

# Indiana High School Forensics Association



## Tournament Manual

Updated: March 5, 2019

*This is the current, updated version of the IHSFA Tournament Manual*

*Information herein supersedes all previous iterations.*

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I. GENERAL RULES -- IHSFA TOURNAMENTS

- A. The following rules govern the IHSFA State Debate, Sectional Speech, and State Speech Tournaments.
- B. The following rules are recommended for regular season tournaments in Indiana.
- C. The following rules govern regular season tournaments in Indiana unless explicitly specified otherwise by the tournament host.
- D. Judges shall not request a student divulge the name of his/her school.
- E. Recording devices will not be used at IHSFA tournaments without permission of the IHSFA Executive Director.
- F. All students participating in Sectionals or State Final contests must be bonafide students of grade 9 through 12, under twenty-one (21) years of age at the time of any contest, and must be enrolled as a student of record of a member school and in good academic standing. No more than four (4) fall and four (4) spring semesters (total of 8) or 12 total trimesters will be allowed for forensic eligibility.
- G. A sectional contestant entered in discussion may not compete in a second speech event.
- H. Any selection or other selection from the same work which has been entered by any student in the Sectional contest may not be given by that student in any IHSFA tournaments in the following years.
- I. If a coach cannot attend the tournament due to an emergency, the school's principal will certify in a letter who is responsible for the team. In the case of a coach's absence, the team is still responsible for providing an "A" Level judge or a replacement approved by the Executive Director. Penalty for failure to do so is immediate disqualification of the offending coach's students who are entered in the tournament.
- J. A Clean judge is defined as a judge who has no affiliation with students of the supplying school.
  - 1. "No affiliation" must be all of, but is not limited to:
    - a) No prior contact or connection with any students of the supplying school
    - b) Did not travel to the tournament with the supplying school's team
    - c) Does not sit with the supplying school's team before or during the tournament
    - d) Is not employed by the supplying school or the supplying school's district
    - e) Is not a past competitor at the supplying school within the past 5 years
    - f) Is not a past competitor at any school less than four years ago
    - g) Is not a parent, grandparent, sibling, or relative of a student attending the supplying school within the past four years
- K. No coach or judge furnished by a school should judge any student from that school, unless the judge meets the qualifications of a Clean judge.

- L. No coach or judge furnished by a school should judge any student with whom he/she has close personal or professional ties.
  - M. Junior High Schools who hold high school membership may enter only 9th grade students in the Sectional/State tournaments.
  - N. Judges at the State Tournament should come with a stopwatch prepared to time all events. One judge on each panel will be designated the official timer. The timer should announce at the conclusion of each speech in the presence of the speaker the length of the presentation.
  - O. A student may change material between Sectional and State Finals Tournaments. Any substitution must be registered in advance, in writing, with the Executive Director.
  - P. No student shall be judged by the same person in the same event more than once at any level of the tournament.
  - Q. Schools which switch judging assignments at IHSFA Sectional or State Finals Tournaments will be placed on probation.
  - R. A student who has competed in speech shall not be permitted to serve as a judge at the IHSFA contests in the area of his or her competition until one year has lapsed. Judges must be 18 and a high school graduate.
  - S. Students speaking in the wrong section will be ranked last for the round.
  - T. Critiques should not be given or asked for at the Sectional or State Tournaments.
  - U. Coaches and students are not to reveal scores to other students at Sectional or State tournaments.
  - V. For the Sectional and State tournaments, all extemp topics are to be color coded. Topics will be categorized by rounds.
  - W. All speech ballots will be posted following each round except for the final round which will be posted after the tournament at the Sectional. The ballots will be posted in a room restricted to coaches only.
  - X. In case of the coach's absence, the principal must certify in a letter the adult responsible for the team at Sectional or State. (see item G above)
  - Y. All event and holding prep rooms are restricted during preparation and the round to competitors and office staff as appointed by the tournament director.
- II. STATE DEBATE
- A. Congress and State Debate will be held at the same time and in the same location.
  - B. Each member school will be entitled to send four two-member teams in the following:
    - 1. Cross-examination/Policy Debate
    - 2. Public Forum Debate
  - C. Each member school will be entitled to send four entries in each of the following events:
    - 1. Congress
    - 2. Lincoln-Douglas Debate
  - D. Each member school will be entitled to send two entries in World Schools Debate
  - E. The following evidence rules govern the IHSFA state debate tournament
    - 1. Responsibilities of entries reading evidence:
      - a) The entry is responsible for the validity of all evidence they read in debate.

- b) In all rounds of Lincoln-Douglas and Public Forum debate, debaters must, at a minimum, orally deliver the title of the source and the author's name. In Policy debate, debaters must orally deliver the name of the author, title of the source (e.g. title of the book, not chapter; title of the journal, not article), and complete date. Internet based sources also must include the title of the Web site, database, or access point, the date accessed, and the Web address. The additional citation required for online sources must appear on all evidence, but need not be read. Should two or more quotations be used from the same source, the author and title need be given orally only for the first piece of evidence from that source. Subsequently, only the author's name is required.
  - c) In all rounds of debate, complete citations for each piece of evidence introduced in the round must be available in the round for it to be considered by the judge(s).
  - d) The use of internal ellipsis is strongly discouraged but may be used if the original source or a copy is present. The evidence may be read in ellipsed form, but the entirety of the evidence must be available.
  - e) Personal correspondence with an author or private communication of any kind is inadmissible as evidence.
  - f) Availability of Evidence: Contestants have the responsibility to provide promptly a copy of any evidence utilized in a speech for inspection by the judge or opponent. Evidence may be printed in the round or produced electronically, but must be provided in a format readable by the opposing team and the judges.
2. Responsibilities of teams challenging evidence:
- a) Indictments or protests of the validity of evidence must be made on substantive grounds.
  - b) A challenger must have either the original source or a copy of the source being cited, or
  - c) A challenger must demonstrate that reasonable search has not been able to locate the source.
3. Definitions of non-existent evidence or evidence which seriously distorts the intention of the original source.
- a) "Serious distortion" exists when the evidence itself contains added or deleted word(s) which do not clarify but in fact change the position of the author with respect to the issues in question.
  - b) "Non-existent evidence" means that
    - (1) Reasonable search is unable to produce the original source and/or the team reading the evidence is unable to provide the original source or a copy of the relevant pages.
    - (2) The evidence cited is not located in the original source cited.  
Typographical errors in citation will not automatically result in the

evidence being labeled non-existent, if the team reading the evidence can produce the correct information.

4. Procedures for initiating and reviewing protest of evidence. (IHSFA Constitution: Bylaws: Article I)
  - a) Initiating and reviewing protests of evidence: A protest is registered with the IHSFA Ombudsperson and a ruling is made.
  - b) Appeals:
    - (1) The ruling may be appealed to the entire IHSFA Board of Directors and a ruling is made.
    - (2) The ruling may be appealed to the Principal Representative Council, where a final ruling is rendered.
5. Penalties
  - a) If an evidence violation is presented where a debater is found to have committed a “serious distortion” or to have used “non-existent evidence,” at the conclusion of due process, the offending debater(s) may
    - (1) receive a loss and zero speaker points for the round in which the violation was confirmed,
    - (2) be disqualified from the tournament, or
    - (3) result in notification of said offense to their high school administration, loss of all trophy and sweepstakes points for the offending student(s), and/or probation for one school year.
6. Tournament Adjustments
  - a) Under no circumstances will a tournament or a part of a tournament be re-run because of a violation of these rules.
  - b) In the case of a disqualification of a contestant, all previous ranks and decisions of other contestants stand and no revision of past round ranks will take place.
7. Laptop use in debate events
  - a) The use of laptop computers in Policy, Public Forum, Lincoln-Douglas, and Congress is permitted at the IHSFA State Tournament.
  - b) Computers equipped with removable wireless cards must have the cards removed before the beginning of any round of competition. It is the responsibility of the contestant to disengage the equipment.
  - c) Computers with built-in wireless capability may be used only if the wireless capability is disabled. It is the responsibility of the contestant to disable the equipment.
  - d) Internet connections (Ethernet or phone) during rounds of competition are not permitted.
  - e) Computers or other electronic devices may not be used to receive information from any source (coaches or assistants included) inside or outside of the room in which the competition occurs. Internet access, use of e-mail, instant messaging, texting, social media or other means of receiving information from

sources inside or outside of the competition room are prohibited. (This does not prohibit non-electronic communication between debate partners during prep time if applicable.)

- f) Penalty: Contestants found to have violated provisions (b) through (e) above may receive a loss in the round of competition and receive zero speaker points.
- g) Contestants electing to use computers are responsible for providing their own computers, batteries, extension cords, and all other necessary accessories. Tournament hosts will not be responsible for providing computers, printers, software, paper, or extension cords for contestants.
- h) Because public speaking decorum remains an important element of debate, all debaters are expected to stand at the front of the room and face the judges while speaking.
- i) Contestants choosing to use laptop computers and related equipment accept the risk of equipment failure. Judges and/or contest directors will give no special consideration or accommodation, including no additional speech time or prep time, should equipment failure occur.
- j) By choosing to use laptop computers in the round, debaters are consenting to give tournament officials the right to search their files. Debaters who do not wish to consent should not use computers in the round.

### III. DEBATE CONTEST FORMAT

#### A. Policy Debate

- 1. A team is two students.
- 2. A round of debate is a contest between two teams.
- 3. The question shall be the current national question or the question as determined by the National Federation procedure. In case of no determination by the National Federation, the Board of Directors has the power to determine the topic.
- 4. Each speaker shall have eight minutes for a constructive argument, alternating from affirmative to negative. Following each constructive speech, one opponent will cross-examine the speaker for three minutes. The questioner shall control the time and may interrupt the respondent but should not comment on the answers. It shall be the prerogative of the individual team members to determine the speaking order in cross-examination and rebuttal. No fixed order is mandatory. Each debater shall present a five-minute rebuttal, cross-examine for three minutes, and be cross-examined for three minutes.
- 5. Format:
  - Affirmative 8 minute constructive
  - Negative 3 minute cross examination
  - Negative 8 minute constructive
  - Affirmative 3 minute cross examination
  - Affirmative 8 minute constructive
  - Negative 3 minute cross examination
  - Negative 8 minute constructive



Affirmative 3 minute cross examination

Negative 5 minute rebuttal

Affirmative 5 minute rebuttal

Negative 5 minute rebuttal

Affirmative 5 minute rebuttal

6. Each team will be allowed 5 minutes of preparation time during the round.

#### B. Lincoln-Douglas Debate

1. Lincoln-Douglas is also known as “One-Person Debate.”
2. Only two speakers are involved, one fulfilling the affirmative case responsibilities and the other, the negative. Emphasis is placed upon the issues involved rather than upon strategy in developing the case. The statement of the topic is a resolution of value rather than of policy. This results in emphasizing logic, theory, and philosophy while eliminating “plan” arguments. A wealth of evidence should not be used, but research supported by good background reading is necessary.
3. The debate topic will be the current National Speech and Debate Association January/February Lincoln-Douglas topic.

#### 4. Format

Affirmative 6 minute constructive

Negative 3 minute cross examination

Negative 7 minute constructive/rebuttal

Affirmative 3 minute cross examination

Affirmative 4 minute rebuttal

Negative 6 minute rebuttal

Affirmative 3 minute rebuttal

5. Each debater will be allowed a total of four (4) minutes preparation time during the course of the debate.

#### C. Public Forum Debate

1. A Public Forum team consists of two students
2. A Public Forum debate round is a contest between two teams.
3. The resolution debated will be the January topic as selected and presented by the National Speech and Debate Association.
4. To begin a round of debate, the judge shall flip a coin in the presence of all four debaters. The team winning the coin toss will then choose either the side (Pro/Con) they want to represent OR what order they would like to speak (First/Second). The other team then chooses from the remaining option. (It is important to note that unlike policy debate and L.D., there is no presumption of which side speaks first.)
5. The first speakers of each team deliver a four-minute speech. After the first two speeches, a three-minute crossfire occurs where both debaters are allowed to question and comment on their opponent’s speech. The speaker who went first should begin the crossfire period with the first question. The speakers should stand for individual crossfire. The second speakers then deliver a four-minute

speech, followed by a three-minute crossfire structured as noted above. Then the first speakers deliver two-minute summaries. The summaries are followed by a three-minute Grand Crossfire, where all four debaters are allowed to question and comment on the other side's position. Again, the team who spoke first should ask the first question. During the Grand Crossfire, all four debaters should remain seated. The round is finished when the second speakers each deliver a two-minute Final Focus to finalize their team's position. There are no content limits set on the Final Focus speeches.

