to the presentation? Did it move them emotionally? Did it cause them to think? Was there a challenge? A good dramatic presentation will affect those watching it and cause them to react. The point of drama is to change lives, not merely mimic reality.

Originality/Creativity—If the students wrote the work themselves, and it is good, they should receive points for creativity. Is it an original work written by someone else in the school, or did they pull an old piece out that everyone has heard before? Students should be rewarded for going the extra mile to present a fresh piece, which will grab the interest of their audience.

Worthwhile Message—You can have the best actors in the world, but it means nothing if the presentation doesn't have a moral, Biblical basis. There should be a clear message or challenge to the audience. The most important thing to ask is “Does it bring glory to God?”

Lighting (One Act Play)—Professional lights do not have to be used for convention. Creative uses of lights within the scenery and props can add depth and life to the presentation. Blackouts, strip lights, and even flashlights can be used effectively to create a mood. All One Act Plays should have some kind of lighting. If they do not, they should not receive any points in this section.

Sound (One Act Play)—Any recorded speaking or singing is not permitted, but instrumental music and sound effects add depth to a production. Music should be utilized during blackouts and scene changes to fill the void. It also covers the noise of moving props and scenery. Doorbells, telephones, sirens, rain, and other sound effects help bring scenes to life. The audience experiences the presentation through sound as well as sight.

Note on Scripts—For purposes of consistency in presentations, please refer to the [Speaker/Platform Guidelines](#) in the supplemental materials at the end of this handbook. Do not automatically disallow a performance if there are consistency issues but rather select the appropriate deduction on the judge's form. Provide a brief comment on how the presentation script could be adjusted to become consistent with the guidelines. Learn to discern between “absolutes” and variables that may or may not reflect a student's choice. For instance, English is the only language to be used. An illustration or reference might be “questionable” but would not “disallow” a performance. Mark the judge's form appropriately using the “CS” factor – even though our culture seems bereft of common sense at times, keep it as a standard when judging, especially in borderline areas. Having all three judges agree should these issues arise helps insure we are maintaining balance in our review process.

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MUSIC PERFORMANCE CONSIDERATIONS

1. See [Music Division Guidelines](#) in the *Student Convention Guidelines* for full requirements.
2. In this competition, you must judge whether the music is performed as it is written.
3. Accompaniment is important, but is not included in the judging. The accompaniment may vary from the written score, but the performer may not.
4. It is important to take notice of accuracy of pitch and rhythm. However, you must place a high importance on musicianship.
5. Watch for observance of dynamic markings, tempo, and capturing the mood of the piece.
6. Give close attention to diction and enunciation. Can you understand the text?
7. Is the text Biblically correct?
8. Does the song glorify the Lord?
9. In instrumental categories, note and rhythmic accuracy are important, but do not neglect in your rating to assign importance to aspects of musicianship such as proper tempo, dynamics, and phrasing.
10. Phrasing should be considered even when there are no (or few) phrase/slur markings in the music. Proper phrasing is a clear sign of good musicianship.
11. In piano competition, be cautious about faulting hand/finger positions unless the student's technique appears to be weak because of it. Although the accepted standard hand position (fingers curved, hand shaped as though gripping a ball, knuckles out) should be taught, there is little consistency of hand position among successful concert pianists.
12. Please give special attention to section VIII [Music](#), pages 17-21, of the *Student Convention Guidelines*. Here you will find details on the various music judging criteria.

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ACADEMIC PERFORMANCE PROCEDURES

Requirements for the Security of the Academic Competition

To ensure the continued fairness, equity, and security of the Academic Competitions (Bible Bowl, PACE Bowl, Spelling, and Bible Memory) at all A.C.E. Student Conventions, the following requirements are instituted:

1. When competition materials are transferred via electronic file, those files must only reside on the computer of the Convention Coordinator. Individual schools that attend that Student Convention and their staff and students should not have access to that computer.
2. When those files are printed for use, the paper copies must be in the direct control of the Convention Coordinator, the Academic Coordinator, or the Chief Judge of the individual competition at all times.
3. At the conclusion of the convention, the Convention Coordinator must delete all electronic files of competition materials from his/her computer and destroy (not merely discard) all paper copies.

ACADEMIC PERFORMANCE COMPETITION Dress Code

All academic contestants must abide by the dress code for nonathletic events listed in the Appearance Section of the *Student Convention Guidelines*. General daytime attire is the accepted dress code for all Academics competition. Refer to the summary chart in the Appendix.

BIBLE BOWL

General instructions for Bible Bowl Judges

1. During registration, get cell phone numbers by which teams can be reached in the event they must be called back for a tie-breaker round.
2. The judges' table should not be too far from the students. (Approximately 6 feet)
3. Judges may initiate "small talk" with the students as they come into the room to help them relax. Perhaps you could use some humorous Bible questions while they are getting settled to get them to laugh. (e.g. "Who was the shortest man in the Bible?" Answer: "Bildad the Shoe-hite" or Knee-hi-miah").
4. At least two judges are needed—one to read the questions and one to time and keep score.
5. One team competes at a time. Each team competes against the clock rather than an opponent.
6. There is a three-minute time limit to answer all questions.

Instructions for the Reader

1. Speak clearly.
2. Hold the questions out in front of you while reading them so that the voice is projected out rather than downward into a table or lectern.
3. Pronounce final consonants so that words are heard distinctly.
4. Speak loudly.
5. Without compromising the security of the questions, become familiar with the questions and the answers. Perhaps you could even practice reading the questions quickly a few times before the competition begins. The question should be read in seven seconds or less. Due to the three-minute time limit, every second counts.

6. Point in the general direction of the student answering the question. This helps students be confident that it is their turn and it helps the first person know that it is his/her turn again.
7. Announce if the answer is “correct” or “incorrect,” and then without comment, move quickly to the next question.
8. If a student does not know the answer, he may say “pass.” When a student says “pass,” the next student is asked a **different** question.
9. Strive to make each competition as alike as possible by reading the questions at the same rate of speed for each team. This is especially important if two different judges read the questions. Avoid having one judge read quickly and another read slowly. Avoid starting the day reading quickly and ending the day reading slowly. Time consistency from one team to the next is important.

