

IHSFA

Tournament Manual

UPDATED July 21, 2009

****This is the current, updated copy of the IHSFA tournament manual.****

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July 21, 2009

IHSFA TOURNAMENT MANUAL

I. STATE DEBATE

- A. Congress and State Debate will be held at the same time and in the same location.
- B. Every member school will be entitled to send four two member teams in the following:
 - 1. Cross-examination/Policy Debate
 - 2. Public Forum Debate
- C. Each member school will be entitled to send four entries in each of the following events:
 - 1. Congress
 - 2. Lincoln-Douglas Debate

II. DEBATE CONTEST FORMATS

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

Affirmative	8 minute constructive
Negative	3 minute cross examination
Negative	8 minute constructive
Affirmative	3 minute cross examination
Affirmative	8 minute constructive
Negative	3 minute cross examination
Negative	8 minute constructive
Affirmative	3 minute cross examination
Negative	5 minute rebuttal
Affirmative	5 minute rebuttal
Negative	5 minute rebuttal
Affirmative	5 minute rebuttal
 - 6. Each team will be allowed 5 minutes of preparation time during the round.
- B. Lincoln-Douglas Debate
 - 1. Lincoln-Douglas is also known as "One-Person Debate."
 - 2. Only two speakers are involved, one fulfilling the affirmative case responsibilities and the other, the negative. Emphasis is placed upon the issues involved rather than upon strategy in developing the case. The statement of the topic is a resolution of value rather than of policy. This results in emphasizing logic, theory, and philosophy while eliminating "plan" arguments. A wealth of evidence should not be used, but research supported by good background reading is necessary.
 - 3. The debate topic will be the current NFL January/February Lincoln-Douglas topic.
 - 4. Format

Affirmative	6 minute constructive
Negative	3 minute cross-exam
Negative	7 minute constructive
Affirmative	3 minute cross-exam
Affirmative	4 minute rebuttal
Negative	6 minute rebuttal
Affirmative	3 minute rebuttal
 - 5. Each debater will be allowed a total of four (4) minutes preparation time during the course of the debate.

C. Public Forum Debate

1. A Public Forum team consists of two students.
2. A Public Forum debate round is a contest between two teams
3. The resolution debated will be the January topic as selected and presented by the National Forensic League.
4. To begin a round of debate, the judge shall flip a coin in the presence of all four debaters. The team winning the coin toss will then choose either the side (Pro/Con) they want to represent OR what order they would like to speak (First/Second). The other team then chooses from the remaining option. **(It is important to note that unlike policy debate and L.D., there is no presumption of which side speaks first.)**
5. The first speakers of each team deliver a four minute speech. After the first two speeches, a three minute crossfire occurs where both debaters are allowed to question and comment on their opponent's speech. The speaker who went first should begin the crossfire period with the first question. The speakers should stand for individual crossfire. The second speakers then deliver a four minute speech, followed by a three minute crossfire structured as noted above. Then the first speakers deliver two-minute summaries. The summaries are followed by a three minute Grand Crossfire, where all four debaters are allowed to question and comment on the other side's position. Again, the team who spoke first should ask the first question. During the Grand Crossfire, all four debaters should remain seated. The round is finished when the second speakers each deliver a one minute Final Focus to finalize their team's position. There are no content limits set on the Final Focus speeches.
6. Format

Team A Speaker 1	4 minute constructive
Team B Speaker 1	4 minute constructive
Crossfire	3 minutes
Team A Speaker 2	4 minute constructive
Team B Speaker 2	4 minute constructive
Crossfire	3 minutes
Team A Speaker 1	2 minute summary
Team B Speaker 1	2 minute summary
Grand Crossfire	3 minutes
Team A Speaker 2	1 minute Final Focus
Team B Speaker 2	1 minute Final Focus
7. Total preparation time for each team during the round will be 2 minutes.

D. Congress

1. Each IHSFA certified school may nominate a presiding officer. Nominations must be in writing and turned into the State Debate Tournament Director by January 1. The Executive Council will select P.O.'s at the January council meeting. A school will not give up an entry if a P.O. is chosen from their school.
2. Organization
 - a. The preliminary rounds of Congress shall be randomly apportioned starting with schools that enter four in congress. Students from the same school will not be in the same chambers.
 - b. For the preliminary rounds, there will be five chambers with each debating the same four bills.
 - c. Nine students from each preliminary chamber will advance to three semi-final Houses. These three Houses will debate the same three bills.
 - d. The top six students from each semi-final House will advance to the state finals-Super Senate. They will debate two final bills.
 - e. There will be an entry fee for all Congress entries including presiding officer.
 - f. Advancing students from the same school will be placed in different chambers if at all possible. If separating students from the same school is not possible, a random draw done by the tournament director will occur to determine which chamber to place each student.

3. Judges

- a. There will be three judges in each of five preliminary chambers consisting of a parliamentarian, timer, and official scorer.
 - (1.) Each chamber will have a parliamentarian whose duties are to maintain parliamentary order and to rank all the contestants.
 - (2.) Each chamber will have an official scorer who will assign NFL points as prescribed below and will rank all contestants.
 - (3.) Each chamber will have timekeeper who will time speeches and rank all contestants.
- b. Judges used in the semi-finals and finals of Student Congress will not have judged in the preliminary rounds.
- c. For each of the three semi-final House chambers, three judges will be assigned: a parliamentarian, timer, and official scorer. Their duties will follow those for preliminary judges. See above for details.
- d. For the Super Senate (final round), five judges will be assigned: a parliamentarian, timer, official scorer, and two additional judges.
- e. The two additional judges will have no extra duties beyond ranking all students.
- f. The judges will be provided the IHSFA congress rubric to use in evaluating the congress competitors (passed September 2005)

4. Presiding Officers

- a. All recommendations for Presiding Officers for the Regional Chambers must be submitted to the Executive Secretary prior to the January Executive Council Meeting. A statement of experience and qualifications should accompany the recommendation.
- b. The Presiding Officers will be competing only as presiding officers, although they may be assigned NFL points on the basis of their performances.
- c. A school does not sacrifice a congress spot if a Presiding Officer is selected from that school.
- d. The Presiding Officers will rotate through the preliminary Houses. Before the beginning of semifinals competition, the congresspersons will vote for three PO's to advance from the original five. Those advancing to the Senate will elect a President Pro Tempore of the Senate. It will take a majority vote to elect.

5. Scoring

- a. In preliminary and semi-final rounds, the Parliamentarian, Official Scorer, and Timekeeper shall each rank all contestants. The three ranks will then be totaled and the lowest totals will determine those who advance to the next level.
- b. Parliamentarians' ballots will be used to break ties in preliminary and semi-final rounds.
- c. In the Super Senate, all five judges shall rank all students; but scores below 10 will be converted to "10" in the office. The "high" and "low" scores are dropped of the five final judges.
- d. To break ties in the Super Senate, the following order will be followed:
 - 1. The total of all 5 original scores.
 - 2. Parliamentarian's rankings.
- e. The Official Scorer may award up to a maximum of 6 NFL points for each speech. In addition, he/she may award up to a maximum of 6 NFL points to the presiding officer for each bill debated.
- f. Speeches will be limited to 3 minutes.

6. Legislation

- a. NFL legislation will be used and published in September for use in any invitational meets that wish to use them. These NFL bills will be selected by the Executive Council from those bills at Nationals the previous summer.
- b. State legislation will be selected by the Council at the January meeting. The legislation used for state will come from either the NFL list or from any original bills/resolutions submitted to the executive secretary by member coaches prior to January 1st.

