

PLAY SMART.  **PLAY HARD.**[®]

2016-17

Speech: Individual Events

Manual for Managers



2016-17 Individual Events Manual for Managers

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Revision History

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Dear State Series Speech-Individual Events Manager(s),

On behalf of the Illinois High School Association Board of Directors, member schools and IHSA staff, thank you for your school's willingness to host an IHSA regional/sectional in Speech-Individual Events. This opportunity is a great way to showcase your school and the talented students in your area!

As a host site, you will be providing an equitable experience for all of the schools assigned. In order to make your experience as a host the very best, it is necessary for you to review this manual and follow all instructions.

Feel free to contact our office at any time if you have questions or seek any additional information. Have a great tournament!

Sincerely,

A handwritten signature in black ink that reads "Susan M. Knoblauch". The signature is written in a cursive style.

Susan M. Knoblauch
Assistant Executive Director
Illinois High School Association

2016-2017 Individual Events Terms and Conditions

In accordance with Section 1.450 of the IHSA Constitution, the Board of Directors has approved the Terms and Conditions governing the 2016-2017 IHSA Individual Events Tournament Series.

I. SCHOOL CLASSIFICATION

Competition in the IHSA Individual Events Tournament Series will be held for all member schools without classification.

II. DATES AND SITES

A. The state shall be divided into Regionals and Sectionals. The number of competing schools, travel distance, geographical location and the number of entries shall be primary factors in the determination of number and boundary lines for these Regionals and Sectionals.

B. Dates for contests are:
Regional February 4, 2017
Sectional February 11, 2017
State Final February 17-18, 2017

C. Sites for Regional and Sectional contests shall be posted on the IHSA website. The State Final Contest will be held at **the Peoria Civic Center in Peoria, IL.**

III. ON-LINE ENTRIES, WITHDRAWAL PROCEDURES, ELIGIBILITY, AND ON-LINE LIST OF PARTICIPANTS

The policy for Original Entry Deadlines, Late Entries, and Late Withdrawals shall be the policies and procedures regarding entry for all IHSA-sponsored sport/activities included in the 2016-2017 Entry Policies and Procedures which can be found in the Schools Center on the IHSA website.

A. On-line Entries

All member schools must enter their school into the state series competition through the IHSA School Center on the IHSA Website at www.ihsa.org. The deadline for entry is November 1, 2016. The 2016-17 Entry Policies and Procedures outlining the online entry procedures for all IHSA-sponsored tournaments can be found in the Schools Center on the IHSA website.

Competing schools are responsible for Event Fees as described in Section IV.

Event Fees- Regional: \$10 per event
Event Fees- Sectional: \$10 per event
Event Fees- State Final: \$10 per event
(Event Fees-Performance in the Round: \$20 per performance group per level)

B. Late Entries

Any attempt to enter a sport or activity on-line after the established deadlines will be denied. Schools that wish to enter after the deadline will be considered late. To be considered for late entry, the Principal/Official Representative must contact the IHSA administrative officer in charge of that sport/activity and request late entry. The penalty for late entry shall be a payment of \$100.00.

C. Breach of Contract By-law 6.041 (Withdrawal Procedure)

1. To withdraw without penalty, the school principal must notify the IHSA office, in writing, of a school's team withdrawal from the Speech Individual Events State Series prior to the **Regional Entry Meeting** (date Monday, January 30, 2017).

2. Withdrawal after the **Regional Entry Meeting** will result in a school being liable for payment of its Event Fees (\$10.00 per IE event originally entered - \$20.00 per PIR originally entered) plus a \$100.00 late withdrawal penalty.

3. If a school withdraws one or more entries after the **Regional Entry Meeting**, the school shall be liable for all event fees (ie-\$10/pir-\$20) for each category(s) withdrawn and shall be assessed additional penalties in the amount of \$25.00 per event withdrawn.

4. If a school does not officially withdraw and/or does not show up for competition at any level of the state series, the school will be assessed the penalties in "2" and "3" above and if applicable, the school may be charged for any additional financial loss sustained by the offended schools or the Association as a result of such breach (*Judges' fees if applicable*). **The school shall also be considered in Breach of Contract under the terms of the IHSA By-law 6.040, and the matter shall be reported to the IHSA Board of Directors for disposition.**

D. Eligibility

All member schools in good standing may enter an individual(s) or a team under the provisions of IHSA By-law 4.071. The principal is the official representative of his/her school in all interscholastic activities, and the responsibility for seeing that all students from his/her school entered in Speech contests are eligible under the rules shall rest with the principal. All correspondence with the IHSA Office must be conducted through the principal.

In each contest in which a school is represented, the principal shall have present an adult, preferably a member of the faculty, who shall supervise and be responsible for the conduct of the participants and other persons

from the school. A school's failure to comply with this provision shall result in disqualification of its contestants.

E. On-Line List of Participants

Registration for the State Series will be completed online using Speech Wire. Coaches will login using the Speech Wire password at www.speechwire.com. **The registration deadline will be at noon on January 30, 2017.** A paper copy of the registration materials should be brought to the regional entry meeting. If a school does not complete registration on Speech Wire by the deadline, coaches and/or participants from the school are subject to penalties which could include, but not be limited to being ruled ineligible to compete in the State Series **and/or charged \$100.00.**

IV. HOST FINANCIAL ARRANGEMENTS

A. **Event Fees-Regional:** For each individual event in which a school has participants in the Regional Contest, an EVENT FEE of ten (\$10) dollars per event shall be paid to the Regional host school at the Regional Entry Meeting. No contestant from a school will be permitted to participate in the Regional contest if EVENT FEES (\$10 per event entered to regional managers) are not paid.

B. **Event Fees- Sectional:** For each individual event in which a school advances an entry from Regional to Sectional competition, an EVENT FEE of ten (\$10) dollars shall be paid to the Sectional host school.

C. **Event Fees- State Final:** For each individual event in which a school advances an entry from Sectional to State Final competition, an EVENT FEE of ten (\$10) dollars shall be paid to the Peoria Civic Center.

D. **Event Fees- Performance in the Round:** At all levels of competition, each school entered in Performance in the Round shall pay an EVENT FEE of twenty (\$20) to the host school for Regional and Sectional competition and to the Peoria Civic Center for the State Final competition.

E. Judges Compensation:

Judges fees shall be paid as follows:

Regional \$20.00 per round
Sectional \$20.00 per round
State Final \$25.00 per round

Each group of performances for which a judge completes a ballot is considered a "round".

Any judge who drives more than 70 miles round trip to the site of a Regional, Sectional, or State Final Contest shall be reimbursed a travel allowance of \$.30 per mile in excess of 70 miles round trip. Reimbursement shall be directly from the IHSA office, upon the judges' submission of a travel report form to be provided by the IHSA through the contest managers.

V. TOURNAMENT ASSIGNMENTS AND REGIONAL ENTRY MEETING

A. Regional and Sectional Assignments

Regional and Sectional Assignments can be found on-line at www.ihsa.org after Nov. 1.

B. Material Verification

At each of the IHSA tournaments, the original published source of any selection used, along with a complete script of the cutting to be performed in all interpretive events: Dramatic Duet Acting, Dramatic Interpretation, Humorous Duet Acting, Humorous Interpretation, Prose and Poetry Reading, must all be available within a reasonable amount of time as determined by the contest manager. Failure to produce such materials shall result in the disqualification of the contestant from the contest in that event.

C. Regional Entry Meeting

1. An entry meeting shall be held at each Regional site on Monday, January 30, 2017.

2. The online List of Participants (Regional Entry Form), together with event fees of \$10.00 for each Regional event entered, must be delivered to the Regional manager at the Regional Meeting to be held on Monday, January 30, 2017. Checks for event fees should be made payable to the host school.

3. Guidelines for Conducting Regional Entry Meeting:

a. The Regional Entry Meeting shall not be held during the regular school day.

b. It is required for the coach or another official school representative to attend the Regional Entry Meeting, except under the following conditions:

1) Host schools can make arrangements to receive telephone calls from participating schools on the day of the Entry Meeting.

2) In the event that illness, severe weather conditions or other emergency will prevent a school's representative from attending the Entry Meeting, notice MUST BE GIVEN to the contest manager by telephone on the day of the meeting.

3) If a school notifies the host school it will not be represented at the entry meeting, it must also verbally report all its entries to the manager and must accept whatever judging assignments the manager determines at the entry meeting. It will be responsible for payment of fees for all contestants entered by the telephone call to the manager on the date of the entry meeting. Proof of Publication should be faxed to the manager.

c. If the coach or other school representative fails to comply with these provisions, the individuals entered from that school may not be permitted to participate in the Regional contest.

4. The Regional Entry Meeting will provide opportunity to all schools to finalize their Regional entries. Please note the following limitations:

a. Each school shall complete the List of Participants by noon on the Monday of the Regional Entry Meeting, containing the names of students who will participate along with other pertinent information. In addition, each school shall submit a copy of the form at the regional meeting.

b. Proof of publication, which will include the original source books OR the original printed web manuscripts for all interpretive events: Dramatic Duet Acting, Dramatic Interpretation, Humorous Duet Acting, Humorous Interpretation, Prose and Poetry Reading, must be provided at the Regional Meeting. Photocopies are NOT acceptable. Cuttings from publication sites must be accompanied by the original source material. Coaches will be given until registration on the day of the tournament to procure any materials that they do not have at the meeting. Contestants will NOT be allowed to compete unless these materials have been approved.

c. Schools are permitted one entry in each Individual Event.

d. Individual students may not participate in more than two (2) Individual Events. Individuals entered in Performance in the Round may not be entered in any other event. Violation shall result in the school's disqualification in all the events in which the student participated. If the student or school wins any awards in, or as a result of, the events in which the violating student participates, such awards must be surrendered to the IHSA Office.

e. No individual student may perform any part of a given piece of literature in any Individual Event, in more than one year during his/her high school career. In addition, no student may perform any part of any given piece of literature in more than one Individual Event during any given year.

f. Substitutions and changes in Regional entries may be made until the completion of the Regional Entry Meeting. Following the Regional meeting, substitutions for personnel and changes in titles of selections for the Regional Contest may be made provided (1) the manager is notified prior to the start of the contest, and (2) the principal attests in writing that the substitute and/or material are approved and eligible.(3) Proof of publication must be verified by the contest committee.

g. Substitution for qualifiers for Sectional and/or State Final contests shall not be permitted. If a qualifier cannot or does not advance, the alternate qualifier advancement provisions of Article VIII-F-10 shall be followed.

VI. TOURNAMENT STRUCTURES AND TIME SCHEDULES

A. Events Dependent upon Entries

1. Individual Events competition shall be held at the Regional contests in all events in which there are at least two entries.

2. At Sectional and State Final contests there shall be competition in all events for which entries have been made.

B. Contest Management

1. Designation of manager: In all cases in which a member school is selected as a contest site, the principal of the high school shall automatically assume entire responsibility for the contest. The principal may delegate the authority to manage the contest to another staff member. If the site is not located in a member school, then the IHSA Board of Directors shall appoint a local manager with like responsibilities.

2. Contest Managers Meeting: A meeting in December shall be held at the IHSA office for all contest managers. The subject of the meeting will consist of contest management. Managers will receive information from the IHSA confirming the date and time of the meeting.

3. Contest Committee: Regional contest committees, consisting of three (3) coaches from three (3) different schools assigned to the contest site, will be appointed by each contest manager. Sectional contest committees will be comprised of the managers of the three (3) subsidiary Regional contests and the Sectional manager.

Participating schools shall be notified of the names of Committee members by the host site at least five (5) days prior to the date of the contest.

4. The functions of the Contest Committee shall be:

a. to aid the manager in planning, organizing and administering the contest;

- b. to interpret the rules when necessary; and
- c. to serve as a panel to select contest judges.

All Committee members must be consulted about potential judges prior to the selection/hiring of any person(s). Written consensus of the Committee shall be required for each judge employed and shall be obtained by the contest manger prior to contracting the judge.

Contest Committees shall not have authority to screen or edit radio scripts, extemp topics or impromptu topics. These materials must be used as provided by the IHSA Office. *Any direction to update extemp topics must come solely from the IHSA office.*

A Contest Committee composed of six sectional managers, six at-large representatives (one from each sectional), and a representative of the Speech Advisory Committee will be appointed by the IHSA Office to assist the State Final manager.

5. Authority of Contest Managers and Contest Committee:

a. Regional and Sectional Contests

The Contest manager shall be authorized to conduct the contest under the provisions of these Terms and Conditions. If a situation develops in which there is an apparent unfairness to a contestant, and which is determined to be the result of an administrative or judge's error, the manager shall consult with his Contest Committee and determine the manner in which the situation shall be resolved. However, managers shall not have the authority to advance students affected by any unfairness to the succeeding contest. Resolution of such matters must be within the framework of each individual contest. In addition, the manager shall be responsible to resolve questions of rules interpretation, to arbitrate disputes and to apply penalties for violations of contest rules. In all cases, the manager shall consult with the Contest Committee prior to making a decision in any such matter. Decisions of the Contest Manager in all cases herein described shall be final.

The authority and responsibility of the contest manager and his/her contest committee shall end when results are announced at the contest awards assembly. Any question relative to contest rules or any aspect of the contest which arises following the announcement of results shall be referred directly by the principal of the school involved to the IHSA Office. The IHSA Office will give consideration to questions relative to administrative and/or clerical matters only, and will do so only through the end of the first Monday following the completion of the contest involved. In compliance with IHSA By-law 6.033, protests or challenges relative to the decision of any judge will not be considered.

b. State Final Contest.

The State Final Committee shall be authorized to conduct the contest under the provisions of these Terms and Conditions. If a situation develops in which there is an apparent unfairness to a contestant, and which is determined to be the result of an administrative or judge's error, the Committee shall determine the manner in which the situation shall be resolved.

In addition, the Committee shall be responsible to resolve questions of rules interpretation, to arbitrate disputes and to recommend applied penalties for violations of contest rules. Decisions of the Contest Committee Chairperson in all cases herein described shall be final.

C. Approval of Material

1. Material which is inappropriate for public performance by high school students will not be tolerated. The principal is required to see and approve both the selection and performance of all material, including substitute material, to be used by contestants from the member school in the contest series.

2. IHSA By-law 6.010 will be applied in the event contestants utilize material which, upon investigation by the IHSA Executive Director, is determined to be inappropriate. By-law 6.010 states:

Any violation of the Constitution and/or By-laws, Terms and Conditions, IHSA Policies and Guidelines, and/or other rules of the Association, shall be reported to the Executive Director, who shall have authority to investigate all alleged violations. The findings of the investigation shall be made known to the school (or schools), person (or persons), alleged to have committed the violation. The Executive Director shall then have full authority to invoke penalties against such school or persons found to have committed violations. Penalties shall include, but not be limited to, written warning or reprimand, requisite affirmation corrective action... up to and including suspension and/or expulsion. Failure to take the corrective action required by any penalty shall be the basis for further action up to and including suspension and/or expulsion.