6. Format

- Team A Speaker 1: 4 minute constructive
- Team B Speaker 1: 4 minute constructive
- Crossfire: 3 minutes
- Team A Speaker 2: 4 minute constructive
- Team B Speaker 2: 4 minute constructive
- Crossfire: 3 minutes
- Team A Speaker 1: 2 minute summary
- Team B Speaker 1: 2 minute summary
- Grand Crossfire: 3 minutes
- Team A Speaker 2: 2 minute Final Focus
- Team B Speaker 2: 2 minute Final Focus

7. Total preparation time for each team during the round will be 2 minutes.

D. Congress

1. Invitational Legislation Docket - Each Summer, the Congress Committee will release a set of bills and resolutions recommended for tournament hosts to choose from for their invitational tournaments. This docket will include legislation modified from the previous year's NSDA and NCFL national tournaments.
2. Chamber Structure
  - a) Chamber sizes for preliminary, semifinal and final (senate) sessions will be determined in the following way:

<b>Number of Contestants</b>	<b>Number of Preliminary Chambers and Advancing Contestants</b>	<b>Number of Semifinal Chambers and Advancing Contestants</b>	<b>Size of Final Chamber</b>
15-28	2, advancing 7	None	14
29-42	3, advancing 8	2, advancing 7	14
43-56	4, advancing 7	2, advancing 7	14
57-70	5, advancing 9	3, advancing 5	15
71-84	6, advancing 7	3, advancing 5	15

85-98	7, advancing 8	4, advancing 4	16
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- b) In preliminary rounds, no students from the same school will be assigned to the same chamber, unless the number of preliminary chambers requires it. In that case, students will be randomly assigned to chambers and the number of students from the same school in each chamber will be minimized.
  - c) When assigning semifinal chambers, the highest-ranked students from preliminary rounds will be assigned different chambers for semifinals, with a “snake” used to distribute contestants into chambers in order to balance preliminary rankings in each semifinal chamber.
    - (1) The “snake” will be adjusted to prevent students from the same school being assigned the same semifinal chambers, as much as possible. When students from the same school must be placed into the same semifinal chamber, the highest-placing student from each school will be protected from being placed in the same chamber as the second-highest-placing student from the same school.
  - d) Each chamber will debate the same pieces of legislation as the other chambers at the same level: Three pieces of legislation designated for the preliminary chambers; three pieces of legislation designated for the semifinal chambers; and three pieces of legislation designated for the final chamber.
3. Judges
- a) Each preliminary and semifinal chamber will be assigned three judges.
    - (1) One judge will be designated as a parliamentarian, who will be responsible for maintaining parliamentary procedure to the best of her ability, and keeping a record of speeches.
    - (2) One judge will be designated as an official scorer, who will be responsible for assigning NFL points for each speech.
  - b) The final chamber will have five judges, including a parliamentarian and an official scorer.
  - c) No semifinal or final chamber judge will have judged congress during an earlier chamber at the same state tournament.
4. Scoring
- a) In each preliminary and semifinal chamber, the scores from all three judges will be added together, and students with the lowest resulting total will advance to the next round of competition.
    - (1) In the event of a tie, the parliamentarian’s ballot will be used to break the tie(s).
  - b) In the final chamber, placings will be determined in the following way:
    - (1) All ranks lower than “10” will be adjusted to “10” by the tournament staff.

- (2) The highest score and the lowest score awarded to each student will be dropped.
- (3) The total of the remaining three scores will be added to the cumulative rank the student earned in semifinals. The lowest resulting totals will be awarded the highest places in finals.
- (4) In the event of a tie between two or more competitors, the tie(s) will be broken by:
  - (a) First, comparing total scores without any judges' scores dropped. (Five final round judges + cumulative rank from semifinals.)
  - (b) Second, the parliamentarian's ballot will be used to break any remaining ties.

#### 5. Presiding Officers

- a) Each school may nominate up to two students to serve as presiding officers in the Congress tournament. A school will not lose a Congress contestant spot for nominating a presiding officer, whether or not its nominee(s) are accepted.
- b) Nominees must be submitted by their schools' coaches to the Chief Operating Officer prior to the Winter Meeting of the Board of Directors. Each nomination must be accompanied by a brief description of the student's qualifications for being a presiding officer at the state tournament.
  - (1) The Congress Committee will review nominations and propose a slate of presiding officers to be invited to the state tournament. Because of the variable number of preliminary chambers, some candidates may be invited as an alternate or contingent presiding officer.
- c) Presiding officers operate as tournament staff at the state tournament, though they will be awarded NFL points for their service. No sweepstakes points are earned by presiding officers.
- d) Presiding officers will be rotated through preliminary chambers after the conclusion of each bill's debate. At the conclusion of preliminary chambers, a preferential ballot will be cast by each contestant ranking the presiding officers she saw during competition.
  - (1) The ballots of contestants advancing to semifinal chambers will be used to determine the presiding officers that will advance to semifinal chambers.
- e) Remaining presiding officers will be rotated through semifinal chambers after the conclusion of each bill's debate. At the conclusion of semifinal chambers, a preferential ballot will be cast by each semifinalist ranking the presiding officers.

- (1) The ballots of contestants advancing to the final chamber will be used to determine the presiding officer that will serve as President Pro Tempore of the Senate.

6. Legislation

- a) The state legislation docket will include three pieces of legislation for preliminary chambers, three for semifinals, and three for finals.
- b) Each school may submit up to two pieces of legislation for consideration. Submissions must be made to the Chief Operating Officer before January 1st.

- (1) The Congress Committee will select legislation from submissions by member schools and those included on the invitational docket, and assign them to preliminary, semifinal, and final chambers.

- (2) If accepted for the state docket, each piece of legislation is considered moved by the IHSFA. No pre-assigned authorship or sponsorship speeches are guaranteed.

- c) The state tournament docket shall be posted to the IHSFA website within a week of the Winter Meeting.

7. Procedure

- a) At the beginning of each preliminary, semifinal, and final session, each chamber may set the order of legislation to be debated in that chamber in whichever order they desire.
- b) Managing Speeches and Debate

- (1) When more than one speaker seeks the floor, the presiding officer must follow the precedence/recency method:

- (a) First recognize students who have not spoken during the session.
- (b) Next recognize students who have spoken fewer times.
- (c) Then recognize students who spoke earlier (least recently).

- (2) Before precedence is established, the presiding officer should recognize speakers fairly and consistently. They may not link recognition of speakers to previous recognition of students asking questions, moving motions, or longest standing (standing time).

- (3) During any session, precedence/recency should not reset, to ensure that all students in a chamber have an equal opportunity to speak and receive evaluation from scorers. When a new session begins, precedence/recency will be reset along with a new seating chart

- (4) Before precedence is established, the presiding officer should explain their recognition process and it must be fair, consistent and justifiable.
- (5) Speeches should alternate between those advocating the passage of the legislation and those opposed to the legislation. If no one rises to speak on the side that is due recognition, the presiding officer may call for another speech on the side that just spoke.
  - (a) No debate may begin without a speech in favor of the proposed legislation. Should no one wish to speak in favor of the legislation, it should be tabled until someone is willing to propose the legislation and give an affirmative speech.
- (6) Each speech is limited to three minutes, followed by a period of questions from other members of the chamber.
  - (a) Following the first affirmative and first negative speeches on each bill, two minutes of questioning will be permitted after the speech.
  - (b) For each subsequent speech on the bill, one minute of questioning may follow the speech.
- (7) Recognizing Questions
  - (a) The presiding officer fairly and equitably recognizes members to ask questions following each speech. The presiding officer starts timing questioning periods when they have recognized the first questioner, and keeps the clock running continuously until the time has lapsed. Speakers are encouraged to ask brief questions, and may only ask one question at a time.

Two-part/multiple-part questions are not allowed.

    - (i) There is no formal "permission to preface," however; presiding officers should discourage students from making statements as part of questioning, since that is an abusive use of the limited time available.
- (8) The presiding officer will pause briefly between speeches to recognize any motions from the floor; however, they should not call for motions (at the beginning of a session, the presiding officer should remind members to seek their attention between speeches).
- (9) Use of the motion for the previous question should be discouraged until all who wish to speak have the

opportunity to do so. When the motion is made, take a standing vote, as a two-thirds majority is required. When no one wishes the floor for debate, the vote should be taken without the motion for the previous question. The previous question may not be moved in the first hour if there are members still wishing to speak.

c) Amendments

- (1) Amendments must be presented to the presiding officer in writing with specific references to lines and clauses that change. This must be done in advance of moving to amend.
- (2) The parliamentarian will recommend whether the amendment is “germane”—that is, it upholds the original intent of the legislation—otherwise, it is considered “dilatory.” The title of the legislation may be changed.
- (3) A legislator may move to amend between floor speeches. Once that motion is made, the presiding officer will read the proposed amendment aloud and call for a second by one-third of those members present, unless he/she rules it dilatory.
- (4) Should students wish to speak on the proposed amendment, the presiding officer will recognize them as per the standing precedence and recency, and the speech will be counted toward their totals, accordingly.
- (5) Simply proposing an amendment does not guarantee an “author/sponsor” speech, and any speeches on amendments are followed by the normal one minute of questioning.
- (6) Amendments are considered neutral and do not constitute an affirmative or negative speech on the original legislation.
- (7) If there are no speakers or the previous question is moved, the chamber may vote on a proposed amendment without debating it.

d) Students should ask permission to leave and enter the chamber when it is in session (move a personal privilege). However, do not interrupt a speaker who is addressing the chamber.

e) Questions of procedure not covered by these rules shall be ruled according to *Robert’s Rules of Order, Newly Revised*.

E. World Schools Debate

1. World Schools Teams

- a) Each team will be comprised of 3-5 debaters. All members of the team are allowed to participate during the preparation portion of the impromptu round.

- b) During the round, only 3 members of the team are allowed to compete. The extra debaters are allowed to observe the round, but are **NOT** allowed to participate in any way and may not take notes or flow the round.
  - c) Members of the team who are not participating in the debate during a round are not to speak, interact, or communicate with the members of the team who are debating. Knocking is permitted.
  - d) Non-speaking members shall not sit at the same table or group of desks as the rest of the team.
  - e) During preliminary rounds, sides will be set by the tournament program. Elimination round sides will be determined by a coin toss with the winning team selecting which side they want to defend.
  - f) The proposition or Government team advocates for the motion to be debated. The opposition team opposes the motion to be debated.
  - g) Before the round begins, each team must declare to the judge the order of speakers, including the reply speech.
2. Speeches
- a) Each speaker delivers an 8-minute substantive speech to introduce arguments and counter opponents' arguments.
  - b) Each team then delivers a 4-minute reply speech, with the opposition going first followed by the proposition. **ONLY** the first or second speaker can deliver the reply speech. The third speaker is **NOT** allowed to give the reply speech.
  - c) Each team should present three main arguments supporting their side, with two arguments presented by the first speaker and the third argument presented by the second speaker of each team.
  - d) During each constructive speech, the opposing team is permitted to request Points of Information (POI's) of the speaker.
    - (1) A POI is only allowed to be requested during the middle 6 minutes of the speech.
    - (2) The first and last minute of the constructive speech is protected time. No POI is allowed to be requested during this time or during Reply Speeches.
    - (3) Note-A POI is an opportunity for the opposing team to ask a question of the speaker or to make a statement in opposition. A POI can be asked by any member of the opposing team. The POI can be accepted or denied by the speaker with a simple "No, thank you" or hand motion.
    - (4) It is considered bad form to harass the opposing team with POIs occurring too frequently while convention also suggests that a speaker take 2-3 POIs during their speech at their discretion.
3. World Schools Motions
- a) Topics for the state tournament will be determined by the World Schools Chairperson and Committee.
  - b) At the state tournament, the order of motions will be as follows:
    - (1) Round 1 Prelims-Prepared Motion



- (2) Round 2 Prelims-Impromptu Motion
- (3) Round 3 Prelims-Prepared Motion
- (4) Quarterfinal-Impromptu Motion
- (5) Semi-final-Prepared
- (6) Final Round-Impromptu

c) For rounds involving impromptu motions, teams will meet in a designated location where the Event Chairperson will announce the motion to all teams present and then employ the coin toss to determine sides.