Information Provided to the Students

1. All cell phones must be turned off.
2. You have a total of 3 minutes to answer as many of the 35 questions as possible.
3. If time runs out in the middle of a question, we will finish the question and allow you to answer.
4. Each player will have 5 seconds to answer each question.
5. Questioning goes from left to right. You must answer the questions yourself with no help from team members.
6. If you do not know an answer, you may say “pass.” If you pass, the next student will be asked a **different** question. However, no deduction is made for a wrong answer. Guessing doesn’t take more time off the clock than trying to remember the answer or saying “pass.” You may guess correctly!
7. Speak up. Keep your hands away from your mouth. Do not shake your head for the answer. Speak loudly and clearly.
8. You may ask to have the question repeated, but it takes time off the clock.
9. Do not make sudden, distracting noises, either of thrill or of disappointment.
10. The first thing you say will be accepted as your answer.
11. Watch who is answering each question so that you will know when it is your turn.
12. You may answer the question before it is finished being asked. If you do, the questioner will stop reading the question. Your interruption is not considered rude.
13. Do not talk about these questions or answers with anyone outside this room. The questions come from the 11 books of the Bible selected for this year’s competition: **Numbers, Ezra, Ecclesiastes, II Kings, Habakkuk, Hosea, John, I Corinthians, Philemon, I Peter, and III John.**
14. There are 5 types of questions: Verse and word completion, names, geography, doctrine, and numbers. You may ask the questioner to tell you the book, chapter, and verse of the Bible where the answer is found; but remember, this takes time off the 3-minute time clock.
15. Each question will be preceded by a statement letting you know what kind of answer it requires: short answer, true or false, multiple choice, or verse completion.
16. When answering multiple choice questions, you may answer by saying the letter “A,” “B,” etc.; or by saying “first one,” “second one,” etc.; or by repeating the exact words.

BIBLE MEMORY

1. Only one type of question will be used at a time.
2. The King James Version only (not New King James) will be used.
3. There is no penalty for punctuation errors.
4. When a response requires a specific verse, the verse must be verbatim.
5. All Scripture references used must be from the official list.
6. Students will have **ninety minutes** to complete the test.

Check ahead of time to make certain there are enough copies of the test available for distribution as well as an adequate number of sharpened pencils. Do not wait until competition time to check materials. Prepare ahead of time.

NOTE: Bible Memory does not require a Judge's Form.

CHECKERS

Regional Student Convention will provide a board and set of checkers.

The object of play is to capture all of the opponent's men or to reduce the opponent to immobility. The loser is the first one who is unable to move in regular turn, either because all his men have been captured or because all his remaining men are blocked. A game may be terminated as a draw when neither player holds an advantage sufficient to force a win.

A player whose position is apparently inferior may call upon his opponent to win the game or show an increased advantage within forty of his own moves; failing to do such, the game is drawn. The following rules will also be observed:

1. Black has the first move. The younger player receives black.
2. A piece that is touched by a player must be moved, if possible; if a playable piece is moved over any edge of its square, the move must be completed in that direction.
3. There is a time limit of three (3) minutes for each move, except when a player is confronted with a compulsory jump in only one direction; then he must make his move within one (1) minute.
4. All jumps must be completed. When this rule is violated, the player must retract his illegal move and make the capture instead.

Checkers is a one-game-only elimination match with a possibility of losers selected for playback. At the discretion of the chief judge, contestants may be asked to play 2 of 3 matches for quarterfinals, semifinals, and finals.

CHESS

Regional Student Convention will provide board and chessmen.

Players designated "white" and "black" sit on opposite sides. Each player has 16 pieces, which are placed on the board at the beginning of the game. The following rules will apply:

Object of Play—The game is won by capturing the opponent's king. The king is never actually captured; when the king is attacked and cannot escape, he is said to be "checkmated" and the game ends. Many games end by resignation of a player who sees that he cannot escape eventual defeat.

Drawn Games—A game may be abandoned as drawn for any of the following reasons: insufficient force, stalemate, perpetual check, agreement by either parties, or the 50-move rule.

Note: A player who is at a disadvantage may call the 50-move rule at any time, but the 50-move rule is canceled if any piece is captured or if any pawn is moved.

Other Rules to Remember

1. White moves first; thereafter the players move alternately. The younger player will have first choice of white or black.
2. A piece that is moved and released is a final move.
3. After three (3) minutes, time will be called; the player has one (1) minute to finish his play or forfeit the game.
4. A player should not disturb his opponent or allow those watching to do so. There shall be no talking by players or spectators in the competition area.
5. The tournament will be conducted according to the rules of the U.S. Chess Federation.
6. Chess is a one-game-only elimination match with a possibility of losers selected for playback. At the discretion of the chief judge, players may be asked to play 2 of 3 matches for quarterfinals, semifinals, and finals.

Reminders: Competitors must be available to play at designated time. Chess clocks may be used in the quarterfinal rounds or at the discretion of the chief judge. Once used, chess clocks must apply to all contestants thereafter.

SPELLING

As with all competition, preparation is the key. Double check all materials well in advance of the actual schedule competition time.

Instructions for the Spelling Judge

1. **IMPORTANT:** Keep the spelling competition materials secure at all times.
2. Choose 100 words from the 200 word list. More difficult words reduce the chances for ties.
3. Review the 100 word list making sure you know the proper pronunciation of each word prior to administering the test.
4. Make sure students are not sitting too close together and/or use roaming proctors.
5. The convention will provide pencils.
6. Distribute the spelling test sheets.
7. Have each contestant complete the identifying information at the top of the answer sheet.
8. The judge will give two practice words before starting competition.
9. Read the word.
10. Read the given definition.
11. Read the word again.
12. Give the contestants approximately 30 seconds to write before continuing to the next word.
Each contestant will write all words. Contestants may raise their hand to ask you to repeat the pronunciation of the word.
13. At the completion of the test, contestants may ask for a repeated pronunciation or definition.
14. Collect the tests and score. Words must be spelled exactly as they appear on the official A.C.E. list, which is compiled from the preferred spelling found in *Advanced Thorndike Barnhart Dictionary*, Scott, Foresman & Company. Glendale, IL, U.S.A., 1997. Alternate or British spellings are not allowed.
15. Winners are selected according to accuracy. Should there be any ties, choose ten additional words from the list to be used to break all ties. The fifteen highest **raw scores** (number of words correct) are the winners and are reported to the convention coordinator.