Note that these provisions include possible penalties against the school or individual persons found to have committed violations. This means that competitors, coaches, directors, and/or principals may be penalized directly for the use of inappropriate material in the IHSA Speech Contests.

A performance (language or action) which is a literal, symbolic or colloquial expression describing or naming anything which is profane and/or vulgar, whether or not suited to a specific character being portrayed, IS ALWAYS CONSIDERED INAPPROPRIATE!

D. Royalties

The Association assumes no responsibility for the payment of royalties or other fees connected with the performance of any material in the Individual Events contest series.

E. Sectional and State Final:

The Report of Winners will be completed by the Regional and Sectional Managers and shall be the official entry form for these contests. Entry fees for qualifiers shall be paid upon arrival at the Sectional and State Final sites. Qualifiers for whom fees are not paid as prescribed shall not be permitted to participate.

F. Regional/Sectional Time Schedule

Following is a suggested time schedule for Regional and Sectional contests. Local managers, with the majority approval of their contest committees, may alter this schedule in the event the number of contestants entered does not require both Preliminary and Final Rounds in all events, or if necessary to meet judging needs during the contest day. Local managers, with the majority approval of the contest committee, may seek approval of the IHSA administrator, to alter the state time of the schedule due to unique travel situations.

7:30-8:00	Registration
7:45	Radio and Extemp Prep. for Round I, Sec. A
8:00	Judges Meeting Coaches Meeting
8:30	Round I, Section A (All Events)
9:00	Radio and Extemp Prep. for Round I, Sec. B
9:45	Round I, Section B (All Events)
10:30	Radio and Extemp Prep. for Round II, Sec. A
11:15	Round II, Section A (All Events)
11:45	Radio and Extemp Prep. for Round II, Sec. B
12:30	Round II, Section B (All Events) LUNCH
2:00	Posting of Finals
2:30	FINALS: Dramatic Duet Acting, Humorous Interpretation, Impromptu Speaking, Oratorical Declamation, Oratory, Original Comedy, Prose Reading.
3:15	Radio and Extemp Prep. for Finals
4:00	FINALS: Dramatic Interpretation, Extemporaneous Speaking, Humorous Duet Acting, Informative Speaking, Poetry Reading, Radio Speaking, Special Occasion Speaking.
5:30	Awards

G. State Final Time Schedule

The State Final time schedule shall be as follows:

Friday

12:00-1:00 p.m. Registration
 12:45 Radio and Extemp Prep. for Round I, Sec. A
 1:30 Round I, Sec. A
 2:15 Radio and Extemp Prep. for Round I, Sec. B
 3:00 Round I, Sec. B
 3:45 Radio and Extemp Prep. for Round I, Sec. C
 4:30 Round I, Sec. C

Saturday

7:45 Radio and Extemp Prep. for Round II, Sec. A
 8:30 Round II, Section A
 9:00 Radio and Extemp Prep. for Round II, Sec. B
 9:45 Round II, Section B
 10:15 Radio and Extemp Prep. for Round II, Sec. C
 11:00 Round II, Sec. C
 1:30 FINALS: Dramatic Duet Acting, Humorous Interpretation, Impromptu Speaking, Oratorical Declamation, Oratory, Original Comedy, Prose Reading.
 2:30 Radio and Extemp Prep. for Finals
 3:15 FINALS: Dramatic Interpretation, Extemporaneous Speaking, Humorous Duet Acting, Informative Speaking, Poetry Reading, Radio Speaking, Special Occasion Speaking.
 5:45 AWARDS ASSEMBLY

H. Performance Order

1. Regional: The order of appearance of competitors shall be established by the IHSA in conjunction with the local contest manager in consultation with the contest committee, and under the following stipulations:

a. The assignment of competitors to Preliminary Round I and their order of performance shall be established randomly except when adjustments are necessary to permit students to participate in two events and to separate identical selections. Assignment of contestants and speaking order for Preliminary Round II shall also be random with the further limitation that no more than one-half the contestants may be drawn to compete against the same contestants they competed against in Preliminary Round I.

b. Order of performance for all Final Rounds shall be established by the contest manager randomly. With the advice of the contest committee, the contest manager may alter the drawn schedule for those students who have conflicting double entries or if necessary to separate identical selections.

c. Students shall participate in two preliminary rounds of competition if there are eight (8) or more contestants entered in an event. In such cases, the competitors shall be divided into two groups randomly by the contest manager. Groups may be revised randomly by the contest manager for each preliminary round. The top six (6) contestants, plus ties, after two Preliminary Rounds, will be advanced to the finals.

d. In the event there are seven (7) or fewer contestants competing in an event, only a final round will be conducted. In such cases, team points will be awarded only to the top six (6) ranked performers.

e. Contest managers shall post ALL PRELIMINARY ROUND RESULTS in a designated area so that COACHES ONLY may check cumulative judging tallies prior to the public posting of the contestants advancing to the final round. Managers shall also post all performers' times in the coaches' lounge immediately following each round of competition.

2. Sectional: Performance order in each event shall be made by the IHSA Office.

ALL EVENTS: Speaking order for the final round of competition shall be established randomly conducted following the completion of the second preliminary round by the contest manager and the contest committee. With review of the contest committee, the contest manager may adjust the schedule for those students who have conflicting double entries or if necessary to separate identical selections.

3. State Final: Performance order in each event shall be made by the IHSA Office.

I. Programs:

Identification of Competing Schools: Every school will be identified in the Regional, Sectional and State Final program under the Competitor Roster. Each performer will be identified in the program under their event by their first and last name and material title if applicable.

VII. ADVANCEMENT OF WINNERS

A. The winners of first, second, third and fourth places in each Individual Event shall be advanced from Regional to Sectional. Winners of first, second and third places in each Individual Event shall be advanced from Sectional to the State Final.

B. In the event there is a tie for a place which qualifies for advancement, all tied contestants shall be advanced. (For example: if in the Regional Contest, two contestants are tied for 2nd place, the tie involves the 2nd and 3rd places. The next place awarded shall be 4th place and four (4) contestants would advance. However, if there is a two-way tie for fourth place, then five (5) contestants 1st, 2nd, 3rd, and the two tied for 4th would advance.)

C. Substitution of selections by an advancing Individual Event contestant may be made prior to any contest, provided the material is approved by the school's principal and the manager of the contest is notified at least three (3) days prior to the contest.

D. Determination of Winners:

1. Tabulation procedure: Following the completion of each preliminary and final round, ballots and critique forms from each judge shall be returned to contest headquarters. Contest managers shall cross check ballot cards with critique forms to insure the accuracy of rankings and identify to whom rankings are assigned. In the event any error or other question is identified, the judge(s) involved shall be contacted immediately to resolve the matter.

To insure equality in ranking between different sections of an event, in no case, except for overtime penalties, shall a contestant rank lower than the smallest number in any section of the event for the round. In other words, if Section A has 5 contestants and Section B has 6 contestants, personnel in the Tab Room should record any rank of 6 given by any judge as a rank of 5, since that is the smallest number of contestants in any section of the event for the round. This is to be done exclusively in the Tab Room. Judges are to traditionally rank all contestants and any adjustment of ranks under this provision are to be made by the Tab Room personnel.

2. Advancement from Preliminaries to Finals: Following completion of both preliminary rounds of competition at the Regional and Sectional contests, the ranks received from both (at the Regionals), or all four (at the Sectionals) preliminary round judges by each contestant shall be tallied. The six (6) contestants with the lowest cumulative totals of preliminary round rankings shall be advanced to the finals. In the event of a tie for the last qualifying position, all tied contestants shall also advance to the finals.

At the State Final, following completion of the preliminary rounds, the six (6) rankings received by each contestant shall be reviewed. The highest and lowest rankings for each contestant shall be discarded and the intermediate four rankings tallied. The six (6) contestants with the lowest cumulative totals of the intermediate rankings shall be advanced to the finals in each event. In the event of a tie for the last qualifying position, all tied contestants shall also advance to the finals.

3. Individual winners:

a. Regional and Sectional: After the final round for each event, the three Judges' rankings shall be tabulated and a summation made of the rankings received by each finalist. The entry whose total of rankings is lowest is the winner; the entry with the second lowest total is second, etc.

b. State Final: With five judges being used, the highest and lowest rankings for each contestant shall not be considered in determining final standing. The contestant with the lowest total of intermediate rankings is the winner; the contestant with the second lowest total is second, etc.

4. Resolution of Ties:

a. Ties affecting Advancement from Preliminaries to Finals: At all contests (Regional, Sectional and State Final) contestants tied for the last position which qualifies for advancement from preliminaries to finals shall be advanced without the tie being broken.

b. Ties Affecting Awards and/or Team Scoring: At Regional and Sectional contests, ties for places for which awards are presented shall be broken by separating the tied competitors from all other contestants and assigning them relative rankings on the basis of judges' decisions, as though they were the only competitors. The contestant whose total of relative rankings is lowest is the winner. If there is still a tie, duplicate awards will be provided and the team points for the tied places will be added and equally divided among the teams of the tied contestants. At the State Final Contest, the tied competitors shall be separated from all other competitors and assigned relative rankings. If there is still a tie, then the ranks assigned by all five (5) judges will be considered, and the contestant with the lowest total of five rankings will be declared the winner.

Example: Three (3) contestants tied for fourth place at the Regional. The tie is unbreakable, so the points for fourth, fifth and sixth places (3, 2 and 1 respectively,) are added and divided by three. Each school is then awarded two (2) points for its contestant's finish.

5. School winners: Points shall be awarded on the basis of the following scale for each Individual Event: 1st 6 points; 2nd 5 points; 3rd 4 points; 4th 3 points; 5th 2 points; 6th and all other finalists 1 point. This point scale shall be followed at all contests, except as specified in Art. VI-G-1-d.

VIII. TOURNAMENT RULES

A. Material:

1. Material which is inappropriate for public performance by high school students will not be tolerated. The principal is required to see and approve both the selection and performance of all material including substitute material, to be used by contestants from the member school in the contest series.

2. IHSA By-law 6.010 will be applied in the event contestants utilize material which, upon investigation by the Executive Director, is determined to be inappropriate. By-law 6.010 states:

Any violation of the Constitution and/or By-laws, Terms and Conditions, IHSA Policies and Guidelines, and/or other rules of the Association, shall be reported to the Executive Director, who shall have authority to investigate all alleged violations. The findings of the investigation shall be made known to the school (or schools), person (or persons), alleged to have committed the violation. The Executive Director shall then have full authority to invoke penalties against such school or persons found to have committed violations. Penalties shall include, but not be limited to, written warning or reprimand, requisite affirmation, and corrective action up to and including suspension and/or expulsion. Failure to take the corrective action required by any penalty shall be the basis for further action up to and including suspension and/or expulsion.

Note that these provisions include possible penalties against the school or individual persons found to have committed violations. This means that competitors, coaches, directors, and/or principals may be penalized directly for the use of inappropriate material in the IHSA Speech Contests.

A performance (language or action) which is a literal, symbolic or colloquial expression describing or naming anything which is profane and/or vulgar, whether or not suited to a specific character being portrayed, IS ALWAYS CONSIDERED INAPPROPRIATE!

3. Not more than 150 words of any Oration, Informative Speaking, Original Comedy or Special Occasion Speech may be direct quotation.

4. In Oratory, Informative Speaking, Original Comedy and Special Occasion Speaking, the content, style and thought of the selection must be solely the product of the contestant.

5. The Internet may be used as a source for printed published material as long as the following provisions are met:

a. It must be copyrighted and available to all (equal access).

b. It must NOT have been posted solely for a student's use in competitive speech activities.

c. It may NOT be transcribed from an audio or video source; it must be available in its original written form.

d. In addition, it is recommended that all internet sites be evaluated for authenticity.

6. If a school is entering Impromptu, a coach may submit a list of suggested topics in each category (Quotations, Proverbs, and Phrases). Please send your topics to the IHSA office no later than November 1, 2014. Earlier topics will be accepted.

B. Material Verification:

At each of the IHSA tournaments, the original published source of any selection used, along with a complete script of the cutting to be performed in all interpretive events: Dramatic Duet Acting, Dramatic Interpretation, Humorous Duet Acting, Humorous Interpretation, Prose and Poetry Reading, must all be available within a reasonable amount of time as determined by the contest manager. Failure to produce such materials shall result in the disqualification of the contestant from the contest in that event. If the contestant has been ranked in the round where the violation is discovered, the ranking will be changed to DQ and the ranks of the other contestants in that round will be adjusted as necessary.

C. Properties:

A property shall be defined as any item, except a manuscript, including the contestant's apparel and accessories, which is used for effect during the presentation.

D. Royalties:

The Association assumes no responsibilities for the payment of royalties or other fees connected with the performance of any material in the Speech Contest Series.

E. Timekeeping

1. Time will be kept at all contests for all events. Contest managers will arrange to have two (2) timers in every round for all events in all contests. To accommodate this requirement, managers are authorized to give timekeeping assignments as needed to participating schools. Timers will be seated out of the judges/spectators' sight but in full view of the performers. Timing devices other than those used by the appointed timekeepers are unofficial.

2. In all events except Impromptu, Extemporaneous Speaking, and Radio Speaking, when a timer's watch is read to determine time, a reading of 8:30.00 or less, will not be considered a time violation. If a watch reads 8:30.01 or greater on a digital watch or is a tic past 8:30 on a sweep-hand watch, the time will be considered to be 8:31. If both timers confirm the overtime, penalties will be assessed. In Impromptu, Extemporaneous Speaking, and Radio Speaking the same time concept applies per their specific time limitations.

3. In all events except Radio Speaking, both timers designated by the manager shall raise their hands above their heads upon expiration of the allotted time, to let the performer know the time limit has been reached. Both timers shall keep the hands raised above their heads until the performer concludes. When the speaker concludes

his/her presentation, both timers shall record the total elapsed time shown on their individual watches on an official time sheet. Times shall not be announced to competitors, judges or audiences, except in Radio Speaking. Judges shall be instructed not to take time into consideration in their rankings. The timers must deliver their time sheets to the contest headquarters at the conclusion of each Section. All penalties for time violations shall be assessed by the contest management. Timers must use stopwatches.