- (1) Proposition teams will prepare in the competition room.
- (2) Opposition teams will prepare in assigned classrooms.
- (3) Teams are allowed to use a MAXIMUM of two references
  - (a) These sources should be of a reference nature: Black's Law Dictionary, Webster's Dictionary, almanac, textbook, etc.
- (4) All members of the team are allowed to participate during the preparation segment of the round but only 3 may participate in the debate segment.
- (5) No electronic devices are allowed including cell phones, laptops, tablets, etc. Use of such devices may result in forfeiture of the round and/or disqualification from the tournament.

4. Electronic devices are not allowed during debate rounds.
5. Schools may enter two WSD teams at the state tournament.

#### IV. STATE DEBATE TOURNAMENT SET-UP AND ADMINISTRATION

- A. The tournament director will prepare a suitable card for each Policy, Public Forum, Congress, and Lincoln-Douglas entry in the tournament.
- B. Schematic for Policy, Public Forum, and Lincoln-Douglas
  1. Three preliminary rounds will be held--two on Friday evening and one on Saturday morning, with two judges assigned to each round.
  2. Any team over fifteen minutes late for a round may have to forfeit its debate.
  3. For the preliminary schematic, each team will draw for a number independent of another team from the same school. Please note--Schools with two teams entered may both be debating the same side in the same rounds.
  4. Teams from the same school must not meet in the preliminary rounds.
  5. No team should meet another team more than once in the preliminary rounds. In the event that two teams are scheduled to hit each other for a second time in round 3, a minor adjustment within the power bracket will be made to assure no teams meeting twice in preliminary rounds.
  6. The tournament director and a minimum of one representative from the Executive Board will meet during the week preceding the State Tournament to draw numbers.
  7. The schematic for the first two rounds at the State Tournament shall be pre-drawn. The tournament director will print a schematic for the first two rounds based on the number of teams to debate. It should be structured like the following example:

Aff	1	Neg	6	Aff	7	Neg	1
	2		7		8		2
	3		8		9		3
	4		9		bye (10)		4
	5		bye (10)		1		5

With an even number of contestants, there will be no bye for the first three rounds. In a tournament with an odd number of teams, the bye shall always be considered the final number as shown.

8. In the event of last minute drops, the tournament director, working with at least one member of the Executive Board will rework the first two rounds to minimize the number of byes, wherever possible.
9. In round 3 the teams will be power matched using number of ballots and speaker points, and they will flip for sides. [Please note that in Public Forum, teams will flip for sides in EVERY round]
10. After the third round, the top sixteen teams based on total ballots will be paired in a one-loss power protected elimination tournament. When the 16 teams are determined, they will be put into a bracket as follows:

Upper Bracket	Lower Bracket
1	3
16	14
8	6
9	11
5	7
12	10
13	15
4	2

11. If an event at the IHSFA State Debate Tournament has 20 or fewer entries present at registration, that event will advance eight (8) entries to elimination rounds after the regular preliminary rounds. (This does not apply to congressional debate.)
12. Public Forum debate will follow its own rules regarding coin flips as explained in the public forum rules above.
13. In Policy and LD elimination rounds, debaters will flip for sides in the presence of all three judges (all five for final).
14. In Policy and LD, if two teams meet a second time, reverse sides from their first encounter. If a third time, there will be a coin flip to determine sides.

15. There will be no runoffs to fill the sixteen slots for elimination rounds. If necessary, a tie breaking formula will be used to determine the top 16 seeds, based on the following:
  - a) Total ballots from six judges;
  - b) Head to head competition;
  - c) Strength of competition - ballots;
  - d) Strength of competition - total team ranks - drop high/low
  - e) Strength of competition - total speakers' points - drop high/low
  - f) Total speakers' points - drop high/low

C. Judge Selection Procedure

1. All judges will be rated A, B, or C in each event based on the formula listed on the judges' cards; the formula is built into SpeechWire, the tournament management website used by the IHSFA at its tournaments.
2. The tournament director will turn the cards over and equally distribute judges into piles for each event;
3. Each Policy, Public Forum, or LD round's goal:
  - A-C
  - A-B
  - B-B
4. Cards shuffled, turned face down, draw from top;
5. Conflicts move judge minimum distance for a fit.
6. The tournament director, with the assistance of the office staff, may compile possible judging panels for the semi-final and final rounds of each debate event, based on the rating system discussed above.
7. Semi-final rounds will have 3 judges with the goal of:
  - A-A-B
  - A-A-C
  - A-B-B
8. Final rounds will have 5 judges with the goal of at least three judges with an "A" rating in that event.

D. Ballots will be posted in a coaches' ballot room at the conclusion of each round. Only the designated coach is allowed into the ballot room to view the ballots. Ballots are not allowed out of the ballot room until the school has been eliminated from the tournament.

E. Judging Expectations

1. The debate critic should evaluate each debate in terms of which student or team effectively presents and defends the better argument, rather than which student or team happens to represent the critic's personal viewpoint. His or her comments should be presented so that they are constructive and contribute to the student's knowledge about either or both the debate process and the topic.
2. The critic should not orally disclose his or her decision as to which student or team won. Specific suggestions for each individual and a reason for the decision should be written on the ballot form.

F. Miscellaneous

1. Adults and/or students will not be allowed to time at the State Debate Tournament unless their school is directly involved in the round and is upholding the affirmative.
2. Observers in preliminary rounds of the state tournament must have the consent of both teams' coaches. Observers will take no notes, flows, or other method of recording..
3. Non-competitors/eliminated competitors are allowed to observe the elimination rounds on Saturday; they are not permitted to take notes. Observers from teams with active competitors are allowed to observe only rounds in which their teammates are competing.
4. The final round of the State Debate Tournament will be open to observers, provided no flows or notes of the proceedings are taken by the observers.
5. Scratch sheets of judges will be permitted and the number of scratches will be determined by the Board of Directors.
6. Any deviation from these rules (e.g. videotaping) must be approved by the Tournament Director.

G. Fines, Fees, and Penalties

1. Entry fees for the state debate tournament are as follows: Congress--\$6.00 per entry. Lincoln-Douglas--\$12.00 per entry. Policy--\$20.00 per team. Public Forum--\$20.00 per team. World Schools Debate -- \$6.00 per student. Presiding officer candidates will not be charged an entry fee for the tournament.
2. Registration money will not be reimbursed once the entry has been received.
3. Failure to register by the deadline is \$50.00.
4. Entry drop on the Friday of state is \$25.00 per entry.
5. A school is fined \$25 per round for each judge or fraction thereof unavailable at the time the round is set.

V. STATE DEBATE AWARDS

- A. Sweepstakes trophies will be awarded to the top ten schools based on the following points:
  1. L/D, Public Forum, Policy, and WSD: 1st=14 pts.; 2nd=12 pts.; Semi=10 pts.; Quarterfinals=6pts.; and Octafinals=2 points.
  2. SENATE: 1st=14 pts.; 2nd=12 pts.; 3rd=8 pts.; 4th=7 pts.; 5th=5 pts.; 6th=4 pts.; 7th=3 pts.; 8th=2.5 pts.; all remaining finalists=1 point. All semi-finalists that do not advance to finals = .5 points. If there is no semi-final round, no points will be awarded for semi-finalists.
  3. Ties to be broken by school with the most entries earning Sweepstakes points. If still tied, the student placing best will be used to break the tie.
- B. A traveling trophy is awarded to the first place policy debate team in the state. It is the responsibility of the winning team to attach the next plaque and return the trophy in good condition at the following year's state tournament. Permanent trophies are awarded to the first, second, and both third place policy debate teams.
- C. All semi-final qualifiers in Congress will receive ribbons. The top eight Senators will receive ribbons.

- D. The top three Senators will receive trophies. The Presiding Officers will receive gavels. The Presiding Officers at State Finals Congress will receive appropriate awards.
- E. In Policy Debate, the top 16 two-person teams will receive ribbons.
- F. In Lincoln-Douglas Debate, the top 16 debaters will receive ribbons.
- G. Permanent trophies are awarded to the first, second, and both third place debaters in Lincoln-Douglas Debate.
- H. Permanent trophies are awarded to the first, second, and both third place teams in Public Forum Debate.
- I. Robert Brittain Mental Attitude Award in Debate. Each school entered into the state debate tournament may nominate one senior member to be considered for the Robert Brittain Scholarship Award.
  - 1. To be considered, the nominated student must break to the octa-final round or otherwise ranked in the top 16 of a debate event or the semi-final round of Congress.
  - 2. All council members, both directors, and the advisor will rank those students who qualify for consideration, with the high and low ranks being dropped.
  - 3. The winning student will be awarded an individual plaque at the state awards ceremony along with a monetary scholarship, the amount to be determined by the Board of Directors on a yearly basis.
- J. No school which has paid late dues will be allowed to earn sweepstakes trophies at state tournaments by the deadline publicized, effective 13 March 2016.

## VI. SECTIONAL & STATE SPEECH TOURNAMENTS

- A. Each member school will be entitled to send four entries (up to a total entry of forty) in each of the following events to participate in the IHSFA Sectional Speech Tournaments:

### B. Events

- 1. Broadcasting
- 2. Discussion
- 3. Extemporaneous Speaking
  - a) International
  - b) United States
- 4. Impromptu Speaking
- 5. Interpretation
  - a) Dramatic
  - b) Humorous
  - c) Duo
  - d) Poetry
  - e) Prose
  - f) Programmed Oral Interpretation
- 6. Original Oratory
- 7. Original Performance (solo or duo)
- 8. Informative Speaking

### C. Doubling Rules

- 1. Contestants in the events in this section may double in any event in this section:

- a) Duo Interpretation
  - b) Dramatic Interpretation
  - c) Humorous Interpretation
  - d) Informative Speaking
  - e) Original Oratory
  - f) Original Performance
  - g) Poetry Interpretation
  - h) Prose Interpretation
  - i) Programmed Oral Interpretation
2. Both members in a Duo Event (Duo Interpretation or Original Performance) may double in any speech event in the section above. Both duo members may double in another Original Performance duo if they remain as partners.
  3. Extemporaneous Speaking contestants may double only in Original Oratory, Informative, or Impromptu Speaking.
  4. Impromptu Speaking contestants may double in all events except Broadcasting and Discussion.
  5. Discussion contestants may not double.
  6. Broadcasting competitors may double-enter in any event except extemporaneous speaking, discussion, or impromptu.

## VII. SPEECH CONTEST STRUCTURE & GEOGRAPHIC GROUPINGS

### A. Sectional Divisions

1. The state will be divided into Sectionals by the Board of Directors for the purpose of conducting Sectional Speech Tournaments with the emphasis being placed on balance of active participants and geographic proximity. Apportionment will be permanent. If imbalances occur, the Board of Directors may make major revisions in July or minor adjustments in January. The goal is to have consistent geographic proximity and balanced entries among the sectionals.

