



TO: Directors of District Speech Contests
 FROM: Debra Velder, Associate Director
 SUBJECT: District Speech Contest
 DATE: January 2016

It is the intent of the NSAA and the Board of Directors to conduct the district speech contests with as much consistency as possible in fairness to all competitors throughout the state. Enclosed are instructions for directors. Awards and extemporaneous topics will be sent to the district host school after February 15. Any questions you have concerning the guidelines provided may be directed to Debra Velder at dvelder@nsaahome.org.

INSTRUCTIONS TO DISTRICT DIRECTORS

1. **2015-16 Classification of Schools.** Schools shall be divided into six classes (A,B,C1,C2,D1,D2) for competition. Schools will not be allowed for qualifying purposes to compete in any other class or district for any reason. **There will be a \$200 fine for schools that are assigned to a district but do not participate in the district contest invoiced by the NSAA.**
2. **Entries.** Each school is to submit their entries electronically to the NSAA. You do not need to e-mail this information to the district director. The district director will be able to obtain the entries from their AD's/and or director's login page. After the entry deadline, schools can make **substitutions** to an originally submitted entry up to registration the day of the contest.
3. **Entry Fees.** The entry fee is to be established by each district individually. The district director is to calculate expenses to be incurred in hosting the district contest and assess the participating schools equally. These expenses not only include judge's fees and mileage, but also could include facility rental, hospitality, administrative costs. The fee is payable to the district host school. **NO monies are to be sent to the NSAA.**
 Directors will be notified of the schools that opted to pay \$200 rather than supply a district judge. That fee shall be paid to the District Director to be factored in when calculation district entry fees.
4. **Entry Deadlines.** Entries for district contests are due **Monday, February 29.** **It is permissible for a school to make a change in an originally submitted entry up to the date of the contest.**
5. **Regulations.**
 - a) A school may have a total of **eighteen** entries in a district speech contest, with the breakdown as follows:

Individual Events

Humorous Interpretation of Prose Literature	2 entries per school
Serious Interpretation of Prose Literature	2 entries per school
Oral Interpretation of Poetry	2 entries per school
Persuasive Speaking	2 entries per school
Entertainment Speaking	2 entries per school
Extemporaneous Speaking	2 entries per school
Informative Public Speaking	2 entries per school

Group Events

Oral Interpretation of Drama	2 entry per school
Duet Acting	2 entry per school

- b) **A contestant may enter **two** events.** These can be either or both individual events or group events. ***Double-check each school's entries to verify a student has not been entered in more than two events.***
- c) Extemp topics for the district contest will be mailed prior to the contest. Directors shall keep this list of topics **confidential** until contest time so all students become aware of the topics at the same time.
- d) ***Extemporaneous Speaking contestants may make use of electronic retrieval devices to store and receive their subject file. Electronic retrieval devices are defined as laptop computers, netbooks, iPads, or other portable electronic retrieval equipment. Please refer to the NSAA Constitution & Bylaws (Article 6, page 5) or the NSAA Speech Judges Manual (pages 23-24) for a complete listing of rules and guidelines.***
- e) Extemp speakers are NOT required to remain in the prep room after they have prepared their speech. It is recommended a room be provided and monitored for extemporaneous speakers to practice.
- f) Preparation time is defined as "beginning with the draw and ending with the presentation."
- g) During these competitive performances, speakers/performers may NOT be assisted or accompanied for any reason by any individual.

