

**AMERICAN BAR ASSOCIATION
LAW STUDENT DIVISION**

2019 – 2020

**ARBITRATION
COMPETITION**

**Regional Competition
Administrative Guide**



**AMERICAN BAR ASSOCIATION
LAW STUDENT DIVISION**

**ARBITRATION COMPETITION
REGIONAL COMPETITION ADMINISTRATIVE GUIDE**

Welcome and thank you for hosting a Regional Competition for this year's Arbitration Competition! The ABA appreciates your willingness to host. We have prepared this Regional Competition Administrative Guide to help you each step of the way in your preparations for a successful Regional Competition.

This Guide includes specific information on steps you'll need to take before, during, and following the Regional Competition. Appendix R includes a Timeline with Checklists for the Host School competition administrators. Please read the Guide and Timeline carefully and don't hesitate to reach out to us if you have questions or if we can be of help in any way.

Again, thank you for taking on this important and essential role in this year's Arbitration Competition!

Sincerely,

**The American Bar Association Law Student Division's Arbitration Competition
Subcommittee**

**ARBITRATION COMPETITION
REGIONAL COMPETITION ADMINISTRATIVE GUIDE**

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**AMERICAN BAR ASSOCIATION
LAW STUDENT DIVISION**

**ARBITRATION COMPETITION
REGIONAL COMPETITION ADMINISTRATIVE GUIDE**

Introduction

This competition provides law students with legal training in arbitration, and promotes excellence in arbitration advocacy.

The Law Student Division provides assistance and a Regional Competition Administrative Guide to the host schools. The host school is to designate a full or part-time faculty or staff member, who cannot be a Team Coach, to act as the Regional Host School Competition Administrator (“Competition Administrator”) and who can be assisted by faculty, staff, and students who are not competing. In addition, each Competition Administrator is assigned an Arbitration Competition Subcommittee Member as a consultant and adviser.

The administration of regional competitions involves:

- 1) Identifying a location and rooms to hold the competition
- 2) Recruiting judges
- 3) Providing information to visiting teams and judges prior to the competition
- 4) Pre-competition logistics management
- 5) On-site logistics management
- 6) Orienting competitors
- 7) Briefing judges
- 8) Scoring
- 9) Resolving disputes
- 10) Announcing results
- 11) Distributing copies of the Judges’ Evaluation Forms, original Comment Sheets, and copy of the Win/Loss Record & Master Score Sheet (“Master Score Sheet”) to competitors.
- 12) Sending original score sheets back to the ABA Law Student Division Chicago Office by hard or scanned copy.

Location and Room Requirements

As soon as the school has been selected to host, the Competition Administrator should reserve sufficient rooms for the competition. The rooms required are listed below:

- Registration / check-in area – usually right outside the orientation room.
- Team Hospitality Room for teams to congregate during breaks – if large enough, this room can be used for the coaches and team orientation session, and lunch.
- One competition room (courtroom or rooms with moveable tables or chairs) per each two teams that will hold at least 16 people. Each regional host school should expect 12-14 teams, so you should set aside six to seven competition rooms. Only four teams advance to the semifinal round and two teams to the final round. See Appendix G for suggested room setup options.

- One room for the arbitrator judges briefing, which takes place before each round. Expect three judges for each competition room per round.
- Administrative headquarters, usually a conference room, for tallying the scores, etc.
- If resources are available, you may set aside individual practice rooms for the teams.

Recruiting Judges for the Competition

You should have three judges per each competition room. It is suggested that you recruit an additional 25% more judges than you need, to cover inevitable last-minute cancellations. You must have a minimum of two judges per competition room. Begin recruiting judges at least six to eight weeks prior to the competition. If, three weeks prior to the competition, you don't have sufficient judges, you should notify your designated Arbitration Competition Subcommittee Member, who can provide suggestions for finding additional judges.

Recommended places from which to recruit judges:

- Alumni
- American Arbitration Association Neutrals
- JAMS Neutrals
- Neutrals from other arbitration organizations
- Local Arbitrators and ADR Lawyers
- Former Judges
- Local ADR Organizations
- Local (city, county, state) Bar Association
- ABA Section of Dispute Resolution
- ABA Law Student Division

One of the three judges in each room should have significant arbitration experience. He or she should be designated the Chair of the Arbitration Panel. Please attempt to balance the arbitral judge panels by age, gender, racial, and ethnic background to the extent possible.

Information for Teams and Arbitrator Judges before the Competition

Teams

A sample introductory e-mail message is included in Appendix J. This message should be sent to your teams four to five weeks prior to the competition – immediately after you are notified which schools are attending your regional competition. The ABA Law Student Associate Director must be copied on this introductory message.

Please note that the teams will be waiting for you to contact them prior to arranging travel accommodations. Because of this, you should have the Regional Competition schedule, including competition days and times, and hotel details, including a list of hotels or information on a hotel block, ready to send to the teams in your region 4-7 days after ABA announces the regional assignments. Teams will have 3 days to request changes in region, so please send this information out to the teams no earlier than 4 days, but no later than 7 days after the ABA's announcement of regions. Regional host schools are not required to arrange for room blocks, but may call Sara Stretch in the Law Student Division for help establishing a room block if they would like to create one for the competition.

In the introductory email:

- Introduce yourself, and include your contact information.
- Provide the address of the competition location, including closest intersections.
- Provide the name and address of the designated competition hotel, including the group name, group rate, and deadline for booking to obtain the group rate. Most hotels will allow a three-week cutoff, if you explain that you won't know who your competitors are until four weeks out.
- Provide the day and time of the first scheduled event, day and time of the last scheduled event, and travel times to and from the airport.
- Provide airport information, especially if there is more than one local airport.

A follow-up e-mail message should be sent two weeks prior to the competition. A sample is included as Appendix K. Include:

- Recommended means of transportation (drive, taxicab, shuttle, subway, etc.).
- Parking information (free, on street, pay lot, meter etc.), including maps if necessary.
- Seasonal weather expectations during the time of the competition.
- Competition schedule.

Finally, the week before the competition, please send an e-mail from the Competition Administrator to Host School Teams to remind them of special instructions for Teams and Coaches participating in the competition. This e-mail is included in Appendix I: Sample Message from Competition Administrator to Host School Teams.

Arbitrator Judges

A sample invitation and selection form is included in Appendix L. This message should be sent (via regular mail or e-mail) to your potential judge pool at least six to eight weeks prior to the competition. Include:

- Background information about the competition and why it is so important to the competitors.
- What's in it for the Arbitrator Judges.
- What they have to do to prepare for the competition.
- Time and date of rounds; include the judges' briefing in the start time.
- Address of competition location, including closest intersections.
- More details to follow to those who volunteer.
- Remember to attach the selection form.

A sample judge confirmation message is included in Appendix M. Your message should include:

- Time and date of rounds they've been assigned.
- Address of competition location, including closest intersections.
- Beginning time of the judges' briefing, followed by the start and end time of the competition.
- Parking information (free, on street, pay lot, meter etc.), including maps if necessary.
- Attach copies of the Competition Case File and Rule 8: Competition Procedures (Appendix Q).

Logistical Support (Pre-Competition)

ABA Law Student Division

Provides Competition Administrators with contact information for their assigned Arbitration Competition Subcommittee Member.

- Posts the competition problem (case file) and rules to the Arbitration Competition webpage.
- Makes the regional assignments and provides the Competition Administrators with the list of schools that have been assigned to their region and advises the competitors of the region to which they have been assigned.
- Assigns team designations and creates team pairings. Please note that the information the ABA sends to the Regional Host Schools with the contact details for each team is private. This information should not be shared with the other teams in the Region.
- At the Competition Administrator's request, can send electronic "Invitation to Judge" messages to ABA members on behalf of the host school.
- In the event of inclement weather, or any unforeseen emergency, that may necessitate delaying or cancelling the competition, making decisions on how to proceed in consultation with the Host School Administrator and the Arbitration Subcommittee.

Regional Host Schools

- 1) Selects a group of volunteers (students and/or staff) to
 - a) Make photocopies of documents listed in items 3, 4, and 5 below.
 - b) Assist with compiling packets and folders prior to competition.
 - c) Greet competitors and judges as they enter the building and help to direct people on site.
 - d) Calculate scores and enter them into the Master Score Sheets.
- 2) Arrange for catering (lunches for coaches and competitors in one room; food for judges in a separate room, and a light reception for the evening where semi-finalists are announced).
- 3) Organize and compile packets of material for competitors to include:
 - a) Competition schedule.
 - b) List of schools and team designations.
 - c) Team pairings, listing room numbers/names for each round. The competitors' version may include school names.
 - d) Floor plan or map of campus.
 - e) List of restaurants in the neighborhood and/or near the competition hotel.
 - f) Transportation information.
 - g) Name badges with students' names and their team designations. You may wish to place these on the outside of the packets so they're easier to identify.
- 4) Organize and compile packets of material for the Arbitrator Judges to include:
 - a) Competition schedule.
 - b) Competition Case File.
 - c) Instructions for Arbitrator Judges (Appendix C); Evaluation Forms, 2 copies of the Comment Sheet – 1 per team, and 1 copy of each Respondent and Claimant Judge Notes (Appendix D); and the Timekeeping Sheet (Appendix E).
 - d) Team pairings, listing room numbers/names for each round. The judges' version must not include school names.

- e) Schedule listing round, room number, and judges assigned to that room (see Appendix N for example). Judges should not see the same team twice, if at all possible. If a judge must see a team again, try to make sure the team represents the opposite party from the previous round. This is not an issue during the first two rounds. You may move your judges around, but not the teams, during the first two rounds.
 - f) Generic name badge, “Arbitrator Judge,” for each judge.
- 5) Create, label, and compile folders for competition rooms:
- a) Label folder with round number and room number. If possible, use a different color folder for each round. (One folder per competition room.)
 - b) Compile each “round” folder with
 - i) Two sets of stapled Evaluation Forms and Comment Sheets for each judge (*i.e.* six sets). Use single-sided copies so that judges can more easily refer to their paperwork. Ideally, if you’re using colored folders for each round, the color of the forms should match the color of that round’s folder. This makes it easier for the scorekeepers to keep track of which documents belong with which round.
 - ii) One set of Judge Notes pages, one for Respondent and one for Claimant for each judge.
- 6) Signage (can be 8 ½ x 11 paper). Brightly colored paper works best.
- a) Directional signs directing people (competitors, coaches, judges) to their respective rooms.
 - b) Signs on doors for Judges’ Briefing Room, Competitors’ Hospitality, and Orientation Room
 - c) For posting on competition doors:
 - i) Quiet - Competition in Progress – Do Not Enter
 - ii) List room number and the teams (by designation, not school name) competing in the room by round.

Logistics (On Site)

Teams

- 1) Place registration/check-in desk in or near hospitality room for signing in competitors and distributing team tent cards. (Don’t forget pens for teams to use when signing in.). The sign-in sheet should not be distributed to the teams in advance. Certificates of participation will be sent to the students by the ABA following the Regional Competition.
- 2) Serve lunch in team hospitality room. Serving breakfast to the teams is not required. Many hotels offer complimentary breakfast. If you reserve a block of rooms with breakfast included, gently remind the teams to take advantage of that breakfast prior to arriving on site.
- 3) To facilitate the scoring process, the Evaluation Forms should be collected from the Arbitrator Judges as soon as they are completed and **before** the critique period begins. Before leaving the hearing room, the Competition Administrator or Assistant collecting the Evaluation Forms should review the Arbitrator Judges’ computations to confirm that each judge has entered a score between 1-10 within each criterion; there are no ties; there are no half points; and that the judge’s “winning” team in that round received the higher score. The Arbitrator Judges may retain their written Comments Sheets to provide the teams feedback.

