

**2023-2024**

# **Speech**

**IHSA Manual for  
Schools & Managers**





# 2023-2024 Speech Manual

## Table of Contents

### School Information 1-29

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Speech Individual Events Important Dates.....	2
Terms & Conditions/Rule Changes.....	2
Terms & Conditions.....	3-12
Speech Summaries.....	13-22
Individual Events Competition Information.....	23-24
Instructions for Submitting List of Participants.....	25
Laptop Provisions.....	26
Speech Judges List.....	27
Replacement & Duplicate Awards Order Form.....	28-29

### Manager Information 30-57

---

Manager Information.....	31-34
Important Dates for Host Managers.....	35
Managers Checklist.....	36-38
Regional Committee Member Report.....	39
Regional Meeting – Check-In.....	40
Regional Entry Meeting Agenda.....	41-42
Judges Preference Form.....	43
Instructions for Submitting Winners Report.....	44
Individual Events Judging Confirmation Letter.....	45
Effective Judging.....	46
Instructions for Room Chairs & Timers.....	47-48
Official Time Sheet.....	49
Individual Events/PIR Ballot.....	50
Individual Events Critique.....	51
Individual Events protest Form.....	52
Contest Budget Information.....	53
Tentative Budget Form.....	54
Financial Report Form.....	55
Awards Delivery Form.....	56-57

### General Information 58-63

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Emergency Action Plan.....	59-60
Do What’s Right Sportsmanship.....	61-62
IHSA Licensed Vendor.....	63

Revision History:



# **School Information**

**IHSA Manual for  
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# 2023-24 Speech: Individual Events State Final

### Important Dates:

- Monday, November 1 ..... Entry Deadline
- After December 1 ..... Regional Assignments Posted
- Monday, January 31 ..... List of Participants Online Deadline
- Monday, January 31 ..... Regional Entry Meeting – Entry Fees Due
- Saturday, February 5..... Regionals
- Saturday, February 12..... Sectionals
- Friday-Saturday, February 18-19..... State Final @ Peoria Civic Center (Time Schedule Posted on IHSA.org)
- Wednesday, April 6 ..... Speech Advisory Committee Meeting

### Future State Series Dates:

<u>Regionals</u>	<u>Sectionals</u>	<u>State</u>
February 3, 2024	February 10, 2024	February 16-17, 2024
February 8, 2025	February 15, 2025	February 21-22, 2025
February 7, 2026	February 14, 2026	February 20-21, 2026

**Terms and Conditions Changes:** The Terms and Conditions are the rules under which your school agreed to compete in the state series. The Terms and Conditions can be found online at IHSA.org on the “Individual Events” page under “Resources”.

**2023-2024 Rule Changes:** Refer to the gray shaded areas of the Speech Individual Events State Series Terms and Conditions for any rule changes.

1. **Recommendation: VI. E. Time Schedules: 2. State Final Time Schedule – Pilot for 1 year and review at next Advisory Committee meeting.**  
 2:00 Final Round: All Events  
 Finals 3:30 Final Round: Dramatic Interpretation, Extemporaneous Speaking, Humorous Duet Acting, Informative Speaking, Poetry Reading, Radio Speaking, Special Occasion Speaking.  
 6:00 4:00 p.m. AWARDS ASSEMBLY

**Rationale:** To address concerns regarding the late ending of awards.

2. **Recommendation: VI. E. Time Schedules 2. State Final Time Schedule – Page 3**

#### Saturday

- 7:45 7:15 Radio Prep Round II Sec A
- 8:00 7:30 Extemp Prep Round II Sec A
- 8:30 8:00 Preliminary Round II Section A
- 9:00 8:45 Radio Prep Round II Section B
- 9:15 9:00 Extemp Prep Round II Section B
- 9:45 9:30 Preliminary Round II Section B
- 10:15 Radio Prep for Round II Section C
- 10:30 Extemp Prep for Round II Section C
- 11:00 Preliminary Round II Section C

**Rationale:** This recommendation only affects the second day of the state final. The competition would begin at 8:00 a.m. instead of 8:30 a.m. Friday’s rounds are 90 minutes (about 1 and a half hours) long. The 75-minute rounds on Saturday of the State Final are not balanced with Friday’s time allotment and often feel rushed and run late. Final rounds would still begin at the same time.

# 2023-24 Speech State Series

## Terms and Conditions

In accordance with Section 1.450 of the IHSA Constitution, the IHSA Board of Directors has approved the Terms and Conditions governing the 2023-2024 IHSA Speech State Series.

### I. SCHOOL CLASSIFICATION

**A) Classification:** Competition in the IHSA Speech State Series will be held for all member schools without classification.

### II. DATES AND SITES

**A) Dates:** The dates for the IHSA Speech State Series are:

- 1) Regionals: Saturday, February 3, 2024.
- 2) Sectionals: Saturday, February 10, 2024.
- 3) State Final: Friday and Saturday, February 16-17, 2024.

**B) Sites:** The state shall be divided into eighteen (18) Regionals and six (6) 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 schools assigned to these Regionals and Sectionals. Regional and Sectional host sites and school assignments will be announced in November/December and posted at [www.ihsa.org](http://www.ihsa.org) on the Speech "Individual Events" menu page under "State Series Information and Results". The Peoria Civic Center in Peoria will be the venue for the State Final. Tournament Central will be located at the second level of the PCC Ballroom area.

### III. ONLINE ENTRIES, WITHDRAWAL PROCEDURES, ELIGIBILITY, AND ONLINE LIST OF PARTICIPANTS

**A) Policies and Procedures:** The policy for entry deadlines, late entries, and withdrawals shall be the policies and procedures regarding entry for all IHSA sponsored activities included in the 2023-2024 entry policies and procedures which can be found in the IHSA Schools Center on the IHSA website.

**B) Online 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](http://www.ihsa.org). The deadline for entry is November 1, 2023.

**C) Late Entries:** Any attempt to enter a sport or activity online 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/IHSA official representative must contact the IHSA office to request late entry into the state series. This request shall be in writing and can be directed to [ccarr@ihsa.org](mailto:ccarr@ihsa.org). The penalty for late entry shall be \$100.00.

**D) Breach of Contract By-law 6.041 (Withdrawal Procedure):** To withdraw without penalty, the principal/IHSA official representative must e-mail or fax notice to the IHSA office ([ccarr@ihsa.org](mailto:ccarr@ihsa.org) or 309-663-7479) notifying the IHSA of the

school's withdrawal from the speech state series prior to the online list of participants deadline of January 29, 2024.

1) If a school withdraws after the deadline of January 29, 2024, the school will be charged for all event fees and a \$100 penalty.

2) If a school withdraws one or more entire(s) after the deadline of January 29, 2024, the school will be charged for all event fees withdrawn and assessed additional penalties in the amount of \$25.00 per event withdrawn.

3) If a school does not show up for competition, the school will be charged a \$100 penalty and, if applicable, the school may be charged for any additional financial loss sustained by the offended school(s) or the association because of such breach.

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 school(s) or the association because of such breach. **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.**

**E) Eligibility:** All member schools in good standing may enter an individual(s) or a team under the provisions of the IHSA by-laws.

1. Per IHSA By-law 4.000 – Activity Eligibility: The principal/IHSA official representative is responsible for seeing that all students from his/her school entered in speech contests are eligible under the rules. Correspondence with the IHSA office must be conducted through the principal/IHSA official representative.

2. In each contest in which a school is represented, the principal shall have on site 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.

#### F) Online List of Participants:

Registration for the state series will be completed online using SpeechWire - [www.speechwire.com](http://www.speechwire.com). Each school must complete the online list of participants by noon on Monday, January 29, 2024. If a school does not complete registration on SpeechWire 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.

1) To register for tournaments on SpeechWire, you need to create a free SpeechWire account for yourself/your team by clicking 'Create account'. If you already have an account, log in and follow the prompts.

2) A paper copy of the registration materials from SpeechWire and all required publication materials should be brought to the regional entry meeting.

**G) Entries:** Schools are permitted one entry in each event.

1) Individual students may not participate in more than two (2) events.



2) Individuals entered in performance in the round (PIR) may not be entered in any other event.

3) No individual student may perform any part of a given piece of literature in any event, in more than one calendar year during his/her high school career.

4) No student may perform any part of any given piece of literature in more than one event during any given calendar year.

#### IV. FINANCIAL ARRANGEMENTS

**A) Sectional Host Expenses:** Regional and sectional host sites shall be reimbursed all allowable and approved expenses using the current financial arrangements as set forth in the budget located in the manager section.

**B) Sites Other Than Member Schools:** When a regional or sectional is held at a site other than an IHSA member school, the IHSA will determine the financial arrangements with the host using current financial arrangements as guidelines.

**C) Participant Expenses:** Neither the IHSA or the local tournament management will assume responsibility for any contestant expenses of any kind.

**D) Regional Event Fees:** For each event in which a school has entered participants in the regional contest, an event fee of \$20.00 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 are not paid.

**E) Sectional Event Fees:** For each event in which a school advances from regional to sectional competition, an event fee of \$20.00 (per event) shall be paid to the sectional host school.

**F) State Final Event Fees:** For each event in which a school advances an entry from sectional to state competition, an event fee of \$20.00 (per event) shall be paid to the Peoria Civic Center.

**G) Performance in the Round Event Fees:** At all levels of competition, each school entered in performance in the round shall pay an event fee of \$20.00 to the host school for regional and sectional competition and to the Peoria Civic Center for the state final competition.

**H) Admission:** There is no admission charged at any level for this state series.

#### V. TOURNAMENT ASSIGNMENTS AND REGIONAL ENTRY MEETING

**A) Regional and Sectional Assignments:** Regional and sectional assignments can be found online at [www.ihsa.org](http://www.ihsa.org) on the "Individual Events" page under "State Series Information & Results". All IHSA member schools entered in the speech state series will be assigned by the IHSA to one of the eighteen (18) proportional divisions for regional level competition which feed into six (6) sectionals. These assignments will appear online after the November entry deadline. Assignments are made according to the IHSA Grouping Policy #18. 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 sectionals.

**B) Regional Entry Meeting:** Regional managers will conduct entry meetings on Monday, January 29, 2024. The regional entry meeting shall not be held during the regular school day. The purpose of this meeting is to confirm names/entries, check proof of publication, determine speaking order, review schedules and logistics, confirm judging assignments and make any necessary tournament announcements. A copy of the online SpeechWire entries, publication information, and event fees must be delivered to the regional manager at the regional entry meeting. Checks for event fees should be made payable to the host school. If the coach or other school representative fail to comply with these provisions, the individuals entered from that school may not be permitted to participate in the regional.

1) Competition shall be held at the regional level in all events in which there are at least two entries.

2) Proof of Publication: At the regional entry meeting, the following interpretive events require the original source books or the original printed web manuscripts: Dramatic Duet Acting, Dramatic Interpretation, Humorous Duet Acting, Humorous Interpretation, Prose and Poetry Reading.

a. Photocopies are not acceptable.

b. Cuttings from publication sites must be accompanied by the original source material.

c. Coaches will be given until registration on the day of the tournament to procure any materials that they do not have at the meeting.

3) Contestants will not be allowed to compete unless they are in compliance with all requirement at the regional entry meeting and all required materials have been approved.

4) Substitutions and changes in regional entries and materials may be made at the regional entry meeting. Following the regional meeting, substitutions for entries and materials may be made provided:

a. The manager is notified prior to the start of the contest;

b. If applicable, proof of publication must be verified by the contest committee;

c. The principal/IHSA official representative confirms in writing that the substitute and/or materials are approved and eligible.

#### VI. TOURNAMENT STRUCTURES AND TIME SCHEDULES

**A) Regional and Sectional Management:** In all cases in which a member school is selected as a contest site, the principal/IHSA official representative of the high school shall automatically assume entire responsibility for the competition. The official representative may delegate the authority to manage the competition 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.

1) Regional and Sectional Managers Meeting: A meeting in December shall be held at the IHSA office for all regional and sectional managers. The purpose of this meeting is to provide information and training, review current rules and interpretations and develop a listing of judges. Managers will receive information from the IHSA confirming the specific date, time and agenda of the meeting.

2) Regional and Sectional Contest Committees: Regional and sectional sites will have contest committees to assist the manager in planning, organizing and administering the contest. 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.



**B) Regional and Sectional Managers:** Contest committees will be formed to aid in contest management, interpret rules and serve as a panel to select contest judges.

1) Regionals: Regional managers will appoint a contest committee consisting of three (3) coaches from three (3) different schools assigned to the regional contest site.

2) Sectionals: The sectional contest committee will be comprised of the managers of the three (3) subsidiary regional contests and the sectional manager.

3) Judge Selection: 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 a judge for hire.

**C) Authority of Regional, Sectional and State Final Committee and Managers:** The contest manager shall be authorized to conduct the contest under the provisions of these terms and conditions. The manager shall have authority to take proper and appropriate action in any case of unusual situations arising during the competitions. However, no part of the terms and conditions may be set aside.

1) 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.

2) 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.

3) 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 involving an interpretation not specifically covered by the rules, the competition manager shall consult with the contest committee before the announcement of results or the presentation of awards. The manager shall consult with the contest committee prior to making a decision in any such matter.

**D) State Final Contest Committee:** A state final contest committee composed of the six sectional managers, six at-large representatives (one from each sectional), and a representative from the IHSAA Speech Advisory Committee will be appointed by the IHSAA office to assist the state final manager. 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 state final manager (contest committee chairperson) in all cases herein described shall be final.

**E) Time Schedules:** Following is the time schedule for regional, sectional and state contests. Local managers, with the approval of their contest committees, may adjust this schedule in the event the number of contestants entered does not require preliminary rounds in an event, or to meet judging needs. Prep packets must be used at their designated times. All scheduled revisions should be submitted to the IHSAA.

**1) Regional & Sectional Time Schedule\***

**Saturday**

**7:30-8:00 a.m. Registration**

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

\*PIR will only perform once at regionals and sectionals and the performance order and times can be set by local contest management.

**2) State Final Time Schedule**

**Friday**

**12:00-1:00 p.m. Registration**

- 12:45 Radio Prep. for Round I, Sec. A
- 1:00 Extemp Prep. for Round I, Sec. A
- 1:30 Preliminary Round I, Section A (All Events)**
- Performance in the Round Prelim. - Section A**
- 1:30 Radio Prep. for Round I, Sec. B
- 2:15 Extemp Prep. for Round I, Sec. B
- 2:30 Preliminary Round I, Section B (All Events)**
- 3:00 Radio Prep. for Round I, Sec. C
- 3:45 Extemp Prep. for Round I, Sec. C
- 4:00 **Preliminary Round I, Section C (All Events)**
- 4:30 p.m.

