

**American Association of Teachers of French
Wisconsin Chapter**

**CONCOURS
ORAL
FRANÇAIS**

**Regional Coordinator's
Handbook**

I. BEFORE THE CONTEST DATE

A. RECRUIT JUDGES

1. Decide upon how many judges will be needed. Three judges per category are required.
 - a. More judges per category may be needed because of the number of participants entered in each category.
 - b. Judges may judge more than one category or level, if necessary.
 - c. Teachers may not judge their own students, but may be required to judge categories wherein they have students participating.
2. Contact judges early.
3. Once judges are obtained, send them the following:
 - a. Directions to the school
 - b. A floor plan map of the school, including parking and entry
 - c. Category(ies) to be judged.
 - d. Copies of the appropriate work (poems, prose, etc.)
 - e. Time of Judges' Meeting on day of the competition

B. JUDGES' MEETING

1. Prepare for a Judges' Meeting to be held before the start of the competition. Tell the judges of the meeting time.
2. Use the meeting to review:
 - a. Judging procedures
 - b. Rating participants
 - c. Room assignments
 - d. Purpose of Room Monitors
 - e. Anything else? Questions?

II. ORGANIZING SCHOOL REGISTRATIONS

A. AATF MEMBERS. Obtain a list of current AATF members from the State Coordinator for verification.

B. REGISTRATION FORMS

1. Teachers will e-mail you their registration forms.
2. Verify teacher membership.
3. Fill out invoice form and email back to teacher for payment.

C. REGISTRATION FEES

1. Teachers will send you a copy of the invoice, registration form and fees.
2. Accumulate and tally amount of checks.
3. Send fees to AATF-WI Secretary-Treasurer

D. PARTICIPANTS

1. Directions to School
2. Floor plan map of school indicating:
 - a. Parking
 - b. Entry door to competition
 - c. Registration area
 - d. Competition Room location
3. Date and time of Competition
4. Email State Coordinator with number of participants to receive ribbons

E. REGIONAL COMPETITION MASTER PARTICIPANT REGISTRATION LIST

Make a master list of all the students entered as competition participants.

- c. Extemporaneous Conversation Category
- d. Théâtre de Chambre Category
- e. Reader's Theatre Category
- 5. Judges' Room
- 6. Teachers'-Parents' Room (optional)
- B. PHOTOCOPIES
 - 1. Three Critique Sheets per participant. Allow for extra copies.
 - 2. Two copies of Extemporaneous Prose Category selections per participant. Allow for extra copies.
 - 3. Four copies of Extemporaneous Conversation Category selections per group.
 - 4. Three copies of Théâtre de Chambre scripts. Do not assume the judges have remembered to print and bring a copy with them.
 - 5. Three copies of Reader's Theatre scripts. Do not assume the judges have remembered to print and bring a copy with them.
- C. SUPPLIES
 - 1. SIGNS. Make signs for room assignments which indicate:
 - a. Room number
 - b. Category(ies) and level(s)
 - c. Kind of room: Waiting, Preparation, Presentation
 - d. Photocopies from the Regional Competition Master Schedule, a list of the code numbers in order of presentation
 - 2. PHOTOCOPIES. Check to verify that:
 - a. Judges have the correct number of Critique Sheets (and at least three extra) in their Judge's Envelope.
 - b. Correct number of preparation as well as "clean" copies are prepared for the Extemporaneous Prose and Extemporaneous Conversation Categories. A few extra copies will prevent emergencies.
 - 3. DRAWING BOX. Prepare a Drawing Box for the Extemporaneous Conversation Category
 - 4. STOP WATCHES. Stop watches are needed for the Extemporaneous Prose, Extemporaneous Conversation, Théâtre de Chambre and Reader's Theatre Categories.
 - 5. TIME CARDS. 3 Minutes, 2 Minutes, 1 Minute and STOP cards are needed for the Extemporaneous Conversation Category.
 - 6. STAPLERS. Place a stapler in each Presentation Room.
- D. RECRUIT TEACHERS AND/OR STUDENTS
 - 1. To help with Room Assignment Set-Up.
 - a. Make and put up signs
 - b. Placement of supplies (staplers, stop watches, Drawing Box, extra pencils, etc.)
 - 2. To help at the Registration Check-In Table
 - a. Set-up of Registration Check-In Table
 - b. Check-in participants
 - c. Give directions to Room Assignments
 - 3. To act as ROOM MONITORS

- a. Indicate where judges sit and participants present
 - b. Provide extra supplies, if necessary
 - c. Get students ready to present
 - d. Maintain traffic control and noise level
 - e. Be RUNNERS. Bring Critique Sheets to the Award Table.
- 4. To act as TIMERS with stop watched for:
 - a. Extemporaneous Prose Category Preparation Room(s)
 - b. Extemporaneous Conversation Category Preparation Room(s) and Presentation Room(s)
 - c. Théâtre de Chambre Category Presentation Room(s)
 - d. Reader's Theare Category Presentation Room(s)
 - 5. To help at the Award Table
 - a. Set-up of Award Table
 - b. Record ratings on a photocopy of the Regional Competition Master Participant Registration List
 - c. Distribute ribbons to participants