The Competition Administrator or Assistant should collect the judges' Comment Sheets after the feedback period to distribute to the teams later that day. The Judges Notes are provided to assist the judges during the round and should not be distributed to the teams.

Arbitrator Judges

- 1) Serve breakfast, lunch, or light snacks in the judges' room.
- 2) Provide "Arbitrator Judge" name badges.
- 3) Have extra pens and pads of paper available.
- 4) If at all possible, make sure the judges don't see the same team twice. If necessary, move judges, not teams, for the first two rounds. You must have fresh judges for the final round.

Food and Beverage Cost Saving Ideas for Host Schools

- 1) Partner with hotels with free breakfasts
- 2) Use ABA Leverage to set up your hotel block: www.ABALeverage.org
- 3) Schedule sessions that don't overlap, or leave sufficient time in between rounds so students can leave campus to eat
- 4) Provide food for sale by law school snack bar or school groups
- 5) Cut alcohol from reception
- 6) Get snacks from Costco or Sam's for reception rather than catering
- 7) Limit reception fare to hors d'oeuvres
- 8) Provide activities other than eating at reception like guest speakers, entertainment, or karaoke
- 9) Serve water only lunch (rather than soft drinks)
- 10) Serve a light lunch like granola, cookies, chips, whole fruits rather than a heavy meal
- 11) Get coupons from local restaurants for competitors with competition badge
- 12) Cut dessert from lunch

Competition Rooms

- 1) Rooms should be set up with tables to resemble an arbitration conference room. The exact room configuration will vary depending upon whether a seminar, class, or courtroom is used. The best configurations are rooms with one large table, wide enough to seat three wide on the narrow end, or a set of three or four tables set up in a "U" shape or a rectangle. (see Appendix G for a sample room setup)
- 2) Post signs on doors
 - a) Quiet - Competition in Progress - Do Not Enter
 - b) List of teams competing in that room by round for the two qualifying rounds. If possible, list by day and start time. Remember to use team designations, not school names.
- 3) Place water, cups, and napkins for judges and competitors in the competition rooms.
- 4) Place tent cards with each judge's last name in front of their chairs. The Chair of the Arbitrator Panel should sit in the middle.

- 5) Place one pen and two sets of evaluation forms on the table in front of each Arbitrator Judge's seat.
- 6) Have the Competition Administrator or Assistants available to collect the Evaluation Forms from the judges when they are completed before the critique period begins and bring them to the scoring room. Before leaving the hearing room, the Competition Administrator or Assistants collecting the Evaluation Forms should review the Arbitration Judges' computations to confirm:
 - a) The Arbitrator Judge's name, date, room, and round;
 - b) Each team's designation;
 - c) That the Arbitrator Judge has entered a score between 1-10 in each criterion, that there are no ties and no half points; and
 - d) Verify that the Arbitrator Judge's "winning" team in that round received the higher score.
- 7) Have the Competition Administrator or Assistants available to collect the judges' Comment Sheets after the feedback period to distribute to the teams later that day.

Scoring Room

A conference room works well, especially if you have two or three people tabulating scores. A larger room will be required if you decide to allow team coaches / representatives to observe the tabulation process. You will also need the following in your scoring room:

- 1) Calculators
- 2) Laptop with Excel version of the Master Score Sheet loaded
- 3) Paper Master Score Sheet
- 4) Refreshments for scorekeepers (food and beverages)

Rule 9 states that Teams are ranked as follows:

1. Win/loss record
2. Number of judges' votes
3. Overall team score/points
4. Previous head-to-head competition (To easily record the head-to-head team comparison, the Competition Administrator should use the team pairing schedule and highlight the winning team from each room.)
5. Strength of schedule, based on number of ballots won by opponent
6. Margin of Victory
7. Random coin toss

To ensure that the proper W/L is marked, Competition Administrators **must** input each judge's score for the two teams s/he observed into the same column. For example, in round 1, let's say Judge Rayburn's evaluation form is the first form the Competition Administrator picked up when preparing to input scores into the Master Score Sheet. That makes Judge Rayburn Judge 1. Thus,

Judge Rayburn's scores for Aqua and Blue must be input into the Judge 1 column so that the determination of who received that judge's vote can be made by looking at the scores. See Rule 9 for additional details on scoring.

Information for Teams at the Competition (Team Orientation)

- 1) Competitors learn their team designations when they sign in at the registration/check-in desk. Hosts will receive a sign in sheet for each team that lists all of the eligible competitors for each school. Schools should only be given the sign in sheet for their school and should not see the sign in sheets for other schools until all schools have signed in. This page will list the team colors assigned to the school for their team(s) by the ABA. The schools will designate the students assigned to each team, and which team color each team is assigned.
- 2) Introduce Competition Administrators and advise where to find them throughout the competition. If possible, request your law school Dean welcome the teams to the school; otherwise Competition Administrators should welcome the competitors.
- 3) After ascertaining that no Arbitrator Judges are in the room, invite Team Coaches to introduce themselves and their team members (not identifying home school).
- 4) Review information in the competitors' packet; ensure everyone sees each item in the packet.
- 5) Review competition format (see Rules 5&6)
 - a) There are two qualifying rounds, with each team advocating on behalf of the claimant and respondent in different rounds. The top four teams will advance to the semifinal round. The two winning teams will meet in the final round. The brackets for the Semifinal and Final Rounds are located in Appendix G of this Guide.
 - b) Each round takes approximately three hours – 60 minutes for each team to present its case, a 10 minute break, 15 minutes for judges to independently evaluate the teams, and 20 minutes for Arbitrator Judges to critique both teams together in the same room.
- 6) Review competition procedures and room set-up (see Rule 8)
 - a) Teams are to remain anonymous. If Arbitrator Judges ask what schools the teams represent or what part of the country they are from, teams are to explain that the rules prohibit them from answering that question.
 - b) Student Lawyers are to remain seated during examinations. If space permits, lawyers may stand during opening and summation or exhibit presentations, at the discretion of the Chair.
 - c) Claimants sit on the judges' left; respondents are to sit on the judges' right.
 - d) Lawyers are to sit closest to the judges on either side of the conference table; witnesses should sit farthest so they are in the judges' sightlines.
 - e) If space permits, the witnesses, while undergoing examination, may be seated at the end of the table opposite the Arbitrator Judges.
- 7) Ask if there are any questions and answer them to the best of your knowledge. If necessary, you may contact your "on call" Arbitration Competition Subcommittee Member.

Information for Arbitrator Judges at the Competition (Judges Briefing)

- 1) Introduce Competition Administrators. Advise how and where they may be reached throughout the competition.
- 2) Review Appendix C (Instructions for Arbitrator Judges).
- 3) Review the competition format (see Rules 5&6)
 - a) There are two qualifying rounds, with each team advocating on behalf of the Claimant and Respondent in different rounds. The top four teams will advance to the semi-final round. The two winning teams meet in the final round.
 - b) Each round takes approximately three hours – 60 minutes for each team to present its case, 10 minutes for a break, 15 minutes for judges to evaluate, and 20 minutes for Arbitrator-Judges to critique both teams.
- 4) Review the Evaluation Forms and Comment Sheets. Explain that the Competition Administrator or Assistant will pick up the Evaluation Forms **before** the feedback period, but leave the Comment Sheets for the judges to use during their feedback. The Competition Administrator or Assistant will pick up the Comment Sheets after the feedback session, or judges may be asked to return the Comment Sheets to the Competition Administrator on their way out. Judges' Notes are for each judge's optional use only and should not be given to teams.
- 5) Explain the importance of the competition as a learning opportunity for the students and that one of the most valuable components of the competition is receiving feedback from practicing bar members and arbitrators. When giving oral critique at the end of the arbitration session, it is recommended that judges identify two things the teams did well and two opportunities for improvement. Be sure that all critiques are constructive in nature. Please do not limit your comments to telling the teams that they "did a good job."
- 6) When deciding which team, in your opinion, won the round, do not base your decision on the merits of the case, only on the teams' performances.
- 7) All three judges do not have to unanimously declare a winner—it is okay to have a split decision. That is why the judges should independently complete their Evaluation Forms. Further, there cannot be any ties on the Evaluation Form—one team must receive a higher score than the other from each judge.
- 8) The announcement of the top four teams will be made in a central location. There should be no announcement of who won individual rounds. Arbitrator Judges may be present in the room when the advancement announcement is made, as long as these judges are finished judging the competition.
- 9) Ask if there are any questions and answer them to the best of your knowledge. If necessary, contact your "on call" Arbitration Competition Subcommittee Member.

Scoring

It is recommended that two to three people score the Master Score Sheet. If possible, have two people **independently** enter the figures individually on two Master Score Sheets to ensure accuracy and eliminate calculation errors. At the discretion of the Competition Administrator, team coaches or representatives may be invited into the scoring room to observe the tallying process. This promotes transparency.

Because the third determinative measure is total score/points, the competition requires three scores for each team in the preliminary rounds. If there are more than three Arbitrator Judges in a round, the Competition Administrator will employ a random selection process to determine which judge's Evaluation Form and Comment Sheet will be excluded before any scores are examined, reviewed, or tabulated. The excluded forms and comments should not be shared with the affected teams.

For the semifinal and final rounds only, whenever possible Competition Administrators shall impanel an odd number of Arbitrator Judges. The winner shall be determined by a majority of winning votes. In the event of an even numbered panel of 4 or more judges, one judge's score will be randomly excluded as set forth above.

- 1) The scoring sheets (Appendix F and G) are comprised of two parts:
 - a) Appendix F: *Master Score Sheet*—Enter each individual judge's vote (W=Win/L= Loss) on the top side of the diagonal; and the score from that judge's Evaluation Form in the bottom of the diagonal. Mark a W for the winner of each round. (There should be an equal number of Ws and Ls for each round.) Enter number of rounds won. In the columns on the left side of the sheet, note the total number of rounds won, the total number of judges ballots won, and the total number of points scored for each team. The last column on the score sheet can be used to note the top four seeds going into the semifinal round.
 - b) Appendix G: *Semifinal Round and Final Round Bracket* – Record the team pairings for the semifinal round, which teams advanced to the final round, and which team won the final round.
- 2) Teams are ranked as follows:
 - a) Win/Loss record, as determined by the number of judges who scored the team higher (2-0, 1-1, or 0-1);
 - b) Number of Arbitrator-Judges' votes (a win can be 3-0 or 2-1);
 - c) Overall team score/points;
 - d) Previous head-to-head competition (To easily record the head-to-head team comparison, the Competition Administrator should use the team pairing schedule and highlight the winning team from each room.);
 - e) Strength of schedule, based on number of ballots won by opponent;
 - f) Margin of Victory
 - g) Random coin toss.
- 3) All determinations by Arbitrator Judges relating to the scoring of the teams and their performances are final and binding and are not subject to review, complaint, or protest except as provided in Rules 11, 13, and 14.

- 4) After the qualifying rounds, the top four teams will advance to the semifinal round. The two winning teams will meet in the final round. See Rule 3 for the pairings for the semifinal and final rounds.