**Saturday**

- 7:15 a.m. Radio Prep. for Round II, Sec. A
- 7:30 Extemp Prep. for Round II, Sec. A
- 8:00 Preliminary Round II, Section A (All Events)**
- Performance in the Round Prelim. - Section B**
- 8:00 Radio Prep. for Round II, Sec. B
- 8:45 Extemp Prep. for Round II, Sec. B
- 9:00 Preliminary Round II, Section B (All Events)**
- 9:30 Radio Prep. for Round II, Sec. C
- 10:15 Extemp Prep. for Round II, Sec. C
- 11:00 Preliminary Round II, Section C (All Events)**
- 1:15 Radio Prep. for Finals
- 1:30 Extemp Prep. for Finals
- 2:00 Final Round: All Events**
- Performance in the Round – Final Round**
- 4:00 p.m. AWARDS ASSEMBLY**

**F) Regional Performance Order:** The order of appearance of competitors shall be established by the IHSAA in conjunction with



the SpeechWire, local contest manager in consultation with the contest committee, and under the following stipulations:

1) Students shall participate in two preliminary rounds of competition if there are eight (8) or more contestants entered in an event.

a. In such cases, the competitors shall be divided into two groups randomly by the contest manager/committee into SpeechWire.

b. Groups may be revised randomly by the contest manager/committee for each preliminary round.

c. The top six (6) contestants, plus ties, after two preliminary rounds, will advance to the final round.

2) 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.

3) Regionals Prelim I: The assignment of competitors to preliminary round I and their order of performance shall be established randomly except;

a. When adjustments are necessary to permit students to participate in two events and;

b. To separate identical selections by one performance.

4) Regionals Prelim II: Assignment of contestants and speaking order for preliminary round II shall be random with the following limitation;

a. When adjustments are necessary to permit students to participate in two events and;

b. To separate identical selections by one performance and;

c. No more than one-half the contestants may be drawn to compete against the same contestants they competed against in preliminary round I.

5) Final Rounds: Speaking order for the final round of competition at each regional shall be established randomly at the contest following the completion of the preliminary rounds. With the advice of the contest committee, the contest manager may adjust final round performance order;

a. Alter the drawn schedule for those students who have conflicting double entries and, if necessary;

b. To separate identical selections by one performance.

**G) Sectional Performance Order:** At sectional there shall be competition in all events for which entries have been made. Sectional performance order in each event will be made by the IHSA office and posted online via SpeechWire. Speaking order for the final round of competition at each sectional shall be established randomly at the contest following the completion of all preliminary rounds.

1) The contest manager with consultation with the contest committee may adjust schedules for those students who have conflicting double entries;

2) The contest manager with consultation with the contest committee may adjust schedules for those students who have identical selections.

**H) State Final Performance Order:** At state final contests there shall be competition in all events for which entries have been made. Performance order in each event shall be made by the IHSA office and posted online via SpeechWire. Speaking order for the final round of competition at the state final shall be established randomly at the contest following the completion of all preliminary rounds.

1) The contest manager with consultation with the contest committee may adjust schedules for those students who have conflicting double entries;

2) The contest manager with consultation with the contest committee may adjust schedules for those students who have identical selections by one performance.

**I) Programs:** Programs and schedules can be generated by the regional and sectional managers using SpeechWire, the web-based competition management service program. 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. Programs for spectators may be sold during the state series.

**J) Posting Results:** At all levels of the state series, contest managers shall post all preliminary round results in a designated area so that coaches may check cumulative judging tallies prior to the public posting of the contestants advancing to the final round.

## VII. ADVANCEMENT OF WINNERS

**A) Regional and Sectionals:** The first, second, third and fourth place finishers in each individual event and performance in the round shall be advanced from regional to sectional. The first, second and third place finishers in each individual event and performance in the round shall be advanced from sectional to the state final.

**B) Advancing Ties:** In the event there is a tie for a place which qualifies for advancement, all tied contestants shall be advanced. When two contestants are tied for 2nd place, the tie involves the 2nd and 3rd places. The next place awarded shall be 4th place and all four (4) contestants would advance. If there is a two-way tie for 4th place, then five (5) contestants 1st, 2nd, 3rd, and the two tied for 4th would advance.

### C) Substitution

1) Substitution of Material: Substitution of selections by an advancing event may be made prior to any contest, provided:

a. The manager is notified prior to the start of the contest;

b. If applicable, proof of publication must be verified by the contest committee;

c. The principal/IHSA official representative confirms in writing that the materials are approved and eligible.

2) Substitution of Qualifiers: Substitution for qualifiers for sectional and/or the state final contests shall not be permitted. If a qualifier(s) cannot advance, the alternate qualifier advancement provisions shall be followed provided:

a. The manager is notified prior to the start of the contest;

b. If applicable, proof of publication must be verified by the contest committee;

c. The principal/IHSA official representative confirms in writing that the substitute and/or materials are approved and eligible.

d. In the case of duets, the duet team is considered one entry and if one duet member cannot advance the entire duet team needs to withdraw and the alternate qualifier provisions shall be followed.

3) A student who competed in the regional or sectional contest for a school and does not advance in an individual event at



any level cannot be substituted/added by that same school to any individual event or PIR cast.

**D) Determination of Winners:** The process and procedures for determining winners are as follows:

1) Judges: After approval by the designated committee the following number of judges shall be assigned to events.

a. Regional: Each regional shall have one (1) judge for each speech individual event round who judges prelims for both sections. Regional final rounds shall have three (3) judges. Performance in the round competes only once and shall have three (3) judges at the regional level.

b. Sectional: Each sectional shall have two (2) judges for each speech individual event round who judges prelims for both sections. Sectional final rounds shall have three (3) judges. Performance in the round competes only once and shall have five (5) judges at the sectional level where the high and low score shall be dropped.

c. State: The state final preliminary rounds shall have three (3) judges for each speech individual event round who judges all three section. The final rounds at state shall have five (5) judges. Performance in the round shall have three (3) judges in preliminary rounds and five (5) judges in the final round at state. In all final rounds, the high and low scores shall be dropped.

2) Tabulation Procedure: Following the completion of each preliminary and final round, ballots and critique forms from each judge shall be returned to contest headquarters/tournament central-tab room. Contest managers/contest designees shall cross check ranking ballots with critique forms to insure the accuracy of rankings and identify to whom rankings are assigned. In the event of any error or other questions, the judge(s) involved shall be contacted immediately to resolve the matter.

3) Ranking to Balance Rounds: 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 round 1 section A has 5 contestants and round 1 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. Judges are to rank all contestants accordingly and any adjustment of ranks under this provision are to be done exclusively in the tab room by the tab room personnel.

4) Advancement from Preliminaries to Finals: Following completion of both preliminary rounds of competition at the regional and sectional contests judges' rankings shall be tallied. Performance in the round has only one round of competition at regionals and sectionals.

a. Regional: In all events, excluding performance in the round, the ranks received from two (2) judges – one (1) judge from preliminary round 1 section A or B and one (1) judge from preliminary round 2 section A or B judge shall be added. The six (6) contestants with the lowest cumulative totals of preliminary round rankings shall advance to the finals. In the event of a tie for the last qualifying position, all tied contestants shall also advance to the finals. In Performance in the Round, the three (3) judges' rankings shall be tabulated. The entry whose total of rankings is lowest is the winner; the entry with the second lowest total is second, etc. The top four (4) finishers in PIR at each regional and all ties shall advance to the sectional.

b. Sectional: In all events, excluding performance in the round, the ranks received from four (4) judges – two (2) judges from preliminary round 1 section A or B and two (2) judges from preliminary round 2 section A or B shall be added. The six (6) contestants with the lowest cumulative totals of preliminary round rankings shall advance to the finals. In the event of a tie for the last

qualifying position, all tied contestants shall also advance to the finals. In Performance in the Round, the five (5) judges' rankings shall be tabulated. The entry whose total of rankings is lowest is the winner; the entry with the second lowest total is second, etc. The highest ranking and lowest ranking shall be discarded for each entry, and only the three (3) intermediate rankings for each entry shall be considered in determining its final standing. The entry with the lowest total of intermediate rankings is the winner of the event; the next lowest is second, etc. through the listings.

c. State: In all events, excluding performance in the round, following completion of the state preliminary rounds, the six (6) rankings received by each contestant shall be reviewed. The highest and lowest rankings for each contestant shall be dropped and the intermediate four rankings added. For each event category, the six (6) contestants with the lowest cumulative totals of the intermediate rankings shall advance to the final round. In the event of a tie for the last qualifying position, all tied contestants shall also advance to the finals.

In performance in the round, the eighteen (18) qualifiers from the six (6) Sectionals will be divided into two sections of nine performances each. Entries in each section will perform once and be ranked by a panel of three judges. The three performances in each section with the lowest cumulative rankings will advance to the finals along with any performance whose total of rankings is lower than the total of rankings for the third-place performance in the opposite preliminary group. The finals will be judged by a panel of five (5) judges; each judge will rank the performances 1st through 6th (no ties). The high and low rankings will be discarded, and the remaining ranks will be added. The performance in the round with the lowest cumulative rankings is first; second lowest is second, and so on. If a tie occurs, 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.

5) Winners:

a. Regional: After the final round for each event, the three (3) judges' rankings shall be added and a summation made of the rankings received by each finalist. The contestant whose total of rankings is lowest is the winner; the contestant with the second lowest total is second, etc. After each performance in the round has competed once, the three (3) judges rankings shall be added. The performance whose total added ranking is lowest is the winner; the performance with the second lowest total is second, etc. The top four (4) finishers advance to sectionals.

b. Sectional: After the final round for each event, the three (3) judges' rankings shall be added, and a summation made of the rankings received by each finalist. The contestant whose total of rankings is lowest is the winner; the contestant with the second lowest total is second, etc. After each performance in the round has competed once, the five (5) judges rankings shall be added. The high and low scores are dropped. The performance whose total added ranking is lowest is the winner; the performance with the second lowest total is second, etc. The top three (3) finishers advance to sectionals.

c. State: After the final round, with five (5) judges being used, the highest and lowest rankings for each contestant shall be dropped and not considered in determining final standing. The contestant/performance with the lowest total of intermediate rankings is the winner; the contestant with the second lowest total is second, etc...

6) Resolution of Ties:

a. Ties Affecting Advancement from Preliminaries to Finals: At all contests (regional, sectional and state) contestants tied for the last position which qualifies for advancement from preliminaries to finals shall advance without the tie being broken.

**b. Ties Affecting Awards and/or Team Scoring:**

(1). 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.

(2). 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.

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

7) Team Winners: Team points shall be awarded on the basis of the following point scale for each individual event: 1st place = 6 points; 2<sup>nd</sup> place = 5 points, 3<sup>rd</sup> place = 4 points; 4<sup>th</sup> place = 3 points; 5<sup>th</sup> place = 2 points; 6<sup>th</sup> place and all other finalists = 1 point.

8) Performance in the Round (PIR) team points will not be tabulated for this event and is not eligible for team sweepstake points in Speech: Individual Events.

## VIII. TOURNAMENT RULES

**A) Events and Material:** Schools may compete in the following events: Dramatic Duet Acting (DDA) Humorous Duet Acting (HDA), Dramatic Interpretation (DI), Humorous Interpretation (HI), Prose Reading (PR), Poetry Reading (PT), Oratorical Declamation (DEC), Informative Speaking (INFO), Original Oratory (OO), Original Comedy (OC), Special Occasion Speaking (SOS), Extemporaneous Speaking (EXTEMP), Impromptu Speaking (IMPT), Radio Speaking (RADIO) and Performance in the Round (PIR). The competing school's 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.

1) Appropriateness: Material which is inappropriate for public performance by high school students will not be tolerated. A performance (language or action) which is a literal, symbolic or colloquial expression describing or naming anything which is profane and/or vulgar, whether suited to a specific character being portrayed, is always considered inappropriate. If, in the opinion of any contest judge, material which is performed for any adjudication is inappropriate for public performance by a high school student, the judge 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(s) 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 these Terms and Conditions.

2) Published Work: In Dramatic and Humorous Duet Acting, Dramatic and Humorous Interpretation, Prose and Poetry

Reading and Oratorical Declamation, printed published source must be used.

3) Original Work: In Original 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 and only 150 word can be direct quotations.

4) Internet for Publications: The internet may be used as a source for printed published material provided 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.

5) Internet for Extemp: In Extemporaneous Speaking, students are allowed to access the internet during the preparation period; however, they are not allowed to communicate with another person during their preparation period.

6) Visual Aids: Any visual aids presented while performing, to the audience or to judges are not permitted at any time, including handouts or materials before, during, or after the round. Notecards and manuscripts are not considered visual aids.

**B) Properties:** Excluding Performance in the Round (PIR), props are prohibited. A prop shall be defined as any item that is manipulated during a performance. This includes but is not limited to, shoes, apparel (i.e.: buttons, collars, ties), accessories, hair, etc. which is used for effect during the presentation. Manuscript, notecards and prose/verse books are not considered props. Humorous and Dramatic Duet Acting events are allowed to use one (1) solid table approximately 30" x 48" with four legs and two (2) chairs as provided by the host site. In Performance in the Round, students are allowed to use up to two (2) solid tables with four legs approximately 30" x 40" in length and ten (10) chairs as provided by the host site. Folding chairs should not be used. In all duets and PIR, the performers are not allowed to stand on the tables and chairs.

**C) Material at Contests:** At every state series contest, the coach must have all performance material with them on site.

1) For interpretive events, Dramatic Duet Acting, Dramatic Interpretation, Humorous Duet Acting, Humorous Interpretation, Prose and Poetry Reading, the coach must have the original published source of any selection used along with a complete script of the cutting performed.

2) For all events, excluding limited prep events: Radio Speaking, Extemporaneous Speaking, and Impromptu Speaking, the coach must be able to produce a typed script/manuscript or copy of selections performed. Manuscripts must contain identification of sources of quotes. The actual source of non-original cuttings should also be identified on the script/manuscript.

3) If requested, materials must be presented within a reasonable amount of time as determined by the contest manager. Failure to produce such requested 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 up as necessary.

**D) Royalties:** The Illinois High School Association assumes no responsibilities for the payment of royalties or other fees

connected with the performance of any material in the Speech: Individual Events contest series.

**E) Timekeeping:** Time will be kept at all contests for all events. DDA, HDA, DI, HI, PR, PT, DEC, OO, OC, and SOS have an eight (8) minute time limit. EXTEMP has a seven (7) minute time limit. IMPT. has a two (2) minute prep with a six (6) minute time limit. RADIO has a time limit of 4:50 to 5:05 with contestants expected to finish at five (5) minutes.

1) Timers: Contest managers will arrange to have two (2) timers in every round for all events in all contests. To accommodate this requirement, if necessary, managers are authorized to give timekeeping assignments as needed to participating schools. In all events, excluding Radio speaking, timers will be seated out of the judges' sight but in full view of the performers. Timers shall use stopwatches which will be the only official timing devices. Timing devices other than those used by the appointed timekeepers are unofficial. The timers must deliver their official IHSA time sheets to the contest headquarters at the conclusion of each section.

2) Overtime: In all events except Impromptu Speaking, Extemporaneous Speaking, Radio Speaking and Performance in the Round, when a stopwatch is read to determine time, a reading of 8:30.00 or less, will not be considered a time violation. If a stopwatch reads 8:30.01 or greater, the time will be considered to be 8:31. Both timers/time sheets must show/confirm the overtime for penalties to be assessed. In Impromptu Speaking, Extemporaneous Speaking, Radio Speaking and Performance in the Round the same time concept applies per their specific time limitations.