- c. The Executive Council shall select in January four bills/resolutions to be used in the preliminary houses, three to be used in the semifinal Houses and two for the final Super Senate.
- d. Schools may submit up to 2 bills/resolutions for consideration; however, only one bill/resolution per school will be selected.
- e. The bills/resolutions selected for use at the state tournament will be posted on the IHSFA website within one week of the January executive council meeting.

7. Procedure

- a. The participants in the chamber will determine the order of debate at each level.
- b. Amendments must be in writing and state exactly the words to be added or stricken. They will be considered only if they receive a second from one-third of the members. They vote by show of hands. Sending in an amendment does not guarantee a person a speech. You must gain the floor in the usual manner.
- c. Members should claim the floor in debate only if they wish to oppose the views of the previous speakers so that debate will alternate. The presiding officer should strive to ensure alternating speeches, and only recognize students wishing to speak on the same side as the previous speaker if no opposing speaker wishes to speak.
- d. Use of the motion for the previous question should be discouraged until all who wish to speak have the opportunity to do so. When the motion is made, take a standing vote, as a two-thirds majority is required. When no one wishes the floor for debate, the vote should be taken without the motion for the previous question. It shall not be legal to move the previous question in the first hour if there are members still wishing to speak.
- e. Questions of procedure not covered by these rules shall be ruled according to Robert's Rules of Order, Newly Revised.
- f. Recognition of succeeding speeches must be on the total number of speeches given, not progressive speaking order.

III. State Debate Tournament Set-up and Administration

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

Round I			Round II		
Aff.	1	Neg. 6	Aff.	7	Neg. 1
	2	7		8	2
	3	8		9	3
	4	9		bye(10)	4
	5	bye(10)		6	5

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

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

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

However, realignments may be made within the enumerated ranges to avoid meeting of teams from the same school prior to the final round.

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

12. Public Forum debate will follow its own rules regarding coin flips as explained in the public forum rules above.
13. In policy and LD elimination rounds, debaters will flip for sides in the presence of all three judges (all five for final). (July 2006)
14. In policy and LD, if two teams meet a second time, reverse sides from their first encounter. If a third time, there will be a coin flip to determine sides.
15. There will be no runoffs to fill the sixteen slots for elimination rounds. If necessary, a tie breaking formula will be used to determine the top 16 seeds, based on the following:
 - a. total ballots from six judges;
 - b. head to head competition;
 - c. strength of competition - ballots;
 - d. strength of competition - total team ranks - drop high/low;
 - e. strength of competition - total speakers' points - drop high/low;
 - f. total speakers' points - drop high/low.

C. Judge Selection Procedure

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

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

E. Judging Expectations

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

F. Miscellaneous

1. Entry fee for the state finals will be set by the Executive Council. Currently fees are Policy and Public Forum Debate \$25/team, LD \$15, Congress \$5, P.O. \$5
2. Adults and/or students will not be allowed to time at the State Debate Tournament unless their school is directly involved in the round and is upholding the affirmative.
3. Observers in preliminary rounds of the state tournament must have the consent of both team's coaches. Observers will take no notes, flows, or tapes.
4. The final round of the State Debate Tournament will be open to observers, provided no flows or notes of the proceedings are taken by the observers.
5. Scratch sheets of judges will be permitted and the number of scratches will be determined by the Executive Council.
6. Any deviation from these rules (e.g. videotaping) must be approved by the Tournament Director.

G. Fees, Fines, and Penalties

1. Entry fees for the state debate tournament are as follows: Congress--\$5.00 per entry. Lincoln-Douglas--\$15.00 per entry. Policy--\$25.00 per team. Public Forum--\$25.00 per team.
2. Registration money will not be reimbursed once the entry has been received.
3. Failure to register by the deadline is \$50.00.
4. Entry drop on the Friday of state is \$25.00 per entry.
5. Drop judge = \$50.00 fine per judge.
6. No-show judge (round or meeting) =\$25.00 fine per occurrence.

IV. STATE DEBATE AWARDS

A. Sweepstakes trophies will be awarded to the top ten schools based on the following points:

1. L/D, Public Forum, & Policy: 1st=14 pts.; 2nd=12 pts.; Semi=10 pts.; Quarterfinals=6 pts.; and Octafinals=2 points.
2. SENATE: 1st=14 pts; 2nd=12 pts; 3rd=8 pts; 4th=7 pts; 5th=5 pts; 6th=4 pts; 7th=3 pts; 8th=2.5 pts. 9th through 18=1 point. Twenty seven (27) eliminated in semi = .5 pts.
3. PRESIDING: Senate = 3 pts; House = 2 pts.
4. Ties to be broken by school with the most entries earning Sweepstakes points. If still tied, the student placing best will be used to break the tie.

B. A traveling trophy is awarded to the first place policy debate team in the state. It is the responsibility of the winning team to attach the next plaque and return the trophy in good condition at the following year's state tournament. Permanent trophies are awarded to the first, second, and both third place policy debate teams.

C. All State qualifiers in Congress will receive ribbons. The top eight Senators will receive ribbons.

D. The top three Senators will receive trophies. The Presiding Officers will receive gavels. The Presiding Officers at State Finals Congress will receive appropriate awards.

E. In Cross Examination Debate, the top 16 two-person teams will receive ribbons.

F. In Lincoln-Douglas Debate, the top 16 debaters will receive ribbons.

G. Permanent trophies are awarded to the first, second, and both third place debaters in Lincoln-Douglas Debate.

H. Permanent trophies are awarded to the first, second, and both third place teams in Public Forum Debate.

I. James F. Hawker Mental Attitude Award in Debate

Each school entered into the state debate tournament may nominate one senior member to be considered for the James F. Hawker Scholarship Award.

1. To be considered, the nominated student must break to the Octa-final round in a debate event or the semi-final round of congress.
2. All council members, both directors, and the advisor will rank those students who qualify for consideration, with the high and low ranks being dropped.
3. The winning student will be awarded an individual plaque at the state awards ceremony along with a monetary scholarship, the amount to be determined by the Executive Council on a yearly basis.

V. SECTIONAL & STATE SPEECH TOURNAMENTS

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

A. Events

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

B. Doubling Rules:

1. Contestants in the events in this section may double in any event in this section:
 - a. Declamation
 - b. Dramatic Interpretation
 - c. Humorous Interpretation
 - d. Original Oratory
 - e. Original Performance (solo)
 - f. Poetry Interpretation
 - g. Prose Interpretation
2. **Both members** in a Duo Event (Memorized Duo Interpretation, Original Performance (Duo), or Scripted Duo Interpretation) may double in any speech event in section B 1. (changed January 2008)
3. Extemporaneous Speaking contestants may double only in Original Oratory or Impromptu Speaking.
4. Impromptu Speaking contestants may double only in Extemporaneous Speaking.
5. Broadcasting contestants and Discussion contestants may not double.

