

Pennsylvania High School Speech League



STANDING RULES OF DISTRICT PROCEDURE

Revised: November 2020

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D1. PURPOSE

The purpose of the District Tournament is to advance students to the State Tournament. For purposes of fairness and equity, only students who intend to attend the PHSSL State Tournament if they qualify, should attend the PHSSL District Tournament.

D2. ENTRY FEES

Each District may assess entry fees to cover the cost of the District Tournament expenses and the hiring of judges if necessary. All efforts should be made to keep such fees to a minimum so that schools will not be discouraged from participating in the tournament for financial reasons.

D3. JUDGES

It is left to the option of the District Committee to select the best method of choosing qualified judges.

The slate of judges must be approved by the District Committee. Teachers or coaches are not permitted to judge students from their schools. Judges who are graduated less than 12 months from high school should be used with discretion. To every extent possible a judge should not evaluate the same student more than once in a District Tournament. Individual exceptions to these stipulations will be approved by the District Committee. Judges may not reveal decisions in any event.

D4. DISTRICT PARTICIPATION

Each member school may enter two entries in each of the speech and debate events unless they have met the quota for that event with bid entries. A school is allowed up to four (4) qualifying entries per event to the State Tournament, not including swing teams.

- a. If a school has met its cap of competitors that have qualified with Bids, that school may NOT enter any students into the District Qualifier in that given event unless the school forfeits bid opportunities for the respective number of competitors.
- b. If the school has only three (3) competitors that have qualified to the State Tournament with Bids, that school may only send one (1) competitor to the District Qualifier.
- c. A school may forfeit Bids for one or more competitors only with the consent of BOTH the head coach of that school and of the competitor(s) that has earned the Bid(s).
- d. A student with just one or two bids will be unable to qualify to the State Tournament with Bids and therefore does not count towards the school cap and may compete in the District Qualifier.

Bids are due to the district chair based on deadlines that the chair sets for the district.

D5. QUALIFIERS TO STATE TOURNAMENT FROM DISTRICT TOURNAMENT

Students qualify to the State Tournament in each event through the District Tournament. The number of qualifiers to the State Tournament for each event is based on the number of students actually participating in that event, not on the number pre-registered at the District Tournament. District Chairpersons should exercise caution in announcing qualifiers to State. If a District committee makes an error, the Committee shall correct the error, notify all affected schools and individuals, and contact the State office. **No additional qualifiers will be permitted at the State Tournament because of District Committee errors.**

There are no District Tournaments for News Broadcasting, Impromptu Speaking, Extemporaneous Debate, and Student Congress: House.

D6. TIES

In determining the qualifiers for the State Tournaments, the ratios mentioned in the Bylaws shall be strictly followed. Ties in the District shall not be allowed to change these ratios. For example, if there are 9 participants in an individual event, and there is a tie for second place, this tie must be broken since only two may qualify for the State Tournament.

D7. DISTRICT AWARDS

PHSSL certificates are presented to all State qualifiers. PHSSL pins are awarded to the first place winners in each event. Other awards may be presented at the District Tournament as local conditions and customs permit. The State Office will provide each District with a Sweepstakes Award to be presented to the best overall performing school at the District Tournament.

D8. DISTRICT REGISTRATION

Deadlines for registration for the District Tournament will be established and strictly enforced by the District Committee. In all instances, deadlines for registration must be at least one week prior to the tournament.

D9. RANKINGS

In tabulating ranks of participants in Individual Events, adjustments must be made when there are multiple sections with an unequal number of participants in a specific event. For example, if the scoring were:

ROUND I

Participants	Section A	Section B
A	3	
B	2	
C	1	
D	4	
E		1
F		2
G		3
H		4
J		4

The rank of contestant "J" would be converted to 4 to equalize the two sections.

D10. SPEECH EVENTS

Three plans are outlined for use in the individual events for the District Tournament. These plans are designed to meet the needs of the various districts in the League and are based on the number of participants in each event. Before the first round of each event, the District Chairperson must announce which plan is to be followed for that event in the tournament.

PLAN A

To be used if there are eight or more participants in an individual event. All entrants will compete in three rounds of the event. They will be judged by one to three judges per round as local circumstances allow. At the end of the preliminary rounds, the five (minimum) to seven entrants who have the lowest cumulative ranks shall participate in a final round. The final round will be judged by three judges.

District winners are determined on total (preliminary plus final) ranks. The speaker with the lowest total cumulative rank shall be the winner.