3) Overtime Procedures: In all events except Radio Speaking, both contest 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 their presentation, both timers shall record the total elapsed time shown on their individual stopwatch on an official IHSA 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. All penalties for time violations shall be assessed by the contest management/tab room.

4) Penalties for Violation: For regional, sectional and state final preliminary rounds, the contestant's ranking from each judge shall be lowered by one (1) place for each full thirty (30) seconds of overtime.

a. Regional, Sectional and State Final Preliminary Rounds: This reduction in ranking shall be mandatory and shall be administered by the contest management/tab room. 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 the overtime 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.

In this example, final results become:

A - 2, 3, 1 overtime becomes 3, 4, 2 = 9

B - 3, 1, 2 = 6

C - 1, 4, 3 = 8

In Radio Speaking, due to overtime violations, 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.

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, excluding 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) Time Cards: 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.

6) Limited Prep Events:

a. Extemporaneous Speaking: The prep room monitor will inform speakers of the allowable prep time and dismiss the speakers accordingly.

b. Impromptu Speaking: During prep, 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 timer will direct the competing student to begin their Impromptu speech.

c. Radio Speaking: The prep room monitor will inform speakers of the allowable prep time and dismiss the speakers accordingly. In the competition room, the timers shall be seated in such a way that they are visible to the speaker. Contestants may 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. After the last fifteen (15) seconds has expired, the timer will notify the speaker by means of upraised fingers, when ten (10) seconds are left, and when only five (5) seconds remain in the five (5) minutes of total allowable performing time. After each presentation (in Radio Speaking only), the timers shall inform the judges of the exact time of the performance.

7) Managers shall post all performers' times in the coaches' area for coaches to review immediately following each round of competition.

**F) Rule Violations:** Rule violations are subject to penalty by the IHSA Board of Directors under the provisions of IHSA by-laws and any special provisions contained herein.

1) 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 and the ranks of other contestants will be adjusted as necessary. For example, in preliminary round II section A 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 results for preliminary round II section A 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

**G) Disqualification:** Any team that does not adhere to these terms and conditions may be subject to disqualification from the tournament and will automatically forfeit any right to awards received at the tournament.

1) Tardiness, Absences and Performance Out of Order: Contestants must be present when called upon in accordance with the scheduled program prepared/printed by the contest manager.



In the event a contestant cannot, for any reason, comply with the schedule, they must contact the contest manager. 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 schedule without a written excuse shall be disqualified.

2) 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/her selection, they shall be disqualified.

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, they should inform the contest committee and the committee will investigate.

**H) Late Discovery of Violations:** If a violation is discovered after the close of the contest in which the violation occurred, the following procedure shall be followed:

1. The contestant(s) 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.

2) If the violation is reported to the IHSA office prior to the next succeeding contest, and the contestants(s) are disqualified, the rankings of the other contestants in the event shall be revised upwards. The revised contestants(s) shall be advanced on the basis of the revised rankings.

3) If the disqualified contestant(s) or school has won any awards, such awards shall be returned to the IHSA office. Awards shall be redistributed on the basis of the revised rankings.

**I) Advancement of Next Qualifier:** In the event a qualified student is unable to advance to the succeeding contest the next qualifier shall advance. 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 next qualifier to advance. It is the responsibility of the principal/IHSA official representative or coach to notify the IHSA office at the earliest possible time that another advancing contestant may be necessary. The IHSA office will officially inform the school's administration/coach that they will replace a qualifier.

1) In the event a qualified student(s) is unable to advance to the succeeding contest their school's principal/IHSA official representative must notify the IHSA of the student(s) withdrawal. If their coach contacts the contest manager of the withdrawal the contest manager shall direct them to have their principal/IHSA official representative notify the IHSA, and the IHSA will begin the process of contacting the next qualifier eligible to advance.

2) Any advancing qualifier(s) due to a withdrawal 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(s) until an alternate qualifier who is able to advance is found.

3) If a contestant is originally tied for placement and one of the tied advancing students withdraws, no advancing qualifier is moved up to fill the withdrawing tied spot.

4) Adjustments for placements shall be done in Speechwire per the IHSA terms and conditions.

**J) Protests:** Any coach or judge may challenge a performance's compliance with the rules by filing a protest in writing by using the "IHSA Protest Form" and submitting the written protest to the contest manager. Other persons wishing to file such

a protest or challenge, shall do so through a coach or judge at the contest. 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/IHSA official representative of the school(s) 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. Protest Form

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.

## IX. TOURNAMENT POLICIES

**A) Damage to Property or Equipment:** If representatives from any school entered in a state series are found guilty of carelessly or maliciously breaking, damaging or destroying property or equipment belonging to the host school or host venue, such school shall be held responsible for costs incurred in replacing or repairing such property or equipment.

**B) Media Policies:** Policy regarding media requirements for each local manager is contained in the current IHSA Handbook. Reporting information to the news media shall be the responsibility of each local manager. Media questions can be directed to Matt Troha at the IHSA office at 309-663-6377.

1) Media Provisions: Site managers will cooperate fully with media personnel to arrange photo opportunities and ensure coverage of all levels of the tournament. Space shall be set aside to provide for news media representatives covering the state series whether they are from newspapers, radio stations, commercial television stations, and/or cable television stations. Managers can arrange an area for media/photographers and students to gather for photo opportunities. Managers should post information for all participating students regarding any opportunities to meet with area media.

2) Media Personnel Requirements: Any media person wishing to take photographs will contact the site manager to verify arrangements to take photos. Photographers are welcome to take photos in the common areas. Photographers or television personnel with cameras may take pictures provided that:

a. The individual is wearing the IHSA media/photographers pass;

b. The individual contact and reports to the site manager with credentials;

c. The individual does not photograph while the student is performing in competition rooms while competition rounds are taking place;

d. The individual only enters and exits competition rooms between performances;

e. The individual refrains from speaking to competitors during competition;

f. During awards, news media may take photographs. If the manager and contest officials agree that the flashes are causing interference with the conduct of the event, then they can require the photographer to cease use of the flash.

**C) Videotaping:** Spectators are prohibited to videotape performances. The local manager may provide videotaping of the

awards ceremony for purchase. The IHSA prohibits any taping for the purpose of video reviewing during the tournament.

**D) 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.

**E) 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.

**F) Automated External Defibrillators (AED):** Host schools must have an AED available and on site at all IHSA post season contests.

**G) 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 premises, and law enforcement officials will be called as warranted.

**H) 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 (SAWA). These forms can be found on the IHSA website at [www.ihsa.org](http://www.ihsa.org).

**I) Prayer at IHSA State Series Contest:** Prayer at an IHSA state series contest that takes place over the public address system is prohibited.

**J) 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.

**A) Awards Fulfillment:** All awards will be furnished by the IHSA and are not an expense charged upon the individual host. Regional and sectional level awards will be mailed to the host sites.

- 1) Duplicate awards will be presented in the case of ties.
- 2) Additional medallion awards can be purchased by the winning schools.

**B. Regional:** An awards ceremony will be held at the conclusion of each regional.

1. Team standings will be determined in accordance with the scoring system described in these terms and conditions.
2. Medals shall be awarded to the top four (4) winners in each Speech: Individual Event.
3. The winning Performance in the Round schools at each regional will receive a regional plaque.
4. The winning Speech: Individual Events schools at each regional will receive a regional plaque.

**C. Sectional:** An awards ceremony will be held at the conclusion of each sectional.

1. Team standings will be determined in accordance with the scoring system described in these terms and conditions.
2. Medals shall be awarded to the top three (3) winners in each Speech: Individual Event.
3. The winning Performance in the Round schools at each sectional will receive a sectional plaque.
4. The winning Speech: Individual Events schools at each sectional will receive a sectional plaque.

**D. State Final:** An awards ceremony will be held at the conclusion of the state final.

1. Team standings will be determined in accordance with the scoring system described in these terms and conditions.
2. Plaques will be awarded to the schools finishing first (1), second (2) and third (3) in Performance in the Round.
3. Medallions shall be awarded to the first (1) place Performance in the Round cast.
4. Medallions shall be awarded to the top six (6) winners in each Speech: Individual Event.
5. A trophy will be awarded to the teams finishing first (1), second (2) and third (3) place in Speech: Individual Events.
6. Medallions will be awarded to the schools of the first three placing teams in each respective division. In addition, four (4) coaches, one (1) superintendent, one (1) principal, and one (1) athletic/activity director will be presented with a medallion.
7. Duplicate awards will be presented in the case of team ties. In the event there is a tie for 1st place, the tie involves the 1st and 2nd places. The next place awarded shall be 3rd place. In the event there is a tie for 2nd place, the tie involves the 2nd and 3rd places. The next place shall be 4th place.
8. Competitors participating in the awards presentation shall wear their competition attire or school's official team attire. If a school fails to comply, they shall not be allowed to participate in the awards ceremony.

## XI. JUDGING

**A. Assignments:** In accordance with these terms and conditions, regional, sectional and state final managers shall select and assign hired judges after consultation and approval from their entire contest committee. 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 coach judges supplied by the participating schools and assigned by the contest manager. Each school with an entry at the

## X. AWARDS

state tournament must provide at least one (1) coach to serve as a judge at the state tournament.

1. Managers, in conjunction with their contest committees, are to select preferred qualified hired judges who have a background and experience in adjudicating Speech: Individual Event contests and who can provide solid critiques.

2. Hired judges should represent their respective regions and sections and be located as near to the contest site as possible.

3. Coaches(s) from participating schools must also be available throughout each contest level for judging assignments.

4. In regional contests, one (1) judge shall be used in each preliminary round of each speech individual event and three (3) judges shall be used in the final round in each event. For performance in the round, three (3) judges shall be used to determine the winners.

5. In sectional contests, two (2) judges shall be used in each preliminary round of each event and three (3) judges shall be used in the final round in each event. For performance in the round, five (5) judges shall be used to determine the winners.

6. In the state final, three (3) judges shall be used in the preliminary rounds of each event and five (5) judges shall be used in the final round of each event.

**B. Duties:** It shall be the duty of each judge to rank each performance in accordance to these terms and conditions.

1. The same judge shall rank all contestants within an event during all sections of a given round.

2. Each judge shall rank all contestants in each round in the order of the excellence of their performances.

3. Judges may not award the same ranking to more than one (1) performance in a given section.

4. 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.

5. A judge shall not confer with anyone one prior to the submission of their ballot. Procedural and rules questions can be directed to the room chair and contest management.

6. A judge shall not change or revise their ballot after it has been signed unless contest management has identified a clerical error.

7. No one may question a judge's ballot or confer with a judge concerning their decisions unless it is necessary to do so because the ballot is not legible, or the decisions or rankings were not made in conformity with the rules.

8. A judge shall not reveal their decisions to anyone prior to the announcement of final results.

**C. Fees:** The host manager is responsible for paying all judges within the framework of the budget for the contest approved by the IHSA office. Judges fees shall be paid as follows:

Regional: \$20.00 per round;

Sectional: \$20.00 per round;

State Final: \$25.00 per round;

Performance in the Round: \$10.00 per performance at all levels of competition.

A "round" is defined as each group of performances for which a judge completes a ballot.

**D. Mileage Reimbursement Policy:** In the state series (regional, sectional, state final), to assist IHSA hired judges with out-of-pocket expenses, they shall be reimbursed a travel allowance of \$.30 per mile in excess of 70 miles round trip.

1. A voucher system will be used to compensate judges when they drive in excess of 70 miles round trip per competition.

2. 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. Payment will be made through the IHSA office, after completion of the tournament series, at a rate of thirty (30) cents per mile for all mileage in excess of 70 miles round trip.

3. No compensation will be permitted for trips of less than 70 miles round trip.



## 2023-2024 Speech Event Summaries

In accordance with Section 1.450 of the IHSAA Constitution, the IHSAA Board of Directors has approved the Terms and Conditions governing the 2022-2023 IHSAA Speech State

Series. This document outlines the competitive events; however, it does not replace the terms and conditions which are the rules governing interscholastic speech competition.

Event questions can be directed to the regional, sectional or state final manager in addition to the IHSAA office.

### 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 Humorous Duet Acting and Dramatic Duet Acting is to provide students an opportunity to understand script analysis and develop 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. Sources of material include 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 transitions 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 VIII-A-1 of the Speech Terms and Conditions.

**Time Limit:** 8 minutes.

**Timekeeping Procedures:** See VIII-E of the Speech Terms and Conditions.

**Time Limit Penalty:** For each full thirty (30) seconds of overtime (8:30.01, 9:00.01, etc. - 1 tic past 8:30, 9:00, etc.) the contestant's ranking from each judge will be lowered by one (1) place. This reduction is mandatory and will be administered by 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:** One (1) solid standard table, with four legs, approximately 30" x 48" inches and two (2) chairs shall be provided by the host site. 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. Students are not allowed to

stand on the table and chairs at any time for liability reasons. No props, lights, staging, costumes, makeup, sound effects, etc., will be allowed. Visual aids are not permitted at any time, including handouts or materials before, during or after competition. A script may not be held.

**Presentation:** Performances must include an introduction written by the students to contextualize the performance and state the title and the author(s) of the material. The introduction will be included in the total presentation time. Characters may direct dialogue to off stage characters or to silent characters and /or audience (on and offstage focus). Performance shall be presented from memory.

**Standards for Excellence:** The material should provide opportunity for the actors to develop a balanced, 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. The selection should be such that the performers can respond emotionally to the thought and mood; the literature should be more than superficial in characterization or development of theme. The cutting should focus on the relationship(s) between the characters they create. Skills should focus on delivery, timing, and character development. The delivery should be such that techniques of acting are not obvious. The performer's voices should reveal the meaning and context of the lines, as should any bodily movement and blocking; the total effect should be real and genuine, rather than artificial, forced and mechanical. Attention should be paid to good pronunciation and articulation, adequate volume, tone, and acceptable vocal quality as determined by the characterization.

## DRAMATIC/HUMOROUS INTERPRETATION (DI/HI)

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

**Purpose:** The purpose of Humorous Interpretation and Dramatic Interpretation is to increase student's understanding of script analysis and the communication of ideas through performance to encourage the application of theories and principles in oral interpretation.

**Material:** Material must come from printed, published sources and must meet high standards for good literature. Sources of material include cuttings from plays, verse plays, teleplays, screenplays, one-character plays, monologues, soliloquies or other works that meet all criteria for the event may be presented. Though the performer may select to do multiple monologues, the presentation will be limited to a single work. Competitors may portray one or multiple characters. Material other than the author's work must be limited to 15%.

**Appropriateness of Material:** See VIII-A-1 of the Speech Terms and Conditions.

**Time Limit:** 8 minutes.

**Timekeeping Procedures:** See VIII-E of the Speech Terms and Conditions.

**Time Limit Penalty:** For each full thirty (30) seconds of overtime (8:30.01, 9:00.01, etc. - 1 tic past 8:30, 9:00, etc.) 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 are allowed. Visual aids are not permitted at any time, including handouts or materials before, during or after competition. A script may not be held.