Resolving Disputes

- 1) An Ombuds rules on and resolves complaints, rule violations, and disputes that occur during a competition. If a member of the Arbitration Competition Subcommittee is present during the competition, that member shall be the Ombuds, so long as the dispute/complaint does not involve that member's team. If no Subcommittee member is present, the Competition Administrator shall appoint an Ombuds and an Alternate. Ombuds and Alternates may be faculty members from the Host School, a professional from the community, or the Competition Administrator. The Ombuds shall act in accord with the competition rules, unless the matter involves an Ombuds who has a conflict of interest as determined by the Competition Administrator, in which case the Alternate shall act.
- 2) A violation of the rules governing the Arbitration Competition may subject a violator to a sanction as determined by the Ombuds. Sanctions may include a loss instead of a win, a lowering of the team score, disqualification from the competition, or any other appropriate sanction. Any sanction shall be commensurate with the violation, and the Ombuds will determine the degree of prejudice incurred by an opposing team or benefit gained by the violating team. The Ombuds may also determine that the violation was unintended and harmless error. A decision need not be made if the violation did not affect the result of a round or the outcome of the competition. The decision of the Ombuds is final and will not be reviewed except under extraordinary circumstances and in the discretion of the Arbitration Competition Subcommittee.

A violation of a rule by a coach, observer, or other person associated with a law school may subject the team from the law school to a sanction depending on the severity of the violation. Anyone may notify the Ombuds of a purported violation.

All protests arising out of the competition round are considered waived unless the protest is brought to the attention of the Ombuds before the beginning of the judges' critique.

The Ombuds, in consultation with anyone deemed appropriate by the Ombuds, shall promptly decide whether a violation has occurred and issue a penalty or resolve the dispute. The decision shall be made based on the nature of the offense or rule violation and: (1) whether the report is timely, (2) whether the offended team could have or did neutralize the effects of the offense; (3) what best promotes the objectives of the competition, and (4) what is fair to all teams.

The Ombuds may discuss the violation or dispute with the Arbitrator Judges Panel and allow it to consider the matter in making its decision. **If the sanction is to be disqualification, the Ombuds, before imposing the sanction, is to attempt to immediately contact an Arbitration Subcommittee Member, who may overrule the decision of the Ombuds and impose a different sanction.** If an Arbitration Subcommittee Member is unavailable, the

decision of the Ombuds is final and will not be reviewed except under extraordinary circumstances and at the discretion of the Arbitration Competition Subcommittee.

The Competition Administrator is to advise the Law Student Division Chicago Office of any dispute and its resolution in a post-competition report.

Complaints and protests should only be made for a significant violation of the rules, and are not intended to and should not become part of the competition. The failure of a team or law school to timely report a violation or dispute in accord with these rules shall be a waiver of the provisions of these rules.

Announcing Results

The Competition Administrator must announce the teams that will advance to the semifinal round. Immediately after the announcement, the Competition Administrator must make available to the competitors a copy or copies of the Master Score Sheet in Appendix F. Competition Administrators may post a single copy of the Master Score Sheet in such a manner that all coaches/teams may review the scores.

Students should receive copies of their Evaluation Forms on site. However, the originals retained by the Competition Administrator must be returned to the Chicago office at the conclusion of the competition by hard or scanned copy. Teams should also receive the original judges' Comment Sheets. The Chicago Office does not need copies of the Comment Sheets.

- 1) Competition Administrators are expected to make photocopies of the completed evaluation forms in between the rounds after the scores have been entered into the Master Score Sheet.
- 2) The photocopied Evaluation Forms, original Comment Forms, and a photocopy of the Master Score Sheet should be distributed following the conclusion of the second round. The photocopied Evaluation Forms, original Comment Sheets, and photocopy of the Master Score Sheet from the semifinal and final rounds should be distributed following each round. The easiest way to distribute the forms is to insert them into individual envelopes, which have previously been labeled with each team's designation.

Score Sheet Review Period

Score sheets may be reviewed for mathematical errors for fifteen (15) minutes following the distribution of the Master Score Sheet. If a mathematical error is identified during the Review Period, corrections shall be made before beginning the semifinal round. Corrective computations shall be an open process. Failure to raise any objection to the computations on the Master Score Sheet within the Review Period shall be a defense to any subsequent protests following the preliminary rounds.

Advancing to the National Finals

The first place team from each Regional Competition shall be invited to participate in the National Finals Competition, which typically occurs towards the end of January. Additional invitations may be issued as provided in Rule 3 on Team Pairings. These invitations are generally not determined and extended until after Thanksgiving.

Reporting Results to the ABA Law Student Division

On the Monday following the Regional Competition, the Competition Administrator should e-mail or fax to the Chicago office the following scoring documents:

- 1) Master Score Sheet
- 2) Semifinal Round and Final Round Brackets (identified by team designations and corresponding school names)

Within five days following the Regional Competition, the Competition Administrator should forward to the Chicago office the original Evaluation Forms as completed by the judges, in either hard or scanned copy. The Competition Administrator should keep a copy of these documents. The Chicago office does not need copies of the Comment Sheets.

Questions / Comments

Questions about the Arbitration Competition in general, rules interpretation, and the National Finals Competition may be directed to:

American Bar Association
Law Student Division
Attn: Arbitration Competition
321 North Clark Street, 18th Floor
Chicago, Illinois 60654

Ph: 312.988.5621
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Competition information is available on the competition's web site at www.ambar.org/lstdac.

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Appendix A

Sample Regional Competition Schedule

Morning, Day 1

Round 1

8:00 am to 9:00 am	Welcome for Competitors & Coaches (<i>Identify the room name/number and its floor.</i>)
8:30 am to 9:00 am	Arbitrator Judges Briefing – (<i>Identify the room name/number and its floor.</i>)
9:00 am to 11:10 am	Arbitration Hearings (including break) (teams, coaches, and observers leave room at the end of the hearing, but return in 15 minutes for the critique)
11:10 am to 11:25 am	Arbitration Judges Break and Independently Complete Evaluation Forms
11:25 am to 11:45 pm	Arbitration Judges Critique both Teams together (maximum of 10 minutes per team)

Afternoon, Day 1

Round 2

11:45 pm to 1:30 pm	Lunch (Competitors & Coaches) – (<i>Identify the room name/number and its floor.</i>)
1:30 pm to 2:00 pm	Arbitrator Judges Briefing – (<i>Identify the room name/number and its floor.</i>)
2:00 pm to 4:10 pm	Arbitration Hearing (including break) (teams, coaches, and observers leave room at the end of the hearing, but return in 15 minutes for the critique)
4:10 pm to 4:25 pm	Arbitration Judges Break and Independently Complete Evaluation Forms
4:25 pm to 4:45 pm	Arbitration Judges Critique both Teams together (maximum of 10 minutes per team)
5:30 pm to 7:00 pm	Reception—Announcement of Semi-Finalists, Publishing of Master Score Sheet, and Distribution of copies of Evaluation Forms and original Comment Sheets.

After the two qualifying rounds, the top four teams will advance to the semifinal round. The two winning teams will meet in the final round.

Morning, Day 2

Semifinal Round

8:00 am to 9:00 am	Welcome for Competitors & Coaches – (<i>Identify the room name/number and its floor.</i>)
8:30 am to 9:00 am	Arbitrator Judges Briefing – (<i>Identify the room name/number and its floor.</i>)
9:00 am to 11:10 am	Arbitration Hearings (including break) (teams, coaches, and observers leave room at the end of the hearing, but return in 15 minutes for the critique)
11:10 am to 11:25 am	Arbitration Judges Break and Independently Complete Evaluation Forms
11:25 am to 11:45 pm	Arbitration Judges Critique both Teams together (maximum of 10 minutes per team)

Afternoon, Day 2

Championship Round

11:45 pm to 1:30 pm	Lunch for Competitors & Coaches – (<i>Identify the room name/number and its floor.</i>)
1:30 pm to 2:00 pm	Arbitrator Judges Briefing – (<i>Identify the room name/number and its floor.</i>)
2:00 pm to 4:10 pm	Arbitration Hearing (teams, coaches, and observers leave room at the end of the hearing, but return in 15 minutes for the critique)
4:10 pm to 4:25 pm	Arbitration Judges Break and Independently Complete Evaluation Forms
4:25 pm to 4:45 pm	Arbitration Judges Critique both Teams together (maximum of 10 minutes per team)
5:00 pm	Regional Winner Announced

Host schools may vary the schedule, so long as the time allotment for the arbitration hearings, Arbitrator Judges' evaluation preparation, and the critique session remains as follows:

Arbitration Hearings	130 minutes
Arbitration Judges Break and Evaluate	15 minutes
Arbitration Judges Critique Teams	20 minutes

Appendix B

Arbitration Competition Team Pairings 10-Team Regional Competition

	Room 1	Room 2	Room 3	Room 4	Room 5
Round 1	Aqua vs. Blue	Chartreuse vs. Evergreen	Fuchsia vs. Green	Ivory vs. Khaki	Lavender vs. Magenta
Round 2	Magenta vs. Ivory	Blue vs. Fuchsia	Evergreen vs. Lavender	Green vs. Chartreuse	Khaki vs. Aqua

Round 1 Claimant
Round 2 Respondent

Aqua
Chartreuse
Fuchsia
Ivory
Lavender

Round 1 Respondent
Round 2 Claimant

Blue
Evergreen
Green
Khaki
Magenta

**Arbitration Competition Team Pairings
12-Team Regional Competition**

Round 1	Room 1 Aqua vs. Blue	Room 2 Chartreuse vs. Evergreen	Room 3 Fuchsia vs. Green	Room 4 Ivory vs. Khaki	Room 5 Lavender vs. Magenta	Room 6 Navy vs. Orange
Round 2	Orange vs. Ivory	Blue vs. Navy	Evergreen vs. Lavender	Green vs. Aqua	Khaki vs. Chartreuse	Magenta vs. Fuchsia

Round 1 Claimant
Round 2 Respondent
 Aqua
 Chartreuse
 Fuchsia
 Ivory
 Lavender
 Navy

Round 1 Respondent
Round 2 Claimant
 Blue
 Evergreen
 Green
 Khaki
 Magenta
 Orange

**Arbitration Competition Team Pairings
14-Team Regional Competition**

	Room 1	Room 2	Room 3	Room 4	Room 5	Room 6	Room 7
Round 1	Aqua vs. Blue	Chartreuse vs. Evergreen	Fuchsia vs. Green	Ivory vs. Khaki	Lavender vs. Magenta	Navy vs. Orange	Purple vs. Red
Round 2	Red vs. Lavender	Khaki vs. Aqua	Evergreen vs. Navy	Blue vs. Purple	Green vs. Ivory	Magenta vs. Chartreuse	Orange vs. Fuchsia

Round 1 Claimant
Round 2 Respondent

Aqua
Chartreuse
Fuchsia
Ivory
Lavender
Navy
Purple

Round 1 Respondent
Round 2 Claimant

Blue
Evergreen
Green
Khaki
Magenta
Orange
Red

Appendix C
Arbitration Competition
Instructions for Arbitrator Judges

Thank you so much for being an Arbitrator Judge, because we could not have a successful competition without you! Below is an overview of the competition and what your role will be:

1. **ARBITRATION PANEL:** The arbitration panel should consist of 3 members, with 1 acting as Chair to make evidentiary and other decisions during the hearing. If a panel has fewer than 3 members, 1 member should still be appointed Chair. Decisions of the Chair are final.
2. **HEAD-TO-HEAD:** You will watch two teams compete head-to-head in an arbitration hearing. Teams have prepared both sides of the case; however, they have been assigned which side they will represent in this round. You are to evaluate the teams on their advocacy skills and not on the merits of the case.
3. **TEAM COMPOSITION:** Teams are comprised of 4 students, 2 who will act as attorneys, and 2 as witnesses. In a rare situation, a team may only have 3 members, with 2 members acting as attorneys and 1 member playing both witnesses.
1. **TEAM IDENTITY:** Teams will be assigned a neutral designation so you do not know what law school they attend. Please do not ask the students where they are from. However, if you recognize any law student, notify the administrator **before** the hearing begins so that you can be moved to another hearing room.
2. **TEAM SIDES:** Claimants will sit to the judges' left and Respondents to the judges' right.
3. **FORMAT OF ROUND:** The round will last for 165 minutes:
 - 130 minutes for the hearing (60 minutes for each side to present its case plus a 10-minute break before summation),
 - 15 minutes for the judges to independently complete their Evaluation Forms and Comment Sheets with the teams, coaches, and observers out of the room, and
 - 20 minutes of judges' feedback and critique with both teams in the room at the same time (with the Panel giving each team about 10 minutes of feedback).