4. Penalties for Violation

a. Regional, Sectional and State Final Prelims: For each full thirty (30) seconds of overtime, as defined in 2. above, the contestant's ranking from each judge shall be lowered by one (1) place. This reduction in ranking shall be mandatory and shall be administered by the contest management. This rule supercedes Article VII-D-1. Thus a contestants ranking may exceed the least number of contestants in a round of that event. For example: Contestant A is ranked 2, 3, 1 by three judges, but is overtime by forty-five (45) seconds. Contestant B is ranked 3,1, 2 and Contestant C is ranked 1, 4, 3. The manager shall then adjust the rankings for contestant A to 3, 4, 2 before the tabulation of rankings is made. No change is made in the rankings of Contestant B or Contestant C.

Thus final results become:

A-3, 4, 2 = 9

B-3, 1, 2 = 6

C-1, 4, 3 = 8

b. State Final Rounds: In the final rounds of the State Final Contest only, no penalty for time violations will be assessed in any event except Radio Speaking, until one (1) minute beyond the specified time limit. For example, if the time limit is eight (8) minutes, no penalty will be assessed until the speaker has exceeded nine (9) minutes as verified by two (2) stopwatches.

5. In Extemporaneous Speaking and Impromptu Speaking, time cards shall be used to inform the speakers of the amount of time remaining. These cards should be visible to the speaker at all times.

a. In Radio and Extemporaneous Speaking, the prep room monitor will inform speakers of the allowable prep time and dismiss the speakers accordingly. In Impromptu Speaking, the timer will give the speaker oral prep time signals in thirty (30) second intervals in the competition room. At two (2) minutes the prep time ends and the Impromptu timer will direct the competing student to begin their speech.

6. In Radio Speaking, the timers shall be seated in such a way that they are visible to the speaker. Timers shall use stopwatches which will be the only official timing devices. If possible, the local management should provide a wall clock with a sweep sec-

ond hand placed within view of the contestants. Contestants may also use their own timing devices. One of the timekeepers shall use time cards to notify the speaker when the following time remains: two (2) minutes, one (1) minute, thirty (30) seconds and fifteen (15) seconds. Thereafter, he will notify the speaker by means of upraised fingers, when ten (10) seconds are left, and finally, when only five (5) seconds remain in the five (5) minutes time limit. After each presentation, the timers shall inform the judges of the exact time of the performance; and after the final presentation, the timers shall each deliver cards to the contest management showing the exact time consumed by each speaker. For Radio Speaking, if both timers show a violation of the time limit, the contestant shall be ranked last in that round by the contest management.

NOTE: The term "ranked last" shall mean given a rank on each individual judge's ballot equal to the number representing the number of contestants in the round. In other words, if there are six (6) contestants in the round, 'ranked last' means being given the rank of six (6) on each judge's ballot. Other contestants in the round who do not violate the time limits will have their ranks from each judge adjusted upward as appropriate.

F. Special Rules and Limitations:

1. These Terms and Conditions have been established under the authority of Article 1.450 of the IHSA Constitution. Violation is subject to penalty by the IHSA Board of Directors under the provisions of IHSA By-laws and any special provisions contained herein.

2. Protests and challenges of a performance's compliance with the rules may be filed in writing with the contest manager by any coach or judge. Other persons wishing to file such a protest or challenge, shall do so through a coach or judge at the contest.

3. General Penalty for Violations by Contestants: Unless otherwise specified in the rules, the penalty for rules violations in any round of competition throughout the entire contest series shall be that the contestant's ranking in the round where the violation occurs be changed to last (see VII-D) and the ranks of other contestants will be adjusted as necessary.

For example: In Preliminary Round II of Humorous Duet Acting, a student from Duet A stands on the table during the duet's performance. The penalty is that the duet is to be ranked last in the round. Thus, the final results for Preliminary Round II will be adjusted as follows:

Duet A was 2nd becomes 6th
Duet B was 1st remains 1st
Duet C was 3rd becomes 2nd
Duet D was 5th becomes 4th
Duet E was 6th becomes 5th
Duet F was 4th becomes 3rd

4. The penalty for accessing the internet or using a contraband device for Extemporaneous Speaking will be disqualification from the tournament.

5. Tardiness, Absence, Performance Out of Order: Contestants must be present when called upon in accordance with the schedule prepared by the contest manager and printed in the program. In the event a contestant cannot, for any reason, comply with the printed schedule, he must personally consult the contest manager to be excused. Only if the manager or a member of the contest committee gives the student written permission may any contestant perform out of the order printed in the program. Contestants failing to comply with the printed schedule without written excuse shall be disqualified.

6. Manuscripts: For all Individual Events except Radio Speaking, Extemporaneous and Impromptu Speaking, coaches must be able to produce in a reasonable amount of time, as determined by the contest management, a typed manuscript or copy of selections to be performed by their students for presentation to the contest manager if requested. Manuscripts must contain identification of sources of quotes. The actual source of non-original cuttings should also be identified on the manuscript. Failure to produce such copy shall result in disqualification of the contestant from the contest.

7. Failure to Present Original Selections:

a. Quoted Material: If it is discovered that a contestant has included more than 150 words of direct quotation in his selection, he/she shall be disqualified. In the event of late discovery of a violation of this rule, procedure as outlined in Art. VIII-E-8 below shall be followed.

b. Originality of Material: In all cases where originality of material is questioned, the local contest committee shall be responsible for examining the material and ruling on its eligibility. If a judge suspects that a speech is not original, he should so inform the contest committee and the committee will investigate.

8. Use of Inappropriate Material: If, in the opinion of any contest judge, material which is performed for his/her adjudication is inappropriate for public performance by a high school student, he/she may rank the performance down. If, in the opinion of a majority of the judges, a performance is persistently inappropriate or is flagrantly profane or vulgar, the judges may stop the performance and disqualify the contestant or group from the contest. In either case, judges shall explain their opinions and actions in written critiques, and the judge/contest manager shall forward a copy of the critiques to the IHSA Office. Contest officials shall submit a Special Report to the IHSA. In addition, any report of the use of inappropriate material shall be investigated by the IHSA

Executive Director, who shall investigate the allegation and take action if warranted under the provision of IHSA By-law 6.010 and the procedures stated in Art. VI-C and VIII-A of these Terms and Conditions.

9. Late Discovery of Violations: If a violation is not discovered until after the close of the contest in which the violation occurred, the following procedure shall be followed:

a. The contestant, group or school shall be disqualified and advancement to the next succeeding contest shall be denied if the violation is reported to the IHSA Office prior to the next contest. If the violation is not reported until after the next contest, no action shall be taken and the matter shall be considered closed.

b. The rankings of the other contestants in the event shall be revised upward.

c. If the violation is reported to the IHSA Office prior to the next succeeding contest, the winners shall be advanced on the basis of the revised rankings.

d. If the disqualified individual, group or school has won any awards, such awards shall be returned to the IHSA Office. An attempt will then be made to redistribute these awards on the basis of the revised rankings mentioned above.

10. Alternate Qualifier Advancement

a. In the event a qualified student is, for any reason, unable to advance to the succeeding contest, and provided the IHSA Office is notified by the principal of the qualifier's school at least one day prior to the succeeding contest, the highest-placing contestant from the qualifier's last qualifying contest in the same event that has not yet been offered the opportunity to advance shall be designated as the alternate(s), their coach and tournament manager shall be notified by the IHSA, and they shall be permitted to advance.

b. Any alternate qualifier(s) shall be treated from that point forward as qualified contestants, and if they are, for any reason, unable to advance to the succeeding contest, the process shall be repeated with the next highest-placing contestant until an alternate qualifier who is able to advance is found, all contestants at the qualifier's last qualifying contest have been offered the chance to advance, or it is now less than one day before the succeeding contest.

c. If a contestant is involved in a tie in a final round that was broken by judges' preference for the purposes of sweepstakes tabulation would become an alternate qualifier, all other contestants involved in the tie that was broken by judges' preference must also be treated as alternate qualifiers.

d. The IHSA Office may, at its discretion, permit alternate qualifier advancement less than one day prior to the succeeding contest, but there is no requirement to do so.

e. In any situation where the student that is unable to advance would have advanced in a position other than the last qualifying place, the places of qualifying student who placed below them but who will advance to the succeeding contest will be adjusted up one place for the purposes of scheduling the succeeding contest so that no places are skipped.

IX. TOURNAMENT POLICIES

A. Damage to Property or Equipment

If contestants or people from any school entered in a state series are found guilty of carelessness or maliciously breaking, damaging or destroying property or equipment belonging to the host school, such school shall be held responsible for costs incurred in replacing or repairing such property or equipment.

B. Media Policies

1. Media Personnel

a. Any media person wishing to take photographs will contact the Regional, Sectional, or State Final manager to verify arrangements to take photos at the tournaments. Photographers are welcome to take photos in the commons area. IHSA Regional/Sectional Site Managers names and information can be found on the IHSA website or by contacting the IHSA Office.

b. Photography is NOT allowed in rooms while rounds are taking place, however, reporters are invited and encouraged to sit in on rounds as spectators.

c. At all levels of IHSA competition, a media area may be set aside for photographs. All participating students will be invited and encouraged to make themselves available during the tournament for the Official IHSA Photographer as well as other local media outlets.

d. Results from each level of the tournament can be obtained by logging into the IHSA website and choosing the appropriate activity. Results will be posted for Regionals and Sectionals as soon as the tournament concludes. State Final results will be posted as soon as possible following the tournaments.

2. Managers

a. May arrange a room for photographers and students to gather for photo opportunities.

b. Will post any information for all participating students to have the opportunity to meet with area media.

c. Will cooperate fully with media personnel to arrange photo opportunities and ensure coverage of all levels of the tournament.

C. Tobacco/Liquid Nicotine Products:

The use of tobacco or liquid nicotine products in any competition area, either during a practice or while a contest is in progress, or affiliated property of any IHSA state series contest by any coach, player, any other person connected with a team, or fan shall be prohibited. State series hosts are required to make all state series contest sites and any affiliated property, including parking lots, fan accommodation areas, and other school or event venue property, tobacco/liquid nicotine free zones on the date or dates of any IHSA event being held at the site.

D. Use of Inhalers:

A student with asthma may possess and use his/her medication during an IHSA competition, while under the supervision of school personnel, provided the school meets the outlined procedures of self administration in the Illinois school code.

E. Alcoholic Beverages and IHSA State Series Events:

The possession, distribution, sale and/or consumption of alcoholic beverages are prohibited at the site and on any affiliated property of any IHSA state series contest. State series hosts are required to make all state series contest sites and any affiliated property, including parking lots, fan accommodation areas, and other school or event venue property, alcohol free zones on the date or dates of any IHSA event being held at the site. Violation of this policy by an event host will subject the host to a penalty for violation of IHSA By-law 2.020. Such penalty may include but not necessarily be limited to prohibition against subsequent event hosting assignments. Violation of this policy by a non-hosting member school will subject the school to penalty for violation of IHSA By-law 2.020. Patrons of any IHSA state series contest determined to be in violation of this policy will be removed from the premise, and law enforcement officials will be called as warranted.

F. Special Report Forms and SAWA Reports

Special report forms have been developed to facilitate schools reporting any matter concerning high school programs that merit the attention of the high school principal. These forms can be used for reporting any incidents or problems with a competitor, coach, director or spectator. The forms may also be used to report errors in applying rules or any phase of judging in which a judge should immediately attempt to improve. The SAWA Report form should be used for reporting any instances where a coach, director, participant, judge or spectator has done an exemplary job of Sporting A Winning Attitude. These forms can be found on the IHSA website at www.ihsa.org.

G. Responsibility for Theft or Other Losses

The IHSA will not be responsible for loss or theft of any personal or school property during the course of a contest.

H. Prayer at IHSA State Series Contest:

Prayer at an IHSA state series contest that takes place over the public address system is prohibited.

X. AWARDS

A. Regional and Sectional: Medals shall be given to first, second, third and fourth place winners at Regionals, and to first, second and third place winners at Sectionals. A plaque shall be given to the school winning first place.

B. State Final: The finalists in each of the Individual Events shall receive medallions. Trophies and team medallions shall be given to the schools winning first, second and third places.

C. In case of a tie between two or more schools, an award for the highest place tied shall be given to each of those schools if awards are provided for that place.

XI. JUDGING

A. In accordance with Art. VI-B-4-c, Regional and Sectional managers shall appoint judges after consultation with the entire Contest Committee.

B. Selection: Local managers, in conjunction with their contest committees, are urged to select judges from the list of preferred judges supplied by the IHSA Office and to employ those who are located as near the contest center as possible. Also, coaches from participating schools must be available throughout each contest for judging assignments. Judges for the State Final will be selected by the State Contest Committee. Tournament workers and Contest Committee personnel, assigned to work with the tabulation of results, should not be used as judges, except in emergency situations and with the approval of the Contest Committee.

C. Duties:

1. It shall be the duty of each judge to rank all contestants in each round in the order of the excellence of their performances. Judges may not award the same ranking to more than one (1) individual or group in a given section.

2. A judge shall confer with no one prior to the submission of his ballot to the contest manager. A judge shall not change or revise his ballot after it has been signed and placed in the hands of the contest manager. Judges shall not reveal their decisions to anyone prior to the announcement of results by the contest manager. No one may question a judge's ballot or confer with a judge concerning his decisions unless it is necessary to do so because the ballot is not intelligible or the decisions or rankings were not made in conformity with the rules.

3. In all events, at all contests, each judge shall prepare brief written critiques of the work of each contestant. All critiques shall specify major reasons for ranking. These critiques shall then be made available at the end of the contest to the coach of each competing school.

4. The same judge shall rank all contestants within an event during a given round.

D. Number:

1. In the Regional contests, one (1) judge shall be used in each preliminary group and three (3) judges shall be used in the final round in each event.

2. In the Sectional contests:
a. In Individual Events, two (2) judges shall be used in each preliminary group and three (3) judges shall be used in the final round in each event.

b. For Performance in the Round, five (5) judges shall be used and the highest ranking and the lowest ranking shall be discarded for each performance and only the three (3) intermediate rankings for each shall be considered in determining its final standing.

3. In the State Final, three (3) judges shall be used in the preliminary rounds of each event. Five (5) judges, selected by the State Tournament Contest Committee, shall be used in the final round of each event, and the highest ranking and the lowest ranking shall be discarded for each performance and only the three (3) intermediate rankings for each shall be considered in determining its final standing.

4. The number of hired judges shall be determined by the contest manager within the framework of the budget for the contest approved by the IHSA Office. All others are to be coaches supplied by the participating schools and assigned by the contest manager. Each school with an entry at the State Tournament must provide at least one coach to serve as a judge at the tournament.

E. Judges Compensation:

Judges fees shall be paid as follows:

Regional \$20.00 per round

Sectional \$20.00 per round

State Final \$25.00 per round

Each group of performances for which a judge completes a ballot is considered a "round."

Any judge who drives more than 70 miles round trip to the site of a Regional, Sectional, or State Final Contest shall be reimbursed a travel allowance of \$.30 per mile in excess of 70 miles round trip. Reimbursement shall be directly from the IHSA office, upon the judges' submission of a travel report form to be provided by the IHSA through the contest managers.