**Presentation:** Performances must include an introduction written by the students to contextualize the performance and state the title and the author(s) of the material. The introduction will be included in the total presentation time. Although nonverbal body language is not prohibited, it should be used with restraint. Performance shall be presented from memory.

**Standards for Excellence:** The material should provide an opportunity for the student to demonstrate an understanding of the literature being presented through the 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, tone, and acceptable vocal quality.

## EXTEMPORANEOUS SPEAKING (EXTEMP)

**Definition:** Extemporaneous Speaking is the oral presentation of a speech on a selected topic of international or domestic issues in which a student is given limited preparation time of thirty (30) minutes to prepare an original seven (7) minute speech indicating their 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 (political, economic, cultural issues) and to develop the ability to think critically and 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:** International and domestic extemporaneous speaking topics will be generated and provided by the IHSA office. Student material must be original. The content, format, style, and thoughts of the material must be solely the product of the contestant. 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. Topics shall be worded in the form of question, which does not elicit blanket yes or no responses. Electronic storage devices can be used by extemporaneous speakers to store and retrieve their files. Cell phones or smart phones are prohibited from being used in limited prep events. **Appropriateness of Material:** See VIII-A-1 of the Speech Terms and Conditions.

**Time Limit:** Thirty (30) minutes of prep time will be provided in the prep room. Seven (7) minutes of speaking time will be allowed.

**Timekeeping Procedures:** See VIII-E of the Speech Terms and Conditions.

**Time Limit Penalty:** For each full thirty (30) seconds of overtime (7:30.01, 8:00.01, etc. or 1 tic past 7:30, 8:00, etc.) 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 seven (7) minutes.

**Use of Script, Props, and Visual Aids During Performance:** No properties will be allowed. Visual aids are not permitted at any time, including handouts or materials before, during or after the competition. Only notes/notecards of any size/type made during the timed preparation period are allowed for use during the speech.

**Presentation:**

1. Start the Round: All scheduled extemporaneous speakers will begin in the extemporaneous speaking prep room. The extemporaneous prep room should be used by all speakers and have tables and chairs or desks for the students to work. A prep room monitor in charge of the room shall be present during the preparation time to see that all the rules regarding the preparation period are observed and to assure that there is no consultation and that only the allowable materials are used in the designated prep room. Contest managers shall publish and post specific preparation and performance times for each contestant in each round.





2. Draw the Topic: According to their order of speaking at intervals to provide each contestant 30 minutes of preparation time, the prep room monitor shall provide each speaker an envelope containing six (6) topics. Each round will receive 6 topics on the following categories:

Round 1 - International topics

Round 2 - Domestic topics

Final Round - In the news/international and domestic topics combined

The contestant shall draw three (3) topics randomly from the six (6) provided in the envelop and, within one minute, choose the one on which to speak. The choice of the drawing shall be recorded by the prep room monitor. There will be a separate set of questions for each round. Contestants will speak on a different topic in each round.

3. After the Draw: After receiving the topics, the student may not leave the prep room (unless for an emergency) without the authorization of the prep room monitor or consult with anyone during their allotted prep time. In the prep room, the speaker may access and review research and evidence such as published books, periodical articles, newspaper articles, think tank articles, government reports, journal articles, annotated bibliography, etc. or copies of such materials. Students must provide their own preparatory materials and/or a device to access these sources online. Electronic storage/retrieval devices can be used by extemporaneous speakers to store and retrieve their files. No other source materials will be allowed in the extemporaneous prep room other than stated above. Pre-written extemporaneous speeches, past speeches, handbooks, briefs, notes or prepared outlines are prohibited from the prep room, whether stored electronically or present in hard copy form. During the prep time students can outline arguments with the supporting materials they brought and practice delivery.

4. Electronic Devices: Electronic retrieval devices are defined as laptop computers, netbooks, iPads, or other portable electronic retrieval equipment. For further clarification refer to the Laptop Use in Extemporaneous Speaking document in this manual. Computers or other electronic devices (cell phones) may be used to receive information from outside of the prep room and/or competition room. Students are allowed to access the internet during the preparation period; however, they are not allowed to communicate with another person during their preparation period. Contestant's may use a stopwatch, including the one on their phone, to monitor their prep time. No other material shall be allowed in the extemporaneous prep room other than stated above. Violation of these terms may result in the student being ranked last in the round up to disqualification from the tournament.

5. Speaking: A room manager will call the designated student into the competition room. The topic chosen and spoken on by the contestant shall be presented to the judge(s). In all contests, the competitor shall begin thirty minutes after the first contestant has drawn their topic. Extemporaneous speaking competition rounds are open to spectators, including all participants.

**Standards for Excellence:** The material should be an original speech created during the prep time addressing the selected question. The speech should be well supported, clearly organized. The organization of the speech should be such that the introduction gains attention, states a clear thesis and previews the main points which are clear and logical. The body of the speech should structure concise arguments supported with evidence. The development of the speech should be such that the speaker does not deviate from the topic, progresses with the topic, and demonstrates reasonable analysis. The message should display preparation, knowledge and clear thinking. The organization should demonstrate an evident logical development of ideas and arguments. The conclusion should summarize the speakers' position and review the main points in addition to linking back to the introductory attention getter. The information used by the speaker should be accurate, pertinent and demonstrate a thorough knowledge of the topic. In delivery, the speaker's style should hold attention and display an effective use of language. The speaker should be poised and maintain eye contact with the audience. The speaker's voice should be clear, direct, real and genuine, rather than mechanical and forced. Nonverbals and bodily movement should enhance the message and be effective without being distracting. The delivery should be sincere, interesting and should indicate the speaker's familiarity with the topic. The total presentation should be natural and interesting. Attention should be paid to good pronunciation and articulation, adequate volume, tone and acceptable vocal quality and demonstrate true extemporaneous style.



## IMPROMPTU SPEAKING (IMPT)

**Definition:** Impromptu Speaking is the oral presentation of a speech in which a student is given limited preparation time of two (2) minutes to select a topic and prepare to deliver an original six (6) minute speech indicating their knowledge of abstract ideas concerning an assigned topic.

**Purpose:** The purpose of Impromptu Speaking is to utilize a speaker's ability to creatively and logically analyze a prompt, process their thoughts, organize points, and deliver a meaningful speech in a clear, coherent and skillful manner.

**Material:** Impromptu speaking topics will be generated and provided by the IHSAA office. Student material must be original. The content, format, style, and thoughts of the material must be solely the product of the contestant. In a given round, all students within the same section will speak on a topic of their choice from a selection of three topics. Topics shall be chosen from the following categories: Quotations, Phrases and Proverbs. Judges will be given the three topics that the students may select. Cell phones or smart phones are prohibited from being used in limited prep events.

**Appropriateness of Material:** See VIII-A-1 of the Speech Terms and Conditions.

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

**Timekeeping Procedures:** See VIII-E of the Speech 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.) 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:** No properties will be allowed. Visual aids are not permitted at any time, including handouts or materials before, during or after the competition. Only one (1) notecard of any size/type made during the preparation time is allowed for use during the speech.

**Presentation:**

1. Start the Round: All scheduled impromptu speakers will begin in the competition room. The room chair will welcome the speakers and take roll. The speakers will then be dismissed to the hallway or an adjacent room where they cannot hear the presentations. The first scheduled speaker will remain in the competition room.

2. Speakers: Speaker may not enter the competition 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.

3. Selecting the Topic: A table and chair or desk located behind the judge(s) should be provided in the impromptu speaking room. The speakers should prep while seated behind the judge(s). The room chair shall provide an envelope with the three (3) impromptu topics to the speaker. The speaker shall select a topic in which to speak and then return the topics to the room chair. Immediately upon opening the envelope and reading the topics, prep time has begun and the student shall have two (2) minutes to prepare a speech without consultation and without

references to prepared notes. After receiving the topics, the student may not leave the room (unless for an emergency) or consult with anyone during his/her allotted prep time. Contestant's preparation materials are limited to a stopwatch, a writing implement and one (1) notecard 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 should not be used as a time piece. Students may not consult published books, magazines, newspapers, journals, articles, speeches, handbooks, briefs, summary notes, annotated bibliography, outlines, etc. or copies of such materials. No electronic retrieval device may be used. During the preparation period, the contestant shall not receive advice, information or suggestions from anyone. After the two (2) minute prep time the speaker will begin their speech.

4. Continuing the Round: 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. For each round, a different impromptu topic category will be used. All sections from each round shall receive topics from the same genre. For each section, the students will receive the same three topics. Students may not enter the competition room until the room chair directs them to enter.

**Standards for Excellence:** The material should be an original speech created during the prep time addressing the selected topic. The speech should be clearly organized and supported. The organization of the speech should be such that the introduction gains attention, states a clear thesis and previews the main points which are clear and logical. The body of the speech should be concise and structured. The development of the speech should be such that the speaker does not deviate from the topic, progresses with the topic, and demonstrates reasonable analysis. The message should display clear thinking. The organization should demonstrate an evident logical development of ideas. The conclusion should summarize the speakers' thesis and review the main points in addition to linking back to the introductory attention getter. 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. The speaker should maintain eye contact with the audience. The speaker's voice should be clear, direct, real and genuine, rather than mechanical and forced. Delivery should be sincere, interesting and should indicate the speaker's analysis and familiarity with the topic. Nonverbals and bodily movement should enhance the message and be effective without being distracting. The total presentation should be natural and interesting. Attention should be paid to good pronunciation and articulation, adequate volume, tone and acceptable vocal quality and demonstrate true impromptu style.



## INFORMATIVE SPEAKING (INFO)

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**Definition:** Informative Speaking is the oral presentation of the student's original expository speech.

**Purpose:** The purpose of Informative Speaking is to guide students in audience analysis, topic selection, research, organization and development of a sense of literary style in speech designed to elevate of level of significant information for an audience. The goal is to educate not advocate.

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

**Appropriateness of Material:** See VIII-A-1 of the Speech Terms and Conditions.

**Time Limit:** 8 minutes.

**Timekeeping Procedures:** See VIII-E of the Speech 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.) 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: No properties will be allowed. Visual aids are not permitted at any time, including handouts or materials before, during or after the competition. Notes, notecards or manuscript may be used.

**Presentation:** Students may use notes, notecards, or manuscripts or speak from memory.

**Standard for Excellence:** The material should be an original speech on a subject of current interest. The student should describe, clarify, illustrate or define an object, idea, concept or process. The topic of the speech should have a clear purpose. The speech should be well researched, clearly organized and presented with evidence and logic. The material should display preparation, knowledge and clear thoughts. The organization should demonstrate an evident organizational pattern with a logical development of ideas. The style should indicate an effective choice of words and phrases. The content should be coherent and unified with a range of properly cited support materials including quotations, statistics, examples, comparisons, and analogies. The speaker should maintain direct eye contact with the audience. The speaker's voice should be real and genuine, rather than mechanical. Nonverbals and bodily movement should enhance the message and be effective without being distracting. The delivery should be sincere, interesting and should indicate the speaker's familiarity with the content and passion for the topic. The total presentation should be natural and interesting, and the speaker's voice should be clear and direct. Attention should be paid to good pronunciation and articulation, adequate volume, tone and acceptable vocal quality.

## ORIGINAL COMEDY (OC)

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**Definition:** Original Comedy is the oral presentation of the student's original comedic work.

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

**Material:** Material must be original. 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. No more than 150 words of the speech may be direct quotation.

**Appropriateness of Material:** See VIII-A-1 of the Speech Terms and Conditions.

**Time Limit:** 8 minutes.

**Timekeeping Procedures:** See VIII-E of the Speech 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.) 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, including costumes, will be allowed. Visual aids are not permitted at any time, including handouts or materials before, during or after the competition. Notes, notecards or manuscripts may be used.

**Presentation:** Students may use notes, notecards or manuscripts or speak from memory.

**Standards for Excellence:** The material should be original content on a subject of general interest and not offensive to any audience. The speech should be organized around some unifying idea or theme and should be entertaining. The style should indicate a creative, effective choice of words, phrases and literary devices. The delivery should be clear and lively. Nonverbals and bodily movement should enhance the message and be effective without being distracting. The total presentation should be pleasing with the speaker using appropriate volume. Attention should be paid to good pronunciation and articulation, adequate volume, tone and acceptable vocal quality as determined by the original script.



## ORATORICAL DECLAMATION (DEC)

**Definition:** Oratorical Declamation is the oral presentation of persuasive or inspirational material of literary merit.

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

**Material:** Material must come from appropriate printed, published sources and must meet high standards for good literature. Material can come from editorial, essays, speeches, commencement address, etc. and be pertinent to current issues.

**Appropriateness of Material:** See VIII-A-1 of the Speech Terms and Conditions.

**Time Limit:** 8 minutes.

**Timekeeping Procedures:** See VIII-E of the Speech Terms and Conditions.

**Time Limit Penalty:** For each full thirty (30) seconds of overtime (8:30.01, 9:00.01, etc. - 1 tic past 8:30, 9:00, etc.) 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 will be allowed. Visual aids are not permitted at any time, including handouts or materials before, during or after competition.

**Presentation:** Performances must include an introduction written by the students to contextualize the performance and state the title and the author(s) of the material. The introduction will be included in the total presentation time. Although nonverbal body language is not prohibited, it should be used with restraint. Performance shall be presented from memory.

**Standards for Excellence:** The material should be a logical cutting that provides the interpretation intended by the author. The organization should be clear and focused upon the purpose of the author's original material. The delivery should indicate the speaker's familiarity with the material and convey a message with clarity and emotion in an engaging manner. The speaker should maintain direct eye contact with the audience. The speaker's voice should reveal the meaning and intent of the selection, as should any bodily movement; the total effect should be real and genuine, rather than artificial and mechanical. The total presentation should be natural and interesting. The speaker's voice should be clear and direct. Attention should be paid to good pronunciation and articulation, adequate volume, tone and acceptable vocal quality as determined by the interpretation.

## ORIGINAL ORATORY (OO)

**Definition:** Original Oratory is the oral presentation of the student's original persuasive speech.

**Purpose:** The purpose of Original Oratory is to guide students in audience analysis, topic selection, research, organization, and development of a sense of a literary style in a speech designed to express convictions and persuade an audience.

**Material:** Material must be original. The content, format, style and thoughts of the speech must be the product of the contestant. No more than 150 words in the speech may be direct quotation. Appropriateness of Material: See VIII-A-1 of the Speech Terms and Conditions.

**Time Limit:** 8 minutes.

**Timekeeping Procedures:** See VIII-E of the Speech 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.) 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 will be allowed. Visual aids are not permitted at any time, including handouts or materials before, during or after the competition. Notes, notecards or manuscripts may be used.