Teams may use their 60 minutes in any way they wish and are responsible for keeping track of their own time; however, the Arbitration Chair should make sure that teams do not exceed their 60 minutes. One Panel Member should be appointed Timekeeper.

7. **HEARING PROCEDURES/RULES:** The specific competition procedures regarding the hearing, time, proceedings, evidence, exhibits, and grading are contained in Rule 8 of the Arbitration Competition Rules. If you do not have a copy, ask for one. However, here is an overview of some of those rules:
 - a. The Chair shall swear in or affirm all witnesses at the beginning of the hearing before the openings: "Do you swear that your testimony shall be the truth?"
 - b. **Lawyers will sit during all phases of the hearings and need not stand for any objection or presentation.** However, at the Chair's discretion, lawyers and witnesses may stand for an exhibit presentation or during opening and summation.
 - c. Panel Members may ask appropriate questions of the student lawyers only during opening and summation, but may not ask the witnesses any questions during their examinations.
 - d. The student attorney who is responsible to direct or cross-examine a witness may make appropriate objections. **Keeping in mind that this is an arbitration and not a civil trial, you are guided, but not bound by, the Federal Rules of Evidence.**
 - e. Objections that the evidence presented is not contained in the case file or that a team is violating a competition rule should rarely be sustained and only if the violation is substantial and there is no other remedy for the claimed violation. Opposing teams may impeach a witness if the witness introduces facts

beyond her/his statement.

- f. Although teams are not permitted to use technology to assist in the presentation of their case, teams may bring and use visual aids, and if so, the team is responsible for bringing any exhibit or visual aid, easel, poster board, whiteboard, or flipchart it wishes to use during the hearing. The Host School may or may not provide any of this equipment. Rule 8.I.4-5.

8. **EVALUATION FORMS AND COMMENT SHEETS:** Once the 130 minute hearing is complete, teams should be excused from the room so that you can independently complete your Evaluation Forms and Comment Sheets. Please make sure the team that you thought should win the round has the higher score. No ties or half points are allowed. The Evaluation Forms will be collected by the Host Administrator **before** you bring the teams back for their critique. During your critique, please do not divulge which team received the higher score.

In addition to promoting the development of practical lawyering skills, the ABA seeks to promote an inclusive, educational, and positive experience for all competitors and coaches. The ABA appreciates your effort at providing measured, balanced, respectful, and constructive feedback that focuses on the competitor's negotiation skills.

Please refrain from making positive or negative comments on items that do not directly relate to the skills that the competition is seeking to promote. Such as:

- Comments on a competitor's appearance (including clothing, hair, and facial appearance)
- Comments on a competitor's accent, disability, or speech impediment
- Comments on religious clothing or jewelry
- Comments related to gender, gender identity, or gender expression
- Comments on a competitor's name or surname

You may keep your Comment Sheets with you while you provide the teams feedback; however, please do not give the teams your Comment Sheets as they will be picked up by the Host Administrator before you leave and distributed to the teams later. Please provide constructive criticism and feedback to the teams on these Comment Sheets because they are the only written feedback they will receive.

Again, thank you for agreeing to be an Arbitration Judge during this competition, because we couldn't do it without you!

Appendix D

ABA Law Student Division Arbitration Competition Team Evaluation Form

Arbitrator Judge _____ Date ___/___/___ Room _____ Round _____

The number 10 is at the high end of the performance scale, and the number 1 is at the low end of the scale. You should grade compared to the performance of a law student advocate (and not based on the expected performance of a new or experienced lawyer) with 5 being an average, good grade. No half points or decimals.

10 Superior 8 Excellent 6 Very Good 5 Good 4 Fair 2 Marginal 1 Poor

***** NO TIES BETWEEN TEAMS *****

1 st Claimant Name (opening statement)	2 nd Claimant Name (summation)	Claimant Team Color	Respondent Team Color	1 st Respondent (opening statement)	2 nd Respondent (summation)
		Opening Statement (Only one student may be scored for the opening statement; the other student is scored for the summation) Well organized and structured Persuasive and interesting story/avoided arguing the case Explanation of understandable facts Explanation of supportive law Effective responses to any questions			
		Direct Examinations Proved prima facie case Presented persuasive and interesting case Sufficiently detailed and orderly questioning Proper question form/avoided leading the witness Submitted relevant and reliable evidence Avoided objectionable questions, statements, evidence Proper foundation and effective use of exhibits Appropriate redirect, if needed			
		Cross-Examinations Effective supportive cross-examination Effective discrediting cross-examination Proper leading and understandable questions Submitted relevant and reliable evidence Proper foundation and effective use of exhibits Proper strategic decision to object or not object Effective structure and order			
		Attorney and Witness Interaction Witness well prepared and credible Witness provides complete, yet concise, answers Effective witness direct examination Witness composure during cross-examination			
		Summation (Only one student may be scored for the summation; the other student is scored for the opening statement) Well organized and structured Appropriate balance of facts, law, and reasons Persuasive and interesting Complete, yet concise Effective Responses to any questions			
		Skill in Meeting the Opponent's Case Skill in responding to the actual evidence/testimony presented as well as opposing counsel's arguments/case theory			
		Overall Presentation Well Prepared for Case and Issues that Arose Effective Overall Presentation			
1 st Claimant Total	2 nd Claimant Total			1 st Respondent Total	2 nd Respondent Total
Claimant Team Total		<u>NO TIES BETWEEN TEAMS and totals for each team cannot exceed 120 points!!</u>		Respondent Team Total	

***** Team with the highest points is the winner on your ballot. Ensure the team point total aligns with your decision. *****

JUDGES' NOTES: OPTIONAL

Judges may use this form to make notes on the Claimant Team's performance during the competition. This form is for each judge's personal use only and should not be given to the Claimant Team at the end of the competition. Instead, at the end of each team's performance, please select two things that the team did well and two areas for improvement and include those recommendations on the oral and written Comment Sheet.

CLAIMANT TEAM

Arbitrator Judge _____ Date ___/___/___ Room _____ Round _____

Team Designation _____ Round _____

	Student Lawyer 1	Student Lawyer 2
Opening statement or Summation		
Direct Examination		
Cross-Examination		
Attorney and Witness Interaction		
Skill in Meeting the Opponent's Case		
Overall Presentation		

JUDGES' NOTES: OPTIONAL

Judges may use this form to make notes on the Respondent Team's performance during the competition. This form is for each judge's personal use only and should not be given to the Respondent Team at the end of the competition. Instead, at the end of each team's performance, please select two things that the team did well and two areas for improvement and include those recommendations on the oral and written Comment Sheet.

RESPONDENT TEAM

Arbitrator Judge _____ Date ___/___/___ Room _____ Round _____

Team Designation _____ Round _____

	Student Lawyer 1	Student Lawyer 2
Opening statement or Summation		
Direct Examination		
Cross-Examination		
Attorney and Witness Interaction		
Skill in Meeting the Opponent's Case		
Overall Presentation		

Appendix E Judges' Timekeeping Sheet

The Chair will appoint a member of the Arbitration Judges Panel to serve as Timekeeper. Each team will have 60 minutes to present its case during the hearing, although not all the time has to be used. The timekeeper should use this sheet to keep track of the time and should stop each team after its 60 minutes has elapsed.

Claimant's Team: _____ Respondent's Team: _____

OPENING STATEMENT		
	Claimant _____	Respondent _____
CLAIMANT'S CASE		
	Direct & Redirect	Cross
Claimant's 1 st Witness:	_____	_____
Claimant's 2 nd Witness:	_____	_____
TOTALS	_____	_____
RESPONDENT'S CASE		
	Cross	Direct & Redirect
Respondent's 1 st Witness:	_____	_____
Respondent's 2 nd Witness:	_____	_____
TOTALS	_____	_____
SUMMATION		
	Claimant _____	Respondent _____
TOTALS	_____	_____

Appendix F
Arbitration Competition
Win/Loss Record & Master Score Sheet

Team	Round 1 Votes*					Round 2 Votes*					Preliminary Totals			
	Judge 1 W/L / Score	Judge 2 W/L / Score	Judge 3 W/L / Score	Overall Wins/Points	Round 1 Winners**	Judge 1 W/L / Score	Judge 2 W/L / Score	Judge 3 W/L / Score	Overall Wins/Points	Round 2 Winners**	Total # of Rounds Won***	Total # of Judges' Votes	Total Points	Place (1-4 only)
Aqua														
Brown														
Chartreuse														
Chestnut														
Fuchsia														
Green														
Ivory														
Khaki														
Lavender														
Magenta														
Navy														
Orange														
Purple														
Turquoise														

*Enter each individual judge's vote (win = W / loss = L) on the top side of the diagonal; and the score from that judge's score sheets in the bottom of the diagonal.

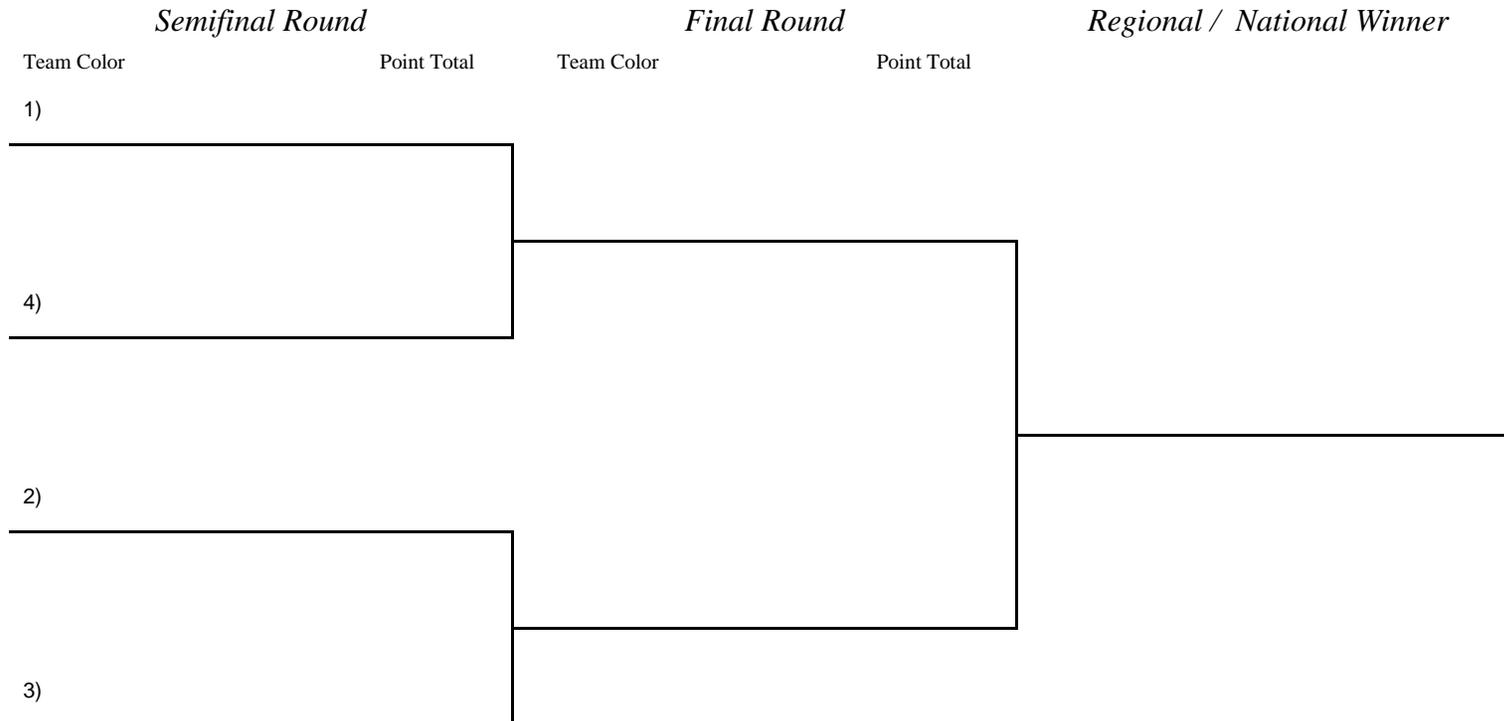
**Mark a W for the winner of each round. (There should be an equal number of Ws and Ls for each round.)