### B. Speech Sectionals: Entries, Deadlines, and Advancement

1. Each school may enter up to four entries in each event in the Sectional Tournament, up to a total entry of forty.
2. Each school must confirm that they will be attending the Sectional Tournament by 8:00 P.M., two Fridays (eight days) prior to the Sectional Tournament date. The Sectional Chair shall establish whether the deadline is Eastern or Central time for his or her Section. The Sectional Chair shall communicate the deadline time zone clearly and in accordance with the S.O.P. for the tournament.
3. Individual entries must be submitted at or before 8:00 P.M., the Saturday prior to the Sectional Tournament. The Sectional Chair shall establish whether the deadline is Eastern or Central time for his or her Section. The Sectional Chair shall communicate the deadline time zone clearly and in accordance with the S.O.P. for the tournament.
4. The top six students in each speech event will advance to the State Finals. Two alternates in each event per sectional shall be named.

### C. Sectional Administration

1. Each Sectional has its own Sectional Chairperson and Committee appointed by the Board of Directors prior to the fall Coaches' Clinic. The Sectional Chairperson shall be a member of the IHSFA Board of Directors. Coaches from within a sectional may recommend coaches for Sectional Chairperson and Committee Members.
2. Duties of the Sectional Chairperson shall be:
  - a) To act as liaison between the Board of Directors and member schools of that section.
  - b) To become a recruiting agent for new member schools, and therefore to stimulate interest in speech in the schools in his or her Section.
  - c) To plan and manage the Sectional Tournament.
  - d) To make all reports to the Board of Directors and the Executive Director, including the tournament report of winners.
3. Sectionals shall be identified by their numbers (1, 2, 3, etc.)
4. Fees/Fines
  - a) Six dollars will be assessed for each individual entry at the State Speech level (\$12/duo). Five dollars will be assessed for each individual entry at the Sectional Speech level (\$10/duo).
  - b) Entry fees for dropped entries will not be discounted or reimbursed.
  - c) A late entry fee of \$50.00 will be assessed per school at the Sectional level. Fees may be assessed for judges' fees at the Sectional level.
  - d) The number of judges will be determined by the Sectional Chairperson.
  - e) If a school has one entry and it drops, the school still must supply a judge and/or \$50.00 judge fee.
  - f) A school must supply the required number of judges for all IHSFA Tournaments or pay \$50/day fee per missing judge.
  - g) A dropped entry after the deadline is assessed a \$10.00 fine plus the original entry fee.
  - h) A dropped entry the day of Sectionals will be assessed a \$25.00 fine in addition to the original entry fee.
  - i) A judge who fails to show up for either a round or a judges' meeting in a timely fashion will be assessed a \$25.00 fine per occurrence.
  - j) No team will be allowed to participate at the sectional or state level of competition UNLESS entry fees have been accounted for by the Executive Director, the Chief Operating Officer, or the sectional chairperson.
5. Tournament Security
  - a) Students may not enter any competition room unless a coach or judge has entered the room .
  - b) Tournament hosts should place a doubling sheet (see appendix A for form) outside each competition room that will allow doublers to note their doubling information for judges to check.

- c) Tournament offices should not reveal specific information about any student to anyone other than the head coach or designee. Persons requesting information will be directed to the student's head coach or designee.
- d) Ballot Room
  - (1) A labeled coach button or ribbon will be given to each team, allowing the wearer to enter the ballot room.
  - (2) No one other than the authorized coach, ballot room workers, and tournament officials will be allowed in the ballot room.
- e) Failure to follow the above guidelines may result in disciplinary action as outlined in the IHSFA Bylaws, Article III.

D. Sectional Set-up

- 1. All events with 17 or more actual competitors will have three preliminary rounds, one semi-final round, and a final round.
- 2. Events with 16 or fewer actual competitors will have three preliminary rounds and then break to a final round.
- 3. If an event begins with 6 or fewer actual competing entries, the Sectional Committee will determine how many rounds of competition shall occur at the Sectional Speech Tournament. The Sectional Committee shall adopt one of the options outlined below:
  - a) Option A: Events that begin with six or fewer actual competing entries will compete in one qualifying round of competition with three judges.
    - (1) The results of this qualifying round determine the final placing for the Sectional Tournament.
    - (2) Prior to the beginning of the qualifying round, a judge or tournament official will inform the competitors that the final placing for the Sectional Tournament will be determined by the qualifying round's results only.
    - (3) Judges will be assigned to this qualifying round of competition according to the rules outlined for the Sectional Speech Tournament in the IHSFA Tournament Manual.
  - b) Option B: Events that begin with six or fewer actual competing entries will compete in one to three exhibition rounds, followed by one qualifying round with three judges.
    - (1) The number of exhibition rounds shall be determined by the Sectional Committee.
    - (2) Exhibition rounds
      - (a) Exhibition rounds will have no impact on the final placing for the Sectional Tournament.
      - (b) Prior to the beginning of each exhibition round, the judge or a tournament official will inform the competitors that the results of this round will have no impact on the final placing for the Sectional Tournament.
      - (c) Exhibition rounds will utilize one judge. This judge may be affiliated or unaffiliated with the schools involved.



- (3) Qualifying round
  - (a) Only the results of the qualifying round will determine the final placing for the Sectional Tournament.
  - (b) Prior to the beginning of the qualifying round, a judge or tournament official will inform the competitors that the final placing for the Sectional Tournament will be determined by the qualifying round's results only.
  - (c) Judges will be assigned to this round of competition according to the rules outlined for the Sectional Speech Tournament in the IHSFA Tournament Manual.

- 4. Preliminary sections should be preset according to the number of registered entries actually competing based on the following schedule:

<b>Number of Competitors</b>	<b>Sections Structure</b>
6	6
7	7
8	4 4
9	4 5
10	5 5
11	5 6
12	6 6
13	6 7
14	7 7
15	5 5 5
16	5 5 6
17	5 6 6
18	6 6 6
19	6 6 7
20	6 7 7
21	7 7 7
22	5 5 6 6
23	5 6 6 6
24	etc.

(Maximum of 7 per section)

5. Preliminary Rounds Sectioning Priorities
  - a) Protect for schools.
  - b) Protect for duplicate cuttings.
  - c) Tournament software must allow for doublers.
  - d) Tournament software must vary speaking order for each round, ensuring students have spoken at the beginning, middle, and the end of the sections.
  - e) Smaller sections may be allowed in preliminary rounds only for the purpose of better judge utilization. If a sectional committee does so, the sectional chair should report this to the Executive Director or the Chief Operating Officer.
6. Determining Semi-Finalists
  - a) Scoring for sections is done by the lowest number of preset entries per section. For example, if there are two preset sections of 6 and one preset section of 7, then the lowest score given is a 6. Even if there are drops on the tournament day, the lowest section total should be used as lowest actual score.
  - b) Add up all preliminary scores, taking into account the scoring procedure listed above.
  - c) The lowest **12** cumulative scores advance to the semi-final round.
  - d) In case of a tie, the office staff should consult the following tiebreaking procedure:
    - (1) Head-to-head competition
    - (2) Reciprocal fractions of all 6 adjusted scores
    - (3) Total number of contestants defeated
    - (4) Total number of contestants competed against
    - (5) Tougher competition
7. Sectioning for Semi-Finals at Sectionals
  - a) (The following are done automatically now by the SpeechWire tournament software used by the Association.) Power snake the competitors to balance power. Based on score, seed contestants and lay out cards in a “snaked” order as follows:

Section A	Section B
1	2
4	3
5	6
8	7
9	10
12	11

- b) Protect for schools. If a school has two semi-finalists in an event, they should be placed in separate sections. If a school has more than two semi-finalists

- in an event, the two top seeds should not face each other. If a school places four contestants in semi-finals, the top two should be separated so that the school's #1 and #4 seeds hit in one section and the school's #2 and #3 seeds hit in the other. Sections shall then be balanced in terms of power in the best way possible.
- c) Protect for cuttings. If two contestants have the same cutting, they should be placed in separate sections when possible.
  - d) Check sections for balance of power. Add cumulative prelim scores of all competitors in each section. Unless protecting schools or cuttings prohibits, the totals of each section should be within 2 or 3 points of each other. If not, trade contestants until the sections are as balanced as possible given all constraints.
  - e) Blind draw for speaker order.
8. Determining Finalists following a Semi-Final
- a) Add scores from all judges--preliminary and semi-final.
  - b) The lowest **six** cumulative scores advance to the final round.
  - c) In case of a tie, the following procedure will be used:
    - (1) Head-to-head competition (if in the same semi-final section, judges' preference)
    - (2) Reciprocal fractions of all 9 adjusted scores
    - (3) Total number of contestants defeated
    - (4) Total number of contestants competed against
    - (5) Tougher competition
    - (6) In case of an unbreakable tie, a runoff will be held with one judge.
9. Determining Finalists without a Semi-Final
- a) Add all prelim scores.
  - b) The lowest **six** cumulative scores advance to the final round.
  - c) In case of a tie, the following procedure will be used:
    - (1) Head-to-head competition
    - (2) Reciprocal fractions of all 6 adjusted scores
    - (3) Total number of contestants defeated
    - (4) Total number of contestants competed against
    - (5) Tougher competition
    - (6) In case of an unbreakable tie, a runoff will be held with one judge.
10. Sectioning for the Final Round
- a) Blind draw for initial order.
  - b) If possible, the computer program should set for doublers.
11. Final Placing
- a) The contestants will be ranked based on the lowest total of all official scores.
  - b) For the final round, enter the name of each contestant and the place received in each preliminary and semi-final round (e.g. 2-1, 3-3, 2-2, 1-1-1). When the contest is over, add the ranks of the three final judges (e.g. 2,3,2) and total all numbers (in this case=23). Do the same for each final round contestant.

First place shall be awarded to the contestant with the lowest total, second to the next lowest, and so on. ~~The award first place to the one with the lowest total, second to the next lowest, and so on.~~

- c) In case of a tie, judges' preference will be used, if one is preferred by two of the three judges. If not broken, convert the judges' ranks to reciprocal fractions (first=1/1 or 1.00; second=1/2 or .50; third=1/3 or .33; fourth=1/4 or .25; fifth=1/5 or .20; sixth=1/6 or .17) and give the place to the one with the highest total.
- d) After determining the winner of a three-way tie, use judges' preference on the other two tied contestants.
- e) Six finalists will advance to the state tournament in each speech event.

#### 12. Judges

- a) Each preliminary round will have two judges per section. Judges will be assigned with the goal of the following rankings: A-A, A-B, A-C, B-B.
- b) Each semi-final round will have three judges per section. If possible, avoid panels below B-B-C.
- c) Each final round will have three judges.

#### 13. Sectional Awards

- a) Ribbons will be presented to the six finalists/state qualifiers in each event.
- b) Team sweepstakes points will be based on the finalists and semi-finalists in each event.
- c) All students who qualify to the final round will earn team sweepstakes points and qualify for the state tournament regardless of whether or not they perform in the final round.
- d) Sectional Final Sweepstakes:
  - (1) 1st Place=8 points
  - (2) 2nd Place=7 points
  - (3) 3rd Place=6 points
  - (4) 4th Place=5 points
  - (5) 5th Place=4 points
  - (6) 6th Place=3 points
- e) Each non-advancing semi-finalist will earn one point for his/her team's sweepstakes.
- f) Trophies will be awarded to the top five teams in each sectional.

#### E. State Tournament

##### 1. Administration

- a) The state speech tournament will be administered by the IHSFA board of directors and the 32 members of the eight sectional committees.
- b) The advisor and a committee appointed by the Executive Director will serve as ombudsmen for the tournament.
- c) FEES/FINES: Refer to Section VI, subsection C, item 4 for applicable fees and fines related to the state tournament.