PACE BOWL

Each school may enter only ONE TEAM consisting of four students. Teams compete against each other in regular tournament elimination procedure. Competition order will be arranged prior to beginning the match according to the bye system. The team earning the most points in each round of competition shall move to the next round until first through sixth places are determined

Be certain all of the following are in place before competition time. A.C.E. provides the following: tables, chairs, stopwatch, pads, pencils, and bells. Check for chalk or markers for dry erase boards to keep score. A.C.E. provides all PACE Bowl questions. The moderator, timer, and scorekeeper will supervise each round.

Maintain security of quiz questions. Do not mark on question sheets or bonus cards. If you do need to make a note use light pencil markings that can be erased.

Note to the moderator:

1. Quiet the room before beginning.
2. Make sure a Do Not Enter When Competition Is in Progress sign is on the door. Movement in/out of room is very distracting.
3. Speak loudly and clearly. Repeat questions on request.
4. Give careful attention to pronunciation. If in doubt, spell the word out.
5. Use common sense in administering the questions.

Guidelines for PACE Bowl Matches

1. Maintain the security of the PACE Bowl questions at all times by ensuring they are in the possession of the Convention Coordinator, the Academic Coordinator, or the PACE Bowl Chief Judge/Reader.
2. Each team should have a designated spokesperson or captain. Make sure you know who that is for each team and where they are sitting. You may identify a designated seat for the spokesperson or captain. One of the two middle seats generally works best.
3. A team may take one sixty-second "time out" during a match, before a toss-up question, to be used in a manner similar to a "time out" in an athletic competition (e.g. to communicate as a team, strategize, regroup mentally, etc.). The team's spokesman or sponsor calls for the "time out".
4. Read the questions in order. Do not mix and match. If for some reason a toss-up question is not used, skip the accompanying bonus question as well. If possible, without compromising the security of the questions, familiarize yourself with the questions in advance. Do not be afraid to ask for help from the timer, scorekeeper, chief judge, or Academics Coordinator with pronunciations, judging the correctness of an answer, etc.
5. **Never give the correct answer if the teams do not answer at all or answer incorrectly.**

Reminders for the listening audience:

1. "Do not discuss a question or say an answer to a question after it has been asked. You think you are whispering but voices carry more than you think and your team could be penalized.
2. Make no comments about the ease or difficulty of the questions. It is much easier to remember the answer back there than it is up here.
3. No audio or video taping of a PACE Bowl match is permitted.

4. Players, coaches, or sponsors of PACE Bowl teams still in competition should not be spectators for any matches in which their team is not competing.”
5. At regional convention, open the room to all spectators for the finals matches including the 3rd and 4th place playback round. (Generate enthusiasm for the PACE Bowl event.)

Review these the first few matches (until each team has played at least once).

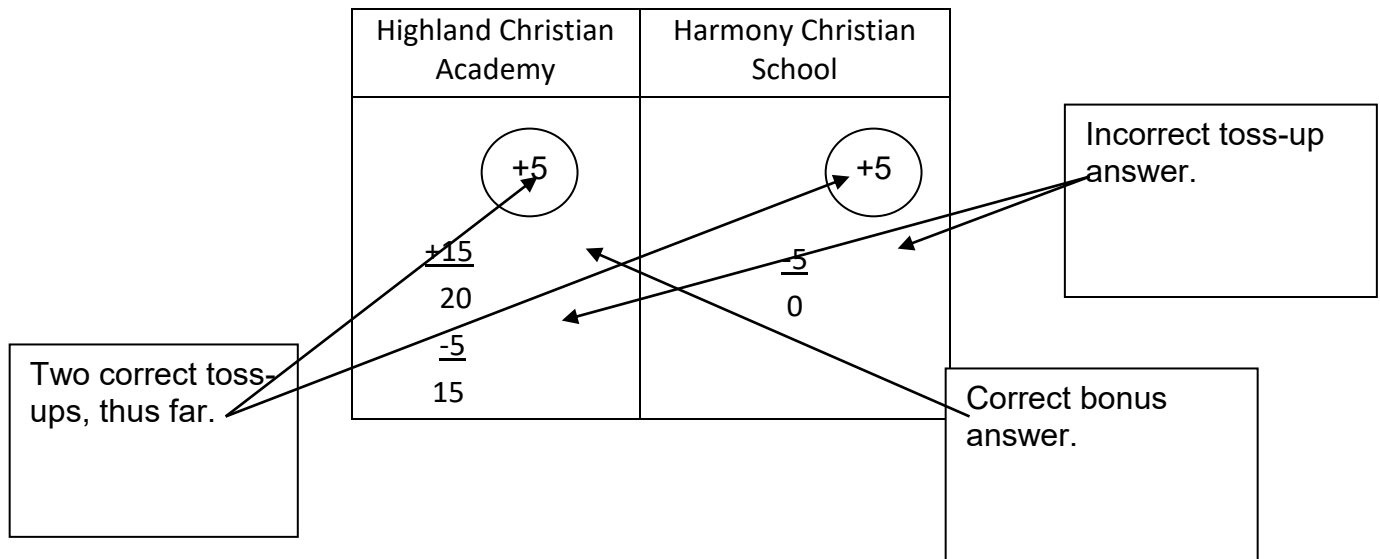
Guidelines for the moderator (reader):

Toss-up questions

1. Announce subject area (“Math Toss-up”, “Science Toss-up”, etc.) and point value of the Bonus question to follow (“With a fifteen point bonus question”) before reading the toss-up question.
2. There is a thirty second maximum time limit to “buzz in” with no discussion, written or verbal. If there is discussion among the team, five points will be deducted from the team’s score.
3. Questions are in designated subject areas. Only team members who are in the question’s designated area may answer. Any one may answer elective questions.
4. Time starts as soon as the question is read. Repeated questions count against the thirty seconds.

Scorekeeper

The score keeper should keep a public count of correct toss-ups and public running score for both teams on a chalkboard, white board, flip chart, etc. A correct toss-up earns five points; an incorrect toss-up loses five points. Correct bonuses earn the designated point value; there are no points lost for an incorrect bonus question.