6. Judging and Scoring.

- a. All contestants will compete **in two preliminary rounds**. Preliminary round sections will be evaluated by **one** judge. Final round sections will be evaluated by **two** judges. It is the director's discretion in establishing the number of sections, and entries in each section for tournament efficiency.
- b. Each participating school will provide one NSAA registered judge. The NSAA will hire additional NSAA registered judges to ensure that each district contest has up to 10 NSAA registered judges. If a school does not provide a judge, there will be a \$200 charge to be paid to the District Director, which will allow the hiring of an additional registered judge by the NSAA.
- c. In Class A, six (6) entries will advance to the final round with the top four qualifying in each event for the state contest. **THERE WILL BE NO TIES.**
- d. In Class B, six (6) entries will advance to the final rounds, with the top three qualifying in each event to the state contest. **THERE WILL BE NO TIES.**
- e. In Classes C1, C2, D1 and D2 six (6) entries will advance to the final round with the top three finishers in each event qualifying for the state contest. **THERE WILL BE NO TIES.**
- f. **One judge will judge each preliminary round.**
- g. **Two judges will judge each final round.**
- h. NSAA registered judges will be paid **\$20.00** per round in preliminary and final rounds plus mileage at \$1.00 per mile one-way. ***Oral Interpretation of Drama rounds will be paid \$40.00 per round.***
- i. In addition to the assignment of rank and rating points, the judge is required to give written comments of a constructive nature to all participants. There shall be **NO** oral critiques.
- j. Check ballots against a master schedule as they arrive in order to determine if all ballots are in for the round.
- k. **Ballots should be made available for coaches to review as soon as tabulated.**
- l. The tab room shall be accessible to contest management personnel only.

DETERMINING FINAL ROUND PARTICIPANTS

The final round shall consist of six (6) contestants. The following procedures will be used to determine which students advance out of the preliminary rounds:

1. Lowest Cumulative Speaker Rank
2. Highest Cumulative Speaker Points

If a tie in cumulative scores bring the number to more than six (6), the following priority system shall be used to break ties:

1. Head-to-Head Competition:
 - a. If the tied speakers met in only one preliminary round, the speaker that ranked higher in that round advances.
 - b. If the speakers met in both preliminary rounds, and the same speaker ranked higher in both rounds, that speaker advances.
 - c. If the speakers met in both preliminary rounds, and one speaker placed higher in round one and the other speaker placed higher in round two, this step is voided.
2. Reciprocals
(Refer to page 12 of the NSAA Speech Judges Manual or page 9 of the NSAA Speech Manual.)

Placing students in speaking order for the finals shall be done by draw.

7. **Scheduling Suggestion.** Events will be scheduled on the basis of numbers entered in each event. Sections are to be divided as follows:

20 entries	2 sections of 7 entries, one section of 6 entries-one judge in each section
19 entries	2 sections of 6 entries, one section of 7 entries-one judge in each section
18 entries	3 sections of 6 entries – one judge in each section
17 entries	2 section of 6 entries, 1 section of 7 entries-one judge in each section
16 entries	2 sections of 8 entries – one judge in each section
15 entries	1 section of 8 entries, 1 section of 7 entries–one judge in each section
14 entries	2 sections of 7 entries – one judge in each section
13 entries	1 section of 7 entries, 1 section of 6 entries–one judge in each section
12 entries	2 sections of 6 entries – one judge in each section
11 entries	1 section of 6 entries, 1 section of 5 entries–one judge in each section
10 entries	2 sections of 5 entries – one judge in each section
9 entries	1 section of 5 entries, 1 section of 4 entries–one judge in each section
8 entries or less	Director's Discretion

Cancellations may require a shifting of contestants to allow a balance of competition in preliminary rounds.

In scheduling a section avoid:

- a) Students from the same school in a section.
- b) The same judge judging a student more than once in that event.
- c) Students speaking in the same position.

To avoid any possible conflict of interests in setting up sections, double coding should be used.

- a) Assemble all entry forms in either alphabetical order or numerical order as to how they were received.
- b) Designate two code letters for each school and assign a code number to each student per event. (Example: A-1, Z-1)
- c) Next, transfer coded entries from the entry form for each school to a master list of participants for each event.

Example: North High is assigned codes A and Z
South Central is assigned codes B and V

(Poetry) North High Master List

1. Smith (A-1) A-1
2. Jones (Z-1) Z-1

(Poetry) South Central Master List

1. Green (B-1) B-1
2. Banks (V-1) V-1

After all entries are received and coded, an event section could look like this, keeping all schools and entries anonymous:

<u>Poetry Section 1</u>	<u>Section 2</u>
A-1	Z-1
B-1	V-1
C-1	W-1
D-1	X-1
E-1	Y-1
F-1	U-1

SAMPLE SCHEDULING GRID FOR NEW DISTRICT FORMAT.