- d) Tournament Security: Refer to Section VI, subsection C, item 4 for applicable rules.
2. State Tournament Set-up
- a) Each sectional chair will notify the Executive Director, Chief Operating Officer, or designee of all the qualifiers from his sectional in each event.
    - (1) Each qualifier is to be ranked according to placement.
    - (2) If an alternate replaces a qualifier on the day of the sectional tournament, the alternate will be moved into sixth place. All affected qualifiers will move up one place. For purposes of seeding, alternates will be moved into the sixth place.
    - (3) If a qualifier drops after the day of the sectional tournament, the team is still responsible for paying the entry fee and for providing the number of judges required for that school's original state qualifiers.
    - (4) All qualifiers will be placed into the schematics using state seeding format.
    - (5) All qualifiers are seeded 1 through 6 from each sectional.
    - (6) Using the state seeding format, no #1 seed shall face another #1 seed or anyone from their sectional in the preliminary rounds. Same applies to the #2 through #6 seeds.
    - (7) The numbering system for each event will be varied from year to year for each event.
  - b) Each school will be notified of their entry confirmation.
  - c) Every contestant is numbered.
3. Procedure
- a) Each contestant is guaranteed 3 rounds scored by 2 judges in each round. Judges will be assigned with a goal of the following rankings: A-A, A-B, A-C, B-B.
    - (1) Scoring for sections is done by the lowest number of entries per section. For example, if there are two sections of 5 and five sections of 6, then the lowest score given is a 5. Even if there are drops on tournament day, the lowest section total should be used as lowest actual score.
    - (2) The total of judges' scores is recorded for each round.
    - (3) The lowest 24 scores from the 6 judges will advance to quarterfinals.
4. Judges
- a) Each preliminary round will have two judges per section. Judges will be assigned with the goal of the following rankings: A-A, A-B, A-C, B-B.
  - b) Each quarterfinal round will have three judges per section. If possible, avoid panels below B-B-C.
  - c) Each semi-final round will have three judges per section. If possible, avoid panels below B-B-C.
  - d) Each final round will have seven judges. (See rule VI.E.9.b)
5. Sectioning the Quarterfinal Round

- a) In the quarterfinal round, the top students from preliminary rounds in an event shall advance to four sections of competition in which they will be protected from competing against teammates. The top 24 students from the preliminary rounds will advance to the quarterfinal round at the state speech tournament. The top 24 students will be seeded according to their scores in the preliminary rounds, from 1 to 24. They will then be placed into a “snake” as follows:

QF Sect. A	QF Sect. B	QF Sect. C	QF Sect. D
1	2	3	4
8	7	6	5
9	10	11	12
16	15	14	13
17	18	19	20
24	23	22	21

- b) Each tab station shall review the snake for the quarterfinals in their event, starting at the worst seed and continuing upward in counting order (24, 23, 22), and check if the seed you are checking has a teammate in the same section. If so, then the tab station shall switch the worse-seeded of the tied entries with another student of a neighboring seed (one seed different in number) if it resolves the school conflict without creating another school conflict. The preference will be to switch with the entry with the worse seed. If this does not resolve the conflict or creates another conflict, then the other neighboring student (if they are not in the same section) shall be checked. If this does not work, continue to the next-better seeded teammate in the section and try to switch them with a neighbor. If this does not work, return to the worst-seeded teammate and attempt to switch them with an entry two seeds away from them and see if this resolves the conflict without creating another. Continue in this fashion until all conflicts have been resolved and no teammates are facing each other in a quarterfinal round.
- c) The priority is that no two entries from the same school will be in a quarterfinal section together, and the appropriate action must be taken to accomplish this.
- d) In the unlikely event that there is a completely unbreakable tie for 24th, any tied students will advance, continuing the snaking motion above, and meaning that at least some sections may have more than six students in them.
6. Tabulating the Quarterfinal Round

- a) The first priority for determining placement in the quarterfinal round will be the entries' performances in the quarterfinals, followed by their overall performance in preliminary rounds.
  - b) The top three entries from each of the four quarterfinal sections shall advance to the semifinal round of competition. The following are the tabulation priorities (tiebreakers) for determining these advancing students:
    - (1) Lowest total ranks in the quarterfinal round
    - (2) Judges' preference in the quarterfinal round (was one of the tied students preferred first among the tied entries by a majority of the judges on their quarterfinal panel?)
    - (3) Highest total reciprocals in the quarterfinal round
    - (4) Lowest total adjusted ranks in the preliminary rounds
    - (5) Highest total adjusted reciprocals in the preliminary rounds
    - (6) Head-to-head in the preliminary rounds
  - c) In all cases of tiebreaking beyond the "judges' preference" tiebreaker, an effort shall be made to break a three (or more) way tie fully on the tiebreaker in question. However, if a tie remains after breaking one or more entries off of the original tie, then judges' preference will be used once more to see if one of the students in the resulting tie was preferred first by a majority of the panel. If so, then they will be broken off, and the same procedure will be used on any remaining ties. If judges' preference cannot be used in this way, then tabulation shall continue with the next tiebreaker, which shall then be used to break the tie as completely as possible. Should a tie be partly broken at any point, judges' preference shall once more be used on the remaining tie, before proceeding with the next tiebreakers.
  - d) If there is an unbreakable tie for the last advancing position to the semifinal round, both of the tied students shall advance from the section into the semifinal round indicated for that last qualifying position from their section. If there is an unbreakable tie for the first or second qualifying position, then one of the tied students shall randomly be selected and shall occupy the higher tied seed, and this process shall be repeated until all seeding positions for the next round are filled in the semifinal scheduling snake below.
7. Tabulating the Quarterfinal Round
- a) The first priority for determining placement in the quarterfinal round will be the entries' performances in the quarterfinals, followed by their overall performance in preliminary rounds.
  - b) The top *three* entries from each of the four quarterfinal sections shall advance to the semifinal round of competition. The following are the tabulation priorities (tiebreakers) for determining these advancing students:
    - (1) Lowest total ranks in the quarterfinal round
    - (2) Judges' preference in the quarterfinal round (was one of the tied students preferred first among the tied entries by a majority of the judges on their quarterfinal panel?)

- (3) Highest total reciprocals in the quarterfinal round
  - (4) Lowest total adjusted ranks in the preliminary rounds
  - (5) Highest total adjusted reciprocals in the preliminary rounds
  - (6) Head-to-head in the preliminary rounds
- c) In all cases of tiebreaking beyond the "judges' preference" tiebreaker, an effort shall be made to break a three (or more) way tie fully on the tiebreaker in question. However, if a tie remains after breaking one or more entries off of the original tie, then judges' preference will be used once more to see if one of the students in the resulting tie was preferred first by a majority of the panel. If so, then they will be broken off, and the same procedure will be used on any remaining ties. If judges' preference cannot be used in this way, then tabulation shall continue with the next tiebreaker, which shall then be used to break the tie as completely as possible. Should a tie be partly broken at any point, judges' preference shall once more be used on the remaining tie, before proceeding with the next tiebreakers.
- d) If there is an unbreakable tie for the last advancing position to the semifinal round, both of the tied students shall advance from the section into the semifinal round indicated for that last qualifying position from their section. If there is an unbreakable tie for the first or second qualifying position, then one of the tied students shall randomly be selected and shall occupy the higher tied seed, and this process shall be repeated until all seeding positions for the next round are filled in the semifinal scheduling snake below.
8. Sectioning the Semifinal Round
- a) In the semifinal round, the top three (or more, in case of completely unbreakable ties in quarterfinals) entries from each quarterfinal section shall advance to one of two sections as shown below:

SF Sect. A	SF Sect. B
QF A, 1st seed	QF A, 2nd seed
QF B, 2nd seed	QF A, 3rd seed
QF B, 3rd seed	QF B, 1st seed
QF C, 2nd seed	QF C, 1st seed
QF C, 3rd seed	QF D, 2nd seed
QF D, 1st seed	QF D, 3rd seed

- b) No adaptations to the snake may be made to adjust for teammates competing against one another in the semifinal round.
- (1) The only circumstance in which adaptations can be made is in the case in which two entries from the same quarterfinal section with the same seed (unbreakable tie) are in different sections, and if one of them is



competing against a teammate. In this case only, the entries may be swapped to eliminate the conflict.

- (2) Please remember that the only time this may happen is in case of an unbreakable tie from quarterfinals in which the tied students are in different semifinal sections. This is unlikely to occur, and the tab station should re-check carefully before taking any action.
- (3) If there are two equally sound options for a swap (an almost unimaginably rare three-way tie for first in a quarterfinal), the tab station shall flip a coin to determine which to swap. The philosophy for this is that there's no reason to make teammates face each other solely on the basis of a computerized random selection.

#### 9. Tabulating the Semifinal Round

- a) The first priority for determining placement in the semifinal round will be the entries' performance in the semifinals, followed by their overall performance in the state elimination rounds, followed by their overall performance in preliminary rounds.
- b) The top *three* entries from each of the two semifinal sections shall advance to the final round of competition. The following are the tabulation priorities (tiebreakers) for determining these advancing students:
  - (1) Lowest total ranks in the semifinal rounds plus placement in quarterfinal section (4 ranks/placements used)
  - (2) Judges' preference in the semifinal round
  - (3) Highest total reciprocals in the semifinal round plus reciprocal of placement in quarterfinal section
  - (4) Lowest total ranks in the semifinal round only
  - (5) Highest total reciprocals in the semifinal round only

#### 10. Scoring and Placing Finalists

- a) Final round speaking order will be a blind draw. Adjustments will be made for doublers.
- b) There will be 7 judges in the final, with each sectional being represented if at all possible. In the event that a sectional is unable to be represented, a qualified independent judge will be assigned. The 7th judge will be a neutral judge from a section not represented in the final. The high and low score will be dropped.

#### 11. Tabulating the Final Round

- a) Lowest total of seven ranks in the final round plus three ranks in the semifinal round plus placement in quarterfinal section (11 ranks/placements used)
- b) Judges' preference of seven judges in the final round (Count up how many times each of the tied entries was a panel judge's first preference among the tied entries. Order the entries by the number of times they were preferred first in this fashion. Break according to this order, then use judges' preference again on any remaining ties.)

#### 12. Sweepstakes

- a) School divisions: There will be a 3 class state championship system. The largest 1/3 of all schools who entered the sectional tournament being AAA, the next 1/3 AA, and the rest of the schools being A.
  - b) Points awarded
    - (1) 1st place in final round = 11 points
    - (2) 2nd place in final round = 10 points
    - (3) 3rd place in final round = 9 points
    - (4) 4th place in final round = 8 points
    - (5) 5th place in final round = 7 points
    - (6) 6th place in final round = 6 points
    - (7) Non-advancing semifinalist = 3 points
    - (8) Non-advancing quarterfinalist = 1 point
  - c) Three (3) sweepstakes points will be given to any school whose total entry at sectionals equals or surpasses the previous year's state average sectional entry.
  - d) No school which has paid late dues will be allowed to earn sweepstakes trophies at state tournaments.
13. James F. Hawker Mental Attitude Award in Speech
- a) Each school entered in the state speech tournament may nominate one senior member to be considered for the James F. Hawker Mental Attitude Award in Speech.
    - (1) To be considered, the nominated senior must be a qualifier and actually compete at the state speech tournament.
    - (2) All executive board members, the executive director, the chief operating officer, and the advisor will rank those students who qualify for consideration, with the high and low ranks being dropped.
    - (3) The winning student will be given a cash award in an amount to be designated by the Executive Board.

## VIII. PROTESTS

### A. Protest Process at Regular Season Tournaments:

- 1. The tournament host makes an initial ruling for his or her tournament.
- 2. A formal protest may be registered with the IHSFA Rules committee, and the Rules committee determines whether a rules violation has occurred. The Executive Director is informed of the Rules Committee's determination.
- 3. The Executive Director informs the coach who lodged the protest and the coach of the protested student of the Rules Committee's determination.

### B. Protest Process Between the Sectional Speech and State Speech tournaments:

- 1. Protests may be lodged by the coach of a competitor or judge in the round in question.
- 2. Protests must be lodged by 5:00pm Eastern Time on the Tuesday immediately following the Sectional Tournament.