Dramatic/Humorous Duet Acting (DDA/HDA)

Definition: Dramatic and Humorous Duet Acting are the presentations of dramatic or humorous selections by two individuals.

Purpose: The purpose of these events is to give students the opportunity of developing their characterization and acting skills in a confined setting.

Material: Material must come from a single printed, published source and must meet high standards for good literature. Cuttings from plays, verse plays, teleplays, screenplays, or other works that meet all criteria for the event may be presented. Excluding the introduction, a cutting may include the portrayal of no more than two characters. Material in which an author assigns multiple characters to one actor is acceptable. Combining the lines of two or more characters to create one composite character is prohibited. Adaptations condensing multiple characters and creating/combining dialogue are prohibited. Assigning a line from the text to a given character for the purpose of transition or continuity is not to be considered the creation of a "composite" character. A transition is considered part of the cutting and may not include portrayal of additional characters. Material other than the author's work must be limited to 15%.

Appropriateness of Material: See Art, VIII-A-1-2 of the Individual Events Terms and Conditions.

Time Limit: 8 minutes

Timekeeping Procedures: See ART VIII-E of the Individual Events Terms and Conditions.

Time Limit Penalty: For each full thirty (30) seconds of overtime (8:30.01, 9:00.01, etc or 1 tic past 8:30, 9:00, etc on a sweep hand) the contestant's ranking from each judge will be lowered by one (1) place. This reduction is mandatory and will be administered by the contest management. The other contestants' ranks will not be affected. There is no penalty for speaking less than eight (8) minutes.

Use of Script, Props, and Visual Aids During Performance: It is recommended that a table, with four legs, approximately 30 inches by 48 inches and two chairs be provided. If a table meeting these approximate dimensions is not available, managers should specify the dimensions and any other specifics of the table to be used, to competing schools, prior to the start of the tournament. Schools will not be allowed to bring additional tables, chairs, stools, set pieces, etc. Performers are not allowed to stand on the table and chairs at any time for liability reasons. A script may not be held. No lights, staging, costumes, makeup, sound effects, etc., will be permitted.

Presentation: Characters may direct dialogue to off stage characters or to silent characters and /or audience. All performances must include an introduction which will name: the author(s) and the title of the material.

Standards for Excellence: The material should provide opportunity for the actors to develop an understandable scene with clear character relationships. The characterization should be believable and consistent with the author's intent. The movement should flow naturally from the characters, giving proper focus on action and reaction. The scene should grow with character insight, plot or mood intensification and thematic statement.

Dramatic/Humorous Interpretation (DI/HI)

Definition: Dramatic and Humorous Interpretation are the oral presentation of literature.

Purpose: The purpose of these events is to increase the student's understanding of communication of ideas through performance and to encourage the application of theories of oral interpretation.

Material: Material must be from a printed published source and may be from plays, verse plays, teleplays, screenplays or other works. One character plays, monologues and soliloquies will be allowed. Though the performer may select to do multiple monologues, the presentation will be limited to a single work. Material other than the author's work must be limited to 15%.

Appropriateness of Material: See Art, VIII-A-1-2 of the Individual Events Terms and Conditions.

Time Limit: 8 minutes

Timekeeping Procedures: See ART VIII-E of the Individual Events Terms and Conditions.

Time Limit Penalty: For each full thirty (30) seconds of overtime (8:30.01, 9:00.01, etc or 1 tic past 8:30, 9:00, etc on a sweep hand) the contestant's ranking from each judge will be lowered by one (1) place. This reduction is mandatory and will be administered by the contest management. The other contestants' ranks will not be affected. There is no penalty for speaking less than eight (8) minutes.

Use of Script, Props, and Visual Aids During Performance: No properties of any kind may be used in presenting the readings and the script must not be held.

Presentation: Although body language is not prohibited, it should be used with restraint. All performances must include an introduction which will name: the author(s) and the title of the material.

Standards for Excellence: An understanding of the literature being presented shall be demonstrated by the contestant's communication of the intent of the author, the relationship of the cutting to the work as a whole, and the specific meanings of the passages presented. The selection should be such that the performer can respond emotionally to the thought and mood; the literature should be more than superficial in characterization or development of theme. The delivery should be such that techniques of presentation are not obvious. The performer's voice should reveal the meaning of the selection, as should any bodily movement; the total effect should be real and genuine, rather than artificial and mechanical. Attention should be paid to good pronunciation and articulation, adequate volume, and acceptable vocal quality.

Prose Reading (PR)

Definition: Prose Reading is the oral interpretation of prose literature.

Purpose: The purpose of Prose Reading is to acquaint students with the genre and the application of the principles of oral interpretation.

Material: Material must be prose literature. Sources of material include cuttings from novels, short stories, biographies, nonfiction, letters and diaries. Use of dramatic literature is not permitted. The cuttings must contain less than 50% dialogue. Each contestant will prepare one (1) selection. Selections for this event may be chosen from any source deemed appropriate but must come from printed, published sources. Compilations are permissible. The material should be in keeping with acceptable standards for good literature.

Appropriateness of Material: See Art, VIII-A-1-2 of the Individual Events Terms and Conditions.

Time Limit: 8 minutes

Timekeeping Procedures: See ART VIII-E of the Individual Events Terms and Conditions.

Time Limit Penalty: For each full thirty (30) seconds of overtime (8:30.01, 9:00.01, etc or 1 tic past 8:30, 9:00, etc on a sweep hand) the contestant's ranking from each judge will be lowered by one (1) place. This reduction is mandatory and will be administered by the contest management. The other contestants' ranks will not be affected. There is no penalty for speaking less than eight (8) minutes.

Use of Script, Props, and Visual Aids During Performance: The script will be held. No properties or visual aids will be allowed.

Presentation: Although body language is not prohibited, it should be used with restraint. All performances must include an introduction which will name: the author(s) and the title of the material.

Standards for Excellence: The material should be a logical cutting to give the interpretation intended by the author and should give the listener the impression that the presentation is total and complete. The delivery should indicate the reader's familiarity with the material. The contestant should gain eye contact with the audience; his/her voice should be clear and direct and the volume adequate; the total presentation should be natural and interesting.

Poetry Reading (PT)

Definition: Poetry Reading is the oral interpretation of poetry.

Purpose: The purpose of Poetry Reading shall be to acquaint students with the genre and the application of the principles of oral interpretation.

Material: Each contestant will prepare one (1) program of one (1) or more poem(s). Selections for this event may be chosen from any source deemed appropriate but must come from printed, published sources. Compilations of poems are permissible. The material should be in keeping with acceptable standards for good literature.

Appropriateness of Material: See Art, VIII-A-1-2 of the Individual Events Terms and Conditions.

Time Limit: 8 minutes

Timekeeping Procedures: See ART VIII-E of the Individual Events Terms and Conditions.

Time Limit Penalty: For each full thirty (30) seconds of overtime (8:30.01, 9:00.01, etc or 1 tic past 8:30, 9:00, etc on a sweep hand) the contestant's ranking from each judge will be lowered by one (1) place. This reduction is mandatory and will be administered by the contest management. The other contestants' ranks will not be affected. There is no penalty for speaking less than eight (8) minutes.

Use of Script, Props, and Visual Aids During Performance: The script will be held. No properties or visual aids will be allowed.

Presentation: Although body language is not prohibited, it should be used with restraint. All performances must include a required introduction which will name: the author(s) and the title of the program and/or the poem(s).

Standards for Excellence: The material performed should convey the theme selected. The delivery should be such that the reader conveys the thought of the verse through vocal expression; rhythm should be apparent but not obvious and distracting; tone quality should enhance meaning. The reader should be natural and interesting.

Oratorical Declamation (OD)

Definition: Oratorical Declamation is the oral presentation of persuasive or inspirational material of literary merit, such as editorials, essays, speeches, prepared by another person.

Purpose: The purpose of Oratorical Declamation is to acquaint students with notable examples of persuasive or inspirational literature and give them opportunity to develop skills of interpretation and delivery through the preparation and oral presentation of such examples.

Material: Material must come from printed published sources. It is recommended that the material be pertinent to current problems.

Appropriateness of Material: See Art, VIII-A-1-2 of the Individual Events Terms and Conditions.

Time Limit: 8 minutes

Timekeeping Procedures: See ART VIII-E of the Individual Events Terms and Conditions.

Time Limit Penalty: For each full thirty (30) seconds of overtime (8:30.01, 9:00.01, etc or 1 tic past 8:30, 9:00, etc on a sweep hand) the contestant's ranking from each judge will be lowered by one (1) place. This reduction is mandatory and will be administered by the contest management. The other contestants' ranks will not be affected. There is no penalty for speaking less than eight (8) minutes.

Use of Script, Props, and Visual Aids During Performance: None.

Presentation: The speech shall be presented from memory.

Standards for Excellence: The material should be a logical cutting to give the interpretation intended by the author. The delivery should indicate the speaker's familiarity with the material and should gain direct eye contact with the audience; the speaker's voice should be clear and direct and the volume adequate. If cut, the organization should be clear and focused upon the purpose of the author's original material.

Oratory (O)

Definition: Oratory is the oral presentation of the work of the student and is designed to persuade.

Purpose: The purpose of Oratory is to guide students in research, organization, and development of a sense of a literary style in a speech designed to express their personal convictions.

Material: The content, format, style and thought of the material must be the product of the contestant. No more than 150 words in the speech may be direct quotation.

Appropriateness of Material: See Art, VIII-A-1-2 of the Individual Events Terms and Conditions.

Time Limit: 8 minutes

Timekeeping Procedures: See ART VIII-E of the Individual Events Terms and Conditions.

Time Limit Penalty: For each full thirty (30) seconds of overtime (8:30.01, 9:00.01, etc or 1 tic past 8:30, 9:00, etc on a sweep hand) the contestant's ranking from each judge will be lowered by one (1) place. This reduction is mandatory and will be administered by the contest management. The other contestants' ranks will not be affected. There is no penalty for speaking less than eight (8) minutes.

Use of Script and Props During Performance: Notes or manuscripts may be used.

Presentation: Students may use notes or manuscripts or speak from memory. An introduction, if used, will be included in presentation time.

Standards for Excellence: The subject of the speech should be of current interest and have a purpose. The material should show preparation, knowledge and clear thinking. The organization should demonstrate a clear, logical development of ideas. The style should demonstrate an effective choice of words and phrases. The delivery should be clear, sincere and interesting and the speaker's appearance effective without being distracting.

Original Comedy (OC)

Definition: Original Comedy is the oral presentation of the work of the student and designed to entertain.

Purpose: The purpose of Original Comedy is to enable students to employ their creative skills in the writing and presentation of humorous material.

Material: The content, format, style and thought of the material must be the product of the contestant. There shall be no restriction on form. It may be dialogue, monologue or a combination of both. Not more than 150 words of the speech may be direct quotation.

Appropriateness of Material: See Art, VIII-A-1-2 of the Individual Events Terms and Conditions.

Time Limit: 8 minutes

Timekeeping Procedures: See ART VIII-E of the Individual Events Terms and Conditions.

Time Limit Penalty: For each full thirty (30) seconds of overtime (8:30.01, 9:00.01, etc or 1 tic past 8:30, 9:00, etc on a sweep hand) the contestant's ranking from each judge will be lowered by one (1) place. This reduction is mandatory and will be administered by the contest management. The other contestants' ranks will not be affected. There is no penalty for speaking less than eight (8) minutes.

Use of Script, Props, and Visual Aids During Performance: Notes or manuscript may be used. No properties, visual aids or costumes shall be used.

Presentation: Students may use notes or manuscripts or speak from memory. An introduction, if used, will be included in presentation time.

Standards for Excellence: The material should be one of general interest and not offensive to any audience; should be organized around some unifying idea and should be entertaining. The delivery should be lively and clear; the voice should be pleasing and the volume adequate; the speaker's appearance should provide no distraction.

Special Occasion Speaking (SOS)

Definition: Special Occasion Speaking is a speech which is the original work of the student and, in which, the student is himself or herself at his or her current age speaking in a realistic situation for the purpose of entertaining an audience. It is a public speaking event.

Purpose: The purpose of Special Occasion Speaking is to provide an opportunity for contestants to present a practical message in an entertaining manner under simulated "real life" conditions.

Material: The content, format, style, and thought of the material must be solely the product of the contestant. Not more than 150 words of the speech may be direct quotation.

Appropriateness of Material: See Art, VIII-A-1-2 of the Individual Events Terms and Conditions.

Time Limit: 8 minutes

Timekeeping Procedures: See ART VIII-E of the Individual Events Terms and Conditions.

Time Limit Penalty: For each full thirty (30) seconds of overtime (8:30.01, 9:00.01, etc or 1 tic past 8:30, 9:00, etc on a sweep hand) the contestant's ranking from each judge will be lowered by one (1) place. This reduction is mandatory and will be administered by the contest management. The other contestants' ranks will not be affected. There is no penalty for speaking less than eight (8) minutes.

Use of Script and Props During Performance: Notes or manuscripts may be used.

Presentation: Students may either use notes or manuscripts or speak from memory. An introduction, if used, will be included in presentation time.

Standards for Excellence: The material for the speech should be organized to suit the subject, purpose, and occasion and to entertain. Though Special Occasion Speaking is a speech to entertain, the entertaining elements should supplement, not replace, the speech structure. Thus, if the entertaining elements were removed from the speech, there would still be a clear speech structure. In a public speaking event, characterization is used as an example, when done by the speaker. It should not be a primary element in the speech. The delivery of the speech should demonstrate the poise and audience contact of the speaker. Pronunciation, articulation, and volume should be adequate; the speaker's voice should be pleasant; the speaker's appearance should provide no distractions.

Extemporaneous Speaking (ES)

Definition: Extemporaneous Speaking is an event in which a student is given forty-five minutes to prepare an original speech indicating his/her knowledge of current events concerning an assigned topic.

Purpose: The purpose of Extemporaneous Speaking is to encourage a student to gain a broad knowledge of current events and to develop the ability to analyze the significance of such events and prepare, in a short period of time, a meaningful speech which can be delivered in a skillful manner.

Material: Topics shall concern events which have been of state, national or international importance at any time between the beginning of the current school year and the date of the contest. They shall be worded in the form of question, which does not elicit blanket yes or no responses.

Appropriateness of Material: See Art, VIII-A-1-2 of the Individual Events Terms and Conditions.

Time Limit: 6 minutes

Timekeeping Procedures: See ART VIII-E of the Individual Events Terms and Conditions.

