



THE MISS AMERICA ORGANIZATION
ADMINISTRATION FORMS

LOCAL PAGEANT INSTRUCTIONS FOR AUDITORS

- **Computer Tally Sheet.xls** (Excel Format) This is a self-contained auditors program for Single Night Competitions at the State and Local levels. If you use this program, make sure your auditors have a copy of it ahead of time so that they can become familiar with it. They simply enter the data for each contestant and the built-in formulas determine who the winner and runners-up are. This program does High/Low elimination automatically.
- **Manual Tally Sheet.xls** (Excel Format) This is the traditional, long form tally sheet for Single Night Competitions at the Local levels. The auditors manually fill in and tabulate the scores. Follow the printing instructions shown in the upper left corner of the computer monitor's image of this tally sheet file.

On the Auditor's TALLY Sheet (computer and/or manual), fill in the competition number and name or title of each contestant. Fill in name of each judge in spaces provided.

The Judges Committee will turn over to you the Judges' Score Sheets for each competition. Each contestant is competing against herself and **MUST** receive a score in a **1 to 10** point range for all **Single Night State and Local Competitions** and **Preliminary Nights of a State Multi-Night Competition** **OR** a **6 to 10** point range for the On-Stage phases of the **Final Night Of A State Multi-Night Competition**, using whole numbers only. More than one contestant may receive the same score.

After each competition is over and all the Judges' Score Sheets are entered either into the Computer Tally Sheet or on the Manual Tally Sheet (the auditors must manually discard the high score and low score for each contestant if using the manual sheet, then add the remaining figures horizontally and multiply by the appropriate factor to obtain the total points per phase for each contestant, the computer program does this automatically). Please be sure to verify the appropriate score sheets are used by the Judges Chair for each competition.

When using the **manual** sheet: Once the points have been calculated for a contestant in a phase of the competition, mark same in the respective shaded column, titled "(COMPETITION NAME) POINT TOTALS". Then subtotal the competition point totals. You will notice there are three or four columns designed to allow you to subtotal the competitions during the pageant prior to the Final Ballot phase of competition. Please use this as a means to streamline the auditing and to speed up the announcement process.

FOR LOCAL PAGEANTS

All competitions are scored on a scale of 1 to 10 using whole numbers only with each contestant's high and low score dropped from each phase of competition with the exception of the Final Ballot.

Interview	25% (x 2.5)	Evening Wear	20% (x 1.5)
On-stage Question	20% (x 2.0)	Lifestyle and Fitness in Swimsuit	15% (x 1.0)
Talent	30% (x 3.0)		

LOCAL TIE BREAKING PROCEDURES

Below is a simple guide on how to break a tie within a pageant.

Ties for Preliminary Awards at a Local Pageant**

- ✦ This is a tie for an award for the contestant scoring the highest total number of points in a specific phase of competition (Talent, Lifestyle and Fitness in Swimwear, etc.)
- ✦ **Head-to Head Competition – Prepare a slip a paper for each judge with the names of the contestants who are tied for the award. Please make sure the slips of paper are clearly identified as to phase in which the tie exists). Ask each judge to circle his/her choice for the winner of the award.**
- ✦ If there is an even number of judges and a tie still exists, both winners should be announced or no winner should be announced.**
- ✦ Do NOT use any other phase of competition to split a tie within another area of competition.

** Neither State nor Local Pageants are required to announce such winners, nor are they required to split ties for these awards. However, if due to a lack of funding the pageant organization needs to split any scholarship monies associated with these awards, it should be announced from stage that the scholarship money will be split among the tied winners as to avoid confusion following the pageant. If a Multi-Night State Pageant wishes to announce “overall” awards on the final night of competition, it may wish to consider announcing these awards based upon preliminary competitions. This is because sometimes the contestant receiving the highest overall score in an individual competition may not be among the finalists announced on the final night. If the pageant chooses to do this, it must be announced that these awards are based on preliminary night competitions.