3. A protest is registered with the IHSFA Rules Committee, and the Rules committee determines whether a rules violation has occurred. The Executive Director is informed of the Rules Committee's verdict.
  4. If a rules violation has occurred, the Executive Director refers the protest to the Ombudsman for a final ruling of consequences.
- C. Protest Process During the State Debate or State Speech Series tournaments:
1. A protest is registered with the IHSFA Ombudsperson and a ruling is made.
  2. The ruling may be appealed to one-half of the IHSFA Board of Directors representing the individual sectional, then a ruling is made.
  3. The ruling may be appealed to the Principal Representative Council where a final ruling is rendered.
  4. At IHSFA sectional and state tournaments, a protest must be filed in writing using the IHSFA protest form. There are two levels of violations:
    - a) A minor violation is one that can be corrected for future rounds (such as removing illegal insertions). If a protest is successful, the contestant will be marked last in the round that was protested.
    - b) If the infraction is determined to be 'uncorrectable' for the immediately subsequent round(s), the contestant will be disqualified from the tournament. The Executive Director will send a notification of the violation to the principal of the student's school and warning that a repeat offense may result in further sanctions against the student and or the school's team.
  5. Leaving the tournament before the conclusion of awards is an indication that a contestant has finished competing. This would result in a last place in any subsequent rounds.

#### IX. INVITATIONAL TOURNAMENTS

- A. No two speech tournaments may be scheduled on the same date in sites closer than sixty miles of each other without the approval of the Chief Operating Officer and the coaches involved. This rule also applies to both speech and debate tournaments.
- B. Invitational tournaments during the school year are hosted by individual schools. The host coach maintains control over all rules and procedures. The IHSFA recommends that IHSFA rules be followed for the sake of uniformity; however, invitational tournaments may be used to experiment with and to improve IHSFA event rules.
- C. IHSFA rules for the events will be used at all meets except where the host coach of a meet specifically states in the invitation a deviation from the rule(s). One copy of the invitation to every meet is to be on file with the Chief Operating Officer.
- D. Hosts must announce in the invitation if out-of-state schools are to be invited. Host schools inviting out-of-state participants should contact the Executive Director to get appropriate sanctioning.

#### X. SPEECH CONTEST FORMAT

- A. Broadcasting Rules

1. There will be three guaranteed rounds of participation for all contestants at the State Tournament.
2. The order will be:
  - a) State Meet

	Prep Time	Target Time
Round 1 - News Program	0 minutes	5 minutes
Round 2 - News Program	0 minutes	5 minutes
Round 3 - News Program	0 minutes	5 minutes
Quarterfinal - On the Spot	2 minutes	2 minutes
Semifinal - Editorial	30 minutes	2 minutes
Final Round - Radio Program	30 minutes	7 minutes

- b) Sectional Meet

	Prep Time	Target Time
Round 1 - News Program	0 minutes	5 minutes
Round 2 - News Program	0 minutes	5 minutes
Round 3 - News Program	0 minutes	5 minutes
*Semifinal - On the Spot	2 minutes	2 minutes
**Final Round - Editorial	30 minutes	2 minutes

\*If the event begins with 7-16 entries (inclusive), the semifinal round will be eliminated.

\*\*If the event begins with 6 or fewer entries, the final round shall be the News Program.

3. Broadcast (speaking) time is one criterion for judging. Vocal performance, writing, organization, and other elements are properly viewed as equally if not more important than speaking time. Prescribed speaking times are target times, not maximums.
4. A suitable place for preparation of the rounds should be provided and supervised. The student should not leave the preparation room after he or she has begun preparation. He/she may have personal preparation materials such as a stopwatch, dictionary, thesaurus, pronunciation guide, as well as blank paper,

highlighters, pen and/or pencil, scissors, and tape or glue during the preparation period. These materials will not be provided at the tournament site. Students who are double-entered should ALWAYS report to the Broadcasting Preparation Room BEFORE reporting to their other event. The Broadcasting official(s) will release double-entered students to their other events based on flighting position.

5. Use of Electronic Retrieval Devices in Broadcasting
  - a) Contestants may make use of electronic retrieval devices to store prepared material, write material for performance, and/or take notes for performance.
  - b) Electronic retrieval devices are defined as laptop computers, netbooks, iPads, or other portable electronic retrieval equipment. Cell phones may only be used as a timing device while rehearsing or performing.
  - c) Power Source: Power plugs or outlets may not be used in the prep room at any time. All electronic devices used in the prep room must be battery operated at all times. Contestants may not use external power sources in the prep room such as wall outlets and/or extension cords.
  - d) Internet: Broadcasting contestants shall not access the Internet or communicate electronically with any other individual while in the prep room.
  - e) All wi-fi or other methods of connection to the Internet, computers, or other devices for the purpose of accessing information or of sending or receiving messages must be disabled.
6. Instructions for each round
  - a) For the News Program, the IHSFA shall publish, on the Monday preceding meet day, a commercial prompt and music genre/artist options. The IHSFA shall publish, on the Thursday preceding meet day, approximately eight to ten minutes of Internet or wire service news copy. Competitors should edit and arrange these elements into a five-minute program. The published materials are the official subject matter for the News Program. If a student's performance deviates from the sanctioned subject matter, the student shall receive last place in the round. Each competitor's News Program shall be prepared prior to meet day. No preparation time will be allocated at the tournament.
    - (1) News Copy - The articles may be cut and rearranged, but may not be updated or rewritten.
    - (2) Commercial prompt – The commercial copy will advertise a product which is recognizable in its nature or use. The commercial prompt will include informational copy about the product such as (but not limited to) product name, effects and contents, cost, and availability. The commercial should comprise approximately one minute of the News Program performance.
    - (3) Music lead-in/lead-out – At least three genre options will be provided, and at least two artist options will be provided for each genre.

- (4) The program may also include the newscaster's code number, station call letters, a national sponsor, and appropriate transitional statements and remarks to open and close the newscast.
  - b) Sectional Semi-final or State Quarterfinal: The on-the-spot broadcast should be some event taken from within the previous ten days' news suitable for a remote broadcast. The same event should be assigned to all students. The event, from a relevant, reliable, and up-to-date news source, must be international, national, or statewide. Such events might be an accident, a fire, the visit of some important person, some political, social or religious event. It might be an athletic event. A photograph with a caption may be used. The student should receive adequate statements about the event and instructions such as where he or she is located at the time the broadcast occurs and what the time element is relative to the event's occurrence. The student must assume he or she is live on the scene of the event. The target time for this broadcast is two minutes. The student may use notes which s/he has written during the 2 minute preparation time.
  - c) Sectional Final/State Semi-final: The target time for the editorial shall be two minutes in length and written from information, facts and data. The editorial will discuss a situation, policy, circumstance, or event. All participants will receive the same informational copy about the topic such as statistics, details, quotes, sources, and other supportive information. The student shall be given 30 minutes in which to write, edit, and rehearse a two-minute final version of their original editorial. The target time for this broadcast is two minutes.
  - d) State Final Round: The Radio Program shall display a synthesis of broadcasting and writing skills based upon those implemented in preliminary rounds. All contestants will be provided identical copy from which to develop the seven-minute final program. The student shall be given 8-10 minutes of news copy; the news copy will differ from the copy released Thursday and used in the preliminary rounds. The contestant will re-use the Original Editorial (from the state semi-final round), and the Commercial and Music lead-in/lead-out from the preliminary rounds). The contestant will be given 30 minutes in which to select and order the content, and edit and rehearse the final seven-minute program. The news copy may be cut, but may not be rewritten or updated. The program must include all of the following elements: news copy, original editorial (from state semi-final), commercial copy (from preliminary rounds), and music copy (from preliminary rounds), in addition to sign on, sign-off and transitions. The target time for this broadcast is seven minutes.
7. Basis for judging each round
  - a) News Program
    - (1) News copy - Selection of news items for newsworthiness, arrangement, accuracy.

- (2) Commercial - Effectiveness of persuasive techniques in writing, organization, use of detail, clarity, salesmanship, friendliness, fluency, voice production and articulation.
- (3) Music lead-in/lead-out - Selection of items, copy arrangement and transitions to create a logical yet interesting flow, broadcast persona, radio station identity.
- (4) Other considerations - Transitions, voice variety, articulation, authority, accuracy, sign-on and sign-off show awareness of broadcast techniques.
- (5) Target time: 5 minutes
- (6) Broadcast (speaking) time is one criterion for judging. Vocal performance, writing, organization, and other elements are properly viewed as equally if not more important than speaking time. Prescribed speaking times are target times, not maximums.

b) On-the-Spot

- (1) Awareness of procedures for live reporting, ability to describe and make vivid, ability to see for the listener, language, directness, accuracy, voice variety, conversational pattern.
- (2) The contestant should be basically accurate, but should not be penalized for accuracy of details.
- (3) Target Time: 2 minutes
- (4) Broadcast (speaking) time is one criterion for judging. Vocal performance, writing, organization, and other elements are properly viewed as equally if not more important than speaking time. Prescribed speaking times are target times, not maximums.

c) Original Editorial

- (1) Effectiveness of persuasive techniques in writing, organization, persuasiveness, understanding of content, use of detail, authority, dignity, accuracy, articulation, voice variety, fluency.
- (2) Target Time: 2 minutes
- (3) Broadcast (speaking) time is one criterion for judging. Vocal performance, writing, organization, and other elements are properly viewed as equally if not more important than speaking time. Prescribed speaking times are target times, not maximums.

d) Radio Program

- (1) Selection of items, copy arrangement and transitions to create a logical yet interesting flow, editing techniques, broadcast persona, voice production, articulation, sign-on and sign-off show awareness of broadcast techniques, effective inclusion of required content (news, commercial, editorial, and music lead-in/lead-out) to meet time framework.
- (2) Target Time: 7 minutes

- (3) Broadcast (speaking) time is one criterion for judging. Vocal performance, writing, organization, and other elements are properly viewed as equally if not more important than speaking time. Prescribed speaking times are target times, not maximums
8. Instructions to the tournament host
    - a) Students should not hear each other.
    - b) When possible, judges should receive a copy of all materials issued.
    - c) Judges should not see the contestants.
    - d) Hosts are encouraged to provide a microphone and stand so that the microphone can be hand held if the contestant wishes.
  9. **RULES TO BE READ TO ALL CONTESTANTS AT THE BEGINNING OF THE EVENT:**
    - a) All contestants MUST be in the prep room at the start of each round and must NOT assist others.
    - b) The tournament site does not provide office supplies or stopwatches.
    - c) You may have prep materials with you for preparation, such as paper, highlighters, tape, scissors, and electronic devices in offline mode. The only pre-written material you should have is your completed news program.
    - d) Please be considerate of the other contestants in the prep room. Limit talking, movement, and music from headsets or electronic games.
    - e) Please leave personal materials, other than your timing device and the materials created during the prep period, in the hall with the prep room personnel while you are speaking.
    - f) You are not to return to the prep room after you speak. Please take your materials with you and do not return until slightly before the announced time for the beginning of the next prep.
  10. Guidelines to be read to all contestants before the designated round:
    - a) *Round One –News Program:* You will be performing your pre-written News Program. There will be no preparation time for this round. Your performance should include music lead-in/lead-out, a commercial, and news copy from the materials published by the IHSFA. The judges will be timing and the target time is 5 minutes.
    - b) *Round Two - News Program:* You will be performing your pre-written News Program for the second time. There will be no preparation time for this round. Your performance should include the same elements as your Round 1 performance. The judges will be timing and the target time is 5 minutes.
    - c) *Round Three - News Program:* You will be performing your pre-written News Program for the third time. There will be no preparation time for this round. Your performance should include the same elements as your performances in Rounds 1 and 2. The judges will be timing and the target time is 5 minutes.
    - d) *Sectional Semi-final or State Quarterfinal - On-the Spot:* You should present the information as if you are live on- the scene. You may use notes which you



have written during your preparation time. You will be given two minutes to prep outside the speaking station. The judges will be timing and the target time is 2 minutes.