Time Limit Penalty: For each full thirty (30) seconds of overtime (6:30.01, 7:00.01, etc or 1 tic past 6:30, 7:00, etc on a sweep hand) the contestant's ranking from each judge will be lowered by one (1) place. This reduction is mandatory and will be administered by the contest management. The other contestants' ranks will not be affected. There is no penalty for speaking less than six (6) minutes.

Use of Script, Props, and Visual Aids During Performance: Only notes made during the preparation period are allowed.

Presentation: Drawing of topics: contestants shall draw topics according to their order of speaking at intervals to provide each contestant 45 minutes of preparation time., Contest managers shall publish and /or post specific preparation and performance times for each contestant in each round. The contestant shall draw three topics and, within one minute, choose the one on which to speak. The choice shall be recorded by the monitor of the drawing. There will be a separate set of questions for each round. The topic chosen and spoken on will be presented to the judge. Contestants will speak on a different topic in each round. A monitor shall be present during the presentation time to assure that there is no consultation and that only the allowable materials are used. After drawing his or her topic, a contestant may not confer with anyone nor may he or she leave the preparation room without the authorization of the room monitor. The speaker may use an annotated bibliography in addition, consult books, magazines, newspapers and summary notes (not to be construed as a prepared speech outline). Past speeches and/or prepared speech outlines may not be used. Students must provide their own preparatory materials. Computers or other electronic devices may not be used to receive information from any source inside or outside of the room in which the competition occurs. Internet access, use of e-mail, instant messaging, or other methods of receiving information from sources inside or outside of the competition room are prohibited. Electronic retrieval devices are defined as laptop computers, netbooks, iPads, or other portable electronic retrieval equipment. Cell phones or smart phones are prohibited from being used while preparing or before speaking at IHSA tournaments. (See Laptop Use in Extemporaneous speaking document in Rules Book/online) In all contests, the competitor shall begin forty-five minutes after the first contestant has drawn his or her topic. NOTE: Extemporaneous Speaking competition is open to spectators, including all participants.

Standards for Excellence: The organization of the speech should be such that the introduction gains attention and previews the main points which are clear and in logical order. The conclusion should be satisfactory. The development of the speech should be such that the speaker does not deviate from his topic, progresses with his topic, and demonstrates a reasonable analysis. The information used by the speaker should be accurate, pertinent and demonstrate a thorough knowledge of the topic. In delivery, the speaker should be poised, hold attention, use language effectively, have a pleasing voice, and demonstrate true extemporaneous style.

Impromptu Speaking (IS)

Definition: Impromptu Speaking is an event in which a student is given two (2) minutes to prepare and six (6) minutes to deliver an original limited preparation speech.

Purpose: The purpose of Impromptu Speaking is to utilize creativity and logic to organize and deliver a meaningful speech in a skillful manner.

Material: Topics shall be chosen from the following categories: Quotations, Phrases and Proverbs. Categories will vary from round to round. Topics will vary from section to section. In a given round, all students within the same section will speak on a topic of their choice from a selection of three topics. Judges will be given the three topics that the students may select. Topics for each round shall be from the same genre: Quotations, Phrases and Proverbs.

Appropriateness of Material: See Art, VIII-A-1-2 of the Individual Events Terms and Conditions.

Time Limit: Two (2) minutes of mandatory prep time will be given in the performance room and six (6) minutes of speaking time will be allowed.

Timekeeping Procedures: See ART VIII-E of the Individual Events Terms and Conditions.

Time Limit Penalty: For each full thirty (30) seconds of overtime (6:30.01, 7:00.01, etc or 1 tic past 6:30, 7:00, etc on a sweep hand) the speaker's ranking from each judge will be lowered by one (1) place. This reduction is mandatory and will be administered by the contest management. The other speakers' ranks will not be affected. There is no penalty for speaking less than six (6) minutes.

Use of Script, Props, Visual aids During Performance: Only one (1) note card of any size/type made during the prep time may be used.

Presentation: All scheduled Impromptu Speakers will begin in the performing room. The room chair will welcome the speakers and take roll. The speakers will then be dismissed to the hallway. The first scheduled speaker will remain in the competition room. At an appropriate time before each student speaks, the room chair shall give the three impromptu topics to the speaker. The speaker shall select a topic in which to speak and then return the topics to the room chair. After receiving the topics, the student may not leave the room (unless there is an emergency) or consult with anyone during his/her allotted prep time. Preparation materials are limited to a stop watch, writing implement and one (1) note card of any size/type that may be used during delivery. No other material shall be allowed in the Impromptu prep room other than stated above; this includes cell phone devices which could be used as time pieces. Students may not consult published books, magazines, newspapers, journals, articles, speeches, handbooks, briefs, or outlines. No electronic retrieval device may be used. During the preparation period, the contestant shall not receive advice, information or suggestions from anyone. The speaker may not enter the room until their scheduled speaking time and must remain after they have finished speaking unless they are double entered and ask permission to leave to perform in another round. Students who leave the room due to double entries must not share the topic or genre with other students. Compromising the confidentiality of the topic(s) may result in disqualification. The other speakers shall proceed in like manner, in the order of speaking. Spectators must remain in the room until all contestants have finished speaking. The same three topics shall be used by each section. A different category will be used for each round. Immediately upon opening the envelope and reading the topics, prep time has begun and the student shall have **two minutes** to prepare a speech without consultation and without references to prepared notes in the Impromptu competition room. Students may not enter the competition room until the room chair directs them to enter. Cell phones or smart phones are prohibited from being used for all limited prep events at IHSA tournaments.

Standards for Excellence: The organization of the speech should be such that the introduction gains attention and previews the main points which are clear and in logical order. The conclusion should be satisfactory. Speakers should demonstrate reasonable creativity in analysis, logic, and exposition of the topic and literary devices. In delivery, the speaker should be poised, hold attention, use language effectively, and demonstrate variety in mechanics.

Radio Speaking (RS)

Definition: Radio Speaking is the presentation of a newscast, including a commercial.

Purpose: The purpose of Radio Speaking is to encourage concentration on delivery and style.

Material: A script approximately fifteen (15) minutes in length will be supplied by the IHSA office. From this, the contestant will prepare a newscast by deleting any parts or items. No new content may be added except transition sentences, introductions and conclusions. Contestants may enter the preparation room with pre-prepared outside content as long as it is limited exclusively to transition sentences, introductions, or conclusions. Contestants may prepare content for their newscast in the preparation room before their preparation begins as long as the content that they prepare is limited exclusively to transition sentences, introductions, or conclusions. However, the use of creative transitions, commentary and colorful verbs in sports, weather and the commercial is allowed to enhance the performance. The newscast will include a commercial advertising some well-known product or service. A prepared commercial supplied by the IHSA office will be given to each contestant and must be used. A different script and commercial will be supplied for each round. A copy of the Radio script will be given to the judges.

Appropriateness of Material: See Art, VIII-A-1-2 of the Individual Events Terms and Conditions.

Time Limit: 4:50 to 5:05 with the contestant expected to finish at 5:00. At the conclusion of a student's performance, the times must be announced out loud to competitors and judge(s).

Timekeeping Procedures: See ART VIII-E of the Individual Events Terms and Conditions.

Time Limit Penalty: If the contestant does not finish within the time allowed, 4:50 to 5:05, he/she will be ranked last in the round and the other contestants' ranks will be adjusted.

Use of Script, Props, Visual Aids During Performance: The contestant will read from the script developed during the preparation period. The student may not utilize any electronic or mechanical device in his or her performance other than the microphone provided by the management and a timing device.

Equipment: Minimum Radio Equipment:

Table—no smaller than 48" x 24"
Chair
Adjustable Mic Stand
Multidirectional Microphone

Presentation: Different Scripts and additional preparations periods will be provided prior to each preliminary round and the final rounds at all levels of competition. Contest managers shall publish and/or post specific preparation and performance times for each contestant in each round. During the preparation period, the contestant shall not receive advice, information or suggestions from anyone. The local manager shall provide one fairly large room for the preparation period and all contestants at a given contest shall use this same room. A supervisor shall be in charge of the room, and it shall be his or her duty to see that all the rules regarding the preparation period are observed. The preparation period shall begin approximately forty-five (45) minutes before the contest is scheduled to begin. The contestants will speak into a standard public address microphone, preferably while seated at a table. The speaker units must be arranged so that the speaker's voice will be clearly audible to the judge or the audience. A contestant should perform in an adjoining room. Each competitor shall have the option of requesting a microphone check prior to beginning his or her performance. If requested, such an opportunity shall be granted. Timing shall begin with the first word spoken by a competitor (not including the microphone check prior to the performance). A 'countdown' does not count as part of a microphone check and should not be used. All words spoken after timing begins will be considered to have gone out 'on the air' as part of the newscast. Cell phones or smart phones are prohibited from being used for all limited prep events at IHSA tournaments.

Standards for Excellence: The organization of material should be logical; transitions should be smooth. The delivery should include a clear, pleasant and confident voice; the rate should be understandable and varied; news items should be separated by pauses and changes in pitch; correct emphasis and phrasing of thought should be apparent. The time limit is 4:50 to 5:05 with the student expected to finish at 5:00 minutes.

Informative Speaking (INFO)

Definition: Informative Speaking is the original expository oral presentation of the student.

Purpose: The purpose of Informative Speaking is to guide students in research, organization and the development of a sense of literary style in speech designed to express their own interests.

Material: The content, format, style and thoughts of the material must be the original product of the student. No more than 150 words in the speech may be direct quotation. A fabricated topic/subject may not be used. A student may not use any portion of his/her original oratory if double entered at the tournament.

Appropriateness of Material: See Art, VIII-A-1-2 of the Individual Events Terms and Conditions.

Time Limit: 8 minutes

Timekeeping Procedures: See ART VIII-E of the Individual Events Terms and Conditions.

Time Limit Penalty: For each full thirty (30) seconds of overtime (8:30.01, 9:00.01, etc or 1 tic past 8:30, 9:00, etc. on a sweep hand) the speakers' ranking from each judge will be lowered by one (1) rank. This reduction is mandatory and will be administered by tournament management. The other speakers' ranks will not be affected. There is no penalty for speaking less than eight (8) minutes.

Use of Script, Props, and Visual Aids during Performance: Notes or manuscript may be used. Visual aids may not be included in the presentation.

Presentation: Students may use notes, manuscripts or speak from memory. An introduction, if used, will be included in presentation time.

Standard for Excellence: The student should describe, clarify, illustrate or define an object, idea, concept or process. The topic of the speech should be of current interest and have a purpose. The material should show preparation, knowledge and clear thought. The organization should demonstrate clear, logical development of idea. The style should demonstrate an effective choice of words and phrases. The delivery should be clear, sincere and interesting and the speaker's appearance should be effective without being distracting.



MANAGER INFORMATION FOR SPEECH: INDIVIDUAL EVENTS

Enclosed are the materials host managers need for the Speech: Individual Events Regional/Sectional. The Rules Book and Terms and Conditions can be found on the IHSA website on the Speech: Individual Events menu page as a resource for preliminary planning for the tournament hosts and judges. The regional school assignments from Speech: Individual Events can be found on the IHSA website after November 1, 2016. Please use the enclosed information packet as a resource in managing your tournament.

TOURNAMENT PLANNING

1. Questions concerning the management of your contest can be directed to the IHSA Office (309-663-6377). Contact IHSA Administrative Assistant Carol Carr ccarr@ihsa.org or IHSA Administrator, Susie Knoblauch, sknoblauch@ihsa.org.
2. Thoroughly study the Speech Contest Rules Book and manage your contest according to its provisions for Individual Events contests. The Terms and Conditions/Rules Book can be found on the IHSA Speech: Individual Events website.
3. As soon as possible after receiving the Regional Assignments on-line on the speech menu page in mid November, select a contest committee, as required by Rule (Article VI-B).

REGIONAL ENTRY MEETING

1. Regional managers will conduct a Regional Entry Meeting on Monday, **January 30, 2017**. The purpose of these meetings will be to finalize all entries and arrangements for the Regional Contests. **The meeting will be conducted according to a provided agenda.**
2. Each school assigned to your Regional **MUST** be represented at the meeting by a coach or other representative (officially named by the principal). Attendance by a representative of each participating school at the Regional Entry Meeting is required by Article V-C of the Individual Events Terms and Conditions. **Absence may be permitted only under the specific provisions of Article V-C-3-b-2.** Please consult this Article carefully to determine the provisions governing attendance at this meeting and the procedures to be followed in the event severe weather conditions or other emergency circumstances make attendance impossible.
3. Carefully review the provisions of Article V of the Terms and Conditions regarding the Regional Entry Meeting. Then conduct your meeting utilizing the agenda from this manual.
4. Communication should be **sent to all schools** in your Regional. Send correspondence to both the speech coach and their Principal/Athletic/Activities Directors. Please cover the following information regarding the regional meeting:
 - Date, location and time of regional meeting.
 - Directions, map and parking and entry instructions to the regional meeting.
 - Remind coaches that on **Monday January 30, 2017** their school must complete their List of Participants on-line via SpeechWire by **noon.**
 - Remind coaches to print a copy of their list of participants' and coach judging information.
 - Share contact information (Exchange cell phone numbers)
 - Give details about your site including maps, availability of concessions or area restaurants/hotel needs.
 - Remind coaches to review the Speech: Individual Events Terms and Conditions/Rule Book which can be found on-line at IHSA.org on the Speech menu page. Emphasize the responsibility of coaches to read and understand the Terms and Conditions of the Speech Tournament Series. Focus on the proof of publication requirements.
 - Please direct coaches to review the alternate qualifier policy under Article VIII-F-10.
 - Review the financial obligations.
 - Thank coaches in advance for their efforts in teaching, encouraging and promoting good sportsmanship.

LIST OF PARTICIPANTS

SpeechWire is a program that will be sent to the managers by the Regional Entry Meeting listing all of the List of Participants information for the schools assigned to their site.

FINANCIAL ARRANGEMENTS

1. **Managers must complete and return to the IHSA Office the tentative contest budget (included in this manual).** As noted on the budget, the IHSA does not underwrite the cost of cafeteria personnel. If you are planning to have the school cafeteria open for meal service of any kind, it must be a self-supporting venture.

***PLEASE NOTE: IN ORDER FOR THE IHSA TO GUARANTEE PAYMENT OF YOUR TOURNAMENT EXPENSES, THE TENTATIVE BUDGET MUST BE SUBMITTED TO Tammy Craig tcraig@ihsa.org AT THE IHSA OFFICE BY JANUARY 9, 2017 FOR APPROVAL PRIOR TO YOUR TOURNAMENT. THE IHSA WILL CONTACT YOU IF SOMETHING IS NOT APPROVED. IF YOU DO NOT HEAR BACK FROM THE IHSA YOU CAN PROCEED WITH YOUR TENTATIVE BUDGET PLANS.**

The Financial Report is due to the IHSA Office 10 days after the contest and can be completed through the IHSA Schools Center on-line or faxed to 309-663-7479.