This is designed using 10 judges per district - 8 provided by the teams in the opposite district and 2 provided by NSAA. For the prelims, one judge per section. For finals, two judges per round.

A maximum of 20 class rooms is needed to facilitate the schedule.

TIME	EVENT	DISTRICT A		EVENT	DISTRICT B	
8:30	ENT-1	Judge B1	Judge B2	ENT-1	Judge A1	Judge A2
Flight A, Rd 1	PER-1	Judge B3	Judge B4	PER-1	Judge A3	Judge A4
	SER-1	Judge B5	Judge B6	SER-1	Judge A5	Judge A6
	DUO-1	Judge B7	Judge B8	OID-1	Judge A7	Judge A8
	OID-1	Judge B9	Judge B10	DUO-1	Judge A9	Judge A10
10:00	POE-1	Judge B2	Judge B7	POE-1	Judge A2	Judge A7
Flight B, Rd 1	EXT-1	Judge B4	Judge B5	EXT-1	Judge A4	Judge A5
	HUM-1	Judge B6	Judge B3	HUM-1	Judge A6	Judge A3
	INF-1	Judge B8	Judge B1	INF-1	Judge A8	Judge A1
		Judge B9 & Judge B10 free			Judge A9 & Judge A10 free	
11:30	ENT-2	Judge B9	Judge B10	ENT-2	Judge A9	Judge A10
Flight A, Rd 2	PER-2	Judge B5	Judge B6	PER-2	Judge A5	Judge A6
	SER-2	Judge B7	Judge B8	SER-2	Judge A7	Judge A8
	DUO-2	Judge B3	Judge B4	OID-2	Judge A3	Judge A4
	OID-2	Judge B1	Judge B2	DUO-2	Judge A1	Judge A2
1:00	POE-2	Judge B10	Judge B5	POE-2	Judge A10	Judge A5
Flight B, Rd 2	EXT-2	Judge B6	Judge B3	EXT-2	Judge A6	Judge A3
	HUM-2	Judge B8	Judge B7	HUM-2	Judge A8	Judge A7
	INF-2	Judge B4	Judge B9	INF-2	Judge A4	Judge A9
		Judge B1 & Judge B2 free			Judge A1 & Judge A2 free	
2:30	ENT-F	Judge B3	Judge B8	ENT-F	Judge A3	Judge A8
Flight A Finals	PER-F	Judge B1	Judge B7	PER-F	Judge A1	Judge A7
	SER-F	Judge B2	Judge B10	SER-F	Judge A2	Judge A10
	DUO-F	Judge B9	Judge B5	OID-F	Judge A9	Judge A5
	OID-F	Judge B4	Judge B6	DUO-F	Judge A4	Judge A6
4:00	POE-F	Judge B1	Judge B8	POE-F	Judge A1	Judge A8

Flight B Finals	EXT-F	Judge B2	Judge B7	EXT-F	Judge A2	Judge A7
	HUM-F	Judge B5	Judge B9	HUM-F	Judge A5	Judge A9
	INF-F	Judge B3	Judge B10	INF-F	Judge A3	Judge A10
		Judge B4 & Judge B6 free			Judge A4 & Judge A6 free	
5:30		AWARDS			AWARDS	

8. Awards.

- a) A championship plaque and a runner-up plaque will be awarded to the top schools at each district contest.
- 1) To determine the champion, a point system will be used. Team scoring shall include both preliminary and final rounds. Each entry will receive team points in **EACH** preliminary round as follows:

Superior (45-50 points)	4 points	Good (39-35 points)	2 points
Excellent (40-44 points)	3 points	Fair (34-30 points)	1 point

Each entry will receive team points in the finals rounds as follows:

1st Place	20 points	4th Place	14 points
2nd Place	18 points	5th Place	12 points
3rd Place	16 points	6th Place	10 point

If no finals are held in an event, final points will be awarded IN ADDITION to the preliminary round points.