Questioning continues until there are ten correctly answered toss-up questions. The team with the highest score is declared the match winner. If there is a tie after ten correct toss-ups, then an additional toss-up question is asked to determine a winner. In the event a team misses the tie-breaker toss-up and loses five points, the match **DOES NOT END**, but continues until a toss-up is answered correctly. The team that correctly answers the tie breaking toss-up will be permitted to answer the accompanying bonus question.

[Back to Judges Checklist](#)

EXHIBITS HALL

ART

1. All Entries must meet A.C.E. standards.
2. Artwork must be ready to hang with proper hangers, proper matting, etc.
3. Entries must not exceed 40 pounds in weight or more than three feet (length, width, or height).
4. Entries from men and women are judged together in all Art categories.
5. All entries must be done in realistic style without using abstract or surrealism.
6. Do not accept color-by-number paintings.

Refer to the [Arts](#) section of the *Student Convention Guidelines* for more details.

SCIENCE

Carefully read the section on [Science Projects](#) in the *Student Convention Guidelines*.

TYPES OF ENTRIES

Collection

The student displays and classifies natural items such as rocks, shells, insects, or plants. Collection projects typically are extensions of hobbies or other free time activities.

Research (Experiment)

These presentations allow students to pose a problem, design and perform an experiment to investigate that problem, record, and report their results.

Engineering

Students design, build, and display an apparatus or instrument based on a scientific principle and describe in detail its use or function.

Theoretical (Exhibits from research)

The student demonstrates a particular scientific principle, showcasing how the concept works, a scientific phenomenon, or how something is created naturally. Students will need to consult source materials from libraries, museums, and government agencies. In addition, experts such as scientists, healthcare workers, and county agents can be interviewed.

CRITERIA FOR JUDGING SCIENCE PROJECTS

Concept

Definite purpose of theme

- Does it pose a question that can be investigated or measured?
- Does it pertain to the research or project conducted?
- Does it answer the purpose?
- Does it tell what the student is trying to determine with the project?
- Does the research pertain to the topic?
- Is it complete and thorough?
- Does it represent a diversity of sources?
- Have both print and non-print resources been consulted?

Creativity and originality

- Are the materials presented imaginatively?

- Is the project original?
- Is the display attractively designed?
- Is the project distinctive?
- Is interesting information included in the display?
- Are the data or results interpreted appropriately?
- Has the student shown inventiveness?

Meets A.C.E. standards

- Does it meet size constraints, and is it safe?
- Has the student adhered to the guidelines?

Scientific Thought

Accuracy of display

- Is the topic or problem stated clearly and completely?
- Have appropriate resources been cited?
- Is there an adequate solution or conclusion?

Total thought and effort

- Is the experiment designed to answer a question?
- Has a systematic plan of action been stated?
- Is a project notebook provided with the display?

Degree of difficulty

- Have experts been consulted?
- Have any problems or limitations been noted?
- Does the student understand all the facts and/or theories?

Workmanship

Neatness

- Does the project represent quality workmanship?

Handling of materials

- Does the project represent the student's own work?

Handling of tools required

- How much outside assistance did the student need?

Design of layout

- Does the project indicate extensive planning?

Thoroughness

Presentation

- Is the project complete?
- Does the project include a display unit, three-dimensional items, and a written report?
- Were all potential sources of information consulted?

Information

- Is a problem adequately answered or pursued?
- Does the project tell a complete story?

Display Clarity

- Are titles and written descriptions legible?
- Are the data clearly presented?
- Can the average person understand the project?

- Is the written material well prepared?
- Are drawings and diagrams neat and attractive?

A report or log book must be present and must include all of the following.

Procedures

- Is the purpose/hypothesis clearly stated?
- Are procedures listed in chronological order?
- Could the project/experiment be replicated?

Observations

- Do observations indicate what was done in the project?
- Did the student choose the best form for recording the observations?
- Are they sequential?

Conclusion

- Does it answer the purpose?
- If an experiment, does it adequately explain the results?

Bibliography

- Is it in proper form?
- Is it sufficient in terms of the scope of the project?

SOCIAL STUDIES

Social studies projects may be done by one or two contestants and must have been started after the completion of the previous International Student Convention.

TYPES OF ENTRIES

Collection Classification and Display

Examples: aboriginal artifacts (arrowheads, spear heads, tools, etc.), coins, stamps, battlefield artifacts (bullets, buttons, canteens, etc.), and flags.

A collection project consists of both a display and a paper.

The display for a collection represents the bulk of the work and is the more important part of the project.

The paper for a collection project may be a paper or it may be a notebook with pictures, diagrams, list of sources for a collection, etc. This documentation for a collection could be likened to the signs posted on the wall next to a display in a museum, putting the display into a context, explaining from where the collection came, how it came to be, a description of exactly what it is a collection of, and so on.

Research

A topic that is directed to the development of a thesis or the answering of a question. Topics may be from local, regional, national, or world history, economics, geography, or political science.

Research projects from the disciplines of sociology, psychology, and anthropology are not acceptable.

The research must have a conclusion and a display to exhibit the work. (e.g., My Family Tree, Immigration: An Oral History, Economic Impact of the Cotton Gin, Quebec and the Seven Years War).

The paper for a research project should be a true research paper that follows all the procedures for such a paper (e.g., bibliography or a list of works cited, footnotes or endnotes, an outline, a title page, etc.)

For a research project, the bulk of the work is in the paper.

The display is there to augment, support, and illustrate the research contained in the printed document. It could be a reinforcement for the text of the paper.

CRITERIA

Originality: Creative approach is given to the project.

Thought: Accuracy is exhibited in displaying facts, answering a question, or supporting the thesis. Consideration is given to probable amount of effort and study that went into the project.

Workmanship: Quality is shown in the construction of the exhibit including the neatness of labels and descriptions.

Thoroughness: The project is presented completely and carefully.

Clarity: The average person can understand the exhibit clearly.

Degree of difficulty: Consideration is given to the level of difficulty involved and time spent to prove the project.

ON THE ACCOMPANYING PAPER

- Is the project purpose, theme, or thesis for the project clearly stated?
- Is a conclusion or what has been proven or illustrated been written out?
- Documented research and cited all sources used?
- Scriptural application or reference for the project?
- Does the display clearly agree with and illustrate what the paper discusses?
- Can viewers walk away having learned something new, thinking how interesting and informative the project was, and seeing the connection between the stated topic and what was seen and read?

PHOTOGRAPHY

There are two classifications: Color and Monochromatic (black and white, sepia, and grayscale).