2. Schools entered in the Regional contest will pay event fees of \$10.00 per individual event entry plus \$20 for PIR. Final entries will be confirmed at the Regional Entry Meeting on January 30, 2017. All entered schools must pay for entries made at the time of the regional meeting. Event fees for Sectional and State Final contests will be paid upon arrival at those contest sites. **Checks should be made payable to the host school for regional and sectional tournaments and the Peoria Civic Center for the State Final.**
3. Event fees from participating schools will become the operating funds and will be accounted for under the terms of the IHSA Financial Report.

NOTE: As explained in Article III-C of the Terms and Conditions for Individual Events:

- a. To withdraw a team without penalty, the school principal must notify the IHSA office, in writing, of a school's team withdrawal from the Speech: Individual Events State Series prior to the **Regional Entry Meeting**.
 - b. Withdrawal after the **Regional Entry Meeting** will result in a school being liable for payment of its Event Fees (*\$10 per IE event originally entered-\$20 per PIR originally entered*) plus a \$100.00 late withdrawal penalty.
 - c. If a school withdraws one or more entries after the **Regional Entry Meeting** the school shall be liable for all event fees (*IE-\$10.00/PIR-\$20*) for each category(s) withdrawn and shall be assessed additional penalties in the amount of \$25.00 per event withdrawn.
 - d. If a school does not officially withdraw and/or does not show up for competition at any level of the state series, the school will be assessed the penalties in "b" and "c" above and if applicable, the school may be charged for any additional financial loss sustained by the offended schools or the Association as a result of such breach (*Judges fees applicable*). **The school shall also be considered in Breach of Contract under the terms of the IHSA By-law 6.040, and the matter shall be reported to the IHSA Board of Directors for Disposition.**
4. Tournament managers must report on the financial report any problems with entry or withdrawals so the IHSA can pursue collection of penalty fees or take other appropriate action as warranted.

JUDGES

1. Regional judges will be paid a flat fee of \$20.00 per Round judged.
(Full pay for six rounds - Rd. 1A; Rd. 1B; Rd. 2A; Rd. 2B; 2 Finals - \$120)
Sectional judges will be paid a flat fee of \$20.00 per Round judged.
(Full pay for six rounds - Rd. 1A; Rd. 1B; Rd. 2A; Rd. 2B; 2 Finals - \$120)
Performance in the Round Hired Judges will be paid \$10.00 per performance judged.
2. A Round is defined as each competition group an individual judge evaluates in any given Contest. For example, Prelim 1-A is one Round; Prelim 1-B is another Round, etc.
3. Any judge who **drives more than 70 miles round trip** to the site of a Regional, Sectional, or State Final Contest shall be reimbursed a travel allowance of **\$.30 per mile in excess of 70 miles round trip**. Reimbursement shall be directly from the IHSA office, upon the judges' submission of a travel report form, to be provided by the IHSA through the contest managers.
4. Managers should try to conduct the tournament using a maximum of 14 hired judges. Use judges from as close to your tournament site as possible. If possible, utilize coach judges for PIR to also keep tournament costs down.
5. Consult with your contest advisory committee, as required by Rule (Article VI-B), before contacting prospective judges. Attempt to secure committee member approval prior to the end of December regarding the judges you will attempt to secure. Your committee must approve all judges for your contest. You must also have committee input on the selection of any alternate judges.

CRITIQUE FORMS

1. The IHSA will provide an original copy of the critique form to make copies and use in all Regional, Sectional and State Final rounds. Managers are **REQUIRED TO USE THESE FORMS**. Critique forms are to be sent home with the coaches at the end of the tournament. No other forms can be generated for use. These forms shall be made available through **SpeechWire** and will include the students name and material title if applicable.

MATERIALS

1. In late January, the following materials will be sent to host managers from the IHSA Office:
 - * Packaged topics for Extemporaneous Speaking and Impromptu Speaking
 - * Packaged Radio Speaking material
 - * Copies for Prep Room Monitors
2. This material must be handled confidentially, not to compromise the integrity of the tournament. Managers are not authorized to change or edit any of the provided limited prep materials. Any concerns with the provided materials can be directed to the IHSA office.

AWARDS

1. Individual Event medals and a team plaque for Individual Events and Performance in the Round will be sent directly to host schools from the manufacturer A & M Products. Awards may be packaged separately or together; please check carefully. These awards will be sent by United Parcel and should arrive at least one week prior to the contest. Please contact the personnel responsible for receiving United Parcel deliveries at your school and alert them to expect award items and deliver them to you, the host manager, upon their arrival. (See separate sheet on Awards for details.)

WINNER REPORT

1. It is required by all host managers to complete the on-line Winner Report immediately following the contest. Managers are required to complete the Individual Events Winner Report on-line immediately following the regional/sectional tournament. **For individual events competition, Winner Reports are submitted via the SpeechWire tournament management program.**

Following the awards assembly, managers can go into SpeechWire and click the 'Posting Center' button. There will be a button that they can use to build their tournament report and post results. After clicking this button to build the report and confirming their results, those results will be both posted on SpeechWire.com and marked as ready for the state tournament scheduler to use.

(If you experience any problems, please call the IHSA Office and ask for Carol Carr, or email Ben Stewart at SpeechWire at support@speech-wire.com)

ADVANCEMENT OF WINNERS

1. The winners of first, second, third and fourth places in each Individual Event shall be advanced from Regional to Sectional. Winners of first, second and third places in each Individual Event shall be advanced from Sectional to the State Final.
2. In the event there is a tie for a place which qualifies for advancement, all tied contestants shall be advanced. (For example, if in the Regional Contest, two contestants are tied for 2nd place, the tie involves the 2nd and 3rd places. The next place awarded shall be 4th place and four (4) contestants would advance. However, if there is a two-way tie for fourth place, then five (5) contestants (1st, 2nd, 3rd, and the two tied for 4th) would advance.
3. Substitution of selections by an advancing Individual Event contestant may be made prior to any contest, provided the material is approved by the school's principal and the manager of the contest is notified at least three (3) days prior to the contest.

STATE FINAL INFORMATION

The State Final will be held on February 17-18, 2017 at:

Peoria Civic Center
201 SW Jefferson Ave
Peoria, IL 61602

State Final Registration will be from 12:00 p.m. to 1:00 p.m. on Friday, February 17, 2017.

mgrcvrltr



Important Dates

Original Entry Deadline	November 1, 2016
Tentative Budget due to IHSA.....	January 9, 2017
List of Participants Due.....	Monday, January 30, 2017 -noon
Regional Entry Meeting- See Terms and Conditions Article V.....	Monday, January 30, 2017 <i>(Attendance by a representative of each competing school is mandatory. A copy of the List of Participants is to be taken to the Contest Manager at this meeting along with the Event Fees. Schools are to make checks payable to the host school for Regionals and Sectionals and to the Peoria Civic Center for the State Final Tournament.)</i>
Individual Events Regional.....	February 4, 2017
Individual Events Sectional.....	February 11, 2017
Individual Events State Final.....	February 17-18, 2017 Peoria Civic Center, Peoria, IL
IHSA Financial Report due to IHSA within 10 days of tournament.....	After tournament

DO WHAT'S RIGHT!

respect

- ✧ Show **respect** for other students, coaches and spectators.

appreciation

- ✧ Recognize and show **appreciation** for an outstanding performances by all.

integrity

- ✧ Respect the **integrity** and judgment of tournament judges.



positives

- ✧ Look for **positives** in students and coaches.

teamwork

- ✧ Emphasize **teamwork** in activities; teach them to think “We” instead of “Me”.

responsibility

- ✧ Accept the **responsibility** and privilege of representing your school and community.



Sportsmanship begins and ends with you!



difference

- ✧ Spectators can make a **difference**—be positive!

modesty

- ✧ Lead by example in sportsmanship: Display **modesty** in victory and graciousness in defeat.



REGIONAL AND SECTIONAL MANAGERS CHECKLIST

BUILDINGS AND GROUNDS

- * Room and Space Availability
- * 14 rooms for events
- * 1 space for Performance in the Round / 1 space for PIR warm up if available
- * Minimum of 1 space for Extemp/Radio Prep
- * 1 space for student area/commons area
- * 1 space for coaches' lounge
- * 1 space for hired judges
- * 1 space for Tab Room/Ballot Return
- * 1 space for Timers/Room Chairmen
- * Registration Area
- * Space for awards
- * Parking (bus/van/cars)
- * Select drop-off/pick-up area

ADDITIONAL SERVICES IN BUILDING

- * Copy, Fax and E-mail Services (wireless availability)
- * Food Service for students
- * Hospitality for coaches (not paid by IHSA)
- * Food for hired judges
- * Food for tab room/workers and volunteers
- * List of area food locations/housing information if necessary
- * Secretarial assistance
- * Technology support
- * Media correspondent
- * Business Office or Bookkeeper to handle Registration Fees and Judge Payment
- * Custodial and Supervision Personnel (as per your building)
- * Student and/or adult workers/volunteers
- * Room chairpersons and timers - minimum of 2 per event or 28 plus 2 for PIR for a total of 30 (room chair can also serve as second timer)
- * Personnel to run Radio/Extemp Prep
- * Supplies (pens/pencils/marker/tape/white out/folders/posting sheets)
- * Critiques (assembled from SpeechWire)
- * Judges ballot sheets
- * Time sheets (copied and cut)
- * Electronic scoring program-Speechwire
- * Radio copy (mailed 1 week prior to tournament)
- * Extemp questions (mailed 1 week prior to tournament) - check to make sure materials are in sealed envelopes/packets for students in Radio, Extemp, Impromptu – Appropriately handle confidential material and confirm that they are used in the correct rounds
- * Posting materials
- * General work materials (pens, tape, markers, whiteout, etc.)
- * Time Cards for Extemp, Impromptu, Radio – (IHSA provided)
- * Additional Stop Watches
- * Equipment for Radio
- * Radio set up or facility

- * Tables and chairs for Duet Acting/check for safety and appropriateness (2 chairs – 1 table)
- * Tables and chairs for Performance in the Round- check for safety and appropriateness (10 chairs – 2 tables)
- * Awards Assembly
- * Podium/microphone
- * Table for awards

RESPONSIBILITIES TO IHSA

- * Preplanning sheet (tentative budget) with projected tournament expenditures (Due: January 9, 2017)
- * Post Tournament Financial Report (Due: 10 days after tournament)
- * Fees received and recorded on Financial Report
- * Late fees and drop fees assessed and recorded on Financial Report
- * Judge payment
- * Allowable reimbursements to host school (check with IHSA to be sure an expense is allowed when in question)
- * Complete list of hired and coach judges from your contest and availability for the next tournament (materials in IHSA box)
- * Duplicate Awards Form (Complete and submit for any ties)
- * Drop sheet (schools who did not come to tournament)
- * Forwarding of Information from the next level tournament to advancing schools
- * Serving on the committee for the next tournament level/bringing all necessary judges information
- * Promoting a fair, educational and caring environment for all students

AFTER TOURNAMENT SITES ARE RELEASED

- * Regional Managers - select and contact three schools to serve on your committee. If you are a relatively new tournament site, please select experienced committee members who can assist you. Attempt to get a balanced representation of coaches to serve on your contest committee.
- * Sectional Managers - contact Regional Managers assigned to your sectional
- * Meet with respective committee to select judges-14 judges for events and 3 judges for PIR (Regional and Sectional committees should consider using coach judges to meet this responsibility)
- * Determine Tournament Responsibilities
- * Regionals - sectioning after Monday meeting- using the IHSA provided program SpeechWire
- * Sectionals - sectioning provided by IHSA – SpeechWire)
- * Determine how communication will be handled
- * Contact agreed upon hired Judges
- * Get judging preferences from committee and invited schools
- * Communication tournament information to competing schools and press
- * Information for payment (as per your school district and IHSA rule book)
- * Send Correspondence to Hired Judges

- * Share Contact Information
- * Schedule tournament- done by IHSA provided program (SpeechWire)
- * Information about Payment- Have judges checks ready
- * Tentative Judging Responsibilities (things do change)
- * Map of building- Map to school
- * Concession prices
- * Rulebooks- download and bring copies
- * Payment- inform schools who to make their payment to (ex: school, district, etc.)
- * Sectional Managers should forward information letter or packet to the Regional Manager prior to the Regional Tournament for distribution to advancing schools
- * Regional Managers should correspond with participating schools prior to the Monday meeting
- * Time for Monday meeting (see rulebook)- Meeting cannot be held during school hours
- * Location of meeting
- * Committee members
- * Agenda (see IHSA materials) may be sent ahead or distributed at meeting
- * PIR space information
- * Materials to bring for competing schools-proof of publication
- * List of Participants- inform schools to download and print and bring to the Regional Entry Meeting
- * Payment/Verify team's entries and payments
- * Listing of adults/coaches who will attend Regionals and/or judge
- * Ask for some sort of RSVP to ensure which schools will participate
- * Host Monday Meeting
- * Collect registration and fees
- * Follow the IHSA Agenda for meeting
- * Explain other issues specific to your building
- * With committee (and others if desired) section the tournament, and assign judges if this is possible at this time- using the IHSA provided program - SpeechWire
- * Adjust for double entries and duplicate materials
- * Check for rules issues in the entries - avoid later conflicts

WEEK OF THE TOURNAMENT

- * Prepare for adds, drops and changes. (This may require you to make changes in the sectioning.)
- * Prepare program using SpeechWire – List student and title if applicable. (School name must only appear in the front roster of the program)
- * Correspond with teachers whose rooms will be used during the tournament
- * Procure checks for Judges
- * Check awards
- * Check prep material
- * Be prepared, a judge will drop (have committee approve yet one more)
- * Prepare Extemp, Radio, Impromptu packets
- * Hold a training session for Timekeepers and Room Chairpersons
- * Prepare Judging Packets
- * Prepare PIR space and circle
- * Move tables and chairs to PIR and Duet Rooms
- * Check performance and prep spaces (things change)
- * Communicate with schools regarding early prep timer (if needed)
- * (Optional) Purchase needed items for your hospitality rooms
- * Check on registration area
- * Copy programs for distribution
- * Alert custodial staff to stock restrooms

THE DAY OF THE TOURNAMENT

- * Registration
- * Post any necessary signage (ex: directions, parking, judges, timers, etc.)
- * Coaches/Judges Meeting
- * Hired Judges Meeting
- * Make sure bells and PA are turned off
- * Post Time Sheets
- * Handle Questions, Concerns, Protests
- * Tabulation
- * Assign Coach Judges to Final Rounds
- * Posting of Finals (watch for double entries and duplicate material)
- * Awards
- * Distribute packets with information for the next level, critiques, results and stop watches
- * Pay Judges
- * Have emergency number and emergency plan at tournament central
- * Create a "Results Packets" for each school consisting of an envelope with the schools' critique and overall results
- * Complete and send winners report to next level

AFTER THE TOURNAMENT

- * Clean up facilities
- * Complete the IHSA Financial Report within 10 day after the contest
- * Write any appropriate thank you notes

REGIONAL MANAGER MOVING TO SECTIONAL

Have available:

- * Copy of your program
- * Copy of Tabulation sheets
- * Copy of Winners Reports (mark double entries)
- * Judging Information (hired, coach and availability for Sectional)
- * Original Entry Forms/Proof of Publication
- * Report regional results to area media

SECTIONAL MANAGER

- * Section as per IHSA Instructions-Speechwire schedules
- * Host meeting with Sectional Committee
- * Review completed sectioning and time schedule
- * Assign hired and coach judges
- * Sectional managers serve as State Final Committee members
- * Report sectional results to area media

**Notify the IHSA at 309-663-6377
if there are any concerns or questions.**

Regional and Sectional Checklists



Instructions for Submitting Sectional Winner Report

Managers are required to complete the Individual Events Winner Report on-line immediately following the regional/sectional tournament. ***For Individual Events competition, Winner Reports are submitted via the SpeechWire tournament management program.***

Following the awards assembly, managers can go into SpeechWire and click the 'Posting Center' button. There will be a button that they can use to build their tournament report and post results. After clicking this button to build the report and confirming their results, those results will be both posted on SpeechWire.com and marked as ready for the state tournament scheduler to use.