If there is a tie for championship and/or runner-up honors, the following will be used to determine the finish, following each step in order until there is not a tie:

- The school with the most superior ratings will be the winner.
- The school with the most state qualifiers will be the winner.
- The school with the most excellent ratings will be the winner.
- The school with the most good ratings will be the winner.
- The school with the most fair ratings will be the winner.
- If a tie still exists, the schools will finish with a tie.

Individual medals will be presented to the finalists in each event.

Please advise directors that Individual and Group Superior Certificates can be downloaded from their Speech Coach or Activities Directors login page.

9. **District Speech Finals:** When two judges are assigned to judge the final round in each event at district speech competition, ties in cumulative rank will be broken as follows:
- Reciprocals applied to the final round.
 - Highest cumulative rating points in the final round.
 - Lowest rank in the preliminary round.
 - Highest rating points in the preliminary round.
 - Judge's brought back together to break the tie.

NOTE: There is **NO Judge's Preference** when two judges are used.

10. Judges.

The NSAA will contract all judges for each district contest. **District Directors will be notified of the judges contracted by posting them on the AD Login page as they are confirmed.**

Each judge shall fill out a judging ballot for each entry. **Ballots shall be downloaded from the NSAA website.** It would be beneficial to provide judges with programs and ballots that include the speaker codes. NO SCHOOL AFFILIATIONS.

11. **Time Schedule.** When setting up a workable time schedule, the following items should be taken into consideration:

- a) Start on time.
- b) Performance order should be assigned by draw.

12. **Notification of State Contest Qualifiers.** The district director will be required to submit the state qualifiers electronically on the NSAA's website. Instructions are included with this correspondence. Submit the results **immediately** following the completion of your district.

If an individual or team qualifies for state competition through competing in a district meet that individual or team is expected to compete in the state contest in which he/she, or the team qualifies. Unless excused by the Executive Director for just cause, failure to compete in a state contest shall result in the school being penalized.

Substitution shall not be permitted for a student who qualifies for the State Speech Contest in an individual event.

Personnel of group events may be substituted.

13. **Protests.** Protests regarding the decisions of judges will not be heard.

Errors in computation, which prevent a qualifier from being placed in the finals, must be brought to the attention of the contest director prior the beginning of the final round of competition.

When the finals have been completed, team points calculated, winners announced and awards issued, the results are final and no changes can be made in individual placement unless a correctable error is discovered. A correctable error shall be defined as those that involved:

1. Mathematical computation errors in individual points affecting placement of the speakers involved.
2. Mathematical computation errors in team points affecting team placement.
3. Mistakes made in calculation of judge's preference in the final round affecting the placement of the speaker involved.

If correctable errors are discovered, students or teams shall receive the appropriate medals or trophies. Trophies and medals awarded at the awards ceremony shall be returned by the individuals or teams to which they were presented.

The contest director or NSAA Executive Staff may correct clerical errors in team scoring when discovered.

14. **Information to Schools.** Details of the contest to the schools should include:

- a) Site and Date of contest.
- b) Time of contest.
- c) School phone number and director's email address.
- d) Time schedule of events.
- e) Entry deadlines.
- f) Financial arrangements.
- g) List of judges.

15. Facilities Needed.

- a) Competition rooms.
- b) Tab room. This area should be away from the main flow of traffic.
- c) Commons area for students.
- d) Registration area for students.
- e) Judges' room.
- f) Ballots pick-up area.

16. Supplies Needed.

- a) Ballots (download from the NSAA website)
- b) Pencils
- c) Programs
- d) Awards (plaques, medals provided by NSAA)
- e) Stopwatches -- one for each judge.

17. District Reports. To be submitted to the NSAA at the conclusion of your contest.

- a) **Electronic State Qualifiers Report.** Use electronic form to submit district results to NSAA.