- e) *Sectional Final or State Semi-final – Original Editorial*: You will be given thirty minutes to create a final editorial from the information given to you. For the STATE meet: Save the text of your Editorial, because in the event you advance to the Final Round, you will re-use the material. The judges will be timing and the target time is 2 minutes.
- f) *State Final Round – Radio Program*: You will have a preparation time of thirty minutes. You will be given News Copy you have not previously seen. You may add nothing to the news copy. You may cut portions of articles, or even entire stories, but you may not update news. It is to be presented as if it is current Internet or wire service copy. In addition to the news copy, you are expected to RE-USE all of the following elements from today's competition: your commercial from Rounds 1-3, your music lead-in/lead-out from Rounds 1-3, and your Editorial from the Semi-final round. You may order the content as you choose. Appropriate sign-on and sign-off content, station identification, and transitions may be added. The judges will be timing and the target time is 7 minutes.

#### B. Discussion Rules

1. The discussion topics for the sectional and state tournaments may be drawn from History, Art, Literature, Current Events, Music, Mass Media, Science, and Philosophy. The IHSFA Discussion Committee will prepare specific artifacts (e.g. documents, video, audio, three dimensional objects, etc.) and essential questions for each round. The round order of discussion topics will be determined by a random draw. (Jan. 2014)
2. The state final discussion topics will be related to the sectional topics, but no topic may be an exact version of any sectional topic. The IHSFA Executive Board will select the topics from a list prepared by the Discussion Committee at its meeting prior to the state final speech tournament. (Jan. 2014)
3. All sectional rounds will use the provided discussion topics. A topic will be blind drawn before each round, and no topic will be repeated, including the final round and semifinal, if needed. (Oct. 2013)
4. Discussion will take the format of a Socratic Seminar (see appendix), an extemporaneous round-table discussion focused on values. The discussion shall follow the process of logical thinking: analysis of the artifacts and essential questions provided. The goal of each discussion group is to rigorously examine the Purpose, Content, Inferences, Conclusions, Concepts, Assumptions, Implications, Consequences, Points of View, and Further Queries raised by the artifacts and essential questions. (Oct. 2013)
5. The contestants shall be judged on their skills in the following areas: Relevant Information, Analysis of the Topic, Collaboration, Participation, and Delivery. (Oct.2013)

6. The number of times a person speaks is not as significant as the quality of what the person says.
7. Each contestant shall be given a rank 1, 2, 3, etc. (no ties)
8. The maximum time limit is 60 minutes. At the state tournament, preliminary rounds will be 60 minutes in length. Semi-finals and final round will be 60 minutes. (passed July 2006)
9. No one student should assume the role of moderator. The members of the group must work together to conduct the round using the steps listed in item 4 above. (February 2013)
10. Using its customary process for appointing committees, the IHSFA Board of Directors shall appoint a state Discussion Committee that will create the topics.

C. Extemporaneous Speaking Rules: International (Foreign) and United States (Domestic)

1. Topics for this contest will come from current events that occurred or were discussed in the media from September 1st of the current school year to the present. Topics must be in question form. The Extemp Chair shall prepare potential topics to be rated by the Extemp Committee. The Committee Chairperson will choose a minimum of 12 topics per round and place them into categories. Those categories will then be sent out to the IHSFA body two weeks before the sectional tournament.
2. There is no minimum time limit. Brevity should be penalized only if it reveals lack of information on the subject. The maximum time limit is 7 minutes. Overtime shall be a detriment.
3. The first contestant shall draw three topics 30 minutes before speaking time and will discard two and speak on the third. The remaining contestants shall draw in like manner in the order of speaking, at intervals of 7 minutes. Drawing will precede every round. A different topic area will be used in each round.
4. After topics have been selected and recorded, the contestant will begin to prepare for their speech without consultation or discussion with anyone. Computers, reference books, news clippings, and magazines shall be furnished by the contestants. Card files or Reader's Guides may be consulted only for the purpose of locating magazine articles. Highlighting of extemp magazines is legal. A clipping file of extemp material is legal. No outlines of previous speeches or annotations of magazine articles or other pre-prepared material shall be used. Disqualification from the tournament will follow violations of this rule.
5. Every contestant will check out of the preparation room with the Extemp Chairperson. Any contestant who fails to check out will be ranked last in that round.
6. The contestant in extemporaneous speaking should be held accountable for: (1) Strict adherence to the precise statement of the topic he or she has drawn, and severely discounted for shifting to some other base of the topic on which he or she might prefer to speak; (2) Well-chosen information relative to the subject as presented in current periodicals; (3) Organization of this material according to

- some logical plan to produce a complete speech within the time allowed; and (4) Effective delivery, including all the mechanics of speech--poise, quality and use of voice, gestures, directness, and the ability to enlist and hold the interest of the audience.
7. The extemporaneous speech is an original synthesis of current fact and opinion of the designated topic.
  8. Extemp will be scheduled in two divisions--International and United States.
  9. Notes may not be used while speaking in front of the judge(s).
  10. The Tournament Manager shall appoint an Extemp Prep Manager whom shall be in complete charge of the preparation room(s). Any infraction of the rules shall be reported to the Board of Directors. Disqualification equals a last for that round only.
  11. Timers will be used in extemp at the State Speech Contest.

**12. RULES TO BE READ TO ALL CONTESTANTS AT THE BEGINNING OF THE EVENT IN THE PREPARATION ROOM:**

- a) No talking to other contestants.
- b) No preparation notes are allowed. Clean out your file box and old computer speech files. No previous outlines allowed.
- c) Highlighted articles in one color and clipping files are allowed.
- d) You must check out when your number is called and go directly to your speaking assignment. There is to be no verbal or non-verbal discussion with any individual while on your way to your speaking room. Violation of this rule could result in a disqualification.
- e) If you have a question about procedure, ask the Extemp Director.
- f) Any disqualification must be made by the Tournament Director with appeal to Board of Directors possible.
- g) You are to draw three topics from the envelope with your number on it. All should be in the prep room at the start of the draw to avoid confusion.
- h) You may not use notes to speak from in the round.
- i) Only original sources, photocopies of original sources, and documented clipping files are allowed. The documentation must show that the material is copyrighted and where the original source can be found. Blog posts and other non-copyrighted sources (such as purchased, pre-packaged briefs) will not be considered legal evidence.
- j) Use of Electronic Retrieval Devices in Extemporaneous Speaking
  - (1) Contestants may make use of electronic retrieval devices to store and to retrieve their subject. Students can retrieve extemporaneous files to read, but cannot write speeches or organize their thoughts on the computers.
  - (2) Electronic retrieval devices are defined as laptop computers, netbooks, iPads, or other portable electronic retrieval equipment. Secondary devices such as flash drives or external hard drives are allowed as well. Cell phones or smartphones may be used in airplane/off-line mode.

- (3) Source Materials: Students may consult published books, periodical articles, newspaper articles, think tank articles, government reports or journal articles saved on their electronic retrieval device.
- (4) No other source materials will be allowed in the Extemporaneous preparation room other than those stated above.
- (5) Power Source: Power plugs or outlets may not be used in the prep. room at any time. All computers used in the prep. room must be battery operated at all times. Contestants may not use external power sources in the prep. room, such as wall outlets and/or extension cords.
- (6) Internet: Extemporaneous Speaking contestants shall not access the Internet or communicate electronically with any other individual while in the prep. room.
- (7) All wi-fi or other methods of connection to the Internet, computers, or other devices for the purposes of accessing information or of sending or receiving messages must be disabled.
- (8) These changes allowing the use of electronic retrieval devices do not exclude the previous methods of using paper-based files.

#### D. Impromptu Speaking Rules

1. The time limit is 7 minutes in total. The speaker may use as much time in preparation as he/she desires. There is no minimum time limit. Brevity should be penalized only if it discloses a lack of knowledge of the subject or a lack of a complete speech. Overtime will be a detriment.
2. Topics should be presented to the contestants individually. Call the first speaker on the ballot into the room; present the topic to him or her, and begin the seven-minute time period. The student may use a blank notecard or blank paper during the preparation time they use but may NOT use those notes while speaking. When he or she is finished, call the second speaker into the room and follow the above procedure. Speakers must stay in the room until the round is completed. They should not leave after they speak, unless they are double-entered.
3. The speaker should be judged for his or her ability to think on one's feet. The speaker is judged for the continuity of the speech and the material he or she is able to call forth on the spur of the moment and mold that information into a logical speech. The speaker should also be judged on the mechanics of speech--poise, quality and use of the voice, body action, and the ability to hold the attention of the audience. The student should be penalized if he or she does not stay within the time limit.
4. Topics will be: a word, a quotation, or a current event. The topics will be alternated each round. No specific order of topics will be announced. The current event topic will be in the form of a question.
5. Rules
  - a) Those arriving while another speaker is speaking should not listen at the door.

- b) Doublers in the extemporaneous events must report to the extemporaneous preparation room for instructions.
  6. Instructions for the director of the impromptu event:
    - a) All judges should be in place in each room.
    - b) The Tournament Director and his/her staff shall staple the appropriate SEALED topic envelope to the starred judge's ballot. The sealed envelope will be opened in the presence of the first speaker.
    - c) The Tournament Manager will assign a tournament official to monitor the hallway(s) during impromptu competition rounds to assure contestants do not listen at doors or reveal topics.
    - d) Contestants discovered listening at the door to his/her competition room prior to entering will be disqualified.
    - e) Disqualification means a last for that round only.
- E. Informative Speaking Rules
  1. Purpose: An informative speech is an original speech designed to explain, define, describe, or illustrate a particular subject. The general purpose of the speech is for the audience to gain understanding and/or knowledge of a topic. Any other purpose such as to entertain or to convince shall be secondary. The use of audio/visual aids is optional.
  2. Contest: This contest comprises only memorized speeches composed by the contestants and not used by them during a previous contest season.
  3. Subject: Effective speeches provide new information or perspectives on a topic, including those that are widely known. The responsibility for choosing a worthwhile topic rests with the contestant. A fabricated topic may not be used. Any non-factual reference, including a personal reference, must be so identified.
  4. Aids: Audio/visual aids may or may not be used to supplement and reinforce the message. During the presentation, no electronic equipment is permitted. The use of live animals or any additional people as visual aids is not allowed during the speech. Items of dress put on and removed during the course of the presentation are considered costumes and may not be part of the contestant's presentation. Visual aids may not violate law (weapons, drugs, etc.) The host school is not responsible for providing any facilities, equipment, or assistance in a contestant's use of visual aids. Expedient set up and take down of aids is expected. If a visual aid displays published pictorial material, the source must be included in the work-cited page but does not need to be cited orally.
  5. Length: The time limit is ten minutes. Judges who choose to time are to use accurate (stopwatch function) timing devices. No minimum time is mandated. Timing of the speech begins with the student begins speaking. Setup time for audio/visual aids is not counted toward the time of the speech.
  6. Quotation: Not more than 150 words of the speech may be direct quotation and such quotations must be identified orally and in a printed copy of the speech supplied prior to registration.

7. Script: Manuscripts must be available at the sectional and state contests in the event of a protest. The script must identify the quoted materials, state the number of quoted words, include a work-cited page in APA or MLA format, and both the speaker and the coach must attest by signature that the speech is the original work of the contestant.

F. Interpretation: General Interpretation Rules

1. The art of interpretation is to be regarded as recreating the story presented and making it seem real to the audience.
2. The selection must be legally published in one print, recording, or Internet source that is or has been available to the public. See poetry rules for exceptions.
3. Neither props, character costumes, or character makeup are permitted.
4. Interpretation selections must be 5-10 minutes in length.
5. All interpretation selections must have a memorized introduction that must at least include the title and author.
6. Transitional materials may or may not be used.
7. Brief adaptations may only be made for transition and appropriateness.
8. A student may not use material from the same source in more than one year or in more than one event.
9. Selections from an anthology are not considered the same source.
10. Limited gestures, pantomime, and movement are permitted to help with interpretation of material.
11. Coaches must bring an original source or a photocopy of the original source and publication verification to the sectional and state tournaments.
12. Interpreters for deaf contestants must stand at the back of the room and minimize vocal inflection while interpreting a student's speech.

