

# 4-H Alberta Presentations Rules and Guidelines

## (Reviewed - September 2023)

**Please note: These rules supersede the Presentations Organizer's Guide and any other Presentations publication. Please read the following carefully. Organizing committees at each level will have an adult non-member ruling committee to ensure rules, deductions and disqualifications are adhered to.**

### Presenters

1. Presenters must be registered 4-H members and in good standing as per 4-H Alberta.
2. Age categories (as of January 1 of the club year) are as follows:

Level	Ages	Highest Level of Competition
Junior	9-11	District or regional (depending on the region)
Intermediate	12-14	Regional
Senior	15+	Provincial

3. A presentation can be a demonstration or an illustrated talk (which includes the use of media (i.e.: PowerPoint)).
4. Presentations can be given individually or as a team of no more than three members. Individuals and teams compete against each other. Team members must be from the same club, and the workload including responding to the judge's question must be shared equally among each team member. If a team advances to the next level of competition, and a member cannot attend, the rest of the team must either present without them or forfeit to the next place competitor(s). A team member who misses one level of competition may resume competing at further levels if their team qualifies. Team members may not be substituted.
5. Teams may consist of any combination of age groups, but must compete at the level of the oldest team member. For example, a team composed of a 12 year old and a 16 year old would compete at the senior level. Members may only compete once in a presentations competition.
6. Each presenter/team must prepare a new and original (defined as having done their own research, scripting and presenting) presentation each year. Presenters may modify their presentation or prepare a completely different one for each level of competition.
7. Members may compete and advance in public speaking and presentations within the same club
8. Members belonging to more than one club;
  - a. can do a different communications activity (ie: speech and presentation) for each club
  - b. can do a different presentation in each club;
  - c. can do the same presentation in each club BUT can only be placed and advance in the club competition that is held first. Note: the member must deliver their presentation in the other club's competition but will not be placed.
9. If presenters wish to leave a competition early, they must receive permission from the organizing committee prior to the date of the competition. The committee's decision as to whether they will be allowed to leave early is final.

10. Presenters must progress through each competition made available to them (e.g. club → zone/areas district → regional → provincial) before advancing to the next level. If there is no formal club competition, the presenter must still speak in front of an audience and receive feedback before advancing.
11. Presenters should set up their own presentation to the best of their ability. **There should be no parental help, if you need help please ask one of your fellow members.**
12. If available, presenters can choose if they want to use a podium, microphone and/or time cards (use is not mandatory).
13. Presenters must provide any and all equipment including electronics for the presentation. Where available, some common items such as a screen, stage, computer or projector MAY be provided. This, along with any special requirements that are needed, should be discussed with the organization committee prior to the event.
14. All facts and figures used in presentations are to be accurate.

## TIMING

15. Presentations are timed from the first word spoken or at the start of any action, music, video, song, etc. to the last word of "I/We are ready for the judge's question". Members will have the option to see their time faults on the day of the competition.

Time Limits are:

Level	Minutes
Junior	4-8
Intermediate	6-8
Senior	8-10

16. Intermediate and senior presenters will have the option of having time cards shown at 2 minutes remaining, 1 minute remaining, 30 seconds remaining and stop. For junior presenters, a 4 minutes remaining card will also be shown, in addition to the cards listed above.
17. Points will be deducted for every 5 second range over or under the time limit up to a maximum of 14 points for intermediate/senior members and 7 points for junior members. If presenters go 2 minutes over their allotted time, they will be asked to stop.

Seconds Over/Under Time Limit	Points Deducted	
	Junior	Intermediate / Senior
1-5 range	1 total	2 total
6-10	2 total	4 total
11-15	3 total	6 total
16-20	4 total	8 total
21-25	5 total	10 total
26-30	6 total	12 total
31 and Over	7 total	14 total

18. In the event of electronic equipment malfunction, presentation timing will pause. The presenter(s) will be granted up to 3 minutes to correct the problem. Once the problem is repaired, or the 3-minute mark is reached, timing for the presentation will continue from where it was paused. The presenter(s) must resume from the point the problem occurred with either corrected equipment or an appropriate alternate method of delivery. Competitors using electronic equipment are encouraged to bring a suitable back up (i.e. poster, flipchart, etc.). Under all circumstances the presenter(s) should try to rectify the issue(s) themselves. Some circumstances, such as electrical or mechanical malfunctions, may require additional help of an adult or someone with a specific skill set.
19. If using electronic cue cards, the device must be switched to “airplane mode” and not connected to Wi-Fi.

