

4-H Alberta Presentations Rules

(September 2017 – August 2019)

Please note: These rules supersede the Presentations Organizer’s Guide and any other Presentations publication. 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 as per 4-H Alberta policy.
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

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. 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.
5. A presentation can be a demonstration or an illustrated talk (which includes the use of media (e.g. powerpoint)).
6. Any form of cue cards is acceptable (including electronic cue cards)
7. 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.
8. Members may compete and advance in public speaking and presentations within the same club.
9. Presenters belonging to more than one club;
 - a. can do a different communications activity for each club.
 - b. can do two communication activities of the same type (public speaking or presentation) -and compete for prizes in each club if their speech or presentation is different in each competition. However, members can only advance in one club and must give written notice to each club leader as to which club they are competing to advance, a minimum of two weeks before the competition.
 - c. can do the same public speaking speech or presentation in each club BUT will only be placed in the club competition that is held first. The member must deliver his/her speech or presentation in their other club’s competition but will not be placed.

10. 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.
11. Presenters must progress through each competition made available to them (e.g. club → zone/areas → district → regional → provincial) before advancing to the next level. If there is no formal club competition, the presenter must still speak in front of an audience and receive feedback before advancing.
12. 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 option to see their time faults on the day of the competition.
13. 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. This, along with any special requirements that are needed, should be discussed with the organization committee prior to the event.
14. All facts and figures used in presentations are to be accurate.

Timing

Time limits are:

Level	Length (minutes)
Junior	4-8
Intermediate	6-8
Senior	8-10

15. Intermediate and senior presenters will have the option of having time cards shown at 2 minutes remaining, 1 minute remaining, 30 seconds remaining and stop. For junior presenters, a 4 minutes remaining card will also be shown, in addition to the cards listed above.
16. 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 second range 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/Under Time Limit	Points Deducted	
	Junior	Intermediate / Senior
1-5 range	1 total	2 total
6-10	2 total	4 total
11-15	3 total	6 total
16-20	4 total	8 total
21-25	5 total	10 total
26-30	6 total	12 total
31 and Over	7 total	14 total

Judging

17. At a competition each presentation must be judged by a panel of 3 judges.
18. A judge may only judge any member's presentation once at any level in the same year.
19. Judges will give presenters unbiased **CONSTRUCTIVE** feedback on 4-H comment sheets.
20. Judges will ask only ONE question at the conclusion of the presentation. This question will be scored and no other questions will be asked.
21. Judges shall not converse during the presentation or scoring process, except to agree on a question for each competitor or team.
22. Judges will receive the presentation time faults and penalties at the end of the competition and must record them on their sheet. 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.
23. If the tallied results end up in a tie, the judges will choose a common question to ask the tied competitors. The member/team will be ranked on this question and the lowest rank wins. The question should be generic and not topic related in order to provide fairness in scoring.

Deductions and Disqualification

26. 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 prompt the presenter(s). 5 point deduction.
27. Sharing or offering products from your presentations to officials or audience members is not allowed during the competition. 5 point deduction.
28. Presenters are allowed to cite or illustrate/display 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 show a preference will be deducted 3 points. Presenters are permitted to give preference to a particular brand in answering the question.
29. Sourced video, sound clips and animations are acceptable visual aids. They are to be used to compliment the presentation 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.
30. 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) received.
31. Sources and/or references must be acknowledged, regardless of the method or time in the presentation, including audio/video clips or non-stock photography. It may be acknowledged when it appears in the presentation or at the end of the presentation. If a speaker fails to give reference to a source used, the ruling committee will deduct a total of 3 points.
32. Total quotes used must not exceed 75 words and must be handed in prior to the competition. Quotes must also be recognized in the context of the presentation. If quotes exceed the maximum length the ruling committee will deduct 3 points from the speaker.
33. 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. Presenters who fail to do so will be disqualified.
34. Safety is priority one. All safety regulations and age restrictions must be adhered to when using equipment and props. 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.

35. 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 received, it will be forfeited to the next deserving competitor. Disqualified presenter(s) will not be allowed to compete in further presentation competitions in the current club year.
36. 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). 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.

4-H Alberta Provincial Presentations Finals (Senior Level Only)

37. The top presenter(s) at the 4-H Alberta Presentations Finals may no longer compete in any future 4-H Alberta Presentations Competitions; however, this member(s) is/are still responsible for completing a communications activity each club year.
38. A common computer and projector must be used.

4-H Alberta Presentations Guidelines

1. Judges, and/or officials should not be a member of the immediate family (including aunts, uncles and grandparents) of any of the competing presenters. If circumstances warrant the use of a family member for the role of teller, timer or impromptu coordinator it is recommended that two officials be used in that role.
2. Organizers will destroy score, ranking, 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. Speakers' times should be written on their comment sheets.
3. The 4-H Alberta Presentations winning team or individual will be invited to emcee the following year's Provincial event.
4. Presenters should set up their own presentation to the best of their ability.
5. 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, such as electrical or mechanical malfunctions, may require additional help of an adult or someone with a specific skill set.
6. If using electronic cue cards, device must be switched to "airplane mode" and not connected to Wi-Fi.

4-H COMMUNICATION EVENT QUOTE SHEET



SPEAKER NAME: _____

SPEECH /PRESENTATION TITLE: _____

SPEAKER LEVEL: _____ JR. (9-11) INT. (12-14) SR (15-20)

CLUB NAME: _____

DISTRICT:

QUOTES (no more than 75 words total):

REFERENCES AND SOURCES (all must be acknowledged):

SHORT DESCRIPTION & LENGTH OF EACH AUDIO/VIDEO CLIP USED (Max 30 seconds):