***Enter number of rounds won.

Appendix G
Arbitration Competition
Semifinal Round and Final Round Bracket Instructions

Notes on the Bracket:

- The numbers 1, 2, 3, and 4 below are intended to indicate the winning schools that ranked 1st, 2nd, 3rd, and 4th in scores.
- If 2 teams from the same school advance to the Semifinal Round or the Final Round and end up competing against each other, do not break the bracket to move the teams. Instead, let the bracket play out and allow these teams to compete against each other.
- For the competition, please utilize the full-sized version of this bracket, which is located on the following page.



Arbitration Competition
Semifinal Round and Final Round Brackets

Semifinal Round

Final Round

Regional / National Winner

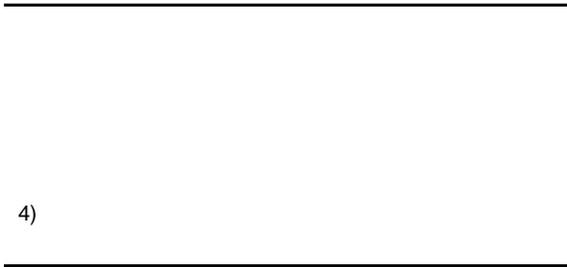
Team Color

Point Total

Team Color

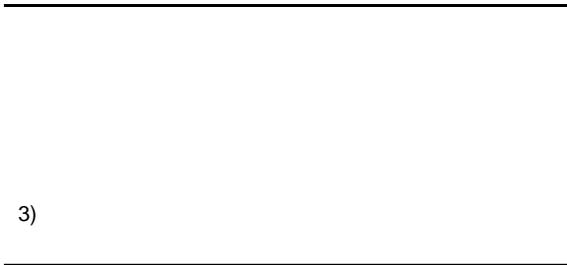
Point Total

1)

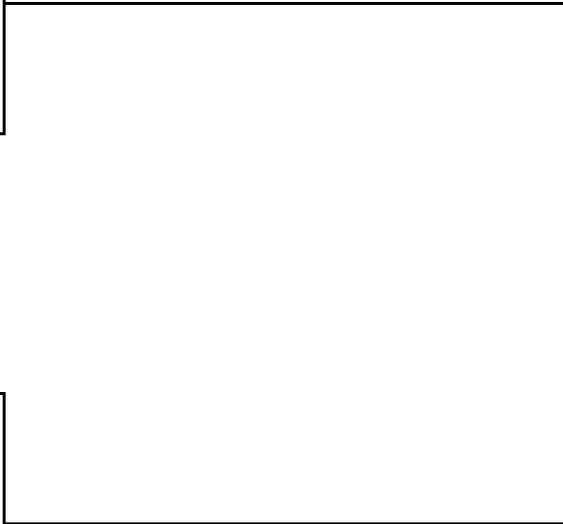


4)

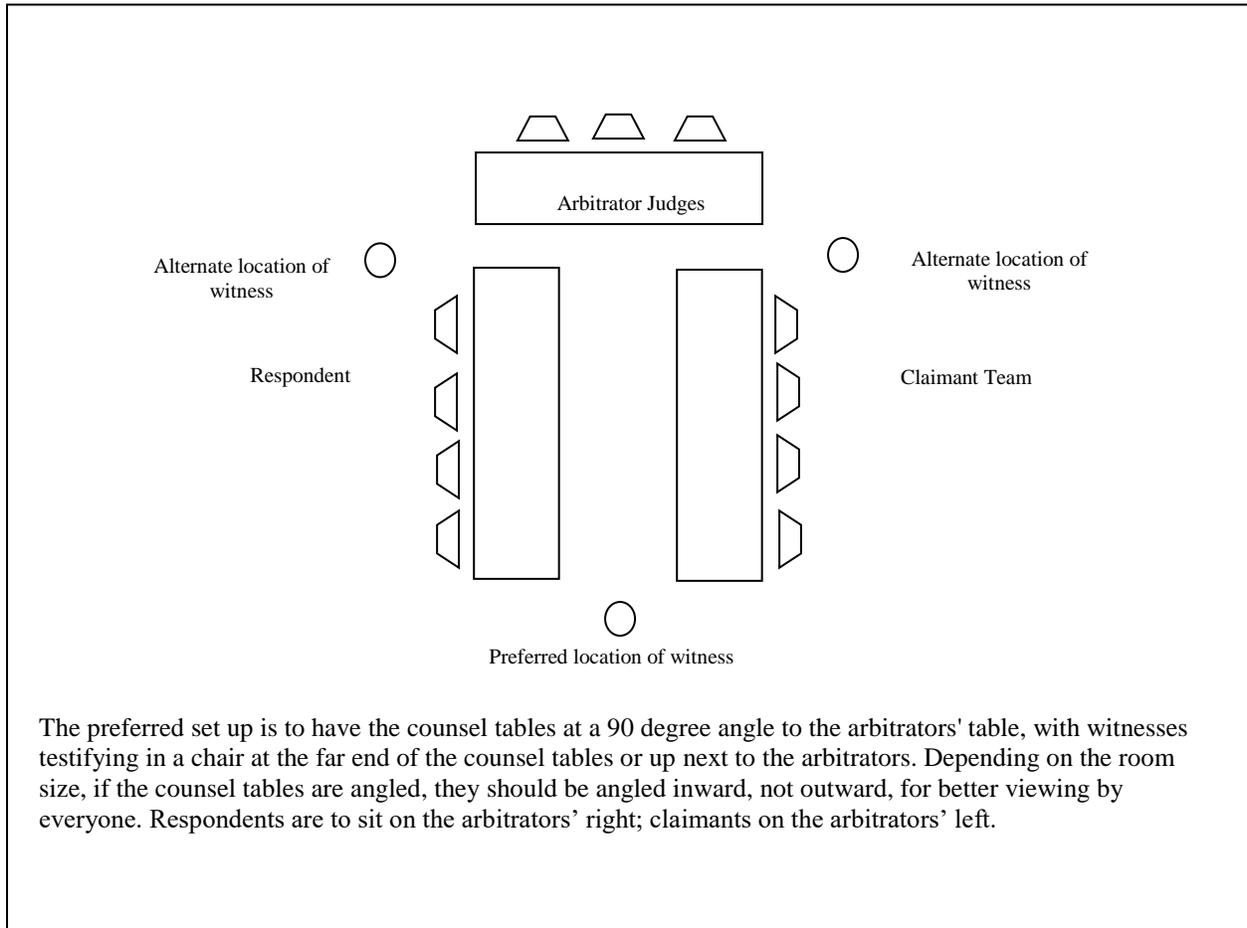
2)



3)



Appendix H Room Setup Option



Appendix I

Sample Message from Competition Administrator to Host School Teams

This message should be sent to the host school's team from someone with authority such as the law professor in charge of your Board of Advocates or ADR Board, or Dean of Student Affairs.

Dear Teams and <Faculty Adviser>:

We are pleased that you will be representing the <Your Law School Name> this weekend at the Regionals of the American Bar Association's Law School Division Arbitration Competition. Please know that the <Competition Administrators> have been working very hard to make this a good experience for all teams.

The following information provides additional instructions for teams competing from our school.

SPECIAL INSTRUCTIONS FOR TEAMS AND COACHES FROM THE HOST SCHOOL

To avoid even the appearance of bias, please adhere to these guidelines:

1. Try to act like a visitor to our school. Try to blend in with the other competitors. For example, avoid mentioning your house is two blocks away.
2. Make sure you are not carrying anything that says <University Name> or <Law School Name>.
3. On the day of the competition, please do not go to places in our school that the other competitors would not go to. This includes offices, lockers, key accessed library study rooms, and classes.
4. Try not to interact with students or professors from our school who may be in the building during the competition. If you need to respond to someone, please do so quietly and quickly.
5. Please do not approach the Competition Administrator or students working the event unless it is with a tournament related question of the nature you would ask if you were at another school. For the most part, those questions should be handled by your Team Coach.
6. On the day before the competition, we will send your Team Coach a list of arbitration judges that we expect may be in your competition rooms. Please look over this list in your Team Coach's office, and let us know ASAP if you recognize any of the names on the list. You may not keep a hard copy of that list. We have already attempted to pull people we think you know.
7. Undoubtedly, there will be judges you DO know who are in other rounds. They will be instructed not to interact with you. Please do not interact with them.
8. On the day of the competition, do not volunteer helpful information to others who might appear "lost." This includes not volunteering instructions to places in the building or locations in the local area. This might give the impression that you are "signaling" to your judges that you are from here. If you are asked for information directly by a

competitor or coach from another school, quietly and discreetly answer their question. (We don't want to be rude!)

9. Please quietly tell your Team Coach about anything that seems inconsistent with these guidelines. S/he will discuss them with me if necessary.
10. Like all competitors, you may not tell a judge what school you are from, even after the round. If another competitor or coach asks, you may tell them quietly and discreetly. Do not ask other competitors what school they are from.
11. Your Team Coach may have additional rules which you should follow.

These instructions are not intended to make you nervous, but are intended to benefit all of us. The important thing is just to concentrate on your rounds. Do well. I know you will.

Come see me next week!

<Professor / Dean _____>

Appendix J

Sample Introductory Email Message from Host School to Competing Teams

(Date)

(Designated Contact Person)

(Law School)

(E-mail Address)

Dear (Designated Contact Person):

The _____ Law School will host an ABA Law Student Division Regional Arbitration Competition, under the direction of (host Competition Administrator's name). The competition will be held on (dates), at (include the address).

On _____, ____ all participating law school teams and coaches will meet at 8:00 am in (room name/number) for the Orientation. We will serve coffee and rolls (or whatever food and drink you plan to serve). Each team will be given its team designation at that time. We anticipate that the competition will end on _____, ____ at approximately 5:00 pm.

We have made arrangements for competitors to stay at ____ Hotel, which is located at _____. The hotel is approximately ____ miles from the law school. The hotel is offering a special group rate of \$____ to competitors who make their reservations by (group rate deadline date). To make your reservations, call the hotel at 800/____-____ and mention that you are with the ____ Law School.

_____ is the closest airport to our law school. Please allow ____ minutes to travel from the airport to the hotel or ____ minutes to travel from the airport to the law school.

We are looking forward to hosting your school at the Regional Arbitration Competition. Please direct any host school-related questions to me. My office number is (phone number and extension); my e-mail address is _____. Any general competition-related questions should be directed to the ABA Law Student Division at 312.988.5622 or ac@americanbar.org.