PLAN A

CONTESTANT	ROUND I	ROUND II	ROUND III		FINAL ROUND	CUM. RANK	PLACE	QUALIFIED TO STATE
A	1	1	1	3	212	8	1 st	X
B	3	3	2	8	644	22	4 th	
C	2	5	3	10	466	26	6 th	
D	6 5	5	5	15				
E	5	4	5	14				
F	4	3	4	11				
G	4	2	3	9	555	24	5 th	
H	3	4	4	11				
I	5	6 5	6 5	15				
J	1	2	2	5	123	11	2 nd	X
K	2	1	1	4	331	11	3 rd	

* Tie broken on Final Round Judges' Preference_

PLAN B

May be used if there are seven or fewer participants in an individual event. All entrants will compete in two rounds of the event. They will be judged by two or three judges per round as local circumstances allow. District winners are determined on total cumulative rank. The speaker with the lowest total cumulative rank shall be the winner.

PLAN B

CONTESTANT	ROUND I	ROUND II	CUMULATIVE RANK	PLACE	QUALIFIED TO STATE
A	3-5	5-2	15	4	
B	1-1	1-3	6	1	X
C	4-3	3-4	14	3	
D	2-2	2-1	7	2	X
E	5-4	4-5	18	5	

PLAN C

May be used if there are seven or fewer participants in an individual event. All entrants will compete in three rounds of competition. No final round will be held. There will be one judge per round. District winners are determined on total cumulative rank in the three rounds of competition. The speaker with the lowest total cumulative rank shall be the winner.

PLAN C

CONTESTANT	ROUND I	ROUND II	ROUND III	CUMULATIVE RANK	PLACE	QUALIFIED TO STATE
A	3	5	5	13	4	
B	1	1	2	4	1	X
C	4	3	3	10	3	
D	2	2	1	5	2	X
E	5	4	4	13	4	

D11. BREAKING TIES IN INDIVIDUAL EVENTS

In case of ties in the cumulative rank in Plan A, the higher rank is given to that contestant to whom a majority of judges have given a higher rank. This refers to the judges in the final round only.

If there is a three-way (or more) tie for first place in an individual event that cannot be broken on Judges Preference, reciprocal fractions shall be used (based on ranks in the final round).

$$1 = 1.00, \quad 2 = .50, \quad 3 = .33, \quad 4 = .25, \quad 5 = .20, \quad 6 = .16$$

The highest total would receive first place.

In Plans B and C, if there is a tie in cumulative ranks, then the higher rank is given to that contestant to whom a majority of judges have given a higher rank. This refers to all of the judges in the preliminary rounds.

D12. DEBATE EVENTS

Introduction:

Each school entering any of the debate categories may enter one or two teams. (Two person teams in policy, public forum, and parliamentary debate; one person in Lincoln-Douglas.) Each team must be prepared to debate both sides of the resolution. The number of rounds of debate in the District Tournament will depend on the number of teams entered. Two teams from each district will qualify to the State Tournament. If 10 - 20 debate teams participate in the District Tournament, a third team qualifies to the State Tournament. If 21 or more teams participate, a fourth team qualifies to the State Tournament. All rounds in debate competition must be randomly paired if there are five or fewer entries.

In any instance in which a District has six or more entries, the following pairing procedures will be used: Rounds 1 and 2, randomly paired. Succeeding rounds paired high-low, following the seeding outlined in the State Standing rules and programmed into the tab room software.

The topic of debate for the District Tournament will be announced in January. The State Tournament topic will be announced in March. The League will use NSDA topics as published in the Rostrum.

Swing Contestant

With the agreement of a majority of a district's debate coaches, a district may exercise the option to have a swing contestant available on the day of the district debate tournament. Should a district exercise the option to use swing contestants, the preceding year's first place school will provide that contestant. If that school cannot provide said contestant, other schools are to be asked in the order in which they placed in the preceding year (second, third, etc.) This swing entry will compete in all preliminary rounds and be eligible for the elimination rounds. Fees are waived for swing entries.

