

Region 1AA Section Speech Tournament Handbook
Fall 2017

Each year, prior to the Minnesota State High School League (MSHSL) State Speech Tournament, Region 1AA holds a Section Speech Tournament. The MSHSL determines the schools assigned to the 1AA competitive section. Each 1AA school is invited to register up to 39 entries (two students performing a Duo counts as one entry), distributed across the 13 categories in any way desired. Current practice is to hold a single day tournament, including three preliminary rounds and one final round, to determine advancement to the State Tournament. Per MSHSL rules, the top 3 speakers in each category advance to State. MSHSL rules for each category apply as the official rules of the tournament; current rules may be found on the MSHSL website (www.mshsl.org). The Section Tournament Manager, as well as the host site, is determined by the Region 1AA Committee.

Duties of the Tournament Manager (may be delegated as desired) and logistics of the tournament include:

1. The Tournament Manger will receive, from the MSHSL, a packet of information that includes Discussion tasks, draw event cuttings and topics, instructions for preparing tasks and cuttings, awards, and information regarding responsibilities and reporting procedures.
2. Contracting of Judges: Based on previous years' entries, the Tournament Manager should contract the anticipated number of needed MSHSL-certified judges. Ideally, there will be enough judges to schedule rounds of between 5 and 7 competitors per room. Each judge will be offered a contract, and each signed contract must be accompanied by a signed Independent Contractor's Form. Each judge will be given the opportunity to provide a list of category-judging preferences. The judge's stipend is determined by the Region 1AA Committee. At least two weeks prior to the tournament, the Manager should submit the list of judges' names to the Section Secretary so that he/she may prepare and forward checks for payment.
3. Scheduling of Judges:
 - A. The Tournament Manager will use the top category choices indicated by the judges on their contracts whenever possible in scheduling the tournament. The judge placements should be scheduled "backwards" from finals, with judges getting their first choices for the most final round they will be judging (as best as is possible with preferences and number of sections of each category). Exceptions to this will be made in the event that coaches have, well ahead of time, indicated a concern with a judge with respect to a certain category.
 - B. During the three preliminary rounds of the Section Tournament, one judge will judge each round. During the final round of the Section Tournament, a clean panel of three judges is required.
4. Judges' Information and Training:
 - A. Each judge will be provided with a folder that contains all of the information and paperwork necessary to perform their duties; suggested materials include a general tournament information sheet, map, judging guidelines and information from the MSHSL, judges' scheduling grid, timing assignment grid, paycheck.
 - B. The Tournament Manager should meet with the judges before the tournament to remind them:
 1. criticism should be positive as well as negative, both constructive.
 2. comments should be explained in a way that attempts to justify the rank.
 3. critiques and ballots should be filled out immediately after each round and promptly returned to the Tab Room, not to speakers.
 4. any suspected rule violations should be brought to the attention of the Tournament Manager, but should not in any way affect ranks.

5. Scheduling and Training of Timers/Readers:

A. The Tournament Manager will arrange for all non-draw events, with the exception of Discussion, to be timed at least once by an adult timer in preliminary rounds. Draw events will ideally be timed in every preliminary round (Ex. Reading will also have a reader). Every final round should be timed (Ex. Reading will also have a reader).

B. Timers and readers will be trained at a meeting prior to the start of the tournament to record and report times and potential rule violations per MSHSL rules. Timers and readers will receive a folder with all pertinent information; suggested materials include a general tournament information sheet, map, timers'/readers' instructions, timers'/readers' recording sheets, timers'/readers' scheduling grid, time cards. Stopwatches and ER books should be made available in the event that the reader needs them.

6. Scheduling and Training of Draw Room Staff: Ideally, there will be one Draw Room staff member scheduled per draw category. Staff should be trained that:

A. the competitor must draw under a Draw Room worker's supervision with his/her draw recorded.

B. in Storytelling and Ex. Reading, contestants may use source books to examine potential cuttings.

C. competitors may not speak with any other student, coaches, or advisors during the time period from after drawing until the close of their performance.

7. Communication of Tournament details to Section 1AA schools: At least 4 weeks prior to the tournament date, the Tournament Manager will send out tournament logistical information, including:

A. General Information:

1. Date and time
2. Host site and directions
3. Schedule of events, including registration deadlines, anticipated first draw time, and anticipated first round start time
4. Food information (i.e. concessions, and food available in lounges)
5. Registration fee per entry, payable to Section 1AA
6. Meal fee per adult who is not working at the tournament, payable to the host school (Region 1AA will pay up to \$8 per meal for all tournament workers, including judges, Tab Room workers, timers, readers, Draw Room staff, etc.; as the Region does not reimburse for meals for anyone who is not working at the tournament, schools are asked to contribute funds to offset the cost of the meals for coaches or other adults who are not working at the tournament in an official capacity)
7. Required number of timers/readers per school (currently, 15 or more entries = 3 timers/readers; 14 or fewer entries = 1 timer/reader)

B. Registration Information

1. The deadline for registration will be one week prior to the date of the tournament.
2. Registration will be done via SpeechWire (www.speechwire.com); coaches will need to enter names and categories of competitors on the website.
3. After the deadline for registration has passed, schools may drop entries, but may not add entries. Schools may substitute one speaker for another within a category up until final confirmation is given prior to the tournament. All changes must be communicated to and executed by the Tournament Manager.
4. The title(s) and author(s) of selections for Drama, Duo, Great Speeches, Humorous, Prose, and Poetry must be provided to the Tournament Manager by the registration deadline.