Sincerely,

(Your Name)

(Your e-mail address)

(Your phone number)

Appendix K

Sample Follow-Up Message from Host School to Competing Teams

(Date)

(Designated Contact Person)

(Law School)

(E-mail Address)

Dear (Designated Contact Person):

The ____ Law School is finalizing preparations for the ABA Law School Division Regional Arbitration Competition and wanted to provide you with last minute details.

As we mentioned in our previous message, the law school is located ____ miles from the hotel. The recommended means of transportation from the hotel to the law school is (driving / taking public transportation / taxicab). Please note that if you choose to drive, you will need to park your car in the ____ lot located at _____. [Host schools should provide specific parking instructions.]

November weather here in (city/state) can be rather (warm, cool, rainy, etc.). We recommend that you plan for temperatures with highs in the ____ and lows in the ____ at night.

The competition schedule is attached for your review. Remember, the orientation starts at 8:00 am _____ morning.

See you in a couple of weeks.

Sincerely,

Your Name

Your Phone Number

Your E-mail Address

Appendix L

Sample Invitation Message from Host School to Potential Arbitrator Judges

Dear (Potential Judge):

(Host name) invites you to judge the ABA Negotiation Competition on November XX-XX, 20XX at the law school's campus in (City, State). Competitors will be representing many law schools from the surrounding states.

This competition provides law students with legal training in arbitration and promotes excellence in arbitration advocacy. Participating students prepare and present an arbitration case and are involved in opening statements, witness examinations, exhibit introductions, evidentiary presentations, and summations.

The rounds will be held _____ and _____, November ___ and ___.

Round 1	_____	, November ___	(8:30 am to 11:45 am)
Round 2	_____	, November ___	(1:30 pm to 4:45 pm)
Semifinal Round	_____	, November ___	(8:30 am to 11:45 pm)
Final Round	_____	, November ___	(1:30 pm to 4:45 pm)

You will receive a copy of the competition problem (case file) and instructions for judging. Reviewing these materials is the only preparation requested of competition judges.

Volunteer practitioners, like you, make our competitions a foundational experience for law students honing their real-world skills. The Arbitration Competition provides a means for law students to practice and improve their practical skills.

Please contact me at (e-mail address) or (phone) by (due date) to let me know which round(s) you would like to judge or if you have any questions. Food will be provided throughout the day for all shifts

Sincerely,

Your Name
Your e-mail address
Your phone number

Appendix M

Sample Arbitrator Judge Confirmation Message from Host School

Thank you for volunteering to serve as an arbitrator judge at the ABA Law Student Division Regional Arbitration Competition.

Per your request, you are scheduled to judge Round ____ at the ____ Law School, (address, including city/state/zip). To gain access to the law school, you will need to enter the facility on ____ Street.

[Host schools should provide specific parking instructions, such as... We have reserved a few parking spaces in the faculty parking lot at _____. Unfortunately, we were unable to reserve spaces for all 20 of the judges. Once they are taken, you may park your car in the ____ lot located at _____. When you check in with the competition administrators, please let them know that you parked in this lot. They will need to provide campus security with the make and model of your car, as well as the license plate number.]

Judging will begin with a 30-minute briefing session, which will start at _____. The three-hour round will conclude at _____. We will provide competition judges with (coffee and rolls for morning rounds; fruit/cookies and soft drinks for afternoon rounds; lunch).

Please find attached to this message the Competition Case File, Instructions for Arbitrator Judges, and Competition Rule 8: Competition Procedures.

Thank you in advance for the generous donation of your time to help our future lawyers improve their arbitration advocacy skills.

Sincerely,

Your Name
Your Phone Number
Your E-mail Address

Appendix N

Sample Arbitrator Judges' Room Assignment

Round 1

_____, 9:00 am to 11:45 am

Room 123

Anton Dubramov (Chair)
Angela Jones
Steven Medina

Room 231

Jennifer Molina (Chair)
Maxwell Anderson
Susan Alexander

Room 128

Honore Valencia (Chair)
Iqbal Patel
Frances O'Donnell

Room 234

Ralph Everson (Chair)
Johnson Vidale
Michele Foster

Room 131

Ahmed Mohammed (Chair)
Burt Cummings
Denise Weatherstrom

Room 241

Miguel Rodriguez (Chair)
Carole Young
Veronique Sebastian

(Be sure to create a judges' room assignment for each round, keeping in mind that the number of rooms required for the two preliminary rounds is different from the number of rooms required for the semifinal and final rounds.)

Appendix O

Outline for Orienting Coaches and Teams

- 1) Competitors learn their team designations when they sign the sign-in sheet at the registration/check-in desk.
- 2) Introduce Competition Administrators and advise where to find them throughout the competition. If possible, have your law school dean welcome the teams to the school; otherwise Competition Administrators should welcome the competitors.
- 3) After ascertaining that no judges are in the room, have team coaches introduce themselves and their team members.
- 4) Review information in the competitors' packets, making sure everyone sees each item in the packet.

The packets should include:

- a) Competition schedule.
 - b) List of schools and team designations.
 - c) Team pairings, listing room numbers/names for each round. The competitors' version may include school names.
 - d) Floor plan or map of campus.
 - e) List of restaurants in the neighborhood and/or near the competition hotel.
 - f) Transportation information.
 - g) Name badges with students' names and their team designations. You may wish to place these on the outside of the packets so they're easier to identify.
- 5) Review competition format (see Rules 5&6).
 - a) There are two qualifying rounds, with each team advocating on behalf of the claimant and respondent in different rounds. The top four teams will advance to the semifinal round. The two winning teams will meet in the final round.
 - b) Each round takes approximately three hours – one hour for each team to present its case, 15 minutes for judges to evaluate and 20 minutes for judges to critique both teams.
 - 6) Review competition procedures (Rule 8) and room set-up (Appendix H).
 - 7) Ask if there are any questions and answer them to the best of your knowledge. If necessary, you may contact your "on call" Arbitration Competition Subcommittee Member.
 - 8) Remind participants that coaches may not have direct communication with any of the arbitrator judges until the judge's participation in the competition is complete.

Appendix P

Outline for Briefing Arbitrator Judges

- 1) Introduce Competition Administrators and advise where to find them throughout the competition.
- 2) Review information in the Arbitrator Judges' packet.
The packets should include:
 - a) Competition schedule.
 - b) Competition rules.
 - c) Competition case file.
 - d) Judges' instructions (Instructions for Arbitrator Judges & Instructions for Hearings for Judges – Appendices C&D from Competition Rules)
 - e) Sample evaluation forms.
 - f) Team pairings, listing room numbers/names for each round. The judges' version must not include school names.
 - g) Schedule listing round, room number and judges assigned to that room (see Appendix M for example). Judges should not see the same team twice, if at all possible. If a judge must see a team again, try to make sure the team represents the opposite party from the previous round. This is not an issue during the first two rounds. You may move your judges around, but not the teams, during the first two rounds.
 - h) Generic name badge, "Arbitrator Judge," for each judge
- 3) Review competition format (see Rules 5&6)
 - a) There are two qualifying rounds, with each team advocating on behalf of the claimant and respondent in different rounds. The top four teams will advance to the semifinal round. The two winning teams will meet in the final round.
 - b) Each round takes three hours – one hour for each team to present its case, 15 minutes for judges to evaluate and 20 minutes for judges to critique both teams.
- 4) Review Appendix C (Instructions for Arbitrator Judges) of the competition rules.
- 5) Review the Evaluation Forms and Comment Sheets. Explain that the Competition Administrator or Assistant will pick up the Evaluation Forms **before** the feedback period, but leave the Comment Sheets for the judges to use during their feedback. The Competition Administrator or Assistant will pick up the Comment Sheets after the feedback session, or ask the judges to return the comment sheets to the Competition Administrator on their way out.
- 6) Explain the importance of the competition as a learning opportunity for the students and that one of the most valuable components of the competition is receiving feedback from practicing bar members and arbitrators. When giving oral critique at the end of the arbitration session, it is recommended that judges identify a couple of things the teams did well and a couple of opportunities for improvement. Be sure that all critiques are constructive in nature. Please do not limit your comments to telling the teams that they "did a good job."
- 7) When deciding which team, in your opinion, won the round, do not base your decision on the merits of the case, only on the teams' performances.

- 8) All three judges do not have to unanimously declare a winner—it is okay to have a split decision. That is why the judges should independently complete their Evaluation Forms. Further, there cannot be any ties on the Evaluation Form—one team must receive a higher score than the other from each judge.
- 9) The announcement of the top four teams will be made in a central location. There should be no announcement of who won individual rounds. Arbitrator Judges may be present in the room when the advancement announcement is made, as long as these judges are finished judging the competition.
- 10) Ask if there are any questions and answer them to the best of your knowledge. If necessary, contact your “on call” Arbitration Competition Subcommittee Member.

Appendix Q

Competition Procedures

A. Hearing

1. The Arbitrator Judges act as Arbitrators for the hearing and as Judges to **evaluate and critique the students. They comprise the Arbitration Judges Panel** (“Panel”).
2. The Chair of the Panel (“Chair”) shall be selected by the Regional Host School Competition Administrator or the National Finals Competition Administrator and shall preside over the hearing procedures and rule on any objections.
3. The case will be presented to the Panel as if they are the Arbitrators who would decide the merits of the case.
4. The Panel may ask questions of the lawyers only during their opening statements and summation but may not ask questions of the witnesses at any time.
5. The Chair shall swear in or affirm all witnesses at the beginning of the hearing before the openings: “Do you swear or affirm that your testimony shall be the truth?”

B. Time

1. Each team will have 60 minutes to present its case during a hearing. The time limit will be strictly enforced, although not all the time has to be used.
2. **Responsibility rests with the student lawyers to decide how they use their 60 minutes and to stay within their allotted time.** A *suggestion* for how that time may be allocated is as follows:

Opening Statement:	5 minutes
Direct and redirect examination of two witnesses	20-25 minutes
Cross-examination of two witnesses	15-20 minutes
Summation	10 minutes
3. The Panel should ensure the teams do not exceed their allotted 60 minutes. If resources or neutral volunteers are available, timekeeping devices or timekeepers may be provided by the host, but no individual identified with a team participant may act as timekeeper in that hearing. In addition, the Chair shall appoint an Arbitrator Judge to act as Timekeeper, who should use the Timekeeping Sheet in Appendix E.
4. The Chair determines when a team has used up its time and shall interrupt and stop a team that has exceeded its 60-minute time limit. If team members believe they were wrongfully stopped short of their allotted 60 minutes, team members must immediately raise that objection to the Panel. The decision of the Chair is final and non-reviewable and cannot be challenged under these rules.
5. The available time includes objections and rulings. If an opposing team makes numerous objections, the Chair has the discretion to allow the team that has lost time due to the objections an additional amount of time equal to the time lost. The Chair may also exercise discretion to allow extra time for a cross examining team where the opposing team’s witnesses unnecessarily draw out cross examination by answering beyond the question asked. (Alternatively, where a witness is talking excessively on cross examination, the Panel should allow the cross examining lawyer to control and/or cut off the witness to stay within the allotted time.) Finally, if the Panel asks several questions during Opening Statement and/or Summation, the Panel may wish to allow extra time to compensate.

6. The arbitrators shall provide for a 10-minute break for all participants between the conclusion of the presentation of evidence and the time for summations. Other breaks should not be necessary.