Five or fewer teams entered:

- A. If there are five or fewer debate teams entered in the District Tournament, two rounds of debate will be held. Each team must debate one affirmative and one negative round.
- B. If three teams enter the District Tournament:
 - 1. If the teams are from three different schools, each team debates the other two teams. At the end of these rounds, use the tie-breaking procedures below to determine district place winners.
 - 2. If there are two teams from one school and one team from another school, debate:

Round 1 1A vs 2A

Round 2 2A vs 1B

Round 3 1B vs 1A

Place winners will be determined by using the tie-breaker criteria below

- C. If four teams from two schools enter the District Tournament, two rounds will be held observing school restraints. Each team must be assigned to one affirmative and one negative round. If the debaters represent only two schools, debate:

Round 1	Round 2
1A vs. 2A	2A vs. 1B
1B vs. 2B	2B vs. 1A

1. If four teams from three schools enter the District Tournament, each team must be assigned one affirmative and one negative round. Debate:

Round 1	Round 2
1A vs 2A	3A vs 1A
1B vs 3A	2A vs 1B

2. If four teams from four schools enter the District Tournament, each team must be assigned one affirmative and one negative round. Debate:

Round 1	Round 2
1A vs 2A	2A vs 3A
3A vs 4A	4A vs 1A

Place winners will be determined by using the tie-breaker criteria below.

- D. If five teams enter the District Tournament, two random rounds will be held. Each team must be assigned to one affirmative and one negative round.

1. If five teams from three schools enter the District Tournament, debate using three time periods.

<u>Time Period 1</u>	<u>Time Period</u> <u>2</u>	<u>Time Period</u> <u>3</u>
2A vs. 1A	1A vs. 2B 3A vs. 1B	2B vs. 3A 1B vs. 2A

2. If five teams from four schools enter the District Tournament, debate using three time periods.

Time Period 1	Time Period 2	Time Period 3
1A vs 2A 3A vs 4A	4B vs 1A 2A vs 3A	4A vs 4B

3. If five teams from five schools enter the District Tournament, debate using three time periods.

Time Period 1	Time Period 2	Time Period 3
1A vs 2A 3A vs 4A	5A vs 1A 2A vs 3A	4A vs 5A

Place winners will be determined by using the tie-breaker criteria below.

Even numbers of teams (six or higher):

If there is an even number (six or higher) of debate teams entered in the District Tournament, three rounds of cross-exam debate will be held. Each team must debate one affirmative and one negative round. In the third round the teams will toss a coin to determine sides. Teams from the same school may not meet in these three rounds. At the end of three rounds, determine the state qualifiers using the tie-breaking criteria below. In all instances, all undefeated teams are qualified to the State Tournament.

Odd numbers of teams (seven or higher):

If there is an odd number (seven or higher) of cross-exam debate teams entered in the District Tournament, three rounds of debate using four time periods will be held. Each team must debate one affirmative and one negative round. In the third round the teams will toss a coin to determine sides. Teams from the same school may not meet in these three rounds.

Time Period 4: Drop the team which is 0-2 with the lowest median points. Teams may not meet if they have already met in time periods 1-3.

At the end of three rounds, determine the state qualifiers using the tie-breaking criteria. In all instances, all undefeated teams are qualified to the State Tournament.

Tie-breaking procedures:

Ties need not be broken unless (1) the tie determines which team(s) qualify to the State Tournament or (2) to award district sweepstakes points. The following are the criteria for determining state qualifiers and breaking ties. The criteria are to be used in the order listed:

- win-loss record
- opponent seed
- head to head
- standardized points (JudgeVar2 in Tabroom)
- median speaker points
- total speaker points
- random number

Debate Evidence Rules

Students have 30 seconds or what is deemed reasonable by judges outside of prep time to produce all requested evidence, then prep time starts for the opposing team. Prep time shall not be deducted for either team during the exchange of evidence. Evidence that cannot be produced leads to an automatic loss of the round.

Novice debate:

In the District Tournament, the cross-exam debate method will be used. The format is as stated in PHSSL Bylaws, Article B1 - Cross-exam Debate Rules, Section B1.1.