Note: Monochromatic (black and white, sepia, and grayscale) Plants and Animals is a combined event, whereas Color Plants and Color Animals are two separate events. Contestants may use any camera for all categories.
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Contestants may enter any of the classifications in the following categories.

1. Scenic—A picturesque outdoor setting.
2. Still Life—A picturesque indoor arrangement of objects.
3. Animals—A picture of living animals, birds, insects, etc., taken in their natural or unnatural habitat (zoo pictures permitted).
4. Plants—A picture of living flowers or plants taken in their natural or unnatural habitat (botanical gardens are permitted).
5. Special Effects—(color only) TRICK PHOTOGRAPHY using objects, lighting, lenses, or other equipment to create an illusion or unusual effect. Include a detailed description on the Photography Report (CF37) of how you created your special effect. Computer software (Adobe® Photoshop®, Adobe® Illustrator®, CorelDRAW®, etc.) may not be used.

6. Character Trait Picture—A picture that portrays one of the ninety character traits listed below. The Character Trait must be listed on the 3" x 5" card attached to your entry.
7. Computer Photo Enhancement (Color Only)—a photographic image (picture) taken with a film or digital camera and enhanced with computer software programs (such as Adobe® Photoshop®, Adobe® Illustrator®, or CorelDRAW®). Anything may be done to enhance the photographic image as long as it meets A.C.E. guidelines.

Refer to the [Photography Division](#) of the *Student Convention Guidelines* for rules and criteria in the various areas, paying special attention to the specific categories in which you are judging.

Judges Please Note:

- When checking projects in for **regional** convention note the following:
- Each entry must be labeled with a 3" x 5" card securely attached to the back of the mat with the following information:
- Entry (Character Trait portrayed if entering Character Trait picture)
- Student's name, school name, customer number, school address, city, state, ZIP/Postal Code.
- Photography Report (CF37) is only required for Special Effects (securely attached to the back of the entry).
- Judge's Forms (CF38)—Three (3) copies with name, school, customer number, address, and entry.

When judging, review the Judge's Forms to see where points are given and make sure that the entry includes each point. Remember what you are judging. For instance, a Character Trait picture that does not portray the character trait listed may be an excellent photo technically but still be found lacking. Computer enhancement has specific guidelines to follow. Be alert to specific items related to each category.

GENERAL OBSERVATIONS WHILE JUDGING PHOTOGRAPHY

Meets A.C.E. Guidelines: The subject matter or topic treated must conform to A.C.E. standards of what is acceptable in behavior, dress, etc.

Composition: The visual process of organizing the elements and individual details of a scene into a balanced and pleasing arrangement.

Mounting: The color, texture, and permanence of the material on which the photograph is exhibited.

Consistency with Stated Category Guidelines: Be sure the contestant enters the correct category. Endeavor to get every entry judged in the correct category. Be sure to get the change entered into the computer system. Check with master control to make certain there are no conflicts with other entries before finalizing a change.

NEEDLE & THREAD

Refer to [Needle & Thread Division](#) in the *Student Convention Guidelines* for more details.

Two types of entries: Garments and Needlecraft. All categories are for FEMALE contestants only. Contestants must make girls'/ladies' garments (except in crochet and knitting). No children's garments are permitted, as well as other projects, except in crochet and knitting. No full-size afghans are permitted in these two categories. Contestants are allowed to submit one entry per category and must not receive help on their projects other than instructions.

All fashions must meet A.C.E. dress requirements. Do not submit miniskirts, slacks, pantsuits, shorts, bathing suits, sleepwear, or garments with low necklines. Slits in skirts/dresses must meet the A.C.E. dress standard—slit no higher than the bottom of the knee. These rules also apply to the subjects used in Needlework entries. Thin or “see-through” fabrics must be fully lined WITH OPAQUE MATERIAL; LACE MATERIAL IS SEE-THROUGH.

No Needle/Thread entry should attempt to portray the face or image of Christ.

GUIDELINES FOR REGISTRATION CHECK-IN AND DISPLAY

Be available to assist if possible for the check-in process.

Prior to check-in:

- Determine the room set-up is adequate for the number and type of entries. Adjust as needed.
- Secure at least three copies of student entries by school (available from Registrar) to use in marking off entries as students/sponsors check projects in.
- Set up a “control” area for check-in as well as a designated “unpacking” area.
- Post signs providing instructions in the approach area to the designated “unpacking” area.
- Have at least three stations for students to check-in their projects.

During check-in:

- After projects are unpacked, students check-in to one of the three stations with all their projects.
- Check projects for accuracy of entry and against the registration list, marking each one off as it is checked. If it appears to be in the wrong category (especially photography), have student check with the Master Control staff to get it changed in the system.
- Have at least two people available to set projects in appropriate location
- Place student’s photography in a 2 gallon zip-lock bag (provided by convention) and stand photography in “banker boxes” by category during check-in.

After check-in:

- Double check that all entries are in the correct location and ready for judging

After judging:

- Arrange all items in an attractive display manner by category
- Apply “Finalist” ribbons, marker tags or set the display area to show medal round projects. Do not put the place value just an indicator. The number of entries will determine how many places get designated as finalist but never more what would be awarded a medal.
- Arrange for a central, Winner’s Circle “showcase” or “best-in-show” display to highlight samples of the very best projects. Do not just place a project because it was 1st place. This is a way to display the very top projects as a means of promotion for the students.

During Exhibits Display Time:

- If possible, be available to answer questions and provide insights to students as they view projects.
- For a regional convention this is an excellent opportunity to encourage and provide practical suggestions.
- Never tear a project down but point out ways it could be better.

[Back to Judges Checklist](#)

GENERAL ATHLETIC REMINDERS

Appropriate athletic clothing as defined in the guidelines must be worn for all athletic contests. Athletic attire will be checked at the point of competition. Anyone not in compliance will not be permitted to compete.

Please make sure to review the Unsportsman-Like Conduct Penalty section of the *Student Convention Guidelines* (page VI-1).

****Be sure to discuss the various details with participants.**

Please review the appropriate section in the [Athletics Division](#) of the *Student Convention Guidelines* carefully. A few summary items are included below.

