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Coaching Guide: *Directing Speech and Debate Activities*

National Forensic League

Our coaches matter. Your work as an NFL coach will challenge, motivate, and inspire students to see the world as never before. Along the way, you'll test your skills and broaden your horizons – and learn a few things yourself.

This coach guide was designed to help you manage your team successfully. Between its covers, you'll find everything you need to jumpstart your team, from an overview of the activity itself, to the processes of managing an NFL chapter, to administering and building your program in general. We've even included a glossary of speech and debate terms.

Additional resources are also available on our website, www.NFLonline.org.

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Your Starting Point: www.NFLonline.org

Resources and Community: www.ForensicsOnline.net

Fundraising: www.GiveYouthAVoice.org

Instructional Videos: www.NFLtv.org

“Unless you try to do something beyond what you have already mastered, you will never grow.” - Ralph Waldo Emerson

Purpose of the National Forensic League

The NFL promotes **interscholastic** debate, oratory, public speaking, and interpretation of literature by encouraging a spirit of fellowship and conferring upon deserving candidates a worthy badge of distinction. A nationwide network of competitive tournaments honors students for their achievements, culminating with the National Speech and Debate Tournament in June.



The league also serves as an **honorary society**, promoting secondary and middle level speech and debate activities and interscholastic competition as a means to develop a student's lifelong skills and values, as well as the public's awareness of the value of communication education. To this end, the NFL serves as the central agent for coordination and facilitation of heightened public awareness of the value of speech communication skills, development of educational initiatives for student and teacher training, excellence in interscholastic competition, and the promotion of honor society ideals.

As an organization, the National Forensic League embraces diversity, interconnection, and visionary leadership. We empower students to become effective communicators, ethical individuals, critical thinkers, and leaders in a democratic society.

Benefits of Membership

We offer several services and opportunities for forensics programs, including:

- ❖ Membership in the only nationwide educational society for speech and debate. Colleges and universities consider NFL membership to be a badge of academic honor and distinction.
- ❖ A subscription to the monthly educational magazine, *Rostrum*. Complete with online archives, *Rostrum* is the most comprehensive publication for secondary school speech and debate.
- ❖ An extensive vehicle for honoring members of your program. Students receive certificates, seals, and other handsome insignia as recognition of their accomplishments in forensics.
- ❖ Invitation to participate in District competition, which could qualify students to the NFL national tournament and an opportunity to earn some of the \$200,000 in college scholarships awarded.
- ❖ Online fundraising portal exclusive to members, allowing donors to choose projects to give to.

We offer several coach training/professional development initiatives, which include:

- ❖ Hundreds of coaching resources including lesson plans, fundraising ideas, drills, management and team-building exercises and an online community for coaches and students.
- ❖ Access to an extensive online video portal, training all areas of forensics, as well as annual complimentary DVDs of final round performances in Humorous, Dramatic, and Duo Interpretation. Publication information and authors of all 600 interpretation selections performed at several past national tournaments.
- ❖ Local, regional and national coach clinics and workshop scholarships, online professional development tutorial course for continuing education units (CEUs) or graduate credit, school faculty seminars, as well as coach mentoring.
- ❖ Professional coach/educator accreditation to honor expertise and experience.
- ❖ Online store of mementos, supplies, books, videos and other merchandise to support your squad.

Starting Up: A Coach Toolkit

NFL founder Bruno E. Jacob (*pictured at right*) often expressed the strong conviction that individual student membership was the cornerstone of the National Forensic League. This means that regardless of competitive success, **participation** is the most valuable aspect of the forensic experience.



“The Journey is the Reward.”


Directors of speech and debate programs serve as both administrators (managing logistical responsibilities) **and coaches** (educating and guiding students). In some schools and states, speech and debate has a curriculum and is offered as a class. More traditionally and more often, it is simply an extracurricular activity.

Timeline & Checklist for the Year

Summer/Before School Begins

1. **Contact your NFL district chair** (on the NFL website, click on “**District Contacts**” from the “**Districts**” section) to learn when local area coach meetings, clinics/workshops and tournaments are held. S/he also may direct you to state league websites for calendars and rulebooks. Many states offer additional speaking events not held by the NFL, but that *can* earn students NFL merit points for participation. Your district chair should be able to identify an **experienced coach** in the area who can serve as a **mentor**.
2. **Set up meetings with the school administrator(s), athletic/activities director and bookkeeper.** Understanding school/district policies and paperwork for interscholastic **conduct**, knowing where you stand with your **budget**, obtaining appropriate **financial forms** (such as check requests), arranging **transportation**, determining if and how you will **raise funds**, and being clear on **legal policies** and **liabilities** are all critical before you even start working with students. It pays to know what your rights and responsibilities are, since you will be traveling (sometimes overnight), handling money, and working one-on-one with students.
3. **Organize student leadership.** If you are inheriting a program, find out who existing officers/captains are, and meet with them. Not only do such roles teach students valuable lessons of leadership, but you can delegate certain tasks such as peer coaching. A shrewd coach is aware of personality conflicts, and rallies their student leadership around a shared vision and charges them with bringing that to the team at large. If you are starting a new program, perhaps initiate a recommendation process by which teachers provide feedback on student leader candidates.
4. **Devise a practice schedule, tournament calendar and program policies.** You may seek student input for the calendar if there are options, but start with what you feel you can handle. Nothing is worse than “biting off more than you can chew” when you’re new. Always have an administrator and/or your activities/athletic director (and perhaps school/district attorney) review what you put together for legality, so they are never surprised to hear from a parent about something. Samples of such materials are in the Appendix.
5. **Create a bulletin board** and/or website or place where students can find information about upcoming meets, when forms are due, etc. Get them in the habit of checking this often!