C. General Reminders, including:

1. Copies of scripts must be given to the Tournament Manager prior to the first round of the tournament for all categories except Discussion, Ex. Reading, Ex. Speaking, and Storytelling.
2. A signed copy of the Community Standards Form must be given to the Tournament Manager prior to the first round of the tournament.

8. Scheduling of Competitors into Sections (competitive rooms): The sections will be scheduled by SpeechWire, and ideally structured so that:

- A. there is a minimum of 4 competitors in each section and a maximum of 7 competitors in each section, except in the case when there are fewer than 4 competitors entered in the category, in which case 3 or fewer may be scheduled per section; or when there is a shortage of judges.
- B. no student meets someone from his/her own school (until finals), unless unavoidable.
- C. students performing same-titled selections should be kept apart in preliminary rounds whenever possible.
- D. students advancing to the final round are all in one section, with random speaking order determined via SpeechWire.

9. Preparation of Coaches'/Team Packets: Upon arrival at the host site, each team will be provided with each of the following, as necessary: a general information sheet, a school code, critiques for each competitor, maps for each competitor, schedule information (either printed for each competitor, or posted).

10. Tab Room Management

- A. Tournament Mangers should manage, but should not participate in, the tabulations.
- B. Up to two head coaches from each school will be allowed to be involved in the tabulation process; they may designate someone else from their staff for this duty. The Tab Room will be open to head coaches (or their designees) only.
- C. Decisions are made by consensus of head coaches (or their designees) from each team, consisting of one vote per school for disputes, changes, or augmentation of tournament rules.
- D. Tabulators should enter tabulation data into computers in pairs (representing two different schools) with one reading and the other entering the data.
- E. When a potential rule violation occurs, a protest form is filed, or an unbreakable-tie results, the student and school should remain anonymous while the head coaches (or their designees) vote to decide the outcome.
- F. Scores and preliminary results will not be posted during the competition; head coaches who are tabulating will have access to this information via a computer in the Tab Room.

11. Tabulation Procedures: tabulation procedures will follow the MSHSL guidelines, including

- A. In preliminary rounds, judges will rank all the way out.
- B. The lowest score any competitor in any event can receive in a round is the lowest ranking in the smallest room of that category. For example, if 3 rooms have 6 competitors and one has 5, no competitor in that category will receive a score lower than 5 for that round.
- C. To determine which contestants shall participate in the final round, the three actual ranks of each contestant in the event will be added together. The seven students with the lowest total score (sum of ranks) will advance to the final round.
- D. Results from head to head matchups will be used to break ties. If a tie still occurs, or head to head cannot be used, the tabulators will add the actual ranks of the fifteen speakers met in Rounds 1, 2 and 3 by each speaker in the tie. The speaker in the tie whose opponents have the lowest total of ranks will advance. If a tie still occurs, reciprocal fractions of actual ranks will be used.
- E. If a tie still occurs, the final round may be scheduled with fewer but not more than eight students.
- F. The three judges in the final round (without conferring) will use the same criteria as was used in the preliminary rounds in ranking contestants (ranking all 1st through 7th or 8th—no two alike).
- G. After the final round, the tabulating committee will determine the section champion, runner-up, third, fourth, fifth, sixth, seventh (and eighth, if necessary) place winners in each of the thirteen divisions by totaling all three final round rankings for each contestant. The lowest total shall be 1st place, etc.

H. In the event of a two-way tie for a given place, the contestant preferred by two of the three judges in the final round shall be awarded that place. This tie-breaker shall be of first priority and shall always be used to break two-way ties.

I. Reciprocal fractions of final round actual ranks shall be used in three or more-way ties.

J. If a three-way tie remains after using reciprocal fractions, the total actual ranks of the three preliminary round judges will become the next tie-breaker.

K. If a three-way tie still remains, preliminary round head to head followed by preliminary round opponents' ranks become the next tie-breakers.

L. If a three-way tie still remains, the tabulators will use the reciprocal fractions of actual ranks of all three preliminary rounds.

M. Team sweepstakes awards will be calculated using the following scores: 1st place = 12 points; 2nd place = 10 points; 3rd place = 8 points; 4th place = 6 points; 5th place = 4 points; 6th place = 2 points; 7th and 8th places = 1 point. Recognition will be given to the 1st and 2nd place teams.

12. Preparation and Announcement of Awards: An awards ceremony should be held for all final round contestants in all 13 categories. The Region 1AA Secretary will provide medals for finalists in 1st-6th place, as well as plaques for the first and second place teams. The host school should provide individual 7th place ribbons or certificates for 7th place finalists.

13. Preparation of Final Results Packet: A final results packet, including all results for all categories in both preliminary and final rounds, should be copied for each school and made available to the head coaches.

14. Following the contest, Tournament Managers must:

A. report all results to the MSHSL as outlined in the procedures.

B. report to the Region 1AA Committee, via the Region Secretary, on items including results, protests, and invoices/receipts for bills to be paid or reimbursed.

15. Section 1AA Coaches' Meeting: during the first round of the Section Tournament, the MSCA Section 1AA Speech Representative has traditionally convened the head coaches of the 1AA schools to discuss any pertinent issues, including:

A. selection of 1AA Speech Coach of the Year, to be forwarded to the MSCA.

B. desire to review/discuss/modify the list of judges offered contracts.

C. desire to hold a face-to-face meeting of 1AA coaches outside of the Section Tournament (Note: Any discussion or changes made outside of the tournament need to be handled through email vote, consisting of one vote per school from head coaches only).

D. any other concerns relevant to the planning or execution of the Section 1AA Tournament.