D13. PREPARATION ROOM PROCEDURES FOR EXTEMPORANEOUS SPEAKING AND COMMENTARY

1. The topics for the District Tournaments are supplied by the District Committee. Extemporaneous Speaking topics generally consist of questions about current events of national and international significance covering the time period six months prior to the contest. Commentary topics generally consist of words or phrases that identify issues, personalities, trends, events, or concerns of contemporary importance.
2. Each round of competition shall have a different set of topics; however, the same set of topics must be used for all the competition sections of the same round. Duplication of topics from round to round is prohibited. The Executive Board will at its summer meeting select five topic areas for extemporaneous speaking for use at the District and State tournaments. The topic areas will be announced in the Communicator.
3. The order of speaking and drawing topics is determined by lot prior to the time for drawing topics. Thirty minutes before the contest is to begin, the first speaker shall draw three topics and after consideration return two. The remaining speakers shall draw in order at seven minute intervals. The event director shall record the number of each student's topic selection.
4. Once the topic has been chosen, the speaker remains in the preparation room until the time to be sent to the competition room by the event directors. During this time the speaker may not consult with anyone. Students may share reference materials; however, any collaboration on speech preparation is forbidden. If the speaker consults with *anyone* on speech preparation, the speaker will be disqualified from the tournament.
5. Students may consult published books, magazines, newspapers and journals or articles there from, provided:
 - A. They are originals or duplicated copies of the originals.
 - B. That the original article or copy is intact and uncut.
 - C. There is no written material on that original or copy.
 - D. Underlining or highlighting will be allowed if done in only one color on each article or copy.

Topical indexes without annotation may be present. Previously prepared speeches, handbooks, briefs and outlines shall be barred from the preparation room. The possession of materials prohibited by these rules will result in the speaker being disqualified from the tournament.

D14. INDIVIDUAL EVENTS – MATERIALS

Speeches and readings for PHSSL District Tournaments may not have been used in competition by the student prior to the current academic year. Failure to abide by this rule will result in disqualification from the tournament.

The intent of PHSSL is that all materials presented in interpretation events must be available to all members of the league. All selections must be published or commercially available in print, audio, or video form. At PHSSL tournaments, contestants must bring the published copies of their selection with an ISBN or ISSN in either print, audio or video form, with title page or audio/video credits included. If the original copy does not have an ISBN or ISSN, the coach or supervising adult must be able to show that the original was purchased or obtained commercially, i.e., a bill of sale from a literary agent or publisher, or that the original is publicly available by internet URL and retrieval date. Lines which are attributed to one character in the published material may not be attributed to another character in the performance. The author's words as published in the literature may not be altered for the presentation with the exception that cutting is permitted and obscenities may be replaced. Material being performed at the PHSSL tournament must match the student's original script. Failure to provide an original copy or a photocopy will result in disqualification from the tournament.

PHSSL recognizes that videos of student performances are available from many sources. These videos are good learning tools for delivery, characterization, blocking and gestures. However, these features are unique to each performance. Significant copying is theft of the video performers' intellectual property and is cause for disqualification from any PHSSL tournament.

Prior to each PHSSL tournament the student must send a copy of the speech, a bibliography and a cover sheet, signed by the student and the coach declaring this is an original speech. These speeches will be held by the Tournament Committee in case of a challenge. If at the tournament, another coach thinks there was plagiarism, it is up to that coach to provide proof of his/her statement.

D15. STUDENT CONGRESS: SENATE

1. Each school shall be permitted two entries. Each competing school is required to submit one piece of legislation. The District chair may add legislation if not enough is collected. It is suggested that 12 pieces of legislation is enough for debate. Please consult State Senate Manual for proper format for legislation. Each District Chairperson may establish a deadline for legislation based on the date of the district tournament. The District Chairperson will distribute the legislation packet at least two weeks before the district tournament, along with an agenda for the day. This agenda will be a random order of the school submitted bills first, followed by the supplementary legislation that was added by the District Chairperson.
2. Debate in the district senate will follow the rules and procedures outlined in the Congress manual.
3. Three plans are outlined for use in Senate for the District Tournament. These plans are designed to meet the needs of the various districts in the League and are based on the number of participants. Before the first session, the District Chairperson must announce which plan is to be followed for that event in the tournament.

PLAN A

If there are two (2) to eight (8) participants, there shall be three rounds of Congress (similar to speech rounds) with the Parliamentarian acting as Presiding Officer. Please consult the State Senate Manual for the format of the full debate session. For the first round, the speeches will be on any of the supplementary legislation; the second round will debate the bills submitted by district schools; the third round will debate any remaining legislation. Judges (one per round) shall rank all speakers. District winners are determined on the total of the judges' ranks. The two speakers with the lowest total cumulative ranks shall qualify to the state tournament. Ties need not be broken unless (1) the tie determines which senator(s) qualify to the state tournament, or (2) to award district sweepstakes points. Ties will be broken using reciprocals. If the tie cannot be broken using reciprocals, the parliamentarian will rank the students to break the tie.