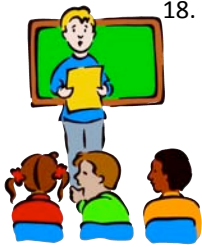
6. **Investigate establishing a parent booster club.** Sometimes, these exist at schools as blanket organizations to support all fine arts or activities, so always work within the framework that best respects the culture of your building (make friends, not enemies). Regardless, having a parent committee to help plan trips, judge (if parent judges are common in your area), help run tournaments, raise funds, etc. is invaluable. For more information and suggestions, please see the section of this guide on “**Getting Parents Involved.**”
7. **Determine what supplies you need,** and use school channels to purchase, or prioritize them to purchase once adequate funds are raised. Suggestions for supplies follows this checklist.
8. **List potential judges.** When you register for a tournament, you are required to bring a certain number of judges, usually based on how many entries you bring. Your contact with your NFL district chair and/or local leagues can help you understand the prevailing rules, including whether schools usually hire teachers, business professionals, former competitors, and/or members of the community, such as parents. Depending on the expertise and experience of judges and regional norms, judges may be asked to volunteer, or may be modestly remunerated for their time. It’s important to understand the procedures for handling this – some schools/districts even require judges to complete payroll and federal W-2 and I-9 forms.

9. **Make sure judges are trained.** Regardless of the expertise and background of judges, the various NFL and local standards and rules for events include several technicalities and conventions that change periodically (as they are updated by coach committees). Additionally, not all judges realize the importance of writing specific and constructive criticisms when they evaluate contestants. What’s more, acknowledging human bias and ethical issues is an important consideration when judging. Some states have training programs and clinics, so you’ll want to be aware of these and communicate them to your judges as early as possible. An overview and basic judge training materials are included in the Appendix of this guide.
10. **Create a system for communicating with judges.** Give your judges a calendar of tournaments and ask them to share their availability with you. Then, as you know how many students you’re registering – and consequently, how many judges you will need – you can contact those judges who are available. The more notice you can give judges as to whether you need them *or not* is appreciated and goes a long way toward cementing a loyal, reliable judge corps.

Beginning of the School Year/Season

11. **Promote your program within the school** (see the section on **Recruitment**) and advertise an informational meeting. If there’s an activity fair, set up a booth!
12. **Hold an informational meeting** where you give students a brief overview of what “forensics” is, the benefits of participating and what they can anticipate as a member of your program. Keep the meeting positive, but make your expectations clear. You may wish to have student leaders assist with running this meeting, but communicate with them ahead of time, so they understand the importance of staying on message and expressing your shared vision for the program. **Have copies of the practice schedule, tournament calendar, team policies, parent letter, and student contact/medical/permission forms** ready to distribute to students at this meeting. Parents appreciate a coach who is organized and prepared. If the school assesses a team/participation fee (or you are allowed to assess one expressly for forensics), and/or if you require fundraising, be upfront and explain expectations/quotas.



13. **Be clear about your expectations**, which should be stated in writing with materials distributed at the informational meeting. Consider frequency and duration of practices offered and how many students should attend each week. Decide how you will handle conflicts (many students are involved in other activities, such as drama, music, athletics, part time jobs, etc.).
14. **Determine what resources are at your disposal** (computers, printing capabilities, library, etc.) and any school policies regarding reserving space and resources).
15. **Establish a structure** – how will students use their time (and yours) and share resources when they are at a practice session? Making sure they are productive, working collaboratively (they are on a *team*, after all), and prepared is essential. Pre-season, practice focuses on theories of presentation, formation of speeches, cases and literary pieces, research and subsequent filing; whereas, during the season, practice becomes more about developing technique, honing fluency, and fixing flaws.
16. **Ask colleague teachers for light assistance**. English teachers are great at proofing speeches, social studies teachers are great at reviewing debate cases or Congress legislation, science teachers are great at providing ideas for science-related debate topics. By reaching across disciplines, you also build respect for your program as enhancing student learning in those areas.
17. **Watch video of successful presentations** to offer students a perspective of what it takes to be successful. The NFL offers its *Showcase* DVD set, as well as a robust library of final round video and audio archives, which you can order, and in some cases, even loan (consult the order forms that came with your membership materials).


“Practice does not make perfect. Only perfect practice makes perfect.” - Vince Lombardi



18. **Encourage peer coaching**. When students are empowered to constructively evaluate their teammates, they begin to have a more critical eye and ear for their own work, and appreciate the value of criticism. Actual practice sessions can run as detail-oriented stop-and-go presentations, which “surgically” fix individual flaws when they happen, or they can be continuous “run-throughs,” where feedback is given *after* the presentation finishes, much as in actual competition.