**Presentation:** Students may use notes, notecards or manuscripts or speak from memory.

**Standards for Excellence:** The material should be an original speech on a subject of current interest. The speech should be well researched, clearly organized and presented with evidence, logic, and emotional appeals. The content should contain a clear purpose with an urge to action. The message should display preparation, knowledge and clear thoughts. The organization should demonstrate an evident logical development of ideas. The style should indicate an effective choice of words and phrases. The speaker should maintain direct eye contact with the audience. The speaker's voice should be real and genuine, rather than mechanical. Nonverbals and bodily movement should enhance the message and be effective without being distracting. The delivery should be sincere, interesting and should indicate the speaker's familiarity with the content and passion for the topic. The total presentation should be natural and interesting, and the speaker's voice should be clear and direct. Attention should be paid to good pronunciation and articulation, adequate volume, tone and acceptable vocal quality.

## POETRY READING (PT)

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**Definition:** Poetry Reading is the oral interpretation of poetry.

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

**Material:** Material must come from appropriate printed, published sources and must meet high standards for good literature. Material must come from poetic literature. Compilations of poems are permissible. Each contestant will prepare one (1) program of one (1) or more poem(s).

**Appropriateness of Material:** See VIII-A-1 of the Speech Terms and Conditions.

**Time Limit:** 8 minutes.

**Timekeeping Procedures:** See VIII-E of the Speech Terms and Conditions.

**Time Limit Penalty:** For each full thirty (30) seconds of overtime (8:30.01, 9:00.01, etc. - 1 tic past 8:30, 9:00, etc.) 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 are allowed. Visual aids are not permitted at any time, including handouts or materials before, during or after the competition. The script (poetry book) will be held.

**Presentation:** Performances must include an introduction written by the students to contextualize the performance and state the title of the programs and/or poem(s) and the author(s) of the material. The introduction will be included in the total presentation time. Although nonverbal body language is not prohibited, it should be used with restraint.

**Standards for Excellence:** The material should convey the theme selected and 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 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 gain eye contact with the audience; their voice should be clear and direct and the volume adequate; the total presentation should be natural and interesting. The reader'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, tone, and acceptable vocal quality as determined by the interpretation.

## PROSE READING (PR)

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**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 theories and principles of oral interpretation.

**Material:** Material must come from appropriate printed, published sources and must meet high standards for good literature. Material must come from prose literature. Sources of material include cuttings from novels, short stories, biographies, nonfiction, letters and diaries. The use of dramatic literature is not permitted. Each contestant will prepare one (1) Prose Reading selection. Cuttings must contain less than 50% dialogue.

**Appropriateness of Material:** See VIII-A-1 of the Speech Terms and Conditions.

**Time Limit:** 8 minutes.

**Timekeeping Procedures:** See VIII-E of the Speech Terms and Conditions.

**Time Limit Penalty:** For each full thirty (30) seconds of overtime (8:30.01, 9:00.01, etc. - 1 tic past 8:30, 9:00, etc.) 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 are allowed. Visual aids are not permitted at any time, including handouts or materials before, during or after the competition. The script (prose book) will be held.

**Presentation:** Performances must include an introduction written by the students to contextualize the performance and state the title and the author(s) of the material. The introduction will be included in the total presentation time. Although nonverbal body language is not prohibited, it should be used with restraint.

**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 reader should gain eye contact with the audience; their voice should be clear and direct and the volume adequate; the total presentation should be natural and interesting. The reader'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. The reader should be natural and interesting. Attention should be paid to good pronunciation and articulation, adequate volume, tone, and acceptable vocal quality as determined by the interpretation.

## RADIO SPEAKING (RADIO)

**Definition:** Radio Speaking is the oral presentation of a newscast in which a student is given limited preparation time of forty-five (45) minutes to select, cut, and prepare to deliver an original five (5) minute broadcast of news stories and a commercial indicating their knowledge of compiling provided stories.

**Purpose:** The purpose of Radio Speaking is to encourage a student to gain experiences in broadcasting concentrating on clarity, style and delivery.

**Material:** Radio speaking script content will be generated and provided by the IHSA office. This material will include a prepared commercial advertising a product or service that must be used in the speakers' script. From this provided material, the contestant will prepare a newscast by deleting any parts or items. No new content or original material may be added except introductions, transitions, and conclusions. The use of creative transitions, commentary and colorful verbs in sports, weather and the commercial are allowed to enhance the performance. Contestants may enter the preparation room with prepared outside content provided it is limited exclusively to transitions, introductions, or conclusions. Different radio script material will be supplied for each round. A copy of the radio script material will be provided to the judge(s). Cell phones or smart phones are prohibited from being used in limited prep events.

**Appropriateness of Material:** See VIII-A-1 of the Speech Terms and Conditions.

**Time Limit:** 4:50 to 5:05 with the speaker expected to finish at 5:00. In radio speaking, the timer will announce the total performance time out loud to competitors and judge(s) at the end of a student's performance.

**Timekeeping Procedures:** See VIII-E of the Speech Terms and Conditions.

**Time Limit Penalty:** If the contestant does not finish within the time allowed, 4:50 to 5:05, they will be ranked last in the round and the other contestants' ranks will be adjusted. This reduction is mandatory and will be administered by the contest management.

**Use of Script, Props, Visual Aids During Performance:** No properties will be allowed. Visual aids are not permitted at any time, including handouts or materials before, during or after the competition. The speakers will read from their script developed during the preparation time. The students may not utilize any electronic or mechanical device in their performance other than the microphone provided by the management and a timing device. Students may use a stopwatch to monitor their performance time.

**Equipment:** The following equipment will be provided for radio competition:

- 1 Table - no smaller than 48" x 24"
- 1 Chair
- 1 Adjustable mic stand
- 1 Multidirectional microphone
- 1 Speaker system

### Presentation:

1. Start the round: All scheduled radio speakers will begin in the radio speaking prep room. The radio prep room should be used by all speakers and have tables and chairs or desks for the students to work. A prep room monitor in charge of the room shall be present during the preparation time to see that all the rules regarding the preparation period are observed and to assure that there is no consultation and that only the allowable materials are used in the designated prep room. The prep room

monitor in charge of the room shall see that all the rules regarding the preparation period are observed. Contest managers shall publish and post specific preparation and performance times for each contestant in each round.

2. Prep the script: The radio speaking prep room monitor will provide scripts to the competing radio speakers prior to each round. The preparation period shall begin approximately forty-five (45) minutes before the contest is scheduled to begin. Contestants preparation materials are limited to a stopwatch, writing implements, folders, scissors, tape/glue sticks, markers, and highlighters. During the preparation time, speakers shall not receive advice, information or suggestions from anyone. Provided script material will be different for each round. No other material shall be allowed in the radio speaking prep room other than stated above; this includes cell phone devices which should not be used as a time piece.

3. Speaking: A room manager will call the designated student into the competition room. The contestants should perform in an adjoining room from the judges and audience by speaking into a standard public address microphone while seated at a table. The public address speaker unit must be arranged so that the speaker's voice will be clearly audible to the judge and the audience. Competitors shall have the option of requesting a microphone check prior to the beginning their performance. A 'countdown' does not count as part of a microphone check and should not be used. Timing shall begin with the first word spoken by a competitor and timing should not including the microphone check prior to the performance. All words spoken after timing begins will be considered to have gone out 'on the air' as part of the newscast.

**Standards for Excellence:** The material should be an original newscast created during the prep time utilizing the provided content. The newscast should be compiled in a well-organized, logical manner. The source news stories and commercial provided by the state office should be cut and edited in a concise manner with special effort to adhere as close as possible to the five (5) minute time limitation. The development of the newscast should be such that the speaker does not deviate from the provided script, progresses with the content and demonstrates reasonable analysis in the cutting and editing of news. The radio script should display clear thinking and the organization should demonstrate an evident logical development of stories. 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. Reading clarity and the appeal of the stories selected should be considered when evaluating a clearly communicated newscast. Students must use the news script provided by the contest, and may not add material, except transition sentences, introductions (such as call letters) and conclusions. In delivery, the speaker should be poised, hold attention, and use language effectively. The speaker's voice should be fluent and clear, and delivery should be sincere. The total presentation should be natural and interesting. Attention should be paid to good pronunciation and articulation, adequate volume, tone and acceptable vocal quality and demonstrate true radio broadcasting style. The time limit is 4:50 to 5:05 with the student expected to finish at 5:00 minutes.



## SPECIAL OCCASION SPEAKING (SOS)

**Definition:** Special Occasion Speaking is the oral presentation of the student's original speech where the student is himself or herself at his or her current age speaking in a realistic situation for the purpose of entertaining an audience.

**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 organized around a central theme and designed to make a serious point through the use of humor.

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

**Appropriateness of Material:** See VIII-A-1 of the Speech Terms and Conditions.

**Time Limit:** 8 minutes.

**Timekeeping Procedures:** See VIII-E of the Speech 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.) 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 will be allowed. Visual aids are not permitted at any time, including handouts or materials before, during or after the competition. Notes, notecards or manuscripts may be used.

**Presentation:** Students may use notes, notecards or manuscripts or speak from memory.

**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 with the use of supporting materials. 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.

## PERFORMANCE IN THE ROUND (PIR)

**Definition:** Performance in the Round is the presentation of material involving three or more students in a space where the fourth wall is removed thus bringing actor into the same space as the audience.

**Purpose:** The purpose of Performance in the Round is to provide students with expanded acting opportunities in non-traditional spaces.

**Material:** Material can be original works and/or scripted published works of humorous and/or dramatic nature. Literature, full length works, excerpts, adaptations, and compilations are permissible.

**Appropriateness of Material:** See VIII-A-1 of the Speech Terms and Conditions.

**Time Limit:** The time limit for a PIR performance is fifteen (15) minutes.

**Timekeeping Procedures:** Performances shall not exceed fifteen (15) minutes in length from the initial performance element to the final performance element. In addition to the actual performance time, each PIR will have an additional thirty (30) seconds to "place or set up" and thirty (30) seconds to "remove or take down" their allowable materials. After the physical set-up, the circle is cleared. The actual performance begins as soon as the name of the school performing, the title of the performance, and the author(s) of the performance is announced by the room chair. Timers shall start the clock with the first identified audio and or visual element inside or outside of the performance circle after the room chair's introduction.

1. Two (2) timers shall keep time and follow the same procedures as outlined in VIII-E of the Speech Terms and Conditions.

2. The director/student of each PIR shall describe to the timers prior to the start of the performance, the precise moments of the initial cue and final performance element. Timers shall use these cues as guidelines to start and stop timing. Official timing will begin with the first performance element and conclude with the final performance element.

3. For each full thirty (30) seconds of overtime (15:30.01, 16:00.01, etc. or 1 tic past 15:30, 16:00 etc.) the performances ranking from each judge will be lowered by one (1) place. Both timers must confirm the overtime. This reduction is mandatory and will be administered by the contest manager. The other performances ranks will not be affected. There is no penalty for performing less than fifteen (15) minutes.

**Use of Script, Props, and Visual Aids:** Costumes and personal hand-held props may be used. Footwear must be worn by all members of the cast. No scenery may be used. No auxiliary/supplemental lighting shall be used. Facility lighting will always remain on. Two (2) solid standard tables with four legs approximately 30" x 40" inches in length and ten (10) chairs shall be provided by the host site. 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. Students are not allowed to stand on the table and chairs at any time for liability reasons. Scripts/interp. books may be held.

**Presentation:** The actual performance space shall be in a 16-foot diameter taped circular area. The width of the aisle should be no less than 30 inches. This may be in a classroom, study hall, cafeteria, gymnasium, music room, multi-purpose room, auxiliary space, or a stage, etc. and can be marked off with tape. The audience will be in an arena arrangement and the performance space in the center of the area. The audience will be placed around the performance space at an appropriate distance as allowed by the performance area from the circle allowing for adequate movement. Judges need to be positioned an equal distance apart from one another around the circle, as reasonably possible. Avoid sitting judges directly beside aisle. Judges seating positions must be approved by the committee the day of the performance. Except for music and sound effects, all performance elements, including off stage dialogue, must be within the 16-foot circle. Four (4) entrance and exit shall be at spaced equally around the circle. Note: See illustration.

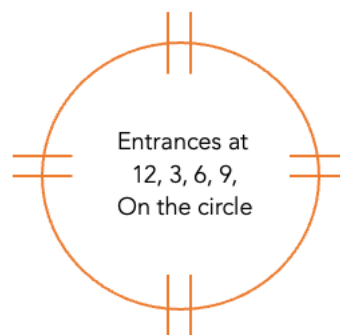
1. Live and/or electronic music/sound effects may be used. If used, music/sound should enhance the performance, not dominate the performance. Only eligible students are permitted to operate any technical equipment during the performances.

2. Performers may enter and leave the performance space aisles as dictated by the director and/or script.

3. Character(s) performing solo or ensemble singing initiated within the performance circle must resolve itself upon leaving the circle. Solo or ensemble singing initiated while outside of the circle should support contextual mood and not represent a specific character(s) intension and must resolve itself upon entering the performance circle. No performance elements should occur in the aisles. For entrances and exits, performers may only maintain physical (no verbal/sound) characterization.

4. General Penalty for Violations in PIR: 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 PIR's ranking in the round where the violation occurs be

changed to last and the ranks of other contestants will be adjusted as necessary.



**Judging:** Each performance in the round will only perform once at regionals and sectional. The state final will have preliminary and final rounds in PIR.

1. At regionals three (3) judges shall be used. The top four finishers from each regional shall advance to sectionals.

2. At sectionals five (5) judges shall be used. The highest and lowest rankings shall be dropped. The top three finishers from each sectional shall advance to the state final.

3. At the state final three (3) judges shall be used for the preliminary rounds. The final round shall have five (5) judges and the highest and lowest rankings shall be dropped.

**Ties:** Ties will be broken for advancement. The Judges Preference tie break process will be used to break ties.

**Standards of Excellence:** The material should provide an opportunity for the performers to develop an understandable sequence with coherence and clarity. The movement should flow naturally from the performers, giving proper focus to action and reaction. The performance should use space effectively to provide for optimum visual effects.





## Individual Events Competition Information

**Regional and Sectional Assignments:** Entered schools will be assigned to a regional by the IHSA. Regional assignments are available online at [www.ihsa.org](http://www.ihsa.org) under the "Individual Events" link - <https://www.ihsa.org/Sports-Activities/Speech>. Click on "State Series Information & Results" and then "Assignments". Regional and sectional assignments will be posted in December.

**List of Participants:** To participate in the Speech: Individual Events State Series, schools must complete the following information by noon, Monday, January 29, 2024.

- IHSA List of Participants (LOP) - Registration for the state series will be completed online using speech wire. Coaches will login using their speechwire password at [www.speechwire.com](http://www.speechwire.com). Schools should print a copy of each page of the online forms for their records and take them to the regional entry meeting and to competition. If a school does not submit their online list of participants by the deadline, coaches and/or participants from that school are subject to penalties, which could include but not be limited to being ruled ineligible to coach or compete in the state series and/or charged \$100.00 for breach of contract. Any changes to the original entry must be made online prior to the list of participants deadline.

**Regionals:** Regional level competitions will be held on Saturday, February 3<sup>rd</sup> at various locations around the state. Regional performance order for competition will be posted online at [www.speechwire.com](http://www.speechwire.com). A regional entry meeting will be conducted on Monday, January 29<sup>th</sup> to confirm all entries, review proof of publication and answer any coaches questions.