C. Proceedings

1. Teams must confine their presentation to the facts and legal issues contained in or supported by the case file. **Teams may not add claims or defenses not asserted in the case file and may not enhance their position by presenting evidence or arguments about other facts or legal issues.**
2. In each round, each student lawyer is to conduct one direct and one cross-examination, and either the opening or summation.
3. Each team is to have two different students act as the two witnesses, subject to Rule 2.
4. No team may waive/defer opening or summation or decline to offer or examine a witness.
5. Claimants sit on the judges' left; Respondents sit on the judges' right.
6. Lawyers will sit during all phases of the hearings and need not stand for any objection or presentation. If the setting permits, lawyers and witnesses may stand for an exhibit presentation or during opening and summation at the discretion of the Chair.
7. No motions relating to the case, including motions to dismiss and motions to amend, may be made before, during, or after the hearing.
8. There is no brief or memo writing requirement as part of the competition.
9. The Panel Members may lower the score of a team that violates these rules.

D. Openings and Summation

1. The claimant's lawyer begins with an opening statement immediately followed by the opening statement by the respondent's lawyer.
2. After both sides present their evidence, the respondent's lawyer gives a summation immediately followed by a summation by the claimant's lawyer.
3. No summation rebuttal is allowed.

E. Evidence

1. Each team may present all relevant and reliable evidence. The parties may stipulate to the admissibility of exhibits, or they may reserve the right to argue admissibility to the Panel.
2. The Chair determines the admissibility of evidence and rules on objections, may consult with the other Panel Members, and is guided by, but not bound by, the Federal Rules of Evidence.
3. Lawyers may make appropriate objections, which must be brief and supported by an evidentiary basis. Responses should be permitted by the Chair only where an offer of proof is appropriate.
4. A team may ask the Panel to take arbitral notice of uncontroverted facts.

F. Applicable Law and Procedure

1. Arbitrations will be conducted in accordance with generally acceptable arbitration procedures.
2. The question of what substantive law applies is an issue that can be argued by the lawyers

and will not be decided by the Panel before the arbitration. Within the bounds of the rules contained in Rule 8 and other Rules of the Arbitration Competition Rules, the lawyers may argue what they deem appropriate regarding why their client should win. Lawyers may argue by analogy the law of real jurisdictions.

3. The Panel may award attorney fees only if the applicable law and the case file facts permit the award of fees.
4. A party may not ask for additional damages or any other relief beyond what is sought in the arbitration claim or counterclaim; however, a party may ask for lower damages or less relief.
5. The application of the rules to a specific case and its presentation by a team shall be determined by the Chair, and the procedural rulings by the Chair are final and cannot be subsequently challenged by a team or reviewed by anyone else.

G. Examinations

1. Only one lawyer may ask questions on direct examination.
2. Only this same lawyer may object to cross-examination questions.
3. Only the lawyer conducting the cross-examination may object to direct examination or redirect examination questions.
4. Only the lawyer who conducted the direct examination may conduct redirect examination, within the allocated time, limited to relevant matters raised by the cross-examination that are not repetitive of the direct examination.
5. No re-cross examination is allowed.

H. Witnesses

1. Each team must call the two listed witnesses and may not call an opposing witness as an adverse witness or any other witness.
2. The parties and witnesses are gender neutral, unless indicated differently in the case file.
3. Witnesses may not bring with them to the witness chair any written answers to questions, witness notes, or any part of the case file. A witness may testify about and use any exhibit that is relevant and proper for the examination, which the lawyers offer the witness.
4. Witnesses on direct examination may only be asked about and testify to: (1) the facts contained in the case file; (2) additional, consistent facts that are a clear and obvious inference from the direct facts provided; and (3) non-material facts relating to the background of the witness that are appropriate for the fact situation. Be aware that the evaluation form contains the following language, “Based on your observation, do you believe the team violated the ethical standards of the legal profession? For example, did the team misrepresent material facts or invent self-serving material facts?”
5. Witnesses on cross-examination may be asked if counsel who conducted the direct examination suggested that additional, non-existent (outside of the record) facts be offered on direct. Witnesses may also be impeached with case file documents that establish the non-existence of the facts. The witness may only respond that the statement or document does not contain the fact and may not explain the absence of the fact. For example, a witness may not respond “I wasn’t asked.”
6. If a witness on cross-examination is asked about facts that are not contained in the case file and that were not added during direct examination, the witness may respond by adding an appropriate detail in response to the question.

7. A witness on redirect examination who is impeached during cross-examination may be asked to explain the basis of an inference drawn from the facts.
8. During redirect examination, the opposing lawyer may object to any new facts introduced during redirect and seek a ruling from the Chair that the re-direct has exceeded the scope of cross-examination.
9. Witnesses shall not be sequestered, and teams are not to request sequestration.

I. Exhibits

- B. All documents, statements, discovery responses, depositions, diagrams, photographs, signatures, and other materials included as part of the case file are deemed to be originals and authentic. All documents, records, and other materials that were sent to or by a witness are deemed to have been received or sent by that witness. The case file may contain facts that vary from these instructions and, if so, the case file controls.
- C. Teams are encouraged to develop, introduce, and use demonstrative exhibits and visual aids that assist in the presentation of evidence and arguments and that help the Panel understand the case. Case file materials may be enlarged or used as long as they are identical or are substantially identical and do not distort the facts or law. Demonstrative exhibits and visual aids are limited to information that is contained directly or by reasonable inference in the case file.
- D. An opposing team may not use another team's exhibits or visual aids, unless both teams agree.
- E. A team is responsible for bringing any exhibit or visual aid, easel, poster board, whiteboard, or flipchart it wishes to use during the hearing. The Host School may or may not provide any of this equipment.
- F. Teams are not permitted to use technology to assist in the presentation of their case.
- G. Teams may provide a copy of any written or prepared exhibits, visual aids, or other materials that are introduced or used during the hearing to each of the Arbitrator Judges or to the Panel. These materials may be presented at the beginning of the hearing or during the hearing as they are used, at the discretion of the Panel and/or the teams.
- H. Teams can use their own arbitration notes, copies of which are not to be provided to the Panel. If the Panel asks for a copy or asks to see a book, student lawyers are to advise the Panel that they cannot see student notes.

J. Team Identification

1. Participants, coaches, and observers shall not divulge the identities of their schools directly or indirectly during the competition to the Arbitrator Judges. The identity of team schools is not to be divulged to an Arbitrator Judge until that Judge has completed all judging for that competition. If an Arbitrator Judge asks a team member which school the team member represents, the member should respond that the rules do not permit the divulging of that information until the competition is completed.
2. Host Schools should endeavor to avoid any appearance of unfairness resulting from hosting the competition. A Host School coach or faculty member who would be readily identifiable by the Arbitrator Judges is to avoid being seen with that Host School's team(s), and someone who is not readily identifiable may accompany the Host School team(s) to the hearings.

3. Material at counsel table may not contain any personally identifying logos, school names, or anything that may indicate from which school the team originates. Prohibited items include class rings, pens, binders with the school's logo or team colors, and the like.

K. Evaluation

Immediately after the arbitration hearing, the students, coaches, and any observers shall leave the room and the Arbitrator Judges shall individually complete the Team Evaluation Form for each team. Thirty minutes are available for the scoring and evaluation by the Arbitrator Judges.

Appendix R

TIMELINE WITH CHECKLISTS FOR HOST SCHOOL ADMINISTRATORS

The following is timeline to help you in the months and weeks heading up to the Regional Competition.

14-16 weeks before the Competition:

1. **Carefully read the Arbitration Competition Rules and the Arbitration Competition Regional Administrative Guide.**
 - The Rules, Regional Administrative Guide, and other documents are available at <https://abaforlawstudents.com/events/law-student-competitions/practical-skills-competitions/arbitration-competition/>
 - Please carefully read the Arbitration Competition Rules. Our goal is that competitors all over the United States have similar experiences during their regional competition. In order to achieve this goal, it is important that every region follows the same rules.
 - The Regional Administrative Guide includes all of the information you will need to organize and execute a successful Regional Competition. Please carefully read the Regional Administrative Guide for information on steps to be completed in the months and weeks leading up to the Competition and for information on the format of the Competition.

2. **Familiarize yourself with the Arbitration Competition format.**
 - If you have never participated in or run an Arbitration Competition, please view an [ABA video](#) of a past competition as an example of the Competition format.

3. **Create a Committee to oversee the Arbitration Regional Competition.** You may wish to assign specific Committee members to specific tasks, including:
 - Hotel accommodations for participating teams
 - Competition Site room reservations
 - Food and beverages (snacks, lunches, and receptions)
 - Recruiting judges and alternates
 - Communicating by e-mail with contact persons at participating schools
 - Photocopying materials and creating packets prior to the competition
 - Administering the competition

12-14 weeks before the Competition:

1. Reserve a block of hotel rooms for teams traveling to the Competition. Most hotels will allow a three-week cutoff, if you explain that you will not know who your competitors are until four weeks out. If you need assistance, please contact Sara Stretch, Associate Director of the ABA Law Student Division.

2. Reserve all of the rooms that you will need on site during the Competition.

You will need:

- One Registration / check-in area – usually right outside the orientation room.
- One Team Hospitality Room for teams to congregate during breaks. If large enough, this room can be used for the coaches and team orientation session, and for lunch.
- One coaches and team orientation room, if the Team Hospitality Room is not large enough.
- One room for lunch, if the Team Hospitality Room is not large enough.
- Six to Seven Competition Rooms. You will need one competition room (courtroom or rooms with moveable tables or chairs) per each two teams. Each competition room must hold 12-16 people (8 competitors, 3 judges, 2 coaches). Each regional host school should expect 12-14 teams, so you should set aside six to seven competition rooms. See Appendix G of the Regional Administrative Guide for suggested room setup options.
- One room for the arbitrator judges briefing, which takes place before each round. Expect three judges for each competition room per round.
- One Administrative headquarters, usually a conference room, for tallying the scores, etc.
- If additional rooms are available, you may set aside individual practice rooms for the teams.

3. Arrange for catering or otherwise make provisions for food and beverages during the Competition. You will need:

- lunches for coaches and competitors in one room
- food for judges in a separate room (donuts, fruit, coffee, water, and soda)
- a light reception for the evening when semi-finalists are announced

6-8 weeks before the Competition:

- 1. Attend at least one Host Conference Call.** Call times, the conference call Dial-in #, and the Access Code will be provided to you by Sara Stretch via e-mail one week prior to each Host call.
- 2. Send Competition information to the contact person for each participating team in your region no earlier than 4 days and no later than 7 days** after receiving team assignments from the ABA. Waiting until the 4th day will ensure that any conflicts are resolved and that you are e-mailing the correct teams. Sending the e-mail no later than the 7th day will provide all teams with enough time to make flight and hotel reservations. Send a copy to Sara Stretch.

A sample e-mail is included in Appendix I of the Regional Administrative Guide. This e-mail needs to include the following information and attachments:

- Introduce yourself, and include your contact information.
 - Provide the address of the competition location, including closest intersections.
 - Provide the name and address of the designated competition hotel, including the group name, group rate, and deadline for booking to obtain the group rate.
 - Provide the day and time of the first scheduled event, day and time of the last scheduled event, and travel times to and from the airport.
 - Provide airport information, especially if there is more than one local airport.
- 3. Recruit Judges.** You should have three judges per each competition room. It is suggested that you recruit an additional 25% more judges than you need, to cover inevitable last-minute cancellations. You must have a minimum of two judges per competition room. Begin recruiting judges now - at least six to eight weeks prior to the competition. If, three weeks prior to the competition, you don't have sufficient judges, you should notify your designated Arbitration Competition Subcommittee Member, who can provide suggestions for finding additional judges.