(July 2007)

VI. SPEECH CONTEST STRUCTURE & GEOGRAPHIC GROUPINGS

Section 1: Sectional Divisions

The state will be divided into Sectionals by the Executive Council for the purpose of conducting Sectional Speech Tournaments with the emphasis being placed on balance of active participants and geographic proximity. Apportionment will be permanent. If imbalances occur, Council may make major revisions in July or minor

adjustments in January. The goal is to have constant geographic proximity and about 215 entries per sectional. (balanced entries)

Section 2: Speech Sectionals

- A. Each school may enter four, but not more than four entries in each speech event in the Sectional Tournament up to a total entry of thirty-six.
- B. The top seven students in each speech event will advance to the State Finals. Two alternates in each event per sectional shall be named.
- C. Sectional Administration
 - 1. Each Sectional has its own Sectional Chairperson and Committee appointed by the Executive Council prior to the fall Coaches' Clinic. Coaches from within a sectional may recommend coaches for Sectional Chairperson and Committee Members.
 - 2. Duties of the Sectional Chairperson shall be:
 - a. To act a liaison between the Executive Council and member schools of that section.
 - b. To become a recruiting agent for new member schools, and therefore to stimulate interest in speech in the schools in his or her Section.
 - c. To plan and manage the Sectional Tournament
 - d. To make all reports to the Executive Council and the Executive Director, including the tournament report of winners.
 - 3. Sectionals shall be identified by their numbers 1-2-3, etc.
 - 4. FEES/FINES:
 - a. Five dollars will be assessed for each individual entry at the Sectional level (\$10 duo).
 - b. A late entry fee of \$50.00 will be assessed. No late entries will be accepted after the Saturday of the week prior to the sectional tournament.
 - c. Fees may be assessed for judges' fees at the Sectional level. The number of judges will be determined by the Sectional Chairperson.
 - d. Five dollars will be assessed for each individual entry at the State Speech level (\$10/duo).
 - d. If a school has one entry and it drops, the school still must supply a judge and/or \$50.00 judge fee.
 - e. A school must supply the required number of judges for IHSFA Tournaments or pay \$50 per missing judge.
 - f. Late judge forms will be assessed a \$50.00 fine.
 - g. A late addition of a student entry will be assessed a \$10.00 fine in addition to the \$5.00 entry fee.
 - h. A dropped entry after the deadline is assessed a \$5.00 fine.
 - i. A dropped entry the day of Sectionals will be assessed a \$25.00 fine.
 - j. A judge change following tournament set-up that requires a reassignment of ballot(s) will be assessed a \$10.00 fine.
 - k. A judge who fails to show up for either a round or a judges' meeting in a timely fashion will be assessed a \$25.00 fine per occurrence.
 - l. No team will be allowed to participate at the sectional or state level of competition UNLESS entry fees have been accounted for by the executive director or the sectional chairperson. (July 2006)
 - 5. Tournament Security
 - a. Students may not enter any competition room unless a coach or judge has entered the room or they are doubling, which allows them to enter the room to write a message on the board for the judges.
 - b. Tournament hosts should place a doubling sheet (see appendix for form) outside each competition room that will allow doublers to note their doubling information and for judges to check.
 - c. Tournament offices should not reveal specific information about any student to anyone other than the head coach or designee. Persons requesting information will be directed to the student's head coach.
 - d. Ballot Room
 - 1.) A labeled coach button or ribbon will be given to each team, allowing the wearer to enter the ballot room.
 - 2.) No one other than the bedecked coach, ballot room workers, and tournament officials will be allowed in the ballot room.

e. Failure to follow the above guidelines may result in disciplinary action as outlined in the IHSFA Bylaws, Article III.

D. Sectional Set-up

1. All events with 17 or more actual competitors will have three preliminary rounds, one semi-final round and a final round.
2. Events with 16 or fewer actual competitors will have three preliminary rounds and then break to a final round.
3. If an event begins with 7 or fewer actual competing entries, then the event will go straight to one final round with three judges. Additional rounds may be held for the purpose of earning NFL points, but only the designated final round will count for placing.
4. Preliminary sections should be preset according to the number of entries registered based on the following schedule:

7:	7			
8:	4	4		
9:	4	5		
10:	5	5		
11:	5	6		
12:	6	6		
13:	6	7		
14:	7	7		
15:	5	5	5	
16:	5	5	6	
17:	5	6	6	
18:	6	6	6	
19:	6	6	7	
20:	6	7	7	
21:	7	7	7	
22:	5	5	6	6
23:	5	6	6	6
24:	ETC.			

(Maximum of 7 per section)

5. Preliminary Rounds Sectioning Priorities
 - a. Protect for schools.
 - b. Protect for duplicate cuttings.
 - c. Set for doublers. Allow at least one scheduled speaker between each of the student's speaking positions. I.E. If speaking third in one event, schedule the doubler to speak first or fifth through seventh in other event. Any discrepancy should be reported to the sectional office by the judge.
 - d. Vary speaking order for each round, ensuring students have spoken at the beginning, the middle, and the end of the sections.
 - e. Smaller sections may be allowed in preliminary rounds only for the purpose of better judge utilization. If a sectional committee does so, the sectional chair should report this to the Executive Director or his/her Assistant.
6. Determining Semi-Finalists
 - a. Scoring for sections is done by the lowest number of preset entries per section. For example, if there are two preset sections of 6 and one preset section of 7, then the lowest score given is a 6. Even if there are drops on the tournament day, the lowest **preset** section total should be used as lowest actual score.
 - b. Add up all preliminary scores, taking into account the scoring procedure listed above.
 - c. The lowest 14 cumulative scores advance to the semi-final round.
 - d. In case of a tie, the office staff should consult the following tie-breaking procedure:
 - 1.) Head-to-Head competition
 - 2.) Reciprocal fractions of all 6 adjusted scores
 - 3.) Total number of contestants defeated
 - 4.) Total number of contestants competed against

5.) Tougher competition

7. Sectioning for Semi-Finals at Sectionals
 - a. Power snake the competitors to balance power. Based on score, seed contestants and lay out cards in "snaked" order as follows:

A	B
1	2
4	3
5	6
8	7
9	10
12	11
13	14
 - b. Protect for schools. If a school has two semi-finalists in an event, they should be placed in separate sections.
 - c. Protect for cuttings. If two contestants have the same cutting, they should be placed in separate sections when possible.
 - d. Check sections for balance of power. Add cumulative prelim scores of all competitors in each section. Unless protecting schools or cuttings prohibits, the totals of each section should be within 2 or 3 points of each other. If not, trade cards until the sections are as balanced as possible given all constraints.
 - e. Blind draw for speaker order.
 - f. Set for doublers.

8. Determining Finalists following a Semi-Final:
 - a. Add scores from all judges—preliminary and semi-final.
 - b. The lowest seven cumulative scores advance to final round.
 - c. In case of a tie, the following procedure will be used:
 - 1.)Head-to-Head competition (If in the same semi-final section, judges' preference)
 - 2.)Reciprocal fractions of all 9 adjusted scores
 - 3.)Total number of contestants defeated
 - 4.)Total number of contestants competed against
 - 5.)Tougher competition
 - 6.)In case of an unbreakable tie, a runoff will be held with one judge.

9. Determining Finalists without a Semi-Final:
 - a. Add all prelim scores.
 - b. The lowest seven cumulative scores advance to final round.
 - c. In case of a tie, the following procedure will be used:
 - 1.)Head-to-Head competition
 - 2.)Reciprocal fractions of all 6 adjusted scores
 - 3.)Total number of contestants defeated
 - 4.)Total number of contestants competed against
 - 5.)Tougher competition
 - 6.)In case of an unbreakable tie, a runoff will be held with one judge.