18. Speech Manual. An NSAA Speech Manual can be found on the NSAA Speech website.

19. NSAA School Directory. The NSAA School Directory is available for reference on the NSAA website.

20. Judge Roster. A roster of 2015-16 registered NSAA speech judges is available on the NSAA website.

21. Questions? I can be reached via email – dvelder@nsaahome.org - or via cell phone (402)525-6612.



TOURNAMENT DIRECTOR'S CHECKLIST



1. _____ Place tournament date on the school calendar.
2. _____ Check and confirm room availability for tournament.
3. _____ Plan tournament time schedule.
4. _____ Notify schools of contest details including your email.
5. _____ Notify judges of contest details.
6. _____ Download ballots from NSAA website.
7. _____ Prepare and send information letter to participating school.
(Emphasize DEADLINES!)
8. _____ Line up workers.
9. _____ Arrange for any signs to be made.
10. _____ File entries as they come in.
11. _____ Compile information for the program.
12. _____ Have the program printed.
13. _____ Prepare school packets.
14. _____ Prepare judges' packets.
15. _____ Organize the registration area.
16. _____ Prepare materials for the tab room.
17. _____ Plan the awards ceremony. Check awards.
18. _____ Report state qualifiers electronically to NSAA immediately following contest.
19. _____ Prepare financial report.

Reporting Your District Speech Results On-Line

With the development of the on-line database and entry forms, the NSAA has created an on-line speech district results form for you to submit your district results to the NSAA. You won't have to type in the student's names, grades, or school codes. We ask that you complete and send this results form **as soon as your meet is over** so the NSAA can post these results on the speech page of the NSAA's web site and begin setting up the state meet. Below are the steps to send your district results to the NSAA office.

1. Go to the NSAA's web site and click on "School Login"
2. Select your school and use your speech coach passcode to enter the database.
3. Go down to the entry forms section.
4. If you are in charge of multiple districts, you will see a link for each district's results form. Click on the link to the district results form you wish to fill out.
5. On the form, you will see the places you will need to enter. There will be a drop down list of the available schools. You will need to choose the school first. Once the school is chosen, the program will go out and find all the students that were listed on that school's district entry form. They will then be shown on the drop down list in the next column.
6. Go to the name column to the right. Click on the drop down menu and you will see the list of available students. Choose the student from the list. The program will then generate the grade automatically for you.
7. **If the student is NOT listed on the drop down list:** This means the student was not listed on the district form. Contact the NSAA office immediately. We will have to add that student to the list.
NOTE: for Duet and OID, there is multiple drop down lists to enter the 2 or more students. Make sure you enter ALL the students involved in either the Duet or OID events.
8. The SAVE button is at the bottom of the form. We recommend that you click Save periodically to ensure that you do not lose any work.
9. When you click Save, you will be shown the results you've entered so far. AT THE TOP of this page, you will see a YELLOW BOX with a check box next to the wording "*I certify that these results are complete and accurate to the best of my knowledge and wish to submit them as the final results for this district.*" YOU MUST CHECK THIS BOX and CLICK THE "Submit Final Results" BUTTON in order to send your results to the NSAA. This is the only way we will receive the district results. **DO NOT LEAVE THIS STEP OUT.** You may save the form at any time but only when that box is checked and the "Submit Final Results" button is clicked, will we receive the form.

You have **NOT** submitted this form yet. Click [Edit this Form](#) to complete your form. You can Save your form and come back to it later if you wish. Once you are finished with your form, please review it for accuracy and completeness and then check the box below and click "Submit Final Results".

I certify that these results are complete and accurate to the best of my knowledge and wish to submit them as the final results for this district.

Submit Final Results

10. You are able to work on this form a little at a time, if you like. **MAKE SURE YOU CLICK THE SAVE BUTTON AT THE BOTTOM OF THE FORM.** The information will not save unless you click the Save button. You can come back and retrieve the information by logging in again and clicking on the "Speech District Results Form" link.

Please contact the NSAA office anytime if you have any questions. Thank you for your assistance with this!

Remember – You must check the box at the top of the "view results" form that indicates the form is complete so that it will transmit to the NSAA!