Recommended places from which to recruit judges:

- Alumni
- American Arbitration Association Neutrals
- JAMS Neutrals
- Neutrals from other arbitration organizations
- Local Arbitrators and ADR Lawyers
- Former Judges
- Local ADR Organizations
- Local (city, county, state) Bar Association
- ABA Section of Dispute Resolution
- ABA Law Student Division

A sample invitation and selection form is included in Appendix K of the Regional Administrative Guide. This message should be sent to your potential judge pool six to eight weeks prior to the competition. Include:

- Background information about the competition and why it is so important to the competitors.

- What's in it for the Arbitrator Judges.
- What they have to do to prepare for the competition.
- Time and date of rounds; include the judges' briefing in the start time.
- Address of the competition location, including closest intersections.

4-6 weeks before the Competition

1. Send confirmation e-mail to participating judges.

When an individual has agreed to judge the competition, a letter or email should be sent confirming that agreement and explaining when and where the judge should report on the day of competition.

A sample judge confirmation message is included in Appendix L of the Regional Administrative Guide. Your message should include:

- Time and date of rounds they've been assigned.
- Address of competition location, including closest intersections.
- Beginning time of the judges' briefing, followed by the start and end time of the competition.
- Parking information (free, on street, pay lot, meter etc.), including maps if necessary.
- Attach copies of the Competition Case File and Rule 7 (Competition Procedures).

2. Confirm a group of staff and/or students to assist you with preparing documents and to assist you onsite at the competition. Work to be completed includes:

- Making photocopies of documents listed in the Regional Administrative Guide.
- Compiling and labeling packets and folders prior to competition.
- Creating name badges, table badges, door signs, and directional signs prior to the competition.
- Greeting competitors and judges as they enter the building.
- Helping to direct people on site.
- Calculating scores and entering them into the Master Score Sheets during the competition.

2-4 weeks before the Competition:

- 1. Finalize recruitment of judges at least 2 weeks prior to the Competition.** Continue to send confirmation emails to judges. If you are having trouble recruiting, please contact Sara Stretch immediately.
- 2. Create the pairings/bracket according to the Regional Administrative Guide.** You **MUST** use the pairings/bracket listed in the Regional Administrative Guide. You may not pair the teams yourself. Locate the pairings associated with the number of teams in your region.

All ABA Law Student Division competitions prohibit the identification of a team's law school. The ABA will assign each team a random color. The schools' identity shall not be divulged to any judge until after completion of the regional competition.

- 3. Send attending schools a follow-up e-mail 2 weeks prior to the Competition.** A sample is included as Appendix J in the Regional Administrative Guide. Include:
 - Recommended means of transportation (drive, taxicab, shuttle, subway, etc.).
 - Parking information (free, on street, pay lot, meter etc.), including maps if necessary.
 - Seasonal weather expectations during the time of the competition.
 - Competition schedule.

1 week before the Competition:

It is time to finalize all plans. Please contact Sara Stretch if you are having problems with any part of the competition preparations.

If you haven't already, it is time to work on the following items:

- 1. Assign the Judging Panels and make Room Assignments.** Decide which judges will judge each round and in what room. Attempt to vary the panels by age, area of practice, and law school. If local professors must judge, make sure that they will not observe teams representing your school.
- 2. Prepare the Judges' Folders/Envelopes.** Organize and compile packets of material for the Arbitrator Judges to include:
 - iii) Competition schedule.
 - iv) Competition Case File.
 - v) Instructions for Arbitrator Judges (Appendix C of Regional Administrative Guide); sample Evaluation Forms and Comment Sheets (Appendix D of Regional Administrative Guide); and the Timekeeping Sheet (Appendix E of Regional Administrative Guide). The score sheets and evaluation forms are available in the Regional Administrative Guide at <https://abaforlawstudents.com/events/law-student-competitions/practical-skills-competitions/arbitration-competition/>
 - vi) Team pairings, listing room numbers/names for each round. The judges' version must not include school names.
 - vii) Schedule listing round, room number, and judges assigned to that room (see Appendix M of the Regional Administrative Guide for an example). Judges should not see the same team twice, if at all possible. If a judge must see a team again, try to make sure the team represents the opposite party from the previous round. This is not an issue during the first two rounds. You may move your judges around, but not the teams, during the first two rounds.
 - viii) Generic name badge, "Arbitrator Judge," for each judge.
- 3. Prepare the Participants' Folders/Envelopes.** Organize and compile packets of material for competitors to include:
 - ix) Competition schedule.
 - x) List of schools and team designations.
 - xi) Team pairings, listing room numbers/names for each round. The competitors' version may include school names. Remember, you **must** use the pairings/bracket from the Host School Instructions. You cannot pair the teams yourself.
 - xii) Floor plan or map of campus.
 - xiii) List of restaurants in the neighborhood and/or near the competition hotel.
 - xiv) Transportation information.
 - xv) Name badges with students' names and their team designations. You may wish to place these on the outside of the packets so they're easier to identify.
- 4. Prepare the Competition Room Documents and Signage.**

Create, label, and compile folders for competition rooms:

- Label folder with round number and room number. If possible, use a different color folder for each round. (One folder per competition room.)
- xvi) Include the following in each “round” folder:
- (a) Two sets of stapled Evaluation Forms and Comment Sheets for each judge (*i.e.* six sets). Use single-sided copies so that judges can more easily refer to their paperwork. Ideally, if you’re using colored folders for each round, the color of the forms should match the color of that round’s folder. This makes it easier for the scorekeepers to keep track of which documents belong with which round.
 - (b) Tent cards for each judge that say, “Arbitrator _____.” Fill in the blank with each judge’s last name.

Create signage for the competition (can be 8 ½ x 11 paper).

Brightly colored paper works best.

- xvii) Directional signs directing people (competitors, coaches, judges) to their respective rooms.
- xviii) Signs on doors for Judges’ Briefing Room, Competitors’ Hospitality, and Orientation Room.
- xix) For posting on competition doors:
 - (a) Quiet - Competition in Progress – Do Not Enter
 - (b) List room number and the teams (by designation, not school name) competing in the room by round.

2-3 Days before the Competition

Confirm time and location with food providers.

Make sure food and drinks will arrive on time. Everyone responsible for delivering food or drinks to the competition should have your cell phone number, and you should have theirs.

The Day of the Competition

SET UP THE COMPETITION ROOMS

Make sure there are tables, adequate chairs, trash has been removed, etc. Set up water, pens, extra pads of paper, tent cards, and evaluation forms in each competition room. See Appendix G in the Regional Administrative Guide to for suggested room set-ups.

PLACE DIRECTIONAL SIGNS AROUND CAMPUS AND CHECK ROOMS

Make sure to prepare and post plenty of signs indicating where competitors and judges should check-in when they arrive, the rooms where the rounds will take place, where restrooms are located, etc. Check all competition rooms to make sure they are unlocked and ready.

REVIEW ALL RULES AND INSTRUCTIONS

Review the Rules and the Regional Administrative Guide. If you need an interpretation of a rule, confer with the ABA Law Student Division or your assigned Arbitration Competition Subcommittee member as soon as possible.

HOST SCHOOL'S COMPETITION COMMITTEE/HELPERS

Make sure that members of your school who are part of the competition committee and will assist in running the day's competition are easily identifiable.

GENERAL INFORMATION TABLE

Have a table to which the teams report when they arrive. Those staffing the table will hand out the team information packets and answer any questions the competitors or coaches have. They can also give the competitors and coaches tours of the building.

HOLD AN ORIENTATION MEETING FOR TEAMS AND COACHES

A welcome and orientation meeting should happen 60 minutes BEFORE the start of the first round. Flush out any questions over the rules and who can watch.

Also instruct the teams and coaches that each school's identity should remain anonymous before, during, and after the round. Make sure that no spectators are wearing or carrying anything that would indicate what school is represented.

All protests MUST be made in compliance with the Rules.

An Outline for Orienting Coaches and Teams is included in Appendix N of the Regional Administrative Guide.

HOLD A JUDGES' ORIENTATION

You must hold an orientation for all judges before each round. The orientation should happen 30-60 minutes BEFORE the start of the first round. An Outline for Briefing Arbitrator Judges is located in Appendix O of the Regional Administrative Guide.

SCORING

You should be available throughout the competition for questions from competitors and judges.

To facilitate the scoring process, the Evaluation Forms should be collected from the Arbitrator Judges as soon as they are completed and **before** the critique period begins. Before leaving the hearing room, the Competition Administrator or Assistant collecting the Evaluation Forms should review the Arbitrator Judges' computations to confirm that each judge has entered a score between 1-10 within each criterion; there are no ties; there are no half points; and that the judge's "winning" team in that round received the higher score. The Arbitrator Judges may retain their written Comments Sheets to provide the teams feedback. The Competition Administrator or Assistant should collect the judges' Comment Sheets after the feedback period to distribute to the teams later that day.

Scoring Room

A conference room works well, especially if you have two or three people tabulating scores. A larger room will be required if you decide to allow team coaches / representatives to observe the tabulation process. You will also need Calculators, Laptop with Excel version of the Master Score Sheet loaded, Paper Master Score Sheet, and refreshments for scorekeepers.

Rule 9 states that Teams are ranked as follows:

8. Win/loss record
9. Number of judges' votes
10. Overall team score/points
11. Previous head-to-head competition (To easily record the head-to-head team comparison, the Competition Administrator should use the team pairing schedule and highlight the winning team from each room.)
12. Strength of schedule, based on number of ballots won by opponent
13. Margin of Victory
14. Random coin toss

To ensure that the proper W/L is marked, Competition Administrators **must** input each judge's score for the two teams s/he observed into the same column. For example, in round 1, let's say Judge Rayburn's evaluation form is the first form the Competition Administrator picked up when preparing to input scores into the Master Score Sheet. That makes Judge Rayburn Judge 1. Thus, Judge Rayburn's scores for Aqua and Blue must be input into the Judge 1 column so that the determination of who received that judge's vote can be made by looking at the scores. See Rule 9 and pages 9-11 in the Regional Administrative Guide for additional details on scoring.

ANNOUNCING RESULTS

The Competition Administrator must announce the teams that will advance to the semifinal round. Immediately after the announcement, the Competition Administrator must make available

to the competitors a copy or copies of the Master Score Sheet in Appendix F of the Regional Administrative Guide. Competition Administrators may post a single copy of the Master Score Sheet in such a manner that all coaches/teams may review the scores.

Score sheets may be reviewed for mathematical errors for fifteen (15) minutes following the distribution of the Master Score Sheet. If a mathematical error is identified during the Review Period, corrections shall be made before beginning the semifinal round. Corrective computations shall be an open process. Failure to raise any objection to the computations on the Master Score Sheet within the Review Period shall be a defense to any subsequent protests following the preliminary rounds.

NOTIFY THE ABA OF THE REGIONAL WINNERS

Report the regional results to the Law Student Division Chicago office on the Monday morning following your regional competition. Please email Sara Stretch the winning school, team member names, master score sheet, semifinal round bracket, and Final Round bracket. The Arbitration Competition Subcommittee will use this information in deciding any protests and in determining what teams should attend the National competition in the event that higher ranking teams choose not to attend.

SEND THANK YOU LETTERS TO EVERYONE

You should thank everyone who donated time, effort or money to the competition. This ensures that you and your advocacy program will look good, as well as the competition itself. You also might consider sending judges a listing of the names of the individuals and teams that placed in the competition to satisfy their curiosity.

Thank *you* for hosting the ABA Regional Arbitration Competition. We know this is a large undertaking, and we appreciate the experience you are providing for attorneys of the future. Do not hesitate to contact us before or during your regional competition.

The American Bar Association Law Student Division's Arbitration Competition Subcommittee