10. Sectioning for Final Round
 - a. Blind draw for initial order.
 - b. Set for doublers.

11. Final Placing
 - a. The contestants will be ranked based on the lowest total of all official scores.
 - b. On special score sheets for the final round, enter the name of each contestant and the place received in each preliminary and semi-final round (e.g. 2-1,3-3,2-2,1-1-1). When the contest is over, add the ranks of the three final judges (e.g. 2,3,2) and total all numbers (in this case=23). Do the same for each final contestant. Then award first place to the one with the lowest total, second to the next lowest, and so on.
 - c. In case of a tie, judges' preference in the final round will determine the higher placing.
 - d. In case of a three-way tie, judges' preference will also be used, if one is preferred by two of the three judges. If not broken, convert the judges' ranks to reciprocal fractions (first 1/1 or 1.00; second

1/2 or .5; third is 1/3 or .33; fourth 1/4 or .25; fifth 1/5 or .20; sixth 1/6 or .17; seventh 1/7 or .14) and give the place to the one with the highest total.

- e. After determining the winner of a three-way tie, use judges' preference on the other two tied contestants.
 - f. Seven finalists will advance to the state tournament in each speech event.
12. Judges
- a. Each preliminary round will have two judges per section.
 - b. Each semi-final round will have three judges per section.
 - c. Each final round will have three judges.
13. Sectional Awards
- a. Ribbons will be presented to the seven finalists/state qualifiers in each event.
 - b. Team sweepstakes points will be based on the finalists in each event.
 - c. All students who qualify to the final round will earn team sweepstakes points and qualify for the state tournament regardless of whether or not they perform in the final round.
 - d. Sectional Final Sweepstakes:
 - 1.) 1st Place 8 points
 - 2.) 2nd Place 7 points
 - 3.) 3rd Place 6 points
 - 4.) 4th Place 5 points
 - 5.) 5th Place 4 points
 - 6.) 6th Place 3 points
 - 7.) 7th Place 2 points
 - e. Trophies will be awarded to the top five teams in each sectional.

Section 3. State Tournament

A. Administration

- 1. The state speech tournament will be administered by the IHSFA executive council and the 28 members of the seven sectional committees.
- 2. The advisor and a committee appointed by the Executive Director will serve as ombudsmen for the tournament.
- 3. FEES/FINES: Refer to VI; Section 2; subsection C.4 for applicable fees and fines related to the state tournament.
- 4. Tournament Security: Refer to VI; Section 2; subsection C.5 for applicable rules.

B. State Tournament Set-up

- 1. Each sectional chair will notify the Executive Director/Asst. Executive Director or designee of all the qualifiers from his sectional in each event.
 - a. Each qualifier is to be ranked according to placement.
 - b. If an alternate replaces a qualifier on the day of the sectional tournament, the alternate will be moved into seventh place. All affected qualifiers will move up one place. No drops occurring after the day of sectionals will be filled.
 - c. If a qualifier drops after the day of the sectional tournament, the team is still responsible for paying the entry fee and for providing the number of judges required for that school's original state qualifiers. (passed July 2008)
- 2. All qualifiers will be placed into the schematics using state seeding format.
 - a. All qualifiers are seeded 1 through 7 from each sectional.
 - b. Using the state seeding format no #1 seed shall face another #1 seed or anyone from their sectional in the preliminary rounds. Same applies to the #2 through #7 seed.
 - c. The numbering system for each event will be varied from year to year for each event.
- 3. Each school will be notified of their entry confirmation via email or fax.

- 4. Every contestant is numbered and placed on a scoring card. These cards are sorted by event and placed into tubs and/or files for the scoring table leaders.

C. Procedure:

- 1. Each contestant is guaranteed 3 rounds scored by 2 judges in each round.
 - a. Scoring for sections is done by the lowest number of preset entries per section. For example, if there are two preset sections of 6 and 5 preset sections of 7, then the lowest score given is a 6. Even if there are drops on tournament day, the lowest **preset** section total should be used as lowest actual score.
 - b. The total of judges' scores is recorded for each round.
 - c. The lowest 18 scores from the 6 judges will advance to semi-finals.
- 2. Tie Breaking for Semi Finals
 - a. Head to Head
 - b. Reciprocal Fractions of adjusted scores (1st = 1, 2nd = .5 3rd = .33, 4th = .25, 5th = .20 6th = .17, 7th = .14)
 - c. Total number defeated
 - d. Total number competed against
 - e. Tougher competition (which contestant competed against the most semi-finalists)
- 3. Sectioning for the semi-finals
 - a. Semi 1 - Rank all contestants 1 through 18 . Snake the order adjusting for School and Cuttings.

1	2	3
6	5	4
7	8	9
12	11	10
13	14	15
18	17	16

- b. Semi 2 - Snake using the following format, again adjusting for School and Cuttings.

10	16	15
3	9	4
18	2	5
17	11	14
8	13	12
1	6	7

- 4. Each semi-final will have 3 judges
 - a. The total of all 3 judges will be recorded as well as the round rank (cum) score
 - b. The total score of all 6 judges will be used to determine the lowest 6 competitors who will move on to the final. The round rank (cum) scores will stay with those who move into Finals.
- 5. The tie-breaking procedure for advancing into Finals:
 - a. Head to Head Semifinals
 - b. Reciprocal Fractions in Semifinals
 - c. Head to Head in Preliminaries
 - d. Reciprocal fractions in All rounds
 - e. Total Number defeated
 - f. Total Number competed against
- 6. Scoring and Placing Finalists
 - a. Final round speaking order will be a blind draw. Adjustments will be made for doublers. (July 2007)
 - b. There will be 7 judges in the final, with each sectional being represented. In the event that a sectional is unable to be represented, a qualified independent judge will be assigned. The high and low score will be dropped.
 - c. The 2 semi final round rank (cum) scores will be added to

the final scores.

- d. Tie breaking will use all 7 final round judges' preference.
-
- 7. Sweepstakes: There will be a 3 class state championship system. The largest 1/3 of all schools who entered the sectional tournament being AAA, the next 1/3 AA, and the rest of the schools being A.
 - a. Sweepstakes points will be given for the finalists- 1st = 8pts through 6th = 3 pts. Each non-advancing semi-finalist will receive one sweepstakes point.
 - b. Three (3) points will be given to any school whose total entry at sectionals equals or surpasses the previous year's state average sectional entry.

 - 8. James F. Hawker Mental Attitude Award in Speech
Each school entered in the state speech tournament may nominate one senior member to be considered for the James F. Hawker Mental Attitude Award in Speech.
 - 1. To be considered, the nominated senior must be a qualifier and actually compete at the state speech tournament.
 - 2. All council members, both directors, and the advisor will rank those students who qualify for consideration, with the high and low ranks being dropped.
 - 3. A winning student from each class will be awarded an individual plaque at the state awards ceremony along with a monetary scholarship, the amount to be determined by the Executive Council on a yearly basis.