**Regional Level Advancement of Winners & Awards:** The top four (4) events from each regional shall advance to sectional level competition. The advancing students in individual events from each regional shall receive regional medals. The winning performance in the round shall receive a regional championship plaque. The top team from each regional shall receive a regional championship plaque.

**Sectionals:** Sectional level competitions will be held on Saturday, February 10<sup>th</sup> at various locations around the state. Sectional performance order for competition will be posted online on [www.speechwire.com](http://www.speechwire.com).

**Sectional Level Advancement of Winners & Awards:** The top three (3) events from each regional shall advance from each sectional to the state final. The advancing students in individual events from each sectional shall receive sectional medals. The winning performance in the round shall receive a sectional championship plaque. The top team from each sectional shall receive a sectional championship plaque.

**Judging Assignments:** Assignment of judges shall be made under the authority of the IHSA and the Speech Terms and Conditions. Contact is made by the IHSA/IHSA representatives to persons selected as hired and/or coach judges for the IHSA speech state series.

**Speech coaches must be available to judge during all levels of the state series.**

1. Regional Judges: Regional host site managers in conjunction with their regional contest committee will recommend judges at the regional level. All hired regional judges must have the written approval of all regional committee members.
2. Sectional Judges: Sectional host site managers in conjunction with their corresponding regional managers will recommend judges at the sectional level. All hired sectional judges must have the written approval of all sectional committee members.
3. State Final Judges: Regional and sectional host site managers along with the state final committee (At-large committee members appointed by the IHSA) will meet in December to recommend hired judges for the state final. All hired regional judges must have the written approval of the state final committee (Sectional managers and at-large IHSA appointed committee members). The state final committee will meet again on Sunday, February 11<sup>th</sup> to contact and place coach judges for the state final.
4. Judging Guidelines: All judge selection must follow the IHSA Speech: Individual Events Terms and Conditions. At every level, efforts are made to have a pool of diverse judges that represent the various parts of the state. Effort is also made to avoid using judges in the same event(s) in the state finals as they may have judged in a regional or sectional. Additional input from coaches regarding the selection of potential hired judges can always be made directly to the IHSA office. Coaches are reminded to rate/recommend judges with the top 15 list provided in this manual. If you are interested in judging, please contact the IHSA.

**Future Sectional Host Sites:** Schools interested in being a host site for regional or sectional contests can enter information through the IHSA Schools Center under "Host Availability" and complete the "Facilities Survey" or contact the IHSA at [ccarr@ihsa.org](mailto:ccarr@ihsa.org).

**State Final Information:** For advancing schools, state final qualifiers information will be online on the "Individual Events" menu page under "Resources". Coaches can register at the state final on Friday, February 16<sup>th</sup> from noon to 1:00 p.m. at the Ballroom Level of the Peoria Civic Center (PCC). Tournament central will be on the second level of the PCC. State final programs and state final souvenir merchandise will be available for purchase at the state final on Friday and Saturday.

### State Final Structure:

Friday: Preliminary rounds of competition in all events.



Saturday: Preliminary and final rounds of competition in all events.

**State Final Awards:** An awards ceremony will be conducted at the conclusion of competition. The state champions will perform in each event. Awards will be presented as follows:

Individual Events: 1<sup>st</sup> through 6<sup>th</sup> places – state medals

Performance in the Round: 1st through 3rd places – plaques

Performance in the Round: 1<sup>st</sup> place – state medals

Speech: Individual Event Teams: 1st through 3rd places – team trophy and state medals

**Fans & Tickets:** There is no admission charge for the IHSA Speech State Series. Fans are encouraged to attend and adhere to the spectator guidelines outlined by the room chairs and tournament management.



## Instructions for Submitting List of Participants

Schools should complete their online *List of Participants* to enter their team or individual(s) and coaches. IHSA will provide this data to your regional/sectional manager. Any changes to the original entry must be made online prior to the List of Participants deadline.

### INSTRUCTIONS TO COMPLETE THE ONLINE LIST OF PARTICIPANTS FOR INDIVIDUAL EVENTS

Registration for the State Series will be completed online using Speech Wire. Coaches will login using their Speech Wire password at [www.speechwire.com](http://www.speechwire.com). The registration deadline will be at noon on Monday, Jan. 29, 2024. A paper copy of the registration materials should be brought to the meeting.

### LIST OF PARTICIPANTS DEADLINE:

**Individual Events**—January 29, 2024 **by noon** (Take a copy to the Regional Entry Meeting)



## 2023-24 IHSA Provisions for Laptop Use in Extemporaneous Speaking

During the IHSA Speech: Individual Events State Series, in Extemporaneous speaking, during competition: preparation and performance, the internet MAY be used, but is NOT required for preparation. Extemporaneous Speaking contestants may make use of electronic storage/retrieval devices to store and to retrieve their subject files during the IHSA speech state series.

**Preparation:** As soon as a question is chosen, the contestant will prepare a speech without consultation and without references to prepared notes. Students may consult published books, magazines, newspapers and journals or other articles, including Internet enabled devices either used in the draw or those materials published from Internet sources, provided:

- 1 They are originals or copies of whole pages.
- 2 Provided those originals or copies are uncut.
- 3 There is no written material on that original or copy other than citation information.
- 4 Contestants with laptops are responsible for providing sufficient battery power. No electrical power will be supplied by the tournament, and contestants may not be able to plug into outlets in the Extemp prep area.
- 5 Topical index without annotation may be present.
- 6 Files may also be stored either on a computer or electronic device hard drive or cloud storage system. All files in this format must meet the same guidelines as printed sources.
- 7 No other material will be allowed in the Extemp prep room other than stated above. Extemp speeches, handbooks, briefs and outlines, including those stored on cloud storage systems or published on websites created for that purpose, are prohibited from the Extemp prep room. Students may not use the internet to gain help from coaches, other students, or any person, such that it would prevent the speech from being the original work of the competitor. Students are prohibited from accessing outlines and speeches that have been written prior to their draw time. Underlining or highlighting in Extemp files are allowed.

Contestants may use electronic devices (including laptop computers, tablets, and/or cell phones) to access the internet during rounds with the following conditions:

- 1 Computers or other electronic devices may not be used to receive information for competitive advantage from non-competitors (coaches, assistant coaches, other non-competing students) inside or outside of the room in which the competition occurs. Information that would be restricted would include but not be limited to coach/non-participating competitor generated arguments, advice on arguments to run, and other information not generated by participating competitors in your round.
- 2 Internet access may be used to retrieve files and research arguments.
- 3 Availability of Evidence: Contestants electing to use computers have the responsibility to promptly provide a copy of any evidence read in a speech for inspection by the prep monitor or other tournament official.
- 4 Contestants electing to use computers are responsible for providing their own computers, batteries, extension cords, and all other necessary accessories. Tournament hosts will not be responsible for providing computers, printers, software, paper, or extension cords for contestants. Host schools may provide wireless internet access, but will not guarantee that contestants will be able to gain access when needed.
- 5 Contestants choosing to use laptop computers and/or related devices accept the risk of equipment failure. Tournament officials will give no special consideration or accommodation, including no additional prep time, should equipment failure occur.

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**Penalty: Any student found in violation of these terms will be ranked last in the round wherein the violation occurred and risks disqualification from the tournament**

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# Illinois High School Association Speech Judges List

Rank order your recommendation of the top speech judges that should be consider to judge at the IHSA Speech State Series. These names will be confidentially secured by the IHSA and used when selecting state series judges. Copies of critique sheets may be included. Please report any concerns regarding judges to the IHSA office.

Judge Name	Events	Contact Information (E-mail or Phone)
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To have the listed names considered for state series judging, please return this form to  
 Susan Knoblauch, IHSA, 2715 McGraw Drive, Bloomington, IL 61704  
 E-mail [sknoblauch@ihsa.org](mailto:sknoblauch@ihsa.org) or Fax: 309-663-7479 by December 1, 2023.

## 2023-2024 IHSA Replacement Pricing and Order Form For Additional State Series Awards

**TOURNAMENT HOSTS: DO NOT USE THIS FORM.** An order form for STATE SERIES TIES is provided in the Manual for Schools for each sport.

- 1.) Please print and complete this form with Official Representative Signature.
- 2.) Please fax or email completed form to Cheryl Lowery @ 309-663-7479 (clowery@ihsa.org).
- 3.) From this form, an invoice will be generated and emailed back to the school email address supplied

This form is to be used only if the school is purchasing awards for one of the following reasons (check one):

<input type="checkbox"/> Team Roster Exceeds the number allowed in the T&C's <input type="checkbox"/> Dual Campus <input type="checkbox"/> Broken-Replacement	<input type="checkbox"/> Coop School <input type="checkbox"/> Lost-Replacement <input type="checkbox"/> State Awards: Music Sweepstakes
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Sport or Activity: \_\_\_\_\_ Year: \_\_\_\_\_ Qty.: \_\_\_\_\_ Place: \_\_\_\_\_

Gender:     Girls     Boys     Co-Ed

Classification:

1A    2A    3A    4A    5A    6A    7A    8A    No Classification  
 A    AA    MUSIC SWEEPSTAKES ONLY (Indicate Classification: AA, A, B, C, D)

Level of Competition:     Regional     Sectional     Super-Sectional     State

1-5 (\$6.00)     6-12 (\$9.00)     13-24 (\$12.00)     25-above (\$14.00)

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**Type of Award:**

<input type="checkbox"/> Team Plaque <input type="checkbox"/> Team Trophy <input type="checkbox"/> Medal/Medallion <input type="checkbox"/> Sweepstakes Medallion	<input type="checkbox"/> Badminton Gold Shuttlecock and/or Riser <input type="checkbox"/> Laser Trophy Plate <input type="checkbox"/> Replacement Trophy Plate w/o lasering <input type="checkbox"/> Bat, Tennis, Golf Club Replacement
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**Ind. Event Medals** (indicate Event name): \_\_\_\_\_  
(ie: Pole Vault, Long Jump, Diving, 100-yd. Butterfly, Single, Doubles, 102lb., Speech: IE, etc.)

**Ordered By (Print):** \_\_\_\_\_

**Job Title:**     Principal     A.D.     Off. Rep.     Coach

**School Name:** \_\_\_\_\_

**School Address:** \_\_\_\_\_

**City, Zip:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Official Representative Name (Printed):** \_\_\_\_\_

**Official Representative Signature:** \_\_\_\_\_



## 2023-2024 IHSA Replacement Pricing and Order Form For Additional State Series Awards

**TOURNAMENT HOSTS: DO NOT USE THIS FORM.** An order form for STATE SERIES TIES is provided in the Manual for Schools for each sport.

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- ◆ Once this form is completed and returned to the IHSA, an invoice attached will be provided to the email provided.
- ◆ **Invoice must accompany payment!** The awards company refers to the invoice to process IHSA approved orders.
- ◆ Duplicate/Replacement Awards will only be shipped to the school.
- ◆ Duplicate Awards Orders must be approved by the School's Official Representative
- ◆ **Trophy Letters & Figurine Replacement:** Schools who need replacement letters or figurine(s) for older model trophies, please contact A & M Products direct at 815-875-2667.

### Contact A&M direct for pricing and availability: 2008-2017 Figure and Plate Replacement Pricing:

- |   |   |
|---|---|
| ◆ Gold State Champion-top figure (#1)   | ◆ Gold State 3rd/4th Place-top figure (#1)                            |
| ◆ Gold State Champion-side figure (#1)  | ◆ State 3 <sup>rd</sup> /4 <sup>th</sup> Place Gold-side figure (#2)  |
| ◆ Gold State Runner-up-top figure (#1)  | ◆ Gold Girls Soccer-side figure 3 <sup>rd</sup> /4 <sup>th</sup> (#3) |
| ◆ Gold State Runner-up-side figure (#1) | ◆ Gold Music Lyre-side figure 3rd (#3)                                |

### Pricing for Schools (*INCLUDING MUSIC SWEEPSTAKES*) Shipping not included:

Finish	<u>State Medallion</u>	<u>Reg./Sect Medal</u>
Goldtone (1 <sup>st</sup> )	\$4.50	\$3.75
Nickel Silver (2 <sup>nd</sup> )	\$4.50	\$3.75
Copper (3 <sup>rd</sup> & 4 <sup>th</sup> )	\$4.50	\$3.75

### State Medallions and Reg./Sect. Medal Shipping Costs:

1-5 = \$6.00  
6-12 = \$9.00  
13-24 = \$12.00  
25-above = \$14.00

### Plaque/Trophy Pricing for Schools (Shipping included):

Regional Champion Plaque (AM-260)	\$85.00
Sectional and Super-Sectional Champion Plaque (AM-261)	\$110.00
Third/Fourth place trophy (AM-558)	\$210.00
Champion/Runner-Up (AM-557/AM-557-1)	\$220.00

### Plate Replacement Pricing:

Lasering charge for State Final Trophy Plate	\$30.00, plus \$15.00 shipping
Replacement Black Plate for SF Trophy w/o lasering	\$12.00, plus \$15.00 shipping
Bat, Tennis, Golf Club Replacement for All Figurines	\$16.00, plus \$15.00 shipping



# **Manager Information**

**IHSA Manual for  
Schools & Managers**







## MANAGER INFORMATION FOR SPEECH: INDIVIDUAL EVENTS

Enclosed are the materials host managers need for the Speech: Individual Events Regional/Sectional. The Manual for Schools 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. Assignments for Speech: Individual Events can be found on the IHSA website after December 1, 2023. Please use the enclosed information as a resource in managing your tournament.

### TOURNAMENT PLANNING

1. Questions concerning the management of your contest can be directed to the IHSA Office at 309-663-6377. Contact IHSA Administrative Assistant Carol Carr [ccarr@ihsa.org](mailto:ccarr@ihsa.org) or IHSA Administrator, Susie Knoblauch, [sknoblauch@ihsa.org](mailto:sknoblauch@ihsa.org).
2. Thoroughly review the Speech Terms and Conditions and Contest Manual and manage your contest according to its provisions.
3. For regional managers, after receiving the regional assignments in December, select a contest committee as required by the Terms and Conditions.
4. Regional and Sectional managers will have a **virtual** meeting in December to provide an overview of tournament management and SpeechWire.
5. Regional managers will conduct a regional entry meeting on **Monday, January 29, 2024** with all the coaches assigned to compete at their regional. As soon as possible after receiving the regional assignments, communication should be sent to all the schools assigned in your regional. Send correspondence to both the coach and the school principal. If an assigned school is withdrawing, have them contact the IHSA immediately.
6. SpeechWire, the online managers and scoring program, will be sent to the regional managers after the list of participants deadline on Monday, January 29, 2024.