PLAN B

If there are nine (9) to twenty (20) participants, there shall be two full two-hour debate sessions of Senate with a Presiding Officer for each Session. Please consult State Senate Manual for format of full debate session. For 9 entries, the top 2 will advance to States. Entries between 10 and 20 will advance 3 to States. Judges (two per Session) and parliamentarians shall rank their top six speakers with all other speakers receiving a rank of 7. District winners are determined on total (judges plus parliamentarian) ranks. The three speakers with the lowest total cumulative ranks shall qualify to the state tournament. Ties need not be broken unless (1) the tie determines which senator(s) qualify to the state tournament, or (2) to award district sweepstakes points. Ties will be broken using reciprocals. If the tie cannot be broken using reciprocals, the ranks of the parliamentarian will be used to break the tie.

PLAN C

If there are twenty-one (21) or more entries, students shall be separated into two chambers. There shall be two full two-hour debate sessions of Senate with a Presiding Officer for each Session. Please consult State Senate Manual for format of full debate session. Judges (one per session and parliamentarians shall rank their top six speakers with all other speakers receiving a rank of 7. The

top 5-7 speakers in each chamber will advance to Super Session based on total preliminary (judges and parliamentarian) ranks.

Ties for breaking to Super Session will use reciprocal ranks. The Super Session will be one and a half hours. District winners are determined on total (two judges plus preferential vote by the chamber as described in the congress manual) Super Session ranks. The four speakers with the lowest total cumulative super Session rank shall qualify to the state tournament. Ties need not be broken unless (1) the tie determines which senator(s) qualify to the state tournament, or (2) to award district sweepstakes points. Ties will be broken using judges' preference of the ranks in the Super Session. If the tie cannot be broken using judges' preference, reciprocals will be used.

D16. MEMBERSHIP DUES

In order to participate in the Regional Drama Festival, and/or the District Tournament, a school's membership dues must be paid prior to the date of that festival and/or tournament.

D17. DRAMA

- A. Every play entered in a Regional Drama Festival will be allocated a total of 60 minutes for tech rehearsal, including setting of the stage, and striking the set. The total time to accomplish these may not be exceeded.
- B. A play entered in the PHSSL Drama event must be performed before an audience of the high school community prior to the Regional Festival.

D18. PARTICIPATION

- A. In Districts which hold split tournaments (debate and speech on separate days):
 - 1. A debater who does not qualify to the State Tournament may participate in the subsequent District Individual Events (including Public Forum Debate) Tournament.
 - 2. An individual who does not qualify to the State Tournament in an individual event (including Public Forum Debate) may participate in the subsequent District Debate Tournament.
 - 3. Additional Exceptions:
 - Students participating in Regional and State Drama Festivals may compete in District and State individual events and debate contests.

D19. ALTERNATE QUALIFIERS TO STATE TOURNAMENT

- A. If a student or debate team who has qualified to the State Tournament cannot attend the Tournament, the coach should notify the Executive Director no later than the Friday prior to the State Tournament. The Executive Director will then certify, if possible, the next ranked student or debate team to the State Tournament and notify that student or debate team and coach. Alternate qualifiers will not be certified after the one-week deadline.

D20. REGISTRATION

Published deadline dates for participation in all PHSSL programs and events will be enforced by the District Chairpersons and the Executive Director. Extraordinary circumstances may be handled at the Executive Director's discretion.

D21. FORFEIT RULE

If a student is 15 minutes late for a scheduled round, that student cannot participate in that round unless the delay is due to a function of the tournament.

D22. TIME LIMIT - GRACE PERIODS

In all individual events, a grace period of thirty (30) seconds over the event is permitted without penalty. If a student is more than thirty (30) seconds over, that student may not be ranked first. Excessive overtime violations should be penalized more harshly.

D23. DISTRICT TOURNAMENT RULES COMMITTEE

- A. PROTESTS: All protests at the District must be filed in writing, on the appropriate form, with the District Chair either at the Tournament or no later than 72 hours after the conclusion of the Tournament.
- B. The District Rules Committee shall consist of the District Chair, a member of the District Committee, and the PHSSL Executive Board member assigned to that particular District.

D24. ELECTRONIC RETRIEVAL DEVICES

Being able to collect and organize current data is an important skill in today's digital environment. We believe that having the opportunity to use digital resources and synthesize information taken from them to make the best speeches and arguments possible will provide practice in a valuable skill that cannot be matched in any other academic situation.