VII. General Rules—IHSFA Tournaments

- A. Judges shall not request a student divulge the name of his/her school.
- B. Tape recorders will not be used at IHSFA tournaments.
- C. All students participating in Sectionals or State Final contests must be bonafide students of grade 9 through 12, under twenty-one (21) years of age at the time of any contest, and must be enrolled as a student of record of a member school and in good academic standing. No more than four (4) fall and four (4) spring semesters (total of 8) or 12 total trimesters will be allowed for forensic eligibility.
- D. Sectional and state contestants in both extemporaneous events may double in either impromptu or original oratory (passed 9/10/2004).
- E. A sectional contestant entered in discussion or broadcasting may not compete in a second speech event. Only one member of a duo team may compete in a second speech event.
- F. Any selection or other selection from the same work which has been entered by any student in the Sectional contest may not be given by that student in any IHSFA tournaments in the following years.
- G. Coaches who enter students in IHSFA tournaments must attend and judge as needed in the tournament or send a qualified speech teacher to replace him/her or pay a fee to be applied on a judge's expense. Penalty for failure to do so is immediate disqualification of the offending coach's students who are entered in the tournament.
- H. No coach or judge furnished by a school should judge any student from that school or any other student with whom he/she has close ties.
- I. No two students from the same school will compete with each other unless necessary due to (1) the number of students from a particular school or (2) the small number entered in the particular division.
- J. Junior High Schools who hold high school membership may enter only 9th grade students in the Sectional/State tournaments.
- K. Judges at the State Tournament should come with a stop watch prepared to time all events. One judge on each panel will be designated the official timer. The timer should announce at the conclusion of each speech in the presence of the speaker the length of the presentation.
- L. A student may change material between Sectional and State Finals Tournaments. Any substitution must be registered in advance, in writing, with the Executive Director.
- M. No student shall be judged by the same person in the same event more than once at any level of the tournament.
- N. Schools which switch judging assignments at IHSFA Sectional or State Finals Tournaments will be placed on probation.
- O. A student who has competed in speech shall not be permitted to serve as a judge at the IHSFA contests in the area of his or her competition until one year has lapsed. Judges must be 18 and a high school graduate.
- P. Contestants not appearing at the time they are scheduled to speak at the State Speech Final tournament shall be marked last; but the tournament committee may suspend the penalty.
- Q. Critiques should not be given or asked for at the Sectional or State Tournaments.
- R. Coaches and students are not to reveal scores to other students at Sectional or State tournaments.
- S. For the Speech Sectional and State tournaments, an Impromptu Holding Room will be established. After contestants are there, each speaking room will be surveyed in order to establish that all judges are in their respective rooms. Then all first speakers are to be released from the holding room. At five-minute intervals, the next group of speakers is to be released from the holding room.
- T. For the Sectional and State tournaments, all extemp topics are to be color coded and the judges are to be informed of the proper color for each round. Topics will be categorized by rounds.
- U. All speech ballots, will be posted following each round and before the next round is over except for the final round which will be posted after the tournament at the Sectional. The ballots will be posted in a room restricted to coaches only.
- V. All contestants must be present 15 minutes before the start of the tournament. If they are late by 15 minutes, alternates from their sectional will compete.

- W. In case of the coach's absence, the principal must certify in a letter the adult responsible for the team at Sectional or State.
- X. All event and holding prep rooms are restricted during preparation and the round to competitors and office staff as appointed by the tournament director.

VIII. INVITATIONAL TOURNAMENTS

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

IX. SPEECH CONTEST FORMAT

A. BROADCASTING RULES

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

	Prep Time	Speaking Time
ROUND 1—Breaking News Bulletin	1 minute	1 minute*
ROUND 2—Original Commercial	30 minutes	1 minute
ROUND 3—News Program	30 minutes	3 minutes
**Semi-Final One—Original Editorial	30 minutes	2 minutes
***Semi-Final Two—On-The-Spot	2 minutes	2 minutes
Final Round—Radio Program	30 minutes	5 minutes

*not timed by judges

**Sectional Semi-Final will be the Original Editorial

*** Sectional Final will be the On-The-Spot

3. A suitable place for preparation of the rounds should be provided and supervised. The student should not leave the preparation room after he or she has begun preparation. He/she may have personal preparation materials such as a stopwatch, dictionary, thesaurus, pronunciation guide, as well as blank paper, highlighters, pen and/or pencil, scissors, and tape or glue during the preparation period. These materials will NOT be provided at the tournament site.
4. Instructions for each round
 - a. The breaking news bulletin will be prepared copy based on an important, immediate event which would necessitate breaking into regular programming. The student shall be given 1 minute preparation time prior to entering the speaking station. The length of the copy provided will be approximately 45 seconds. The student broadcaster may include remarks to open and close the break in regular programming. The total time for the announcement will not exceed 1 minute.
 - b. The commercial copy will advertise a product which is recognizable in its nature or use. All participants will receive the same informational copy about the product such as product name, effects and contents, cost, and availability. The contestant shall be given 30 minutes in which to write, edit, and rehearse a one-minute final version of his or her original commercial.
 - c. For the news program, the student should be given approximately eight to ten minutes of Internet or wire service news copy to edit and arrange into a three-minute program. All participants should receive the same copy. The articles may be cut and rearranged, but may not be updated or rewritten. The three-minute program may also include the newscaster's code number, station call letters, a national sponsor, and appropriate transitional statements and remarks to open and close the newscast.
 - d. Sectional Semi-final or State Semi-final One: The editorial shall be two minutes in length and written from information, facts and data. The editorial will discuss a situation, policy, circumstance, or event. All participants will receive the same informational copy about the topic such as statistics, details, quotes, sources, and other supportive information. The student shall be given 30 minutes in which to write, edit, and rehearse a two-minute final version of their original editorial. This broadcast will be timed for two minutes.
 - e. Sectional Final/State Semi-final Two: The on-the-spot broadcast should be some event taken from within the previous ten days' news suitable for a remote broadcast. The same event should be assigned to all students. The event, from *USA Today*, must be international, national, or statewide. Such events might be an accident, a fire, the visit of some important person, some political, social or religious event. It might be an athletic event.

A photograph with a caption may be used. The student should receive adequate statements about the event and instructions such as where he or she is located at the time the broadcast occurs and what the time element is relative to the event's occurrence. The student must assume he or she is live on the scene of the event. This broadcast will be timed for two minutes. The student may use notes which s/he has written during the 2 minute preparation time.

- f. **State Final Round:** The radio program shall display a synthesis of broadcasting and writing skills based upon those implemented in preliminary rounds. All contestants will be provided identical copy from which to develop the five-minute final program. The student shall be given 8-10 minutes of news copy, three pre-edited commercials of approximately thirty seconds in length, and two sections of music introduction copy of approximately thirty seconds each in length. The contestant will be given 30 minutes in which to select and order the content, and edit and rehearse the final five minute program. The copy may be cut, but may not be rewritten or updated. The program must include at least one element from each category: news copy, commercial copy, and music copy, in addition to sign on, sign-off and transitions. This broadcast will be timed for five minutes.
5. **Basis for judging each round:**
 - a. **Breaking News Bulletin** - Fluency, poise, authority, voice production and articulation, modification of voice and delivery to fit the circumstances of the announcement, sign-on and sign-off show awareness of broadcast techniques.
Time: not timed (approximately one minute)
 - b. **Original Commercial** - Effectiveness of persuasive techniques in writing, organization, use of detail, clarity, salesmanship, friendliness, fluency, voice production and articulation.
Time: 1 minute
 - c. **News Program** - Selection of news items for news worthiness, arrangement, transitions, voice variety, articulation, authority, accuracy, sign-on and sign-off show awareness of broadcast techniques.
Time: 3 minutes
 - d. **Original Editorial** - Effectiveness of persuasive techniques in writing, organization, persuasiveness, understanding of content, use of detail, authority, dignity, accuracy, articulation, voice variety, fluency.
Time: 2 minutes
 - e. **On-the-Spot** - Awareness of procedures for live reporting, ability to describe and make vivid, ability to see for the listener, language, directness, accuracy, voice variety, conversational pattern. The contestant should be basically accurate, but should not be penalized for accuracy of details.
Time: 2 minutes
 - f. **Radio Program** - Selection of items, copy arrangement and transitions to create a logical yet interesting flow, editing techniques, broadcast persona, voice production, articulation, sign-on and sign-off show awareness of broadcast techniques, effective balance of content (news, commercial, and music copy) to meet time framework.
Time: 5 minutes
 6. **Instructions to the tournament host:**
 - a. Students should not hear each other.
 - b. When possible, judges should receive a copy of all materials issued.
 - c. Timing for rounds should be done by the judges.
 - d. Judges should not see the contestants.
 - e. Hosts are encouraged to provide a microphone and stand so that the microphone can be hand held if the contestant wishes.