### REGIONAL ENTRY MEETING

1. The purpose of the regional entry meetings will be to finalize all entries and arrangements for the regional contests. The IHSA will provide an agenda for this meeting.
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 per the IHSA Speech: Individual Events Terms and Conditions. Please consult the terms and conditions carefully to determine the provisions governing attendance at this meeting and the procedures to be follow.
3. Communication should be sent to all schools in your regional. Send correspondence to both the speech coach and their IHSA official representative (principal/athletic/activities directors). Please cover the following information in your correspondence regarding the regional meeting:
  - Date, time, and location including directions, maps and parking information for the regional meeting;
  - Entry instructions - Remind coaches that on Monday January 29, 2024 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. Outline what coaches need to bring to the meeting regarding proof of publication requirements.
  - Share contact information (Exchange cell phone numbers);
  - Give details about your site including directions, maps, parking, concessions or area restaurants/hotel needs.
  - Remind coaches to review the Speech: Individual Events Terms and Conditions/Rule Book which can be found online at [IHSA.org](http://IHSA.org) on the Speech: Individual Events menu page. Emphasize the responsibility of coaches to read and understand the Terms and Conditions of the Speech Tournament Series. Highlight any frequently asked questions and points of emphasis
  - Please direct coaches to review the alternate qualifier policy in the terms and conditions regarding illness, substitutions and advancing the next qualifiers.



- Review the financial obligations – collect event fees.
- Thank coaches in advance for their efforts in teaching, encouraging and promoting good sportsmanship.

## FINANCIAL ARRANGEMENTS

1. Managers must complete and return to the IHSA office the tentative contest budget which is included in this manual. For the IHSA to guarantee payment of tournament expenses, the tentative budget must be submitted to Carol Carr at [ccarr@ihsa.org](mailto:ccarr@ihsa.org) at the IHSA office by January 8, 2024 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 the 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 online, faxed to 309-663-7479 or e-mailed to [ccarr@ihsa.org](mailto:ccarr@ihsa.org).
2. Schools entered in regionals will pay event fees of \$20.00 per individual event entry and \$20 for a PIR entry. Final entries will be confirmed at the regional entry meeting. 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 regionals and sectionals and the Peoria Civic Center for the state final.**
3. Event fees from participating schools will become the operating fund and will be accounted for under the terms of the IHSA financial report.

As outlined in the Speech: Individual Events Terms and Conditions:

- a. To withdraw a team without penalty, the school principal/official representative 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 (\$20 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-\$20.00/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 (i.e.: judges fees applicable). The school shall also be considered in breach of contract under the terms of the IHSA bylaw 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 entries 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)  
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.  
Performance in the Round hired Judges will be paid \$10.00 per performance judged.  
Competing schools are responsible for providing coach judges as needed throughout the duration of the entire competition.



2. 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 an IHSA travel report form, to be provided by the IHSA through the contest managers.
3. Managers should try to conduct the tournament using a maximum of 14 hired judges. Use judges from as close to the tournament site as possible. Utilize coach judges for PIR.
4. Consult with the contest committee, as required by rule in the terms and conditions 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 in writing all judges for your contest. You must also have committee input on the selection of any alternate judges.

## CRITIQUE FORMS

1. Managers are required to use the official IHSA critique and ballot sheet. These forms will be made available through SpeechWire and will include the students name and material title if applicable. A critique sheet and ballot form can be found in this manual and can be used to make copies for regional, sectional and state final rounds if needed. No other forms shall be generated or used. Critique forms are to be sent home with the coaches at the conclusion of the tournament.

## PREP MATERIALS

1. In late January, the following materials will be sent to host managers from the IHSA office:
  - \* Impromptu Speaking topics will be sent to the host schools
  - \* Radio Speaking material will be sent to the host schools
  - \* Copies for Prep Room Monitors will be sent to the host schools
  - \* Extemporaneous Speaking topics will be sent electronically to the managers the week of regionals and sectionals
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 unless authorized by the IHSA. 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.

## WINNER REPORT

1. Managers are required to complete the Speech: Individual Events Winner Report online immediately following the regional/sectional tournament. Winner reports are submitted via the SpeechWire tournament management program.
2. Following the awards, managers need to go into SpeechWire and click the 'Posting Center' button. In this area managers can build their tournament report and post results. After clicking the button to build the report and confirming results, those results will be both posted on SpeechWire.com and marked as ready for the state tournament scheduler to use.



3. If you experience any problems, please call the IHSA Office and ask for Carol Carr (ccarr@ihsa.org), or email Ben Stewart of SpeechWire at [support@speechwire.com](mailto:support@speechwire.com).

## ADVANCEMENT OF WINNERS

1. The winners of first, second, third and fourth places in each event shall advance from regionals to sectionals.
2. Winners of first, second and third places in each event shall advance from sectional to the state final.
3. 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 2<sup>nd</sup> place, the tie involves the 2<sup>nd</sup> and 3<sup>rd</sup> places. The next place awarded shall be 4<sup>th</sup> place and four (4) contestants would advance. However, if there is a two-way tie for fourth place, then five (5) contestants (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and the two tied for 4<sup>th</sup>) would advance.
4. Substitution of selections by an advancing contestant may be made prior to any contest, provided the material is approved by the school's principal/IHSA official representative and the manager of the contest is notified of the change.

## STATE FINAL INFORMATION

The State Final will be held on February 16-17, 2024 at the 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 16, 2024.



## Host Manager Important Dates

Original Entry Deadline ..... November 1, 2023

Tentative Budget due to IHSA ..... January 8, 2024

List of Participants Due ..... Monday, January 29, 2024 -noon

Regional Entry Meeting..... Monday, January 29, 2024

*(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.)*

Individual Events Regional ..... February 3, 2024

Individual Events Sectional ..... February 10, 2024

Individual Events State Final ..... February 16-17, 2024

IHSA Financial Report due to IHSA within 10 days of tournament



## IHSA Speech: Individual Events Regional and Sectional Checklist

Considerations in the selection of regional and sectional hosts include: Host manager experience, location, space(s) available for use in the facility, and ADA compliance. Schools interested in hosting can contact their administration and complete the host availability survey and facility survey in the IHSA Schools Center.

Once a school has been confirmed by the IHSA as a regional or sectional host site, the following checklist can guide in planning.

### PRE-REGIONALS/SECTIONALS

1. Confirm and secure facility (competition rooms) and space availability
2. Review the IHSA Terms and Conditions and the Manual for Managers which covers the rules for competition and guidelines for hosting.
3. Coordinate building and grounds needs
  - Host schools must have an AED available and on site at all IHSA post season contests
  - Registration area
  - 14 competition rooms for individual events
  - 1 space for Performance in the Round (PIR) / 1 space for PIR warm up
  - 1 space for Extemp and Radio prep (can share large area)
  - 1 space for Radio set up/performing room
  - 1 space for student holding area/commons area/concessions
  - 1 space for coaches' lounge
  - 1 space for hired judges
  - 1 space for tournament central/ tab room/table & space for ballot return
  - 1 space for timers/room chairs
  - Space for awards
  - Parking (bus/van/cars)
  - Select drop-off/pick-up area
4. Secure additional services in building
  - Copy, Fax and E-mail Services (wireless internet availability)
  - Food service for students - Concessions
  - Hospitality for coaches, hired judges, tab room, workers, room chairs & timers, and volunteers
5. Coordinate personnel
  - Volunteers and coordinator for volunteers
  - Administrative assistances for copying programs, etc...
  - Technology support to assisting with scoring computer(s) if necessary
  - Media correspondent to handle press releases and submitting results to local media outlets
  - Business Office to handle registration fees and judge payment
  - Custodial
  - Security or supervision personnel (as per your building requirements)
  - 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)
6. Personnel to run Radio/Extemp Prep
  - Gather materials
  - Copy of Rulebooks / Terms and Conditions and Managers Manual for reference
  - Supplies (pens/pencils/markers/tape/white out/folders/posting sheets, etc.)
  - Critiques (assembled from SpeechWire)
  - Judges ballot sheets (printed from SpeechWire)
  - Time sheets (copied and cut)
  - Electronic scoring program - Speechwire
  - Limited prep material mailed from IHSA office 1 week prior to tournament). Check to make sure materials are in sealed envelopes/packets for competing students. Appropriately handle confidential material and confirm that they are used in the correct rounds.
    - Radio copy
    - Extemp questions will be sent electronically and you will need to package
    - Impromptu topics
  - Posting materials
  - Time Cards for Extemp, Impromptu, Radio – (IHSA provided)
  - Stop Watches – approximately 30
  - Equipment for Radio
  - 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 table/tablecloth
  - Podium/microphone
  - Awards (sent from the IHSA)
7. Prepare for responsibilities to IHSA Office
  - Tentative Budget - Preplanning sheet with projected tournament expenditures due to IHSA by January 8, 2024
  - Check with the IHSA to be sure an expense is allowed when in question for allowable reimbursements to host school

### After Tournament Sites are Released

1. Regional managers - Select and contact three schools to serve on your contest committee. Select experienced committee members with a balanced representation of the regional who can assist you in the management of the contest. Meet with respective regional committee members to select 14 hired judges for individual events and 3 coach judges for PIR
2. Sectional managers - Contact regional managers assigned to your sectional and prepare for the IHSA managers meeting in December where you will meet with respective regional committee members to select 14 hired judges for individual events and 3 coach judges for PIR
3. Determine tournament and communication responsibilities



4. Contact hired judges after the approval of your respective committees – send tournament information and contracts to the hired judges
5. Communicate regional managers meeting and regional tournament information to competing schools. Ask for some sort of RSVP to ensure which schools will participate at the regional level. Sectional Managers should forward tournament information to the regional manager prior to the regional tournament for distribution to advancing schools
6. Develop a tentative judging schedule using the committee approved hired judges
7. Prepare press releases for media announcing host site

10. Prepare judging packets
11. Prepare PIR space and tape out performance circle
12. Move tables and chairs to PIR and Duet Rooms
13. Check performance and prep spaces
14. Prep items needed for hospitality rooms
15. Check on registration area and materials
16. Copy programs for distribution
17. Post necessary signage (ex: directions, parking, etc...)
18. Alert custodial staff of event and needs
19. Correspond with teachers whose rooms will be used during the tournament

## Week of the Tournament

1. For regionals, conduct the regional managers meeting Agenda (see IHSA materials) may be sent ahead or distributed at meeting  
Time for Monday meeting (see rulebook)- Meeting cannot be held during school hours  
Collect payment - inform schools who to make their payment to (ex: school, district, etc.)  
Introduce Committee members  
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  
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  
Regionals - Sectioning of events occur after the Monday regional meeting by using SpeechWire  
Sectionals - Sectioning of events will be provided by the IHSA via SpeechWire after regionals  
Get judging preferences from committee and invited schools
2. For regional and sectionals, collect all required fees and recorded on the IHSA financial report
3. Assess any late fees and drop fees and recorded on the IHSA financial report for adds, drops and changes. This may require changes in the sectioning.
4. Prepare program using SpeechWire. List student and title if applicable. School name must only appear in the front roster of the program.
5. Procure checks for hired judges (note districts policies and timelines to request checks)
6. Confirm and complete list of hired and coach judges from your contest and availability for the next tournament
7. Check award
8. Check that you have all prep material in Extemp, Radio, Impromptu.
9. Hold a training session for timekeepers and room chairs

## SECTIONAL/REGIONAL

1. Promote a fair, educational and caring environment for all students
2. Open registration – Create a drop sheet to record events and schools' who did not come to tournament
3. Open concessions and hospitality
4. Conduct coaches and hired judges meeting - Pay hired judges
5. Confirm all bells and PA are turned off
6. Have emergency plan and emergency contact numbers at tournament central – Communicate the location of the AED
7. Coordinate ballot table and tabulation
8. Create team exit packets (envelop or folder) for each competing school which will store the schools' critiques and result
9. Post time sheets for coaches throughout the competition
10. Handle questions, concerns, protests – troubleshoot as needed
11. Assign coach judges to final rounds
12. Post finals - watch for double entries and duplicate material
13. Conduct awards
14. Distribute team result exit packets with information for the next level to advancing schools, critiques, results and stop watches
15. Supply the Duplicate Awards Form found in this manual for schools to complete and submit for any ties
16. Complete and send winners report via SpeechWire and post publicly
17. Report results to are media

## REGIONAL MANAGER MOVING TO SECTIONAL

1. Regional managers serving on the committee for the next tournament level need to bring the following:  
All necessary judges' information – Coach judge events and availability
2. Regional managers should have available to provide to the IHSA & at the sectional managers meeting:
  - Copy of your program
  - Copy of tabulation sheets
  - Copy of winners' reports (mark double entries)
  - Judging information (contact information for coach judges and their event availability for sectional)
  - Original entry forms/proof of publication



## SECTIONAL MANAGER

1. Sectional managers host a meeting with regional managers
  - Review and completed sectioning and time schedule
  - Assign hired and coach judges
2. Sectional managers serve as state final committee members and need to prepare for the state final committee meeting the Sunday prior to state. Sectional managers should bring all necessary coach judge information to this meeting.

## Post Regional/Sectional

1. Event clean up
2. Complete the IHSA Financial Report within 10 day after the completion of the contest
3. Write any appropriate thank you notes





# Individual Events Regional Committee Members Report

Host Site: \_\_\_\_\_

As per the IHSA Speech: Individual Events Terms and Conditions VI., regional managers will appoint a contest committee consisting of three (3) coaches from three (3) different schools assigned to the regional contest site.

The functions of the regional 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.

The regional manager shall consult with the contest committee prior to making a decision in any matter at their contest site. 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 a judge for hire.

A diverse representation of school in the regional should be taken into consideration when selecting the regional committee. Once the regional committee is selected, please return this report to the IHSA Office: Fax: 309-663-7479 or Email: [ccarr@ihsa.org](mailto:ccarr@ihsa.org)

The deadline for submitting the regional contest committee is Dec. 15, 2023.

**Committee Members**

**High School**

1. \_\_\_\_\_  
(Regional Manager)

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_



## REGIONAL MEETING – CHECK-IN

School	Entry Form	PIR	Check	Coach Judge	PP-DDA	PP-DI	PP-HDA	PP-HI	PP-Prose	PP-Verse



# REGIONAL ENTRY MEETING AGENDA

Monday, January 29, 2024

## 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) \$20 per event entered plus \$20 for PIR. (\$230 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 (8:00 a.m.). Also review the administrative procedures for Extemp and for Impromptu which can be found in the Individual Events Manual for Schools.**
- C) Review contest rules with the coaches. (Manual for Schools 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, SOS, and INFO.**
- 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



# 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

\_\_\_\_\_ Special Occasion Speaking

\_\_\_\_\_ Informative Speaking

\_\_\_\_\_ Performance in the Round

\_\_\_\_\_ Oratorical Declamation



## Instructions for Submitting Winners 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 SpeechWire at [support@speechwire.com](mailto:support@speechwire.com))



## 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 IHSAA 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 ROOM CHAIRS AND TIMERS

### A) GENERAL INSTRUCTIONS

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

### B. ROOM CHAIR

#### 1) Absence and Tardiness

You should make a careful check to see that judges, timers 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 timer(s) 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:

- a. Sufficient judges’ ballots of the correct type (secure from local manager).
- b. A clip board, desk or some other firm surface upon which to write.
- c. A supply of scratch paper and writing devices if necessary.
- d. A good seat centrally located within hearing and seeing distance from the performance with timer(s) located behind the judges.
- e. 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) TIMERS

#### 1) General Conduct and Demeanor

Timers 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 Timers



Two timers must be present for every round of competition. The timers must be seated so as to be readily visible to the performers. Individual Event timers 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 timers are in view of the performer. Both timers 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 timers 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.