The use of electronic retrieval devices is permitted in all PHSSL events. This ruling is not meant to imply that any student must use electronic devices, merely that it is now permitted. □

- This includes the retrieval -- in preparation rooms and during rounds -- of stored data and, if possible, the online retrieval of current information.
- This includes using digital resources to flow debates and to prepare speeches.
- This includes using digital resources to time debates and speeches.

No guarantee of power or of Internet connectivity should be presumed. There should be no expectation placed on host schools to provide either of these resources. Students wishing to use digital devices must be responsible for providing these resources and for having an alternative plan if the digital devices fail.

Digital communication between speakers and persons outside of the competition event or room is

not permitted. PHSSL's intent is similar to its rules under Cross-Exam Debate and under the Preparation Room Procedures for Extemporaneous Speaking and Commentary: consulting with a coach or anyone outside the competition room once the competition has begun will result in disqualification from the competition.

D25. DISTRICT TOURNAMENT AUDIT

All district tournaments are to be run on Tabroom.com. There will be a mandatory audit of all district tournaments by the PHSSL tech adviser, an executive board member, and the district representative.

D25. DISTRICT CHAIRPERSON JOB DESCRIPTION

1. Schedule a fall meeting of all District schools.
2. Distribute minutes of fall meeting reminding all schools of State dues and District fees, if applicable.
2. Contact all schools to ensure membership is retained.
3. Establish District speech and debate tournament dates and sites and advise the League Office of the dates.
4. Mail registration forms and invitations to all schools for Regional drama and District speech and debate tournaments. Include registration forms and any other requirements (i.e fees, judges, etc.).
5. Schedule, in conjunction with District Committee, the contests. PLEASE NOTE: IT IS THE DISTRICT CHAIR'S RESPONSIBILITY TO CREATE EXTEMP TOPICS FOR DISTRICT COMPETITION.
6. Work with the state-appointed software coordinator to set up properly the district tournament and schedule the tournament using the state-approved software (Tabroom.com). Tabulation and reporting must be run through the software.
7. Report all results to the League Office immediately following contests using forms as contained on the PHSSL website.
8. Communicate with schools as often as possible to promote quality speech activities. Examples might include thank you notes to coaches and their principals for hosting, congratulatory messages to schools, etc.
9. Hold an election at the District Tournament in the second semester to elect the chairperson for for the following year.
10. Share all district concerns, questions, or suggestions with the Executive Director and/or Executive Board. Remember, you are the district representative to the League.
11. After the District Tournament, send extemporaneous topics to the League's Office. List corrections/additions to District list.

CHECK LIST FOR DISTRICT CHAIRS

- September** ___ Become familiar with PHSSL Constitution, Bylaws, and District Chairperson Job Description
___ Hold meeting with District Committee
___ Appoint additional chairpersons for district, i.e., Host School, Extemp Topics, etc., as needed
___ Secure Tournament site for District's State Qualifying Tournament
___ Send out "Welcome to PHSSL this year" letter to all District schools
___ Make certain all schools in District have been contacted regarding One-Act competition and that each has the proper registration forms
- October** ___ Make certain all schools qualifying to the Regional competition know what their responsibilities are in registering with the State Office
___ Send results to the State Office at Bloomsburg University within 2 days
- November** ___ Personally contact schools who are late in paying dues
___ Hold meeting with host of speech/debate qualifiers regarding rooms, cost, food, equipment
- December** ___ Relax -- get ready for a busy January and February
- January** ___ Get supplies ready, check what the State Office supplies; run off ballots
___ At least four weeks before the District Tournament, mail complete invitation to all District schools; time, place, fees, lunch information, registration form, JQP form, rules, regulations
___ Order trophies or awards if your district uses them to recognize winners
___ Appoint Tournament officials
___ Make certain that someone is writing the topics for extemporaneous speaking and extemporaneous commentary; check Communicator for list of five topic areas in each event
- February** ___ Secure list of rooms to be used for Tournament
___ Hold scheduling meeting with members of your District Committee
___ Duplicate schedule of preliminary rounds
___ Hold District's State Qualifying Tournament: always check PHSSL rules to make certain results are correct; when in doubt ask your District's State Executive Board liaison
___ Hand out qualification forms at Tournament; make certain qualifying students and coaches know what their responsibilities are in registering for States
___ Elect District Committee for following year
___ Send results to State Office at Bloomsburg University within 2 days
___ Send extemporaneous topics to the State Office
- March** ___ Distribute financial report to District schools
___ Work in tab room at State Tournament
- April** ___ Meet with new Chair for smooth transitions; transfer records, sample forms, helpful hints, etc.