Athletic Dress Check:

- Males: Below-the-knee hemmed shorts are to be worn during the actual competition only. At all other times, they must wear full-length pants or warm-ups.
- Conduct dress check each day at the beginning of competition. Please give careful attention that all clothing items are pulled-up as they will be worn during competition. Some students may position shorts/culottes in a fashion to meet the guidelines, only to pull them up during competition, making them too short to comply with the guidelines.
- Do not postpone or delay competition for dress violations.

Archery:

Follow *Student Convention Guidelines* closely as safety is a major concern. A few reminders:

- Each archer is allowed 5 minutes per target to shoot. Two (2) minutes are allowed to score and retrieve arrows. If not retrieved in this time limit, they may return after competition is over to search for lost arrows.
- All equipment must remain in sponsor's possession at all times (up to actual competition). During competition a sponsor is to stay with the student and assist with retrieving arrows and/or scoring.
- Each archer may shoot seven (7) arrows at each target. One is for practice and must be clearly marked to distinguish it from the other six (6) arrows.
- Once a student has completed competition they should check back in to be released. Equipment must once again be in a sponsor's possession.

Basketball:

- Assign benches. Check uniforms at court-side before play begins. Those not according to convention standard will not be permitted to compete until corrected.
- Allow each team 5 minutes for warm up.
- Team from smaller school (age 13 and older students) shall have choice of ends.
- Games will consist of two 8-minute halves, a 5-minute half time, and a 3-minute overtime if necessary to break tie.
- A player is disqualified on the 3rd foul, bonus will be shot on the 4th team foul, double bonus will be shot on the 7th team foul.
- Only players, two coaches, and a scorekeeper are allowed on the bench.

3-on-3 competition (male):

- Teams shall consist of three (3) to four (4) team players from the same school/homeschool group. Individual homeschool students may enter a team of all homeschool students. The games will be played half-court. Scoring is the same as regulation full court games. Ball must be taken back behind the three point line on any change of possession. The first team that reaches twenty (20) or is ahead when the time runs out wins the game. Games will consist of a twenty (20) minute running clock except for the final two (2) minutes. In the event of a tie score at the end of the clock time, a jump ball will determine possession and the next team to score a basket wins. To start a game the smaller school (age 13 and older students) will have possession. All uniform guidelines as listed for A.C.E. athletics will apply. Teams are each entitled to 2 one-minute time outs. Three personal fouls per game disqualify a player. Bonus (1 and 1) foul shots on 4th through 6th team fouls. Double bonus, shoot 2 foul shots on the 7th and subsequent team fouls. Technical fouls are also counted as personal fouls and team fouls. 10 second limit on each foul shot.
- National Federation of State High School Association's Basketball Rules Book to be followed for all basketball except as noted above.
- Each team is to provide a person to assist at the score table.
- Except for the above listed modifications regular A.C.E. tournament guidelines and rules for basketball apply (uniforms, game rules etc).

Volleyball:

- Allow 5-minute warm-up (shared court) and 2 minute serving.
- Check uniforms for compliance to convention dress code courtside and during warm-up. Handle violations with grace and kindness, correcting infraction if possible. Those not in compliance will not be permitted to play.
- Referee will conduct coin toss for service.
- Rally scoring. Matches are 2 out of 3 games. Team must win by 2 point. 1st two are played to 25 points with a cap of 30. Third game is to 15, no cap (First to 15 wins). The let (net) serve shall be allowed, and play shall continue provided net contact is entirely within the net antennas.
- Two time-outs of 60 seconds per game with one additional for each team when score is 25-25.
- Only players, two coaches, and a scorekeeper are allowed on the bench.
- Each team provides one person to help with score table and one line judge for each game.

Tennis

- Students must know basic rules and scoring and be able to call their own lines as well as keep score to participate.
- A regular set shall consist of six (6) games. A short set begins play at two (2) games all. The 12-point tie breaker will be used in all sets that reach six (6) games. See the Student Convention Guidelines for assistance on the 12-Point Tie Breaker
- A match shall consist of two (2) of three (3) short sets, except for finals.
- Finals matches shall consist of the best of two (2) out of three (3) regular sets.

Table Tennis:

- Younger player has choice of side or service.
- Allow 2 minute maximum for warm-up on game table.

- Games will be played to 11. After each 2 points have been scored, the receiving player shall become the serving player and so on until the end of the game, unless both players score 10 points. When the score is tied at 10, the serve will alternate after each 1 point until a player wins by 2 points. All preliminary matches shall be best two-of-three games. From the quarterfinals on (if time permits), a match may consist of the best three-of-five games.
- As the judge, call the score before each serve.
- Refer to the Appendix for a printable summary sheet for distribution.

[Back to Judges Checklist](#)

CHECKLIST FOR ALL ARTS & EXHIBITS ENTRIES

ALL ENTRIES – Verify the entry is in the correct category!

- Is there a 3" x 5" card with the entry name, contestant's name, school name, customer number, address, and telephone number securely attached?
- Are there three (3) copies of the judges form for the entry?
- Are the forms in a clear plastic folder or bag as applicable?

Additional Items for Needle/Thread

1. Pattern (only those pieces used).
2. Needle/Thread Report (CF49).
3. Plastic bag to hold pattern, Needle/Thread Report, and Judge's Forms. Name and entry should be visible at a glance.. Attach bag to hanger of garments. Attach with safety pin to Needlework entry, or secure to back of frame as applicable.
4. A COLOR PHOTOGRAPH OF GARMENT BEING MODELED. (This does not apply to
5. Needlecraft items such as sweaters.)

Additional Items for Photography

1. 8 x 10 entries mounted with a mat approximately 11 x 14 (no frames).
2. Each photo may be entered in **only one event**.
3. **In computer enhanced category** the original picture must be on the back for comparison purposes.
4. **Character Trait picture** must have the character trait being portrayed included on the 3 x 5 card
5. **Photography Report** (CF37) is only required for **Special Effects only** (securely attached to the back)

Additional Items for Art

All artwork must be enclosed in some type of frame. (Exceptions: sculpture, woodworking, and metalworking.) Mat board may be used in conjunction with a frame, but is not considered a frame itself. **ARTWORK MUST BE READY TO HANG WITH APPROPRIATE HANGERS.**

Additional Items for Science & Social Studies

1. Exhibits must occupy a table or floor area no wider than 48 inches.
2. All switches and cords must be U.L. or C.S.A. approved. The exhibit must be wired in a safe manner.
3. No safety hazard will be allowed. Dangerous chemicals; offensive odors; explosives; open flames
4. No live animals, reptiles, or insects can be exhibited.
5. Exhibits requiring running water are not permitted.
6. Contestant or contestants will set up their exhibit and then leave the area.
7. **Experiment notebook** and other supporting data.