7. RULES TO BE READ TO ALL CONTESTANTS AT THE BEGINNING OF THE EVENT:

1. All contestants MUST be in the prep room at the start of each round and must NOT assist others.
2. The tournament site does not provide office supplies or stop-watches.
3. While you may have prep. materials with you for preparation, such as paper, highlighters, tape, scissors, etc., you may not have anything pre-written.
4. Please be considerate of the other contestants in the prep room. Limit talking, movement, and music from headsets or electronic games.
5. You are not to give your name [or any mic. name] in any round.
6. Please leave personal materials, other than your stop watch and the materials created during the prep period, in the hall with the prep room personnel while you are speaking.
7. You are not to return to the prep room after you speak. Please take your materials with you and do not return until slightly before the announced time for the beginning of the next prep.
8. Guidelines to be read to all contestants before the designated round:

Round One - Breaking News Bulletin: You will be given approximately 45 seconds of content. You will prep outside the speaking station. You may add sign-on and sign-off information and transitions. The copy is not to be edited or changed in any other manner. You may mark on your own copy. The time frame is one minute, but the judges will not be timing this round.

Round Two - Original Commercial: You will be given thirty minutes to create a final commercial from the information given to you. The time limit is one minute and the judges will be timing.

Round Three - News: You may add nothing to the news copy received except, your number, a national sponsor, station identification, and transitions. You may cut portions of articles, or even entire stories, but you may not update news. It is to be presented as if it is current Internet or wire-service copy. The judges will be timing and your time is to be 3 minutes on the nose.

Sectional Semi-final or State Semi-final One - Original Editorial: You will be given thirty minutes to create a final editorial from the information given to you. The time limit is two minutes and the judges will be timing.

Sectional Final or State Semi-final Two - On-the Spot: You should present the information as if you are live on-the scene. You may use notes which you have written during your preparation time. You will be given two minutes to prep outside the speaking station. Judges will time and the limit is two minutes.

State Final Round - Radio Program: You will have a preparation time of thirty minutes. At least one section from each category (news copy, commercial copy, and music copy) must be used. You may order the content as you choose. The copy may be cut, but may not be rewritten. Appropriate sign-on and sign-off content and transitions may be added. The time limit is five minutes for the final broadcast which will be timed by the judges.

B. DISCUSSION

1. From September until the end of February, individual hosts may use the current national debate and discussion topics, one of the six suggested IHSFA discussion topics, or a topic area and related questions developed for the host's invitational tournament. Discussion topics must be published in the tournament invitation.
2. The IHSFA Discussion Committee shall prepare several possible topic areas and three sub-topics for each topic area for the IHSFA Sectionals. The IHSFA Executive Council shall select the sectional topic area and specific questions from among those suggestions at the Council Meeting held the first day of the state debate tournament. None of the six suggested IHFSA topics announced after the summer council meeting may be considered for the sectional and state final tournaments.
3. The State final discussion topics will be related to the sectional topics, but no topic may be an exact version of any sectional topic. The Executive Council will select the topics from a list prepared by the Discussion Committee at its meeting prior to the state final speech tournament.

4. Sectional rounds 1-3 will use the individual topics. A topic will be blind drawn before each round, and no topic will be repeated in the first three rounds. The final round will use the general topic. If a semi-final is needed, the semi-final round will use the general topic, and the final round will be a blind draw of the sub-topics from rounds 1-3. (passed 9/10/04).
5. Round table discussion is characterized by the many informal, spontaneous, brief exchanges of views with the goal of arriving at a consensus solution rather than presenting a series of long individual prepared speeches. The discussion shall follow the process of logical thinking: analysis of the topic question, identifying the key problem or problems, and achieving a consensus for the best solution. The best solution must be the goal of each discussion group and must be based on the collaborative work of the group.
6. The contestants shall be judged on their skills in the following areas: Relevant Information, Analysis of the Topic, Collaboration, Participation, Delivery, and Adherence to Format.
7. If the discussion becomes overly hostile or dominated by a few group members, the judge should intervene and attempt to remedy the situation. The offenders should be penalized on the ballot. The judge should note this penalty on the critique sheet at invitational tournaments.
8. The number of times a person speaks is not as significant as the quality of what the person says.
9. Each contestant shall be given a rank 1, 2, 3, etc. (no ties)
10. At the sectional and state finals, the moderators will be the starred judge in the round (passed September 2003). These moderators should provide leadership only when needed. Their major duty is to provide the introduction of the topic for the specific round and to introduce the contestants, by their first names only, to each other and the other judge(s).
11. The maximum time limit is 60 minutes. At the state tournament, preliminary rounds will be 70 minutes in length. Semi-finals and final round will be 60 minutes. (passed July 2006)
12. No one student should assume the role of moderator. The members of the group must work together to conduct the round using the steps listed in item 5 above.
13. Using its customary process for appointing committees, the IHSFA Executive Council shall appoint a state discussion committee that will create the topic and sub-topic questions.

C. EXTEMPORANEOUS SPEAKING RULES: International (Foreign) and United States (Domestic)

1. Topics for this contest will be taken from articles published in the following periodicals: Newsweek, Time, US News and World Report, and Christian Science Monitor from September 1st to the present. Topics must be in question form. A committee shall prepare potential topics for the Sectional and State tournaments. The committee chairperson will choose a minimum of 12 topics per round in categories from the following topic areas: (Topics areas may be combined when necessary)

UNITED STATES EXTEMP

- Agriculture
- American Individuals
- American Foreign Policy
- Budget/Taxation
- Business/Industry
- Crime/Corruption/courts
- Domestic Security/Terrorism
- Economy

INTERNATIONAL EXTEMP

- Africa
- Central Asia
- China
- Europe
- International/global Organizations
- International/global Terrorism
- International/global Issues
- India

Education
Environment
Elections
Governmental Issues
Health and Medicine
Media
Military/Defense Policy
Politics/Political Parties
Science/Technology
Social issues/ills

Japan
Koreas
Middle East
Russia
Pacific Rim Countries
Western Hemisphere (not US)

2. There is no minimum time limit. Brevity should be penalized only if it reveals lack of information on the subject. The maximum time limit is 7 minutes. Overtime shall be a detriment.