IV. REGISTRATION-RECEPTION AREA PREPARATION

- A. Have enough room, everything clearly marked and plenty of help
- B. PARTICIPANT REGISTRATION ENVELOPES
 - 1. Use regular sized letter envelopes.
 - 2. On the outside of the envelopes, write participants' names, last names first, and the appropriate Room Assignments.
 - 3. On nametags, print participant CODE NUMBERS and place inside envelopes.
 - 4. File envelopes alphabetically according to participants' last names. You may want to use several boxes (A-F, G-K, etc.) to assure easy location and distribution.
 - 5. Place boxes at Registration Check-In Table.
- C. TEACHER REGISTRATION ENVELOPES
 - 1. Use 9 x 12 mailing envelopes or folders
 - 2. On the outside of the envelopes, print the teachers' name, last names first and appropriate school code number.
 - 3. Inside of envelopes, place:
 - a. Photocopy of REGIONAL COMPETITION MASTER SCHEDULE, showing participants according to categories, levels and code numbers.
 - b. Photocopy of Room Assignments
 - 4. File envelopes alphabetically according to teachers' last names.
- D. JUDGE REGISTRATION ENVELOPES
 - 1. Use 9 x 12 mailing envelopes or folders
 - 2. On the outside of the envelopes, print judges' names, last names frist, and the room number of Judges' Room
 - 3. Inside the envelope, place:
 - a. Appropriate number of Room Assignment(s)
 - b. The correct number of Critique Sheets per level, per category per judge. Provide at least three extra Critique Sheets per judge.
 - c. Photocopy of REGIONAL COMPETITION MASTER SCHEDULE,

showing participants according to categories, levels and code numbers.

4. File envelopes alphabetically according to teachers' last names.

E. REGISTRATION AND AWARDS TABLES

1. REGISTRATION CHECK-IN TABLE

- a. Locate for easy access and non congestion
- b. Have appropriate materials – Registration Envelopes
- c. Have some pencils or pens on table.

2. AWARDS TABLE

- a. Locate separately from Check-In Table, in Registration Area
- b. Have signs indicating categories and levels
- c. Have photocopies of Regional Competition Master Participant Registration List for each category for recording of final ratings
- d. Have an appropriate supply of ribbons, determined by number of participants. Ribbons are obtained from the State Coordinator.
- e. Have some pencils or pens on table.

V. DAY OF COMPETITION

- A. Excluding emergencies, if appropriate preparations have been made and if attention has been given to detail, the competition should go smoothly.

B. JUDGES' MEETING

1. To be held before the start of Competition.
2. Judges' Registration Envelopes are to be picked up at the Registration Check-In Table. Judges should verify their materials.
3. Review judging procedures (see JUDGES' HANDBOOK). Answer questions.
4. Stress that judging should be according to Level. Some middle school students meet on an every other day basis. Lower level students are not as proficient as advanced students.
5. Rating Participants
 - a. Judges are not to confer with each other
 - b. Rating changes must be made before the completion of a Category Level. Judges, using the same colored ink, cross out the unwanted rating, mark the new rating, and initial the change.
6. CRITIQUE SHEETS. Brief, positive comments are to be made on the Critique Sheets. The idea is to promote achievement.
7. ROOM MONITORS. Room Monitors will act as RUNNERS for Critique Sheets and be traffic and noise controllers, timers, suppliers, and general helpers. Critique Sheets are to be taken to the Awards Table upon the completion of a Level within a Category.

C. REGISTRATION CHECK-IN TABLE

1. Participants approach table and give name.
2. The appropriate Participant Registration Envelopes are given to the respective participants.
3. Direct to the appropriate Room Assignment, if necessary.
4. Repeat procedure for teachers and judges.

D. AWARDS TABLE

1. Final ratings are tallied on Regional Master Participant Registration List.

2. Participants approach table, going to section indicating appropriate Category and Level.
3. Participants give name.
4. Return Critique Sheets to Participants
5. A ribbon is awarded along with congratulations.
6. Remind teachers to register their students receiving two or more As to register their students for the State Concours Oral.

VI. AFTER THE COMPETITION

A. To the State Coordinator:

1. Email the Regional Competition Master Participant Registration List, which includes the names of participating schools, students, names of their respective teachers, and students final ratings.
2. Mail or return any left over ribbons at State Competition.

B. To the AATF-WI Secretary-Treasurer:

1. Send all registration fees.
2. Send a Competition Expense Record and all receipts.
 - a. Include the name of person, or establishment, to whom the reimbursement check is payable.
 - b. Refreshments will only be reimbursed up to \$25.00