



TO: Directors of District Speech Contests
FROM: Debra Velder, Associate Director
SUBJECT: District Speech Contest
DATE: January 2012

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, forms and awards information. Awards and extemporaneous topics will be sent to the district host school around February 1. Any questions you have concerning the guidelines provided may be directed to Debra Velder at dvelder@nsaahome.org or Cindy Callaway at ccallaway@nsaahome.org.

INSTRUCTIONS TO DISTRICT DIRECTORS

- 1. 2011-12 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.
- 2. Entries.** Each school is to submit their entries electronically to the NSAA. You do not need to e-mail this info 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 original entry up until 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 figure expenses to be incurred in hosting the contest and assess the participating schools. These expenses not only include judge's fees and mileage, but also could include facility rental, postage, telephone charges, hospitality, director's fee, and supplies. The fee is payable to the district host school. **NO monies are to be sent to the NSAA.** Entry fees shall be established by dividing the expenses incurred by the host in hosting the contest equally between the participating schools.
- 4. Entry Deadlines.** Entries for district contests are due **Friday, March 2. It is permissible for a school to make a change in an original 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 will become aware of the topics at the same time.
- d)** Use of electronic devices (computers, calculators, cell phones, I pods, MP3's, DSI's, etc.) in the extemp preparation rooms or during preparation time will not be allowed at district and state speech contests.
- e)** Extemp speakers are NOT required to remain in the prep room after they have completed writing 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 be judged once in a preliminary round by one judge. If there are eight or fewer entries in an event, there will be one round with **two judges** and no finals.
- b.** In Class A, six (6) entries will advance to the final round with either three entries coming from each of the two preliminary sections **OR** two entries coming from each of the three preliminary sections with four qualifying in each event to the state contest. **THERE WILL BE NO TIES.**
- c.** In Class B, six (6) entries will advance to the final rounds, with either three entries coming from each of the two preliminary sections **OR** two entries coming from each of the three preliminary sections with three qualifying in each event to the state contest. **THERE WILL BE NO TIES.**
- d.** In Classes C1, C2, D1 and D2 six (6) entries will advance to the final round that will represent either the top three entries from each of the two preliminary sections **OR** the top two entries from three preliminary sections with the top three finishers in each event qualifying for the state contest. **THERE WILL BE NO TIES.**
- e. One judge will judge each preliminary round.**
- f. Two judges will judge each final round.**

- g. NSAA registered judges will be paid \$**20.00** per round in preliminary and final rounds plus mileage at 50 cents per mile.
- h. 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.
- i. Check ballots against a master schedule as they arrive in order to determine if all ballots are in for the round.
- i. Ballots should be made available for coaches to review as soon as tabulated.**
- j. The tab room shall be accessible to contest management personnel only.

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	1 section, no finals – two judges in finals

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: West High is assigned codes A and Z
 East Central is assigned codes B and V

<u>(Poetry) West High</u>	<u>Master List</u>
1. Smith (A-1)	A-1
2. Jones (Z-1)	Z-1

<u>(Poetry) East Central</u>	<u>Master List</u>
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</u>	<u>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

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 the preliminary rounds as follows:

Superior	4 points	Good	2 points
Excellent	3 points	Fair	1 point

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

1 st Place	6 points	4 th Place	3 points
2 nd Place	5 points	5 th Place	2 points
3 rd Place	4 points	6 th Place	1 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:

- a. The school with the most superior ratings will be the winner.
- b. The school with the most state qualifiers will be the winner.
- c. The school with the most excellent ratings will be the winner.
- d. The school with the most good ratings will be the winner.
- e. The school with the most fair ratings will be the winner.
- f. 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.** If a tie exists after totaling ranking, points in the final round, the following method will be used in the order listed until a winner can be determined:
- a. Reciprocals applied to the final round.
 - b. Highest cumulative rating points in the final round.
 - c. Lowest rank in the preliminary round.
 - d. Highest rating points in the preliminary round.
 - e. Judge's brought back together to break the tie.

10. Judges.

The NSAA will hire 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.

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

- a) Start on time.
- b) Performance time 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. An instruction page is provided. Send 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.

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

- a) Site of contest.
- b) Date of contest.
- c) Time of contest.
- d) School phone number, fax number and director's email address.

- e) Time schedule of events.
- f) Entry deadlines.
- g) Financial arrangements.
- h) 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) **State Qualifiers Report.** Use electronic form to submit district results to NSAA. Instructions are provided.
- b) Financial Report.
- c) Speech Team scoring sheet.

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 2011-12 registered NSAA speech judges is available on the NSAA website.

21. **Questions?** I can be reached on my 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 helpers.
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 final reports.

NEBRASKA SCHOOL ACTIVITIES ASSOCIATION

FINANCIAL REPORT OF DISTRICT SPEECH CONTEST -- DISTRICT NO. _____

Please make this report in duplicate. Keep one copy for your file, send one copy to the NSAA Office, and provide a copy to each participating school.

CONTEST _____ LOCATION _____ DATE _____

RECEIPTS:

Entry Fees\$ _____

Other Receipts.....\$ _____

TOTAL.....\$ _____

EXPENSES:

Judges' Fees

Name of Judge	Fee	Mileage
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

MISCELLANEOUS: --

_____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL.... \$ _____

BALANCE..... \$ _____

**(BALANCE SHOULD BE PRORATED BACK TO PARTICIPATING SCHOOLS)
(NO MONIES ARE TO BE SENT TO THE NSAA)**

Team Scoring Sheet

SCHOOLS

EVENT	SCHOOLS																							
Humorous Interpretation Of Prose																								
Serious Interpretation Of Prose																								
Oral Interpretation Of Poetry																								
Persuasive Speaking																								
Entertainment Speaking																								
Extemporaneous Speaking																								
Informative Public Speaking																								
Oral Interpretation Of Drama																								
Duet Acting																								
TOTAL																								
PLACE																								



Please keep one copy for your files and send one copy to the NSAA immediately following the contest.



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!