3. The first contestant shall draw three topics 30 minutes before speaking time and will discard two and speak on the third. The remaining contestants shall draw in like manner in the order of speaking, at intervals of 7 minutes. Drawing will precede every round. A different topic area will be used in each round.
4. After topics have been selected and recorded, the contestant will be assigned to rooms for preparation of material which will be made without consultation or discussion with anyone. Reference books and magazines shall be furnished by the students. Card files or Reader's Guides may be consulted only for the purpose of locating magazines articles. Highlighting of extemp magazines is legal. A clipping file of extemp material is legal. No outlines of previous speeches or annotations of magazine articles or other pre-prepared material shall be used. Disqualification from the tournament follows violation of this rule.
5. Every contestant will check out of the preparation room with the Extemp Chairperson. Any contestant who fails to checkout will be ranked last in that round.
6. The contestant of extemporaneous speaking should be held accountable for: (1) Strict adherence to the precise statement of the topic he or she has drawn, and severely discounted for shifting to some other base of the topic on which he or she might prefer to speak; (2) Well-chosen information relative to the subject as presented in current periodicals; (3) Organization of this material according to some logical plan to produce a complete speech within the time allowed; and (4) Effective delivery, including all the mechanics of speech--poise, quality and use of voice, gestures, directness, and the ability to enlist and hold the interest of the audience.
7. The extemporaneous speech is an original synthesis of current fact and opinion of the designated topic.
8. Extemp will be scheduled in two divisions--International and United States.
9. Notes may not be used.
10. The Extemp Chairperson shall be in complete charge of the preparation rooms. Any infraction of the rules shall be reported to the Executive Council. Disqualification equals a last for that round only.
11. Timers will be used in extemp at the State Speech Contest.
12. **RULES TO BE READ TO ALL CONTESTANTS AT THE BEGINNING OF THE EVENT IN THE PREPARATION ROOM:**
 1. No talking to other contestants.
 2. No preparation notes are allowed. Clean out your file box. No outlines.
 3. Highlighted articles in one color and clipping files are allowed.
 4. You must check out when your number is called and go directly to your speaking assignment.
 5. If you have a question about procedure, ask the Extemp Director.
 6. Any disqualification must be made by the Tournament Director with appeal to Executive Council possible.
 7. You are to draw three topics from the envelope with your number on it. All should be in the prep room at the start of the draw to avoid confusion.
 8. You may not use notes to speak from in the round.
 9. "Only original sources, photocopies of original sources, and documented clipping files are allowed." The documentation must show that the material is copyrighted and where the original source can be found. Articles from on-line services that are not copyrighted are not legal to have in your files.

D. IMPROMPTU SPEAKING RULES

1. The time limit is 5 minutes maximum. There is no minimum time limit. Brevity should be penalized only if it discloses a lack of knowledge of the subject or a lack of a complete speech. Overtime will be a detriment.
2. Topics should be presented to the contestants individually. Call the first speaker on the ballot into the room; present the topic to him or her, and give the speaker 30 seconds (no more) to prepare. Then the speech is given. When he or she is finished, call the second speaker into the room and follow the above procedure. Speakers must stay in the room until the round is completed. They should not leave after they speak, unless they present proof of doubling.
3. The speaker should be judged for his or her ability to think on one's feet. The speaker is judged for the continuity of the speech and the material he or she is able to call forth on the spur of the moment and mold that information into a logical speech. The speaker should also be judged on the mechanics of speech--poise, quality and use of the voice, body action, and the ability to hold the attention of the audience. The student should be penalized if he or she does not stay within the time limit.
4. Topics will be: a word, a quotation, or a current event. The topics will be alternated each round. No specific order of topics will be announced. The current event topic will be in the form of a question.
5. **RULES TO BE READ TO ALL CONTESTANTS AT THE BEGINNING OF THE EVENT:**
 - a. Contestants MUST be in the holding room at the start or you may be disqualified in that round.
 - b. If you arrive and the speaker is still speaking, you should not listen at the door.
 - c. Students doubling in Impromptu and Extemp at state should always report to the impromptu holding room before going to his or her other event.
6. Instructions for the director of the impromptu holding room:
 - a. After all contestants have heard the rules, send assistant to all rooms to check on the judges. All judges should be in place in each room.
 - b. Log times and let each group go at five-minute intervals. The first speaker should deliver the SEALED topic envelope to one of the judges.
7. **Disqualification means a last for that round only.**

E. INTERPRETATION: GENERAL INTERPRETATION RULES

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

F. INTERPRETATION: MEMORIZED AND SCRIPTED DUO RULES

1. Duo must have two participants who each play one or more characters.
2. In scripted duo participants must hold the script (in their hands) and refer to their scripts. The script may not be used as a prop.
3. In memorized duo participants must perform from memory.
4. No eye or physical contact should occur with the duo partner outside of the introduction and any transitional material.
5. If one registered duo partner drops before the tournament begins the coach may substitute another of the school's students, provided that the substitute does not cause the team to violate other IHSFA rules.

G. INTERPRETATION: DRAMA AND HUMOR RULES

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

H. INTERPRETATION: PROSE RULES

1. Prose is performed by one person.
2. Prose cuttings cannot be taken from plays, film script, movie script, screenplays, or poetry.
3. The focus of the cutting should be on narration.
4. The participant must hold the script (in his/her hands) and refer to the script.

I. INTERPRETATION: POETRY RULES

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

J. GUIDELINES FOR THE SELECTION OF APPROPRIATE INTERPRETATION MATERIAL

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

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

K. DECLAMATION RULES

1. These speeches are orations that have been publicly delivered at some time and place by their authors, who may or may not be expert speakers. The coach must be able to prove that the oration was given for the purpose of public address.
2. Any subject matter appropriate for a contest of this nature may be used. It will be delivered from memory.
3. The oration shall be from 5-10 minutes in length. Failure to meet this time requirement shall be a detriment.
4. This contest comprises orations delivered at some other time and place by their authors. The test of the present orator, therefore, is the ability to reproduce not only words, but also the thought, emotion, and effect of the original orator. Subject matter is not to be judged except as to appropriateness for a contest of this nature. It may be either new or old.
5. Using a brief introduction, the contestant must set forth the time, place, and circumstances of its original presentation by its author.
6. The mechanics of speech must be observed faithfully--poise, quality and use of voice, effectiveness and ease of gesture, emphasis, variety, and enunciation. No particular style of delivery should be demanded of the orator; rather he or she should be free to select or develop an individual style and then be judged according to the degree of perfection obtained and his or her effectiveness in influencing the audience addressed.
7. No props are allowed.

L. ORIGINAL ORATORY RULES

1. This oration is composed by the student who delivers it.
2. Any appropriate subject may be used--a eulogy to some great man or institution; a plea for some solution of some current problem, political, social, or economic. Since these orations have been written by the contestants delivering them, the judges should consider thought, composition, and delivery. However, as this is a contest in speech, rather than in essay writing, the emphasis should be placed on the speech aspect. Thought and composition should be considered primarily in the way they are employed to make the speech effective.
3. The oration shall require from 5 to 10 minutes for delivery. A written copy will be available for the tournament director if requested.
4. Not more than 150 words of the oration may be direct quotation from any other speech or writing. Violation of this rule will result in an automatic last in the round.
5. Plagiarism will bring disqualification from the tournament.
6. Hypothetical illustrations should not be personalized.
7. The orator should not be expected to solve any of the great problems of the day. Rather he or she should be expected to discuss intelligently, with a degree of originality, in an interesting manner, and with some profit to the audience, the topic chosen. He or she should be given wide latitude in the ideas expressed, but held accountable for the manner in which they are expressed.
8. The composition should be considered carefully for its rhetoric and diction. The use of appropriate figures of speech, similes, and other rhetorical devices to make the oration more effective should be noted especially. Use of English should be correct; it should reveal a discriminating choice of words and altogether fine literary qualities. It should be especially adapted to oral presentation.
9. Delivery should be judged for mastery of the usual mechanics of speech--poise, quality and use of voice, and bodily expressiveness; and for the qualities of directness and sincerity which impress the oration upon the minds of the audience.
10. No particular style of delivery is to be set up as the one correct style to which all contestants must conform. Rather, each contestant is to be judged upon the effectiveness of his or her delivery, free to choose or develop whatever style will best give that effectiveness with the particular oration.
11. No props are allowed.