## JUDGING

20. At a competition each presentation must be judged by a panel of 3 judges.
21. Judges, and/or officials should not be a member of the immediate family (including aunts, uncles and grandparents) of any of the competing speakers. If circumstances warrant the use of a family member for the role of teller or timer it is recommended that two officials be used in that role.
22. A judge may only judge any member’s presentation once at any level in the same year.
23. Judges will give presenters unbiased and constructive feedback on 4-H comment sheets.
24. Judges will ask only ONE question at the conclusion of the presentation. This question will be scored and no other questions will be asked.
25. Judges shall not converse during the presentation or scoring process, except to agree on a question for each competitor or team.
26. Judges will receive the presentation time faults and penalties at the end of the competition and must record them on their sheet. Judges will then write their placings on the ranking sheet. Judges must break their own ties prior to giving their ranking sheet to the tellers. Only the ranking sheets will be given to the teller.
27. If the tallied results end up in a tie, the judges will choose a common question to ask the tied competitors. The member/team will be ranked on this question and the lowest rank wins. The question should be generic and not topic related in order to provide fairness in scoring. This is only necessary if it affects the top four placings. **This is not to be an impromptu.**

## DEDUCTIONS and DISQUALIFICATIONS

28. Presenters are not allowed to prompt the audience with the expectation of a response in any fashion, including both verbal and nonverbal actions. The audience in any fashion, including verbal and non-verbal actions, is not allowed to prompt the presenter(s). **5 point deduction.**
29. Sharing or offering products from your presentation to officials or audience members is not allowed during the competition. There will be a **5 point deduction.**
30. Presenters are allowed to cite or illustrate/display brand names but not to show preference toward any one product or product line such as saying “Brand X’ is the only kind of oil to use”. Presenters who show a preference will be **deducted 3 points**. Presenters are permitted to give preference to a particular brand in answering the question.
31. Sourced video, sound clips and animations are acceptable visual aids. They are to be used to complement the presentation to a maximum 30 seconds total time. Members who exceed this time limit will be **deducted 3 points**. Members may be asked at the conclusion of all the presentations to replay their clips so that they may be timed.
32. Plagiarism will not be tolerated and will result in disqualification. If it is discovered at a later time

that a presentation is copied, the presenter(s) will forfeit any award(s) received and awarded to the next presenter.

33. Sources and/or references must be acknowledged in the 4-H Communications Event Quote/Reference Sheet. It is NOT necessary to note them in the context of your speech. A Quote/Reference Sheet must be handed in at every level of communication events. Not handing in the quote sheet will result in a **5 point deduction**. Total quotes used must not exceed 75 actual words not word count of a computer program and must be handed in prior to the competition. Quotes must also be recognized in the context of the presentation in addition to noting them on the 4-H Communications Event Quote/Reference Sheet. If quotes exceed the maximum length the ruling committee will **deduct 3 points** from the presentation.
34. Presenters may not use other people (unless team members) or live animals to do their presentation. If needed as a visual aid, a model/mannequin should be used instead. Presenters who fail to do so will be disqualified.
35. Safety is priority one. All safety regulations and age restrictions must be adhered to when using equipment and props. Members are also not to use open flames in their presentations and the use of controlled flame must adhere to facility fire regulations. Presenters who fail to do so will be disqualified.
36. Complaints regarding rule violations must be directed to the ruling committee. It will be up to the committee to make decisions regarding penalties and disqualifications. If a presenter is to be disqualified, a representative of the presentations organizing committee will advise the tellers not to place the presenters once all the presentations are given.

\*A disqualified individual(s) will be notified in private, accompanied by their parent(s), of the decision and provided with the reason(s). If a parent is not present then a guardian or club official must be present in their place. Disqualification should only be used as a last resort and discretion in doing so is a must. It is strongly suggested the word 'disqualification' be softened when talking to members.

#### **4-H ALBERTA PROVINCIAL PRESENTATION FINALS (SENIOR LEVEL ONLY)**

The top presenter(s) at the 4-H Alberta Presentations Finals may no longer compete in any future 4-H Alberta Presentations Competitions; however, each member is still responsible for completing a communications activity each club year.