(If you experience any problems, please call the IHSA Office and ask for Carol Carr, or email Ben Stewart at support@speechwire.com)



Awards Delivery Information

To Managers of All IHSA Tournaments:

In an effort to better serve our tournament sites and the suppliers of our awards, we would like to have you read this bulletin carefully and then do what you can to expedite the instructions:

1. Be advised that at **Regional and Sectional Tournaments**, medals and plaques may be shipped separately and may not arrive at your tournament site on the same day. Please open boxes immediately to check contents, as medals **CAN** be in plaque boxes. **NOTE:** There are no medals given at Regional and/or Sectional Levels in the team sports of baseball, basketball, competitive cheerleading, football, soccer, softball and volleyball, and in the activities of Drama/Group Interpretation and scholastic bowl.

Our awards supplier, A and M Products of Princeton, IL, often ships Regional and/or Sectional medals in the box with the plaque. **PLEASE CHECK THE PLAQUE BOXES CAREFULLY AND DO NOT DISCARD THEM UNTIL YOU HAVE DETERMINED THE MEDALS ARE NOT THERE!!**

At State Final Tournaments, medallions and trophies may be shipped separately and may not arrive at your tournament site on the same day. Please open boxes immediately to check contents, as medallions can be in trophy boxes.

2. Awards will be shipped to the school sites directly from A & M Products via United Parcel Service.
3. Please inform whoever receives your United Parcel deliveries to expect awards to arrive up to two weeks prior to the tournament, and ask them to deliver the packages directly to you when they arrive.
4. It is very likely that some awards (particularly trophies) will arrive in two or more boxes and will need to be assembled. **They may not arrive on the same day, but should be opened as they arrive.**
5. Please check all trophies, plaques, etc., to see that they are in good condition and not damaged in any way. You should note that they are engraved with the proper sport, tournament level, year, etc.

If, after doing all of this, a problem develops, please contact Cheryl Lowery at the IHSA office at (309) 663-6377.

Thank you very much for your cooperation.

Kraig Garber
Asst. Executive Director



Assembly Instructions for IHSA State Final Trophies **(please use caution when assembling the trophies)**

Upon receipt of your Trophies and Awards, please inspect them immediately so replacements can be shipped to you, if you notice a damaged trophy or figurine. If replacements need to be issued, please contact A & M Products at the number below.

We recommend the following for attaching the figures to the IHSA State Trophy:

- Unwrap each figure. If there is a hex nut on the post of the figure remove it. It should not be needed.
- Lay the trophy on its back on a flat surface and remove the hex nut from the rods from underneath the trophy.
- Push the rod through the top of the trophy and remove the ferrule (the hollow threaded tube) from the rod and attach the ferrule to the threaded post of the figure. Screw the ferrule all the way up the threaded post of the figure.
- Screw the rod back onto the ferrule until it is tight.
- Place the rod, with the figure attached, back through the top of the base and through the holes in the bottom of the base.

IMPORTANT - please be careful that the figure(s) is not supporting the weight of the trophy. **Figures can be easily broken.**

DO NOT OVER TIGHTEN THE FIGURE ONTO THE BASE THIS CAUSES THE BOLT TO BE PULLED OUT FROM UNDERNEATH THE FIGURE

Please do not pick up and carry the trophy by the side figures.

The **CHAMPION** and **RUNNER-UP** trophy receive **three** of the bigger #1 figures.

The **THIRD PLACE** and **FOURTH PLACE** trophy receive **one** of the bigger #1 figures for the top. And the **two** smaller #2 figures are the side figures.

If you have any questions please call A & M Products, (815) 875-2667

**2016-2017 IHSA Regional/Sectional Manager
Duplicate Awards Order Form for Ties**

Tournament Site: _____ **Level Of Competition:** ___ Regional ___ Sectional

Sport/Activity: _____ **Gender:** ___ Girls ___ Boys

Print Tournament Manager's Name: _____

Tournament Manager's Phone Number: _____

Classification (circle one): 1A 2A 3A 4A 5A 6A 7A 8A Unclassified

This form must be used and completed by the **Regional and/or Sectional Manager** to order duplicate medal/plaque for participants who earned them at the Regional or Sectional Tournament whose medal/plaque needs could not be fulfilled from existing tournament supplies. **Please return unused medals to A & M Products, 575 Elm Place, Princeton, IL 61356.**

Immediately following the **Regional and/or Sectional** tournament, please **fax this order form** to **A & M Products at (815) 879-0400**. The medals/plaque will be sent directly from A & M Products to the School listed. Tournament Managers must use this form to place orders. This form can be duplicated, if necessary.

***Event Name** ie: Pole Vault, Discus, Diving, 100-yd. Butterfly, Singles, Doubles, 102 lb., Speech: IE, etc.

◆ **Recipient Town/School (Must supply both):** _____

Name of Recipient: _____ **Place:** _____

TM=Team Plaque: () check here

◆ **Recipient Town/School (Must supply both):** _____

Name of Recipient: _____ **Place:** _____

I=Ind. Medal/Event Name* _____

◆ **Recipient Town/School (Must supply both):** _____

Name of Recipient: _____ **Place:** _____

I=Ind. Medal/Event Name* _____

◆ **Recipient Town/School (Must supply both):** _____

Name of Recipient: _____ **Place:** _____

I=Ind. Medal/Event Name* _____

◆ **Recipient Town/School (Must supply both):** _____

Name of Recipient: _____ **Place:** _____

I=Ind. Medal/Event Name* _____



School Information:

Please read the entire Trademark Use and Royalty Policy for full disclosures.

- By virtue of membership, schools are granted a license to use the IHSA Trademarks on or in connection with IHSA State Series Events. Member schools may produce their own programs or merchandise in accordance with the terms of the Trademark Use and Royalty Policy.
- Any writing or merchandise produced in connection with IHSA State Series Events must conspicuously display the IHSA name and at least one logo.
- Member schools contracting with an outside vendor to have programs or merchandise produced in connection with IHSA State Series Events are required to use IHSA licensed vendors.
- Member schools advancing to an IHSA State Final and choosing to have merchandise produced in connection with that event, must use Minerva Sportswear. The IHSA has a contract with this company to be the exclusive IHSA State Final Merchandise Vendor.
- A member school may use any IHSA Licensed Vendor. To see the approved list, visit the IHSA website at <http://www.ihsa.org/Resources/Merchandise/LicensedVendors.aspx>.

Vendor Information:

Please read the entire Trademark Use and Royalty Policy for full disclosures.

- Any printed material or merchandise produced in connection with IHSA State Series Events, must conspicuously display the IHSA name and at least one logo.
- IHSA marks and logos can only be utilized by those who are granted a license by the IHSA.
- Member schools contracting with an outside vendor to have programs or merchandise produced in connection with IHSA State Series Events must use an approved IHSA licensed vendor.
- IHSA licensed vendors can sell licensed material to any IHSA member school.
- IHSA licensed vendors cannot produce merchandise in conjunction with an IHSA State Final. The IHSA has an exclusive State Final Merchandise Vendor contract.
- Licensed publication vendors pay the IHSA a 5% royalty of gross advertising sales, and licensed merchandise vendors pay the IHSA an 8% royalty of gross merchandise sales (based on sale of the finished product) - Royalty Report.
- For unlimited events, vendors can be licensed by the IHSA and utilize the IHSA name and logos for an entire year for a \$500 annual fee; or
- For limited events, vendors can be licensed by the IHSA and can utilize the IHSA name and logos for a single event, up to three events in a year, for \$50 per event or \$100 for three events.

Applying to be an IHSA Licensed Vendor (unlimited events):

1. Submit a completed Licensed Vendor Application for approval;
2. Once approved, sign the IHSA Vendor License Agreement; and
3. Pay the annual licensing fee of \$500.

Applying to be an IHSA Licensed Vendor (limited events):

1. Contact the IHSA office for approval;
2. Once approved, sign the IHSA Limited Use Vendor License Agreement; and
3. Pay the single event fee of \$50 or \$100 for three events.

For additional information regarding Licensing and Royalty, contact Brandi Waters at 309-663-6377 ext. 125, or visit the IHSA website at <http://www.ihsa.org/Resources/Merchandise/LicensedVendors.aspx>.

Royalty Report: For a downloadable pdf of the Royalty Report go to http://www.ihsa.org/documents/forms/State_Tournament_Series_Royalty_Report.pdf



AGENDA FOR SPEECH: INDIVIDUAL EVENTS

Regional Entry Meeting

Monday, January 30, 2017

I. INTRODUCTIONS

- A. Regional Manager introductions
- B. Contest Advisory Committee introductions

II. ENTRY FORMS AND FEES

- A. Collect entry forms.
 - 1. Each school must submit to you:
 - a. one copy of the INDIVIDUAL EVENTS ENTRY FORM from online list of participants.
 - b. an entry form for Performance in the Round if entering this event.
 - c. coach judging forms from every school entered.
 - d. verification of proof of publication for all interpretive events, Dramatic Duet Acting, Dramatic Interpretation, Humorous Duet Acting, Humorous Interpretation, Prose and Poetry Reading. The Regional Committee will review proof of publication. **WITHOUT PROOF THE CONTESTANT WILL NOT BE ALLOWED TO COMPETE.**
- B. Collect event fees
 - 1. \$10 per event entered plus \$20 for PIR. (\$160 for a full entry 14 IE + PIR)
 - 2. Check made out to host school.

(All of the above can more effectively be done by an assistant coach or aide from the host school while the Manager conducts the meeting.)

III. TOURNAMENT SCHEDULE AND RULES

- A. Registration time and place, bus drop off/pick up and parking.
- B. **Remind coaches of early Extemp and Radio prep times (7:45 a.m.). Also review the administrative procedures for Extemp and for Impromptu which can be found in the Individual Events Rules Book.**
- C. Review contest rules with the coaches. (Rules Book is online) Review procedures for Extemp/Radio/Impromptu.
- D. Coach's meeting time and place.
- E. Review Round times.
- F. Lunch arrangements and concessions available for students.
- G. Award Assembly time and place.
- H. Coach judging assignments.
- I. Timing assignments for participating schools (if necessary). Timing starts with the first sound or action.

- J. Provide any necessary media information.
- K. Review Rule Changes and Points of Emphasis (listed online).

IV. COACH(S) RESPONSIBILITIES

- A. **At the entry meeting, each coach must** sign up at least one person to represent that participating school as a coach judge. Advancing teams must also provide a judge(s) for the next level.
- B. Each school is responsible for bringing trained timers, as requested by the tournament committee. Each school may be asked to provide 2 trained timers if requested by host.
- C. Each school should supply a stop watch to be handed to the Regional Manager at registration.
 - 1. Stop watches should be labeled with the school's name.
 - 2. Stop watches will be returned in the school packet containing final summary sheets for all rounds.
- D. **For any changes in entry, the coach must present a letter signed by the school principal attesting to the eligibility of the contestant and acceptability of the material.**
- E. **On the day of contest, coaches must have manuscripts for each contestant in the following events: HI, DI, HDA, DDA, Oratory, OD, OC, and SOS.**
- F. **Coaches are to be reminded that all Radio and Extemp contestants must provide their own reference and preparation materials. (Radio scripts, Impromptu topics and Extemp topics will be provided by the IHSA and must be used as provided).**
- G. **The coach or a school representative must remain at the contest site at all times during the tournament.**

V. TOURNAMENT PROCEDURES

- A. Time limit rule.
 - 1. Timers will sit behind and out of sight of Judge.
 - 2. Time violations posted in coach lounge as soon as tab room has assessed penalty point(s).
 - 3. Review Instructions to Timekeepers (Rule VIII-E).
- B. Posting of Final Round.
 - 1. Posting of names of contestants who made the final round will be made available in coach lounge at least 10 minutes before they are posted for contestants.
 - 2. Discuss place where posting for contestants will take place.
 - 3. The top six (6) contestants (and ties) for each event will be placed in the final round — speaking order will be determined in the tab room randomly with adjustment for double entry conflicts and duplicate material if possible.
- C. Students should not speak out of order.
- D. Students should not stand on tables or chairs.

VI. PERFORMANCE IN THE ROUND

- A. Performance Location
- B. Warm up area
- C. Schedule

VIII. QUESTIONS/OTHER MANAGEMENT ISSUES

IX. CONCLUSION



Individual Events Regional Committee Members Report

Host Site: _____

Please fax this report to the IHSA Office at 309-663-7479 as soon as you have chosen your regional committee (No later than Dec. 16, 2016). Thank you.

Committee Members: School

1. (Regional Manager) _____
2. _____
3. _____
4. _____

Regional contest committees, consisting of three (3) coaches from three (3) different schools assigned to the contest site, will be appointed by each contest manager.

The functions of the Contest Committee shall be:

- a. to aid the manager in planning, organizing and administering the contest;
- b. to interpret the rules when necessary; and
- c. to serve as a panel to select contest judges.

IHSA Sectional Judges' Preference Form

Please fill out the following information if you will be attending the sectional speech tournament so that we are able to fill the events with qualified judges.