Ties Into or Within the Top Five of a Local Pageant

- ✦ Talent – The contestant with the highest Talent points receives the higher placement. If a tie still exists, refer to the points of the tied contestants in this progressive order:
- ✦ Private Interview
- ✦ On-Stage Question
- ✦ Evening Wear
- ✦ Lifestyle and Fitness in Swimsuit
- ✦ Head-to-Head Competition (Use the process bolded in the Preliminary Award Tie Breaking Procedure)

DO NOT DESTROY SCORE SHEETS OR TALLY SHEETS

IMMEDIATELY at the conclusion of your pageant, the auditors should place all score sheets and the tally sheet(s) in a sealed, dated, and identified envelope for safekeeping at a predetermined location established by the STATE Board for a minimum of one year. Auditors and/or pageant officials may not disclose to anyone any actual scores, whether total or individual scores, unless such time arises in which the outcome of the pageant is in dispute and an independent auditor has to review the results.

SICK JUDGE PROCEDURES

The “sick judge procedures or rules” refer to when one of the judges is not able to complete his or her duties throughout all of the competitions.

Case 1 – No Change in number of judges throughout all of the competitions

- ✦ In this case, all judges complete all phases of competitions.
- ✦ Judges score each phase of competition, with each contestant’s high and low score in each phase of competition dropped by the auditors.
- ✦ The remaining scores are added together and multiplied by the weight of the competition (a phase of competition worth 30% of the score is multiplied by 3; 25% by 2.5; 20% by 2, 15% by 1.5, 10% by 1.0).

Case 2 – A Judge does not complete the first phase of competition

- ✦ The auditors must discard the scores of the judge who had to leave DURING the FIRST phase of competition.
- ✦ If the original panel had only five judges, the high and low scores ARE NOT dropped and the pageant proceeds with four judges. If the original panel had either six or seven judges, the high and low scores ARE dropped.
- ✦ The remaining scores are added together and multiplied by the weight of the competition (a phase of competition worth 30% of the score is multiplied by 3; 25% by 2.5; 20% by 2, 15% by 1.5, 10% by 1.0)..

Case 3 - A judge completes at least one competition but does not complete any others

- ✦ The scores of the “sick judge” are NOT discarded for those COMPLETED phases of competition. However, if the judge had to leave in the middle of a competition, all scores for that particular competition would be discarded.
- ✦ All remaining competitions are adjusted to represent the original number of judges. Please see the three scenarios below to learn how to properly adjust the scores for the particular number of judges of the panel in question.
 - ✦ **If the Original Panel had Five Judges** – In the remaining phases of competition, the high and low scores are NOT dropped. All scores are added together and multiplied by 0.75 and then multiplied by the weight of competition (a phase of competition worth 30% of the score is multiplied by 3; 25% by 2.5; 20% by 2, 15% by 1.5, 10% by 1). The reason for this is because, in a normal situation with 5 judges, the high and low score for each contestant would be discarded and that would leave three scores. In this case, the high and low have not been dropped and all four scores have counted. The auditor must multiply the score by 0.75 to adjust those points to equate those four scores to the three judges’ scores that are necessary to duplicate the results of a five-judge panel.
 - ✦ **If the Original Panel had Six Judges** – In the remaining phases of competition, the high and low scores ARE dropped. The remaining scores are added together and multiplied by 1.33 and then multiplied by the weight of competition (a phase of competition worth 30% of the score is multiplied by 3; 25% by 2.5; 20% by 2, 15% by 1.5, 10% by 1). In a normal situation, the high and low scores for each contestant would be dropped and the auditors would add together the four remaining scores. When a judge leaves after completing at least one phase of competition, each

contestant's high and low score in each phase of competition are dropped, leaving three scores for the auditors to add together. Once these three scores are added together, the auditors will then multiply that total by 1.33 to equate those three scores to the four scores that are necessary to duplicate the results of a six-judge panel.

- ✦ **If the Original Panel had Seven Judges** – In the remaining phases of competition, the high and low scores ARE dropped. The remaining scores are added together and multiplied by 1.25 and then multiplied by the weight of competition (a phase of competition worth 30% of the score is multiplied by 3; 25% by 2.5; 20% by 2, 15% by 1.5, 10% by 1). In a normal situation, the high and low scores for each contestant would be dropped and the auditors would add together the five remaining scores. When a judge leaves after completing at least one phase of competition, each contestant's high and low score in each phase of competition are dropped, leaving three scores for the auditors to add together. Once these four scores are added together, the auditors will then multiply that total by 1.25 to equate those four scores to the five scores that are necessary to duplicate the results of a seven-judge panel.