# Official Time Sheet

(To be completed for each round and delivered to contest manger)



Event \_\_\_\_\_

Round \_\_\_\_\_ Section \_\_\_\_\_

Speaker \_\_\_\_\_ Time \_\_\_\_\_

Lined area for recording event details.

Timer \_\_\_\_\_

# Official Time Sheet

(To be completed for each round and delivered to contest manger)



Event \_\_\_\_\_

Round \_\_\_\_\_ Section \_\_\_\_\_

Speaker \_\_\_\_\_ Time \_\_\_\_\_

Lined area for recording event details.

Timer \_\_\_\_\_



## IHSA SPEECH: INDIVIDUAL EVENTS/PIR BALLOT

Regional	Sectional	State

**NAME OF EVENT:**

School Name	Name of Contestant	Rank

Judge: \_\_\_\_\_



## 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:



# 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.

Please email ([sknoblach@ihsa.org](mailto:sknoblach@ihsa.org)) or fax this completed form to 309-663-7479



## 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:

Carol Carr ([ccarr@ihsa.org](mailto:ccarr@ihsa.org))  
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 8, 2024, then your tentative budget is approved. If there are concerns the IHSA will contact the manager directly.

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**PLEASE RETURN A COPY OF THIS COMPLETED TENTATIVE BUDGET TO THE IHSA BY JANUARY 8, 2024.**



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

# 2023-24 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**

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

**Regional PIR**

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

**Sectional IE**

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

**Sectional PIR**

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

**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**

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

\_\_\_\_\_  
Signature of Manager





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

## 2022-23 Financial Report for IHSA Speech Individual Events Contest

Regional      Sectional

**Contest to be held at:**

		<b>High School</b>
<b>Address</b>	<b>City</b>	<b>Zip</b>

### RECEIPTS

<b>Event Entry Fees</b>	\$	
<b>Late Withdrawal Fees of \$25.00 per entry</b>	\$	
<b>GROSS RECEIPTS</b>		\$ <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></span>

### 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
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$

**OTHER EXPENSES (Please Itemize)**

	\$
	\$
	\$
<b>Total Other Expenses</b>	\$ <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></span>
<b>Total Expenditures</b>	\$ <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></span>

**Net Income** \$   
**or Deficit** \$



## State Series Awards Delivery Information For Tournament Managers

1. Tournament Plaques/Trophies/Medallions will be shipped to the school sites directly from A & M Products via United Parcel Service. Please inform whoever receives your UPS deliveries to expect awards to arrive up to two weeks prior to the tournament and ask them to deliver the awards to you upon receipt. This is key in case we need to replace any damaged awards prior to your tournament.

**STATE SERIES AWARDS WILL BE MARKED WITH A LIME GREEN LABEL SAYING "OPEN IMMEDIATELY"**



**UPON ARRIVAL** - Please OPEN and INSPECT the awards upon arrival. Contact Andy Austin **IMMEDIATELY** (aaustinaandmproducts.com) for awards damage. Most awards can be replaced prior to the level of competition, if inspected upon arrival. A&M will submit a "damages claim" against the shipping company and cannot do so if the school waits months to make a claim after the tournament for a replacement. Any claims due to damages after the tournament will result in the school being billed for the replacement.

2. Be advised that **IHSA Tournament**, 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!!**

3. It is very likely that some awards (particularly trophies) will arrive in two or more boxes. **They may not arrive on the same day but should be opened as they arrive.**

4. Please check all trophies, plaques, etc.,

- (1) Good condition and not damaged in any way.
- (2) Awards are engraved with the proper sport, tournament level, year, etc.
- (3) No missing medals/places

**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.

Kraig Garber  
Asst. Executive Director

Contact **IMMEDIATELY** for damaged or errors on awards  
Andy Austin (aaustinaandmproducts.com)  
(309) 875-2667

# Awards Order Form for Regional/Sectional Tournament Ties



**TOURNAMENT MANAGERS:** This form must be completed to order the ties awarded earned during your Regional/Sectional Tournament.

Please complete and fax this document at the conclusion of your tournament so medalists don't have to wait long for their award(s).

Please return UNUSED TOURNAMENT medals to A & M Products, 575 Elm Place, Princeton, IL 61356.

Tournament Location: \_\_\_\_\_ Competition Level: \_\_\_\_\_ Reg \_\_\_\_\_ Sect \_\_\_\_\_  
Sport/Activity: \_\_\_\_\_ Gender (check one)  Girls  Boys  Co-ed

Tournament Manager's Name: \_\_\_\_\_

Tournament Manager's Phone Number: \_\_\_\_\_

Tournament Manager's Email Address: \_\_\_\_\_

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

A&M Products will mail orders for "Ties" directly to the School(s) indicated below.

## TEAM PLAQUE

Place: \_\_\_\_\_ Recipient Town: \_\_\_\_\_

School (Must supply both): \_\_\_\_\_

## Individual Event Medal Tie Requests

(\*Pole Vault, Discus, Diving, 100 yd. Butterfly, Singles, Doubles, 102 lb.; Speech: IE, etc.)

◆ Recipient Town & School: \_\_\_\_\_  
Name of Recipient: \_\_\_\_\_ Place: \_\_\_\_\_  
Event Name\* \_\_\_\_\_

◆ Recipient Town & School: \_\_\_\_\_  
Name of Recipient: \_\_\_\_\_ Place: \_\_\_\_\_  
Event Name\* \_\_\_\_\_

◆ Recipient Town & School: \_\_\_\_\_  
Name of Recipient: \_\_\_\_\_ Place: \_\_\_\_\_  
Event Name\* \_\_\_\_\_

◆ Recipient Town & School: \_\_\_\_\_  
Name of Recipient: \_\_\_\_\_ Place: \_\_\_\_\_  
Event Name\* \_\_\_\_\_

Fax (815) 879-0400 or email ([OfficeAssistant@aandmproducts.com](mailto:OfficeAssistant@aandmproducts.com)) this completed form

# General Information

**IHSA Manual for  
Schools & Managers**



# Emergency Action Plan (EAP)

In accordance with By-law 2.150, a school shall have on file for each student that participates (including practice) in interscholastic athletics a certificate of physical fitness issued by a licensed physician, physician's assistant or nurse practitioner as set forth in the Illinois State Statutes not more than 395 days preceding any date of participation in any such practice, contest or activity. As this By-law addresses pre-participation certification only, there is not a guideline or By-law in place to address release to interscholastic activity following an injury, with the exception of head injury/concussion. With the understanding that schools throughout the state have different needs and services available to them, this document was produced to provide guidelines on an athlete's return to activity following an injury.

Each school should have a written Emergency Action Plan (EAP) in place to address medical emergencies among athletes, staff, officials, and spectators, regardless of severity, occurring during a practice or competition. The plan should also address severe weather, fire, electrical failure, bomb threat, criminal behavior, or other possible emergencies. This plan should be developed to address the unique needs of the individual sport and venue.

EAP's should consist of the following components:

- Personnel
- Communication
- Equipment
- Emergency Medical Care
- Player Medical Information
- Game-day Responsibilities (includes appropriate sideline preparedness)
- Catastrophic Incident Plan

While each school's sports medicine/medical service needs and availability are different, guidelines should also be developed to assist the coaching staff on what injuries should be allowed to return to competition without a medical release. It is not practical to identify every situation or injury; however the following guidelines should assist the school/coaching staff on determining if the athlete should be allowed to return to activity without a release.

1. No swelling or deformity.
2. No headache, nausea, blurred vision, tingling, numbness or sensory changes.
3. Symmetrical (equal to the other side) joint range on motion and strength.
4. Ability to bear weight, without a limp, if injury occurs to the lower body.
5. Ability to complete full functional sporting activities without compensation.

Please remember that the majority of high school athletes are a minor. If there is a question as to their injury and ability to participate, the parents/guardian should be consulted.

Athletes that are unable to meet the above criteria should be encouraged to seek medical treatment prior to return to inter-scholastic activity. Those athletes that seek medical treatment should be required to provide a written medical release indicating their ability to participate. Without obtaining this release, the school may assume legal liability if the athlete is allowed to participate in activities not permitted by their medical provider.

A proper plan establishes accountability, should be comprehensive, yet flexible, practical, and easily understood. The written EAP must be revised, approved, distributed, and should be rehearsed regularly prior to every athletic season. The athletic department, administration, and sports medicine team share the responsibility to establish, practice, and execute the EAP.

A sample venue-specific is included as a part of this document, which was developed from portions of the third and fourth editions of National Federation of State High School Associations Sports Medicine Handbook. Persons interested in purchasing this handbook can do so at the following location: <http://www.nfhs.org/resources/publications/>



## Venue-Specific Action Plan

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

### Venue

**Sport:**

**Location:**

### Emergency Personnel

**Present:**

**On-Call:**

### Emergency Equipment Location On-Site

**Nearest AED:**

**First Aid Kit:**

**Items for proper care of blood-borne pathogens:**

**Ice or chemical ice packs, water and towels:**

**Player Medical Information:**

**Other equipment as deemed necessary by local circumstances and qualifications of available personnel:**

### Communication

**Access to 911:**

**Access to on-call emergency medical personnel:**

### Role of First on the Scene:

1. Control scene (gain access to athlete)
2. Initial assessment (to determine breathing, consciousness, pulse status)
3. Detailed assessment (to determine extent of injury/illness)
4. Send designated coach to summon help if needed:
  - a. EMS: Call 911
  - b. Athletic Trainer: Call Athletic Training Room or Cell:
5. Initiate immediate care to the sick or injured athlete

### EMS Access:

If EMS is called provide directions/access to scene

**Directions to site/location:**



# School's Responsibility: Sportsmanship



## School's Responsibility to an Official Prior To The Season

1. Send a reminder card or email to the officials after you have them scheduled.
2. Reminder should include date of contest, time, level, location and sport.  
Even though many schools and conferences have assignment chairpersons, sending a reminder is highly recommended. When an official does not show, people in your community won't know who the assignment chairperson is, but they do know the athletic director. Avoid embarrassment.
3. Have a standard wage scale set for your different sports and levels and a method in place to raise the pay periodically.
4. If possible, let the working officials know who their partner(s) will be.
5. Hire police and security along with medical assistant or athletic trainer coverage for events whenever possible.
6. Set a policy with your school board on fan, coach and player behavior.
7. Make sure all officials have a contract that is signed by your school—preferably by the principal or IHSA Official Representative.

## School's Responsibility to an Official Prior To The Contest

1. Prior to the contest, provide the officials with directions and inform them of any special activities that might be occurring (i.e., Homecoming, Senior Night, etc.)
2. Give the official a number they can call in case of an emergency or postponement due to weather.
3. Have competent workers assigned at all contests (scorers, announcers, chain crew, etc.). These people are of great assistance to the official during the contest.
4. Have a host assigned to meet the officials as they arrive. The host should do the following for the officials:
  - a. Provide a reserved parking space.
  - b. Meet officials and take them to the dressing room.
  - c. Have refreshments available for halftime and postgame.
  - d. Ask for any additional needs.
  - e. Introduce the officials to those game workers pertinent to the contest (i.e., scorer, announcer, chain gang, etc.).
  - f. Get the proper pronunciation of officials' names so they are correct when given by the public address announcer.
5. Athletic director should discuss with the officials any special events, conference rules, national anthem time, etc. that would affect the game.
6. Provide the officials with the name of the adult supervisor for that contest and where that person can be found in the event a challenging situation should occur.
7. Make officials aware of location of an athletic trainer or other first responders during the contest. Have a doctor on site when possible (especially at football contests).
8. Make sure all bench personnel are properly attired.
9. Do a check on game scoreboards and lighting systems prior to the game or contest.
10. Make sure the playing area is properly marked and meets National Federation guidelines for that contest.
11. Provide appropriate secured dressing area and hot water showering facilities.

## School's Responsibility to an Official During The Contest

1. Insist coaches display good sportsmanship and are proper examples for your players and crowd.
2. Have your public address announcer or cheerleader read the IHSA sportsmanship statement and remain unbiased during contest.
3. Make sure the event supervisor understands the duties and responsibilities pertinent to that contest.
4. Make sure the playing area is maintained during halftime of each contest. For wrestling, make sure the mat is properly cleaned and washed.
5. Help with adverse weather conditions; monitor accordingly.
6. Make sure proper crowd control is visible and in place. Good administrative control can prevent difficult situations.
7. Observe the crowd during the contest and prevent any disturbances that may occur.
8. Work with the official during the game regarding crowd control.
9. Retrieve the game ball at the end of the contest.
10. Escort the officials back to the dressing room at halftime and at the conclusion of the contest.

## School's Responsibility to an Official After The Contest

1. Escort the officials safely back to the dressing room and parking lot.
2. Do not allow unauthorized persons in the dressing room after the game. This includes coaches.
3. Have refreshments available for the officials after the contest.
4. Be sure to thank the officials for their time and effort, regardless of the outcome of the game.
5. Make sure arrangements for paying the officials have been completed. It is preferable to pay the official the day of contest.
6. Ensure that officials are not confronted by anyone after the contest.



# Do What's Right Sportsmanship

## DWR Expectations

- Represent your school and community favorably through positive interaction with opposing fans and players before, during, and after the competition.
- Use positive yells, chants, songs or gestures.
- Display modesty in victory and graciousness in defeat.
- Respect and acknowledge the integrity and judgment of officials.
- Exhibit positive behavior in both personal interaction and social media comments.

---

### Acceptable Behavior...

- During the National Anthem, students, participants and fans should remove any hats, face the flag, not talk, place the right hand on the heart, and remain still until the end of the anthem.
- Applause during introduction of players, coaches and officials.
- Players shaking hands with opponents while both sets of fans recognize player's performance with applause.
- Accept all decisions of the game officials.
- Spirit Participants lead fans in positive support.
- Handshakes between participants and coaches at the end of contests, regardless of the outcome.
- Treat competition as a game, not a war.
- Coaches/players search out opposing participants to recognize them for outstanding performance or coaching.
- Applause at the end of the contest for performance of all participants.
- Everyone showing concern for an injured player, regardless of the team.
- Encourage surrounding people to display sportsmanlike conduct.

---

### Unacceptable Behavior...

- Disrespectful or derogatory yells, chants, songs or gestures.
- Booing or heckling an official's decision.
- Criticizing officials in any way; displays of temper with an official's call.
- Yells that antagonize opponents.
- Refusing to shake hands or give recognition for good performances.
- Blaming the loss of the game on officials, coaches or participants.
- Laughing or name calling to distract an opponent.
- Use of profanity or displays of anger that draw attention away from the game.
- Doing own yells instead of following the lead of spirit participants.



# IHSA Licensed Vendor



• [www.ihsa.org](http://www.ihsa.org) • Phone: 309-663-6377 • Fax: 309-663-7479 •

## 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 Tammy Craig at 309-663-6377, 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](http://www.ihsa.org/documents/forms/State_Tournament_Series_Royalty_Report.pdf)