Name: _____

Email: _____ Phone Number: _____

Present School Affiliation(s): _____

What events did your school qualify: _____

Previous School Affiliation(s): _____

Due to a personal or professional conflict, I should not judge the following students and/or teams: _____

Please assign each event one of the following numbers or letter:

4 – I feel fully confident judging this event; one of my favorites or best events

3 – No problem; I can judge this event.

2 – I can judge this event if you need me, but not my favorite or strongest.

1 – Please don't make me judge this!

X – I have already judged this event during the IHSA series this season.

_____ Dramatic Duet Acting

_____ Original Comedy

_____ Dramatic Interpretation

_____ Original Oratory

_____ Extemporaneous Speaking

_____ Poetry Reading

_____ Humorous Duet Acting

_____ Prose Reading

_____ Humorous Interpretation

_____ Radio Speaking

_____ Impromptu Speaking

_____ Speaking Occasion Speaking

_____ Informative Speaking

_____ Oratorical Declamation

_____ Performance in the Round

IHSA State Judges' Preference Form

Please fill out the following information if you will be attending the state speech tournament so that we are able to fill the events with qualified judges.

Name: _____

Email: _____ Phone Number: _____

Present School Affiliation(s): _____

What events did your school qualify: _____

Previous School Affiliation(s): _____

Due to a personal or professional conflict, I should not judge the following students and/or teams: _____

Please assign each event one of the following numbers or letter:

4 – I feel fully confident judging this event; one of my favorites or best events

3 – No problem; I can judge this event.

2 – I can judge this event if you need me, but not my favorite or strongest.

1 – Please don't make me judge this!

_____ Dramatic Duet Acting

_____ Original Comedy

_____ Dramatic Interpretation

_____ Original Oratory

_____ Extemporaneous Speaking

_____ Poetry Reading

_____ Humorous Duet Acting

_____ Prose Reading

_____ Humorous Interpretation

_____ Radio Speaking

_____ Impromptu Speaking

_____ Speaking Occasion Speaking

_____ Informative Speaking

_____ Oratorical Declamation

_____ Performance in the Round



INDIVIDUAL EVENTS JUDGES CONFIRMATION LETTER

JUDGE NAME: _____

EVENT: _____

Thank you for agreeing to judge at the IHSA Individual Events Regional/Sectional competition at _____. The address for the contest site is _____. Please check in at _____ as soon as you arrive; you will receive your tournament packet, including critiques and ballots. We will have a brief meeting in the Judges Lounge to answer questions.

I am including a copy of the current Individual Events terms and conditions. Please review these prior to the tournament. Also, please feel free to contact _____ if you have any questions about the tournament. We have _____ performances scheduled to begin at _____. We expect to be finished on Saturday by _____. The IHSA has authorized payment of \$20 per round for Regionals and \$20 per round for Sectionals. Each group of performances for which a judge completes a ballot is considered a "round". If your mileage is over 70 miles round trip then you will receive an IHSA mileage voucher from your regional/sectional manager to complete and return.

On behalf of the Illinois High School Association, thank you for your services and for enriching the educational experience through interscholastic competition.



EFFECTIVE JUDGING

(To be distributed to all judges)

Judges must realize that the most important part of their assignments is not ranking contestants. Certainly giving ranks to performers is the ultimate product of a judge's effort; but making a positive contribution to enrich the student's educational experience through the written critique prepared for each performance is the most important part of the judging assignment. As the judge you are the "game official" and have control of the round of competition. Please consult the host manager if you have any questions or concerns.

To help judges write critiques which will, indeed, contribute to students' learning from their contest experiences, the following suggestions are offered:

1. Be certain to write legibly, using understandable terms. The best critique in the world will be ineffective if it can't be deciphered.
2. Be certain to use positive language in the critique. Describe weaknesses and deficiencies in words which do not incite negative reactions. Telling a student that "this was a terrible performance" does not help that student look positively for ways to improve.
3. Be certain to relate the performance to the competition. A very good performance may bring a rank of 4th or 5th in a round of other very good performances. Students need help, in words from their judges, to understand the competitive perspective to which they have submitted their work.
4. Be certain to identify key factors which could be worked on and which, if improved upon, would improve the overall effectiveness of the performance. Suggestions regarding how to improve are also appreciated. Use the IHSA Standards for Excellence in the Speech Rules Book as a guide.
5. Be certain to emphasize the "major reasons" for the ranking assigned to each performance. Students and coaches don't want vague, generalized or petty comments. Provide specific reasons for the outcome of a student's performance. Be direct, yet kind; you don't have time or space to elaborate.
6. Be certain to write the kind of critique you would want to receive. Never be satisfied with anything less.
7. Be aware that you may be ranking students with a variety of skill levels and backgrounds. Make sure your critique enriches the educational experience for the student.

INSTRUCTIONS FOR SPEECH: INDIVIDUAL EVENTS

ROOM CHAIRS AND TIMEKEEPERS

A. GENERAL INSTRUCTIONS

The role of timer and room chair is very important to the management of the tournament. Room Chairs and Timekeepers should secure from the local manager a copy of the current IHSA Speech Rules Book. Read it carefully, paying particular attention to Individual Events Article VIII-E.

B. ROOM CHAIRMEN

1. Absence and Tardiness

You should make a careful check to see that judges, timekeepers and contestants are on hand before starting a round. Every effort should be made to start a round on time, but be sure you do not start without the timekeeper or the judge(s). Read Article VIII-F-5 on the procedure in case of tardiness or absence of any contestant. Before you permit a tardy contestant to participate out of order you must have, and provide to the judge, written assurance that his appearance on the program has been approved by the local manager. Judges have no authority to allow a contestant to perform out of order without the written consent of the manager. If the local manager has authorized any change in the printed program, be sure that the judge is informed of the change. An introductory prompt has been provided below for your use. Begin each round with a statement like the following:

“Good morning/Good afternoon. My name is _____ and I will be your room chair. Welcome to _____ H.S. for the I.H.S.A. Regional/Sectional/State competition. This contest will be run under the terms and conditions of the Illinois High School Association. Please make sure all cell phones are turned off at this time. Now let’s take roll. Your timers will be seated XXX. The procedure for timers is as follows: The clock will begin at the first sound or action of performance and stop at the end of the performance. At the end of the required time limit, both timers will raise their hands and hold them up until the performer concludes. No other signals will be used. Good luck to you all.”

2. Provisions to be made for the Judge

You should see that judges are provided with the following:

- Sufficient judges’ ballots of the correct type (secure from local manager).
- A clip board, desk or some other firm surface upon which to write.
- A supply of scratch paper and writing devices if necessary.
- A good seat centrally located within hearing and seeing distance from the performance with timer(s) located behind the judges.
- In Impromptu Speaking, performers should prep while seated behind the judges.

Immediately after each section of competition, collect the judges’ ballots and turn them over to the local manager. **Please handle this material confidentially.** Judges should not have to turn their ballots into the Tab Room. Judges can request to speak to the Tab Room/Manager at any time.

3. Room Chairs and Doorkeepers

You should see that the room chairs/doorkeepers are in attendance at all contests. Doorkeepers should be carefully instructed not to admit anyone during the time a contestant is speaking. Latecomers should be admitted and seated between performances only. In Impromptu, audience members should not leave once the round begins. Doors should be open at the beginning and end of competition, and between each competitor’s performance.

C. TIMEKEEPERS

1. General Conduct and Demeanor

Timekeepers should be courteous, friendly and make every effort to help competitors feel at ease. Timers should never give the final performance time out loud with the only exception being Radio Speaking. Impromptu prep time shall be given orally in 30 second intervals for a required total of 2 minutes of prep time.

(Extemp./Radio/Impromptu- please note timing procedure differences in Article VIII-E of the Individual Events terms and conditions)

2. Special Instructions to Timekeepers

Two timekeepers must be present for every round of competition. The timers must be seated so as to be readily visible to the performers. Individual Event timekeepers are to explicitly follow the instructions of Article VIII-E of the Speech: Individual Events terms and conditions. Note that judges are not to impose penalties for time violations — any such penalties will be assessed by the Contest Manager. Be sure to use a stopwatch for keeping time. **Do not clear the watch** until you have recorded the time after each contestant ends. Make sure both timekeepers are in view of the performer. Both timekeepers must raise their hands above their head at the beginning of the allotted time (for example: 8 minutes for most events). Hands must remain raised until the student concludes performing except in Extemp, Radio and Impromptu.

3. There should be two timekeepers in every round. The Room Chair/Usher/Doorkeeper may also serve as timers. (We recommend each round conducts a sample timing example from where they will be seated with hands raised for all contestants to view).

D. QUESTIONS

1. If at any time there are questions or concerns regarding the room chair/timer/judge/competitor or round of competition please seek the host manager for clarification immediately.

rmchrihs



Phone: 309-663-6377 Fax 309-663-7479 e-mail: sknoblach@ihsa.org

IHSA INDIVIDUAL EVENTS PROTEST FORM

(Please complete entire form)

IHSA COACH/JUDGE FILING PROTEST: _____

SCHOOL, CITY of COACH/JUDGE: _____

NAME/SCHOOL OF CONTESTANT BEING PROTESTED: _____

DESCRIBE INFRACTION (Please be detailed and site the IHSA rule violated as per the IHSA Speech Rules Book. EX: VIII-A-3):

SIGNATURE: _____

DECISION OF IHSA STATE SERIES MANAGER AND/OR STATE FINAL CHAIRPERSON:

ALL DECISIONS WILL BE FORWARDED/REFERRED TO THE IHSA ASSISTANT EXECUTIVE DIRECTOR FOR SPEECH/INDIVIDUAL EVENTS.



IHSA Speech: Individual Events Critique

Regional _____
Sectional _____
State _____

Event: _____ School Name: _____

Contestant(s): _____

Title of Selection: _____

Judge's Name _____ Signature _____ Rank _____

Major Basis for Ranking:

Comments:



CONTEST BUDGET INFORMATION

MANAGER PLEASE NOTE: An estimated budgeted expenses form can be found in this manual. Please fill in the form and return a copy for approval before your contest is held. Send **one** copy of the form to:

Tammy Craig
Illinois High School Association
2715 McGraw Drive
Bloomington, IL 61704.
Fax: 309-663-7479

The Illinois High School Association does not approve as expenses items which are of a permanent nature and may be retained for further use by the Host School. The IHSA does not underwrite the cost of cafeteria personnel. If you are planning to have the school cafeteria open for meal service of any kind, it must be a self-supporting venture.

*The IHSA does not approve the cost of lunches for coaches or other hospitality areas. Should you desire to provide either of these, the cost will be the responsibility of the host school.

Sites need to make every attempt possible to be fiscally responsible when running the tournament.

If the IHSA does not contact you after January 9, 2017, then your tentative budget is approved. If there are concerns the IHSA will contact the manager directly.

**PLEASE RETURN A COPY OF THIS COMPLETED TENTATIVE BUDGET TO THE IHSA
BY JANUARY 9, 2017.**



Illinois High School Association
 2715 McGraw Dr., Bloomington, IL 61704
 Phone: 309-663-6377
 Fax: 309-663-7479

2016-17 Tentative Budget for IHSA Speech Individual Events Contest

Regional
 Sectional
 State Final

Contest to be held at:

High School

Address

City

Zip Code

ESTIMATED EXPENDITURES

JUDGES EXPENSES (Limit 14 for IE):

Regional IE

	Number of Judges
	Number of Rounds Judged
	Cost of Judges @ \$20/Rd

Regional PIR

	Number of Judges
	Number of Rounds Judged
	Cost of Judges @ \$10/Performance

Sectional IE

	Number of Judges
	Number of Rounds Judged
	Cost of Judges @ \$20/Rd

Sectional PIR

	Number of Judges
	Number of Rounds Judged
	Cost of Judges @ \$10/Performance

Total Judges Expenses \$

Limits have been included in the budget line items to serve as guidelines for the tournament managers. You are encouraged to submit amounts below these items. If there is a line item that exceeds the limit please attach documentation and receipts on the final budget as to the necessity of the item's cost.

APPROXIMATE ALLOWABLE EXPENSES: \$1,000

Custodial	\$	<input style="width: 100%; height: 20px;" type="text"/>
Secretarial	\$	<input style="width: 100%; height: 20px;" type="text"/>
Supplies	\$	<input style="width: 100%; height: 20px;" type="text"/>
Security-Event Personnel-Supervision	\$	<input style="width: 100%; height: 20px;" type="text"/>
Technology	\$	<input style="width: 100%; height: 20px;" type="text"/>
Manager	\$	<input style="width: 100%; height: 20px;" type="text"/>
Miscellaneous	\$	<input style="width: 100%; height: 20px;" type="text"/>
Total Administrative Expenses	\$	<input style="width: 100%; height: 20px;" type="text"/>
GRAND TOTAL OF ESTIMATED EXPENSES	\$	<input style="width: 100%; height: 20px;" type="text"/>

 Signature of Manager



Financial Reports Must Be Filed Online

The final phase of your hosting responsibilities is to file a financial report with the IHSA. The financial report forms are available in the password-protected Schools Center area of the IHSA Web site.

Log in to the Schools Center with your User ID and password. On the main menu of the Schools Center, under the heading "IHSA State Series Hosting", you will find a link to the financial report. Please fill out the one-page form and press the submit button to file your report.



2016-17 Financial Report for IHSA Speech Individual Events Contest

Illinois High School Association
 2715 McGraw Dr., Bloomington, IL 61704
 Phone: 309-663-6377
 Fax: 309-663-7479

Regional Sectional

Contest to be held at:

High School

Address

City

Zip

RECEIPTS

Event Entry Fees	\$	<input style="width: 90%;" type="text"/>
Late Withdrawal Fees of \$25.00 per entry	\$	<input style="width: 90%;" type="text"/>
GROSS RECEIPTS	\$	<input style="width: 90%;" type="text"/>

EXPENDITURES

JUDGES FEES: Regional fees are \$20.00 per round and Sectional fees are \$20.00 per round. Performance in the Round judges are \$10.00 per performance. Mileage for officials who travel over one hundred miles round trip will be reimbursed by the IHSA Office. (Note: Each prelim or final group judged is considered a separate round.)

Name	Address	Fee
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	\$ <input style="width: 80%;" type="text"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	\$ <input style="width: 80%;" type="text"/>
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<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	\$ <input style="width: 80%;" type="text"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	\$ <input style="width: 80%;" type="text"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	\$ <input style="width: 80%;" type="text"/>

OTHER EXPENSES (Please Itemize)

<input style="width: 100%; height: 20px;" type="text"/>	\$ <input style="width: 80%;" type="text"/>
<input style="width: 100%; height: 20px;" type="text"/>	\$ <input style="width: 80%;" type="text"/>
<input style="width: 100%; height: 20px;" type="text"/>	\$ <input style="width: 80%;" type="text"/>

Total Other Expenses \$

Total Expenditures \$

Net Income \$
or Deficit \$