G. Interpretation: Duo Rules

1. Each duo must have two participants who may portray more than one character each. Scripts may be utilized, but if they are, both participants must have a script.
2. Participants using a script must hold the script (in their hands) and refer to their scripts. The intact manuscript may be used by the contestant as a prop so long as it remains in the contestant's control at all times.
3. No eye or physical contact should occur with the duo partner outside of the introduction and any transitional material.
4. If one registered duo partner drops before the tournament begins the coach may substitute another of the school's students, provided that the substitute does not cause the team to violate other IHSFA rules.

H. Interpretation: Drama and Humor Rules

1. A drama or humor shall be performed by one person.
2. Drama and humor selections shall be memorized.
3. One or more characters may be performed by students in drama / humor.

I. Interpretation: Prose Rules

1. Prose is performed by one person.

2. Prose cuttings cannot be taken from plays, film script, movie script, screenplays, or poetry.
3. The focus of the cutting should be on narration.
4. The participant must hold the script (in his/her hands) and refer to the script. The intact manuscript may be used by the contestant as a prop so long as it remains in the contestant's control at all times.

J. Interpretation: Poetry Rules

1. One person performs poetry.
2. The poetry program must include one or more poems.
3. The poems must have been legally published in print, recording, or Internet sources that are or have been available to the public.
4. Transitions may or may not be used. If used, transitions shall be memorized.
5. The poetry selected should have something in common. For example but not limited to: poems by the same author, poems by different authors, but expressing the same ideas, or two or more poems using the same pattern of structure, rhythm, or rhyme.
6. The participant must hold the script (in his/her hands) and refer to the script. The intact manuscript may be used by the contestant as a prop so long as it remains in the contestant's control at all times.

K. Interpretation: Programmed Oral Interpretation Rules

1. POI is a program of oral interpretation of thematically-linked selections chosen from two or three genres: prose, poetry, and/or drama (plays). A primary focus of this event should be on the development of the theme or argument through the use of narrative, story, language, and/or characterization. Competitors are encouraged to devote approximately equal times to each of the genres used in the program. At least two pieces of literature that represent at least two separate genres must be used. The use of a manuscript is required.
2. All selections must be verbally identified by title and author. However, where, when, and how these are accomplished are the speaker's decisions.
3. The intact manuscript may be used by the contestant as a prop so long as it remains in the contestant's control at all times.
4. Adaptations may be used only for the purpose of transition.
5. This is a contest in oral interpretation. The contestant should be evaluated on poise, quality, and use of voice, inflection, pronunciation, and the ability to interpret characters consistently.
6. The contestant should also be evaluated on how effective their argument/theme is projected in the total program.
7. In developing a creative, thematic program, attention should be given to the design and organization of a cohesive and carefully conceived whole by linking authors and ideas inherent in the literature.
8. The contestant must address the script; however, introduction and transitional material may be memorized.

L. Guidelines for the Selection of Appropriate Interpretation Material

\*Please note--the following are suggested guidelines to consider. They do NOT constitute set RULES.\*

1. As a contestant you must understand that judges may rank you lower because they might believe that the selection of material you have chosen is inappropriate for a variety of reasons. Hopefully, these guidelines will help you make an appropriate selection.
  - a) The material should be appropriate for your abilities and appearance.
  - b) The material should be appropriate for a high school performance.
  - c) The literature selected should match the intellectual and psychological abilities of the performer.
  - d) Rude, lewd, and obscene material should be avoided; however, mature subject matter can be performed if done seriously and skillfully.
  - e) Substituting words may make the material acceptable for performance if the substitution does not change the meaning of the line.
  - f) When creating a duo cutting, there should be a balance between the two performers, not necessarily in the number of characters portrayed, but in terms of amount of material performed.
2. Coaches are **STRONGLY ENCOURAGED** to ask for a Board of Directors ruling **PRIOR** to using questionable material.

#### M. Original Oratory Rules

1. This oration is composed by the student who delivers it.
2. Any appropriate subject may be used--a eulogy to some great man or institution; a plea for some solution of some current problem, political, social, or economic. Since these orations have been written by the contestants delivering them, the judges should consider thought, composition, and delivery. However, as this is a contest in speech, rather than in essay writing, the emphasis should be placed on the speech aspect. Thought and composition should be considered primarily in the way they are employed to make the speech effective.
3. The oration shall require from 5 to 10 minutes for delivery. A written copy will be available for the tournament director if requested.
4. Not more than 150 words of the oration may be direct quotation from any other speech or writing. Violation of this rule will result in an automatic last in the round.
5. Plagiarism will bring disqualification from the tournament.
6. Hypothetical illustrations should not be personalized.
7. The orator should not be expected to solve any of the great problems of the day. Rather he or she should be expected to discuss intelligently, with a degree of originality, in an interesting manner, and with some profit to the audience, the topic chosen. He or she should be given wide latitude in the ideas expressed, but held accountable for the manner in which they are expressed.
8. The composition should be considered carefully for its rhetoric and diction. The use of appropriate figures of speech, similes, and other rhetorical devices to make the oration more effective should be noted especially. Use of English should be correct; it should reveal a discriminating choice of words and



altogether fine literary qualities. It should be especially adapted to oral presentation.

9. Delivery should be judged for mastery of the usual mechanics of speech--poise, quality and use of voice, and bodily expressiveness; and for the qualities of directness and sincerity which impress the oration upon the minds of the audience.
10. No particular style of delivery is to be set up as the one correct style to which all contestants must conform. Rather, each contestant is to be judged upon the effectiveness of his or her delivery, free to choose or develop whatever style will best give that effectiveness with the particular oration.
11. No props are allowed.
12. The speech is to be delivered from memory without notes.

N. Original Performance Rules

1. The script must be written by the student performing the material. When a duo is written for performances, it may be written by one or both of the performers.
2. The original selection may be dramatic, humorous, narrative, poetic, or any combination of these writing styles.
3. The selection should be five to ten minutes in length. Failure to meet this requirement may be a detriment.
4. A written copy will be available for the tournament director, if requested.
5. A scripted piece must utilize a script for all parts of the presentation (with the exception of a memorized introduction or transitions if utilized). A memorized piece must be entirely memorized.
6. No more than 50 words of the piece may be quoted from another source.
7. Character movement may be utilized in the speaking area of the room.
8. No costumes, properties (hand or stage), or character make-up will be permitted.
9. If the original performance is a duo
  - a) The duo must have two participants (there can be more than one character played by each).
  - b) Participants may not play to each other. No eye or physical contact may occur with the exception of a clearly identified introduction or transition.
10. When judging this event, please consider both the writing and the performance of the material.

XI. BOARD OF DIRECTORS MANDATES/RECOMMENDATIONS

- A. The IHSFA Annual Budget will be completed and ready to present prior to the summer meeting of the board of directors. The fiscal year will begin July 1st of every year.
- B. Board of directors Members will be reimbursed for gas when traveling to attend board of directors meetings. The attached guidelines and formula (Appendix B) will be used to determine the amount of reimbursement.
- C. The Board of directors voted to honor Dr. Larry Stuber, long-time forensics coach, by officially designating the State Champion Congress Trophy as the Dr. Larry Stuber Congress State Champion.

APPENDIX A: DOUBLING SHEET FOR TOURNAMENT USE

[Form/text to be added here.]

APPENDIX B: MILEAGE REIMBURSEMENT GUIDELINES AND FORMULA

IHSFA Executive Board Mileage Reimbursement Request

Name \_\_\_\_\_ Date of Request \_\_\_\_\_

Meeting Attended: \_\_\_\_\_ Date of Meeting \_\_\_\_\_

Starting Location: \_\_\_\_\_ Mileage (one way): \_\_\_\_\_

\*\*Office Use:

Date Received: \_\_\_\_\_

Accepted     Declined (reason why) \_\_\_\_\_

Mileage reimbursed: \_\_\_\_\_ Amount: \_\_\_\_\_

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APPENDIX C: ELIMINATED EVENT DESCRIPTIONS

DECLAMATION RULES

- These speeches are orations that have been publicly delivered at some time and place by their authors, who may or may not be expert speakers. The coach must be able to prove that the oration was given for the purpose of public address to an audience.
- Any subject matter appropriate for a contest of this nature may be used. It will be delivered from memory.
- The oration shall be from 5-10 minutes in length. Failure to meet this time requirement shall be a detriment.
- This contest comprises orations delivered at some other time and place by their authors. The test of the present orator, therefore, is the ability to reproduce not only words, but also the thought, emotion, and effect of the original orator. Subject matter is not to be judged except as to appropriateness for a contest of this nature. It may be either new or old.

- Using a brief introduction, the contestant must set forth the time, place, and circumstances of its original presentation by its author.
- The mechanics of speech must be observed faithfully--poise, quality and use of voice, effectiveness and ease of gesture, emphasis, variety, and enunciation. No particular style of delivery should be demanded of the orator; rather he or she should be free to select or develop an individual style and then be judged according to the degree of perfection obtained and his or her effectiveness in influencing the audience addressed.
- No props are allowed.

### Change Log

Translate to Google Doc. Massive formatting correction including renumbering and carriage return elimination to be consistent with an electronic outline document. preserved change dates but not coloring. eliminated strikethroughs. - jd

1-12-13 Impromptu: Can double in all but Broadcasting and Discussion; Discussion: Removed "6 IHSFA Topics"; Poetry: "One or more"

2-27-13 All changes regarding changing language involving changing the seven sectionals to eight and moving from seven state qualifiers to six. MF

8-29-15 Changes to Congress, addition of WSD, POI, and Informative. MY

2-17-16 Updated sectional/state fees/fines section. Updated Broadcasting sectional/state tournament rules. JT

12-2-16 Re-built entire document in a Google Document file. Corrected typography and formatting errors. JT

3-9-17 Added a "Judges" line item to the "State Speech" section. This line item becomes item 4 in the outline format (VI.E.4). Includes 4 subpoints, a) - d). The added section specifies the number of judges who will sit on judge panels throughout the tournament. JT

1-8-18 Updated Broadcasting rules. MY/JT

8-31-18 Adjusted document format on page 11, World Schools Debate assumes its proper place as Item E in the outline hierarchy. Struck III.B.5, protecting for schools in debate pairings, per Board vote. Struck III.B.11, debate elimination round balancing formula, per Board vote. JT

9-5-18 Updated VII.B-C, clarified team and individual entry deadlines for the Sectional Speech Tournament, to match Sectional SOP. JT

12-13-18 Per fall meeting minutes, re-titled WSD section on page 11 (now 13) as Part E. Reworded IV.A.2. Eliminated section V. Struck II.D and replaced with approved new language. JT

12-13-18 Per Sept 20 Rules Committee vote, updated language in VIII.B (now VII.B) to include language clarifying registration deadlines for Sectional Speech. JT

12-14-18 Updated World Schools Debate rules to clarify where nonspeaking members are to be seated during a round of competition. JT

1-4-19 Moved General Rules for IHSFA Tournaments to the beginning of the TM, and re-numbered accordingly. Added rules at I.A-C specifying the general rules' governance. Added item I.J.a-g, defining a Clean judge. Appended rule I.K with the words: "unless the judge meets the qualifications of a Clean judge." JT

1-5-19 Per Board vote, struck rule I.M in General Rules. JT

1-8-19 Per Board vote, updated rule VII.D.3 to clarify procedures for events with 6 or fewer entries at Sectional Speech. Struck rule VII.D.4. JT

3-5-19 Fixed typo in Broadcasting rules; target time for the state final Radio Program round was mistakenly listed as "two minutes." Corrected to "seven minutes."