SPEAKER/PLATFORM GUIDELINES

A.C.E. conventions will touch the lives of thousands of students and staff from Christian education ministries around the world each year. Many denominations including Baptist, Pentecostal, Charismatic, Holiness, and Mennonite will be present. Out of deference to the standards of others, we ask that each speaker adhere to the following guidelines.

1. Show deference to differences of Bible interpretation. Do not address denominational distinctives from the platform (eternal security, gifts of the spirit, etc.).
2. Speakers are required to use the King James Version (not New King James) for all Scripture reference. We ask that any awards, books, or Bibles given be King James (or include King James Scripture references). We do not negatively discuss other translations.
3. Christian leaders, or ministry organizations, engaged in the spread of the Gospel are not to be mentioned in a negative or critical light.
4. Any mention of Hollywood or TV personalities, or scenarios familiar to TV viewers, should not be used to promote such lifestyles or activities, but rather as they are in the “news” as perfect examples of sin’s deception or consequences.
5. Worldly attitudes, entertainment, or practices that are questionable and would mislead youth are not to be used in a positive light. No form of rock music or worldly dress is to be promoted.
6. Humor should not be drawn from anyone’s pain or suffering, race or racial issues, the handicapped, or mothers-in-law. Jokes should not be used that are vulgar, suggestive, or not in good taste for a Christian youth convention.
7. Speakers are asked to focus on the fundamentals of the faith in application to salvation, Godly living, and serving Jesus Christ. We prefer to keep the preaching upbeat and challenging to the highest values and objectives.
8. (ISC Only) Speakers should be aware that the audience is not exclusively from the United States. Nearly one thousand participants from around the world will be in attendance. In addition, the Lord blesses us with an annual web stream audience of over 100,000 people worldwide.
9. Sales at conventions are limited to A.C.E. products. Please do not plan to sell items at A.C.E. conventions (e.g. books, CDs, DVDs).

We trust you will carefully and prayerfully review the above policies, and you will be able to defer to each policy while you minister at the A.C.E. convention. Should you have any questions or feel uncomfortable with any of the policies, please contact Mr. Steve Ballinger at the A.C.E. Tennessee Office at 615-612-5200.

TABLE TENNIS REMINDERS

SETUP

1. A three star ball must be used in play.
2. Paddle surfaces must be rubber sheets and free from emblems or designs.
3. Nets must be 6" off the playing surface, "taut", and aligned over the center crack.
4. Jerseys must be a contrasting color to the ball (i.e. White jerseys may not be worn unless three star orange balls are available.)
5. Players can wear street clothes but they must wear tennis shoes.
6. The setup of the contestant brackets should proceed as follows:
 - i. Divide the bracket grid into four even sections,
 - ii. The previous year's winners should be seeded one in each section, if available, and then highlighted on the master control list,
 - iii. Number down the list of names given from master control cycling from one to four skipping the names previously highlighted,
 - iv. Then write the names from the list on to the next line in the respective quarter areas of the bracket chart (i.e. a three on the name gets put into the third section of the starting brackets.)
 - v. If a student fails to report in, then the name is struck out on the bracket and a "BYE" is place above that name.

OFFICIAL REMINDERS

7. Try not to officiate a game if one of the contestants is from your own school.
8. Keep score on paper. (It is so much easier than trying to remember the score.)

SERVING

9. Youngest player by birthday begins serving first and then alternate the beginning serve on each new game.
10. Announce the score before each serve. Announce server score first (i.e. "9 serving 3"). Any discrepancies of the score by the players must be addressed at that time.
11. There are an unlimited number of net serves allowed.
12. A serve in which a double bounce would occur on the receiver's side is legal.
13. A serve in which the ball would come off either side of the receiver's table is legal.
14. Players should switch ends of the tables at the end of each game.

SPECIAL

15. All edge hits off the back end of the table are good.
16. Side edge hits are rated as follows:
 - a) A bounce up means the shot is good and playable.
 - b) A bounce straight out flat means the point should be replayed ("a redo").
 - c) A bounce downward means the shot is bad and the receiver gets the point.

WINNERS

17. All games are to 11 (eleven).
18. For the First and Second rounds the winner is determined by "the best 2 out of 3"
19. For all other Semi Final & Final rounds it is determined by "the best 3 out of 5".
20. All playback rounds winners are determined by "the best 3 out of 5".

Regional Student Convention Appearance Guidelines for Men

Appearance Goal: *To reflect a conservative image of Christian modesty, refinement, and self-discipline appropriate to the event or activity, neat and avoiding fad extremes at all times.*

GENERAL APPEARANCE SPECIFICS FOR ALL MALE PARTICIPANTS

<input type="checkbox"/> Hair	<ul style="list-style-type: none"> Men must have neat, trimmed, conservative haircuts – no fads. The hair is to be tapered or blocked, not touching the ear or collar. Sideburns may be no lower than the middle of the ear. No dying or coloring the tips of the hair is allowed. No braided or spiked (if in doubt, comb it down) hairstyles are permitted. Extra curly or afro hair is not to exceed one inch in length.
<input type="checkbox"/> Facial Hair	<ul style="list-style-type: none"> No facial hair is permitted on students. Male sponsors may wear neatly trimmed mustaches and/or beards.
<input type="checkbox"/> Jewelry	<ul style="list-style-type: none"> One watch and one ring is permitted (All other jewelry must be removed).
<input type="checkbox"/> Shirts	<ul style="list-style-type: none"> Button-up shirt with a collar and sleeves is appropriate. Shirts with tails are to be tucked into pants.
<input type="checkbox"/> Pants	<ul style="list-style-type: none"> Slacks, dress pants, or long, conservative trousers are appropriate. Pants are to be worn properly (at the waistline). Belts required for pants with belt loops. Inappropriate for convention and not permitted: Denim jeans, cargo pants (pockets sewn to the outside), spandex, bicycle shorts, swimsuits, or fad extremes.
<input type="checkbox"/> Shoes	<ul style="list-style-type: none"> Dress shoes (non-fabric) with matching socks are appropriate. Only closed toe and closed heel shoes are to be worn. No sandals or flip-flops. Shoelaces are to be neatly tied.