19. **Record video or audio of presentations**. With computers, this has become easier than ever. A computer with an embedded camera and/or microphone will allow students to see and hear their performance from the perspective of a spectator.
20. **Always be aware** of *what* your students are presenting. Content reflects you and the school.
21. **Invite judges, parents and alumni** to help observe and evaluate presentations. Some schools have a “night of forensics” prior to the season to give students a pre-tournament event to be ready to debate, speak or perform at. Add refreshments, and you’ve got a memorable team-building occasion that builds excitement and motivation for the season ahead!
22. **Having a public showcase**, presenting at a community, youth or senior center, or holding a public debate with a civic organization is a great way to build public awareness of your program, while giving your students practical experience. They can also earn NFL “Service Speaking” merit points. There are several references throughout this guide to additional NFL partnership opportunities where students can engage the community in this manner.
23. **Coaches often have a folder or binder system** where students keep judge evaluations, goal-setting sheets, competitive record and even journal reflectively about their growth.

24. **Pre-season workshops/clinics are common** in many locales, so investigate what's offered, and make sure your students are aware of this opportunity.
25. **Watch for invitations.** Many NFL districts, state organizations and invitationals post tournament information and registration forms online or via email, while others still mail out information. Make sure you are on the appropriate mailing lists (postal or virtual).
26. **Arrange transportation** in the manner most appropriate for your school and region. While many areas charter school busses, some schools require coaches to reserve and drive vans, while still others require families to find their own way to tournaments. With transportation, there are often several liability issues, so be absolutely clear on your school's policies. Regardless, make sure these arrangements are made well in advance of the tournaments you attend.

27. **If you are traveling a distance** to a tournament, you must also consider booking lodging and other modes of transportation, such as airfare. This, of course, requires additional advance planning and meticulous organization, such as communicating details to parents. Sample forms for travel-related purposes have been included in the Appendix. If your students are fortunate enough to qualify to the NFL National Tournament, then travel is assuredly a consideration, and you should talk to your administration about supporting this endeavor. The NFL National Tournament is one of the oldest supported activities by the National Association of Secondary School Principals, and many schools/district will cover at least part of a team's expenses, since the National Tournament is the terminus level of competition for this academic sport.
28. **Register promptly and accurately.** Many coaches require students to *sign up* for each tournament, to indicate their availability and readiness. If class credit is involved, there's often a "contract" or agreement that parents sign, acknowledging that attendance at a certain number of tournaments is attached to the student's grade. Tournaments have registration deadlines – often at least a week prior, and earlier for larger tournaments. Schools who host tournaments plan much in the same way as for a wedding: ordering food for participants and coaches/judges, determining use of rooms, ordering awards, making sure enough custodial staff is available, etc. Any time coaches are late or inaccurate with registration, they contribute to degrading the efficiency of the whole tournament. Please be a *team player* with your colleagues. Read the special procedures and rules for each *particular* tournament and follow instructions carefully.
29. **Make sure your school issues a check** for the tournament promptly. Many tournaments require payment when you enter; some require it when you arrive with your students.
30. **Confirm with the judges** you need for this tournament, and make sure you share logistical information (when they should arrive), as well as any rules particular to that tournament.
31. **Remind students and verify their intent to attend** each tournament. Just as you do with judges, share the essential logistical information, as well as special rules. If students cancel participation, communicate these "drops" to the hosting school *immediately*.
32. **Confirm with your bus company or transportation**, and make sure you build in some extra time. It's better to arrive early and have additional time to practice, than to arrive late because of a weather issue or other mitigating circumstance. This also models responsible behavior for young people on the importance of promptness. Tournaments will usually have a schedule in the invitation; plan with needed travel time to arrive at the beginning of the registration period.

33. **Prepare an attendance roster** of students and their events (you can also use this to track their achievement for after the tournament). Make sure you have **medical forms** and any other essential paperwork *with you* before you leave for the tournament. If students are missing any classes, **be sure to share the attendance list** with the office/faculty, so teachers are aware those students will be out of the building.
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34. **Be sure students bring appropriate materials**, including evidence tubs, literary pieces, visual aids, timing devices, etc.
35. **When you arrive** at the tournament, you will likely register your students, and receive such materials as judge assignments, schedules, maps of the school and schematics. **Remind your students** to abide by both your own school's and team's rules, as well as the host school's in terms of respecting space, and return any moved furniture to where it was when you arrive. **Don't forget to share judge assignments** with those whom you hired!
36. **Attend the general meeting** for contestants, judges and/or coaches (if applicable).
37. **Coaches have varying responsibilities** while at a tournament. They are often asked to judge, sometimes asked to help compute results (tabulate, or "tab" for short), they may follow their students around and offer advice on performance, and they may socialize. As a newer coach, do not discount the value of networking socially at tournaments. As educators, most coaches love to share their techniques and the more enthusiastic a novice coach is, the more likely an experienced coach is to share the wealth of their