M. ORIGINAL PERFORMANCE RULES

1. The script must be written by the student performing the material. When a duo is written for performances, it may be written by one or both of the performers.
2. The original selection may be dramatic, humorous, narrative, poetic, or any combination of these writing styles.
3. The selection should be five to ten minutes in length. Failure to meet this requirement may be a detriment.
4. A written copy will be available for the tournament director, if requested.
5. A scripted piece must utilize a script for all parts of the presentation (with the exception of a memorized introduction or transitions if utilized). A memorized piece must be entirely memorized.
6. No more than 50 words of the piece may be quoted from another source.
7. Character movement may be utilized in the speaking area of the room.

8. No costumes, properties (hand or stage), or character make-up will be permitted.
9. If a Duo...
 - a. The duo must have two participants (there can be more than one character played by each).
 - b. Participants may not play to each other. No eye or physical contact may occur with the exception of a clearly identified introduction or transition.
10. When judging this event, please consider both the writing and the performance of the material.

X. EXECUTIVE COUNCIL MANDATES/RECOMMENDATIONS

1. The IHSFA Annual Budget will be completed and ready to present prior to the summer meeting of the executive council. The fiscal year will begin July 1st of every year. (passed 6/26/04)
2. Executive Council Members will be reimbursed for gas when traveling to attend executive council meetings. The attached guidelines and formula (appendix-B) will be used to determine the amount of reimbursement. (passed 6/26/05)
3. The Executive Council voted to honor Dr. Larry Stuber, long-time forensics coach, by officially designating the State Champion Congress Trophy as the Dr. Larry Stuber Congress State Champion. (passed 6/29/07)

XI. Appendix-A (7/2005)

Doubling Sheet

Instructions: This form is to be posted outside rooms of events that involve double-entered contestants.

Doubling Students: Write your number in the corresponding space provided.

Round 1	Round 2	Round 3
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.
6.	6.	6.
7.	7.	7.

Doubling Sheet

Instructions: This form is to be posted outside rooms of events that involve double-entered contestants.

Doubling Students: Write your number in the corresponding space provided.

Round 1	Round 2	Round 3
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.
6.	6.	6.
7.	7.	7.

XII. Appendix-B (July 2006)

IHSFA Executive Council
Mileage Reimbursement Guidelines (July 2006)

Per Executive Council decision, council members will be reimbursed mileage when attending mandatory council functions that fit within the following guidelines:

1. Council meetings eligible for mileage reimbursement include:
 - a. Summer meeting
 - b. Winter Meeting
 - c. State Debate
 - d. State Speech
 - e. Meetings for set-up will be reimbursed if budget allows.
4. Mileage will be reimbursed based on the following formula:
 - a. Mileage calculated using mapquest / 20 (mpg) x \$3.00 (average cost of gallon of gas).
 Example: Elkhart to Ind.=140 miles/20=7 x \$3.00=\$21.00 x 2 (round trip)=\$42.00 reimbursed for gas.
5. Using appropriate methods, the executive secretary will determine the shortest driving distance from council member's towns/cities to Indianapolis or other determined site. The mileage chart and standard rate listed below are based on Indianapolis. Indianapolis area council members will be reimbursed based on their point of origin to meeting site.
6. Mileage will only be reimbursed for a council member who otherwise would not need to attend. (eg. A speech coach with no competitors attending state debate)
7. If feasible, council members are encouraged to carpool with each other to meetings. Only the driver will be reimbursed.
8. The council member is required to complete and submit the attached mileage reimbursement form to the executive director by May 1st of the current school year. Failure to do so will result in no reimbursement for that request.
9. Adjustments to reimbursement formula will be addressed at the summer council meeting.

Mileage Chart

All distances are from listed origin to Indianapolis (according to Mapquest).

City/Location	Mileage (one way)	Standard reimbursement (round trip)
1. Munster	153 miles	\$48.00
2. Chesterton	150 miles	\$45.00
3. Elkhart	140 miles	\$42.00
4. Columbia City	110 miles	\$33.00
5. Fort Wayne	119 miles	\$36.00
6. Crawfordsville	45 miles	\$14.00
7. Logansport	72 miles	\$22.00
8. Connersville	56 miles	\$17.00
9. Greensburg	48 miles	\$15.00
10. Evansville	163 miles	\$49.00
11. New Albany	112 miles	\$34.00
12. LaPorte	137 miles	\$42.00
13. Plymouth	114 miles	\$35.00

IHSEA Executive Council Mileage Reimbursement Request

Name _____ Date of Request _____

Meeting Attended: _____ Date of Meeting _____

Starting Location: _____ Mileage (one way): _____

****Office Use:**

Date Received: _____

Accepted Declined (reason why) _____

Mileage reimbursed: _____ Amount: _____

(June 2006)



IHSEA Executive Council Mileage Reimbursement Request

Name _____ Date of Request _____

Meeting Attended: _____ Date of Meeting _____

Starting Location: _____ Mileage (one way): _____

****Office Use:**

Date Received: _____

Accepted Declined (reason why) _____

Mileage reimbursed: _____ Amount: _____

(June 2006)

XIII. Appendix-C (June 2009)

Discussion Critique

Code:_____ First Name:_____ Round:_____ Rank:____/____

Discussion Question:_____

The best discussor contributes meaningfully at each step in the discussion outline. The best discussor has many brief comments which add to and advance the discussion. The best discussor does not necessarily agree with what everyone says and his/her comments are based on research, analysis, and logic. The student talking the most is not necessarily the best discussor.

No student should assume the role of moderator.

Please evaluate this discussor's performance based on the chart below.

A rating of 1 is excellent; a rating of 4 means needs improvement.

Relevant Information		Analysis of Topic		Collaboration	
Participation		Delivery		Adherence to Format	

What was this contestant's greatest strength?

Suggestions for improvement:

Signature:_____ School:_____

Discussion Critique

Code:_____ First Name:_____ Round:_____ Rank:____/____

Discussion Question:_____

The best discussor contributes meaningfully at each step in the discussion outline. The best discussor has many brief comments which add to and advance the discussion. The best discussor does not necessarily agree with what everyone says and his/her comments are based on research, analysis, and logic. The student talking the most is not necessarily the best discussor.

No student should assume the role of moderator.

Please evaluate this discussor's performance based on the chart below.

A rating of 1 is excellent; a rating of 4 means needs improvement.

Relevant Information		Analysis of Topic		Collaboration	
Participation		Delivery		Adherence to Format	

What was this contestant's greatest strength?

Suggestions for improvement:

Signature:_____ School:_____