1) SPECIFICS FOR DAYTIME (NON-COMPETITION) ATTIRE AND REGISTRATION DAY – “RELAXED”

	<ul style="list-style-type: none"> All general guidelines as listed above with these exceptions: Clean athletic or casual shoes and polo style shirts permitted (ties and dress shoes not required). No shorts or T-shirts on campus in non-athletic areas (including Game Zone).
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2) SPECIFICS FOR EVENING MEAL AND RALLY – “DRESSY”

	<ul style="list-style-type: none"> All general guidelines as listed above plus: Button shirts (top button buttoned) with collars (no polo shirts), ties, long conservative trousers (belts if pants have belt loops) and dress shoes (non-fabric, polish-able; no athletic style shoes). Special stamp exemption for non-tie wearing groups (top button buttoned).
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3) SPECIFICS FOR COMPETITION DEFINED BY EVENT CATEGORY – “COSTUMED”

<u>Academics</u>	<ul style="list-style-type: none"> The general appearance dress code listed above is applicable to all academic competition.
<u>Athletics</u>	<ul style="list-style-type: none"> Loose-fitting, full-length sweat pants, warm-up pants, trousers, or knee length hemmed shorts. Shorts are for official athletic competition only (except physical fitness- no shorts allowed) while at the actual competition site. Sleeveless shirts, T-shirts, or knee length shorts NOT allowed while going to and from competition. Uniformity in dress is mandatory for athletic team events and shoes must be worn to participate. A numbered tank top over a T-shirt is acceptable for athletics. T-shirt must match the color of the tank top or be white; Sleeves must stay draped over the shoulders at all times. Non-marking soles are required for all athletic shoes worn on gym floors. No jewelry in athletics.
<u>Platform</u> • Speech • Drama • Music	<ul style="list-style-type: none"> Dress shirts, ties, dress pants and jackets (sports coat) or suits, dress shoes or <ul style="list-style-type: none"> School uniforms or Tuxedo with either a vest or cummerbund without a jacket or Designated costuming specified by individual events Jackets not required in Puppets; jackets and ties are not required in One Act Play, Dramatic Dialogue, Illustrated Storytelling, Clown Act, Famous Speech – specific event costumes applicable. Choir robes may be worn over shirt, tie, and pants for vocal music groups.

Regional Student Convention Appearance Guidelines for Ladies

Appearance Goal: *To reflect a conservative image of Christian discretion and modesty, appropriate to the event or activity, neat and avoiding fad extremes at all times.*

GENERAL APPEARANCE SPECIFICS FOR ALL FEMALE PARTICIPANTS

<input type="checkbox"/> Hair	<ul style="list-style-type: none"> Hair must be a natural color, no fads.
<input type="checkbox"/> Jewelry	<ul style="list-style-type: none"> Jewelry must be conservative and minimal. Only one earring per earlobe permitted (size smaller than a dime). No other body piercings allowed.
<input type="checkbox"/> Blouses & Tops	<ul style="list-style-type: none"> No tight, form-fitting tops or fad extremes permitted. No swimsuits or sleeveless dresses or blouses. Necklines must come to the clavicle in the front and the bottom of the neck in the back. No V-necks. Midriffs must be covered at all times and in all positions. No T-shirts. No see-through tops, denim, or stone-washed clothing is permitted.
<input type="checkbox"/> Dress, Skirt or Culottes	<ul style="list-style-type: none"> No form-fitting dresses, skirts, or culottes are permitted. No slacks, shorts, bicycle shorts. Slits may not extend higher than the bottom of the knee. Hemlines of dresses, skirts, or culottes no shorter than the bottom of the knee (standing or sitting). Skirts with see-through fabrics must be lined or worn with slips. No cargo (pockets sewn to the outside of skirt), denim, or stone-washed clothing permitted.
<input type="checkbox"/> Shoes	<ul style="list-style-type: none"> Only closed toe and closed heel dress shoes are to be worn. No sandals or flip-flops permitted. Shoelaces are to be neatly tied. Socks or conservative, natural-colored hose as required by guidelines.

1) SPECIFICS FOR DAYTIME (NON-COMPETITION) ATTIRE AND REGISTRATION DAY – “RELAXED”

	<ul style="list-style-type: none"> All general guidelines as listed above with these exceptions: Clean athletic shoes, with socks or hosiery. Polo style shirts permitted.
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2) SPECIFICS FOR EVENING MEAL AND RALLY – “DRESSY”

	<ul style="list-style-type: none"> All general guidelines as listed above plus: Conservative, natural-colored hosiery and dress shoes must be worn (no athletic style shoes). No socks may be worn to rallies.
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3) SPECIFICS FOR COMPETITION DEFINED BY EVENT CATEGORY – “COSTUMED”

<u>Academics</u>	<ul style="list-style-type: none"> The general appearance dress code listed above is applicable to all academic competition.
<u>Athletics</u>	<ul style="list-style-type: none"> Loose-fitting culottes and tops for all athletic competition. Culottes must be full, loose fitting, and have the appearance of a skirt. When in an upright, standing position culottes must be below the knee. For modesty it is recommended that white athletic clothing, especially culottes, NOT be worn. A T-shirt must be worn under V-neck athletic shirts. Shirts and undershirts must stay tucked in during all athletic play and running events. Sleeves must stay draped over the shoulders at all times. Uniformity in dress is mandatory for athletic team events and shoes must be worn to participate. Non-marking soles are required for all athletic shoes worn on gym floors No jewelry permitted in athletics.
<u>Platform</u> <ul style="list-style-type: none"> Speech Drama Music 	<ul style="list-style-type: none"> Nice church outfits should be worn for all Platform & Music Events with the following exceptions: <ul style="list-style-type: none"> School uniforms may be worn to perform or Formal attire that meets the modesty requirements for Student Convention or Designated costuming specified by individual events Formal attire or church outfits are not required in One Act Play, Dramatic Dialogue, Dramatic Monologue, Illustrated Storytelling, Clown Act – specific event costumes applicable. Choir robes may be worn over dresses or skirts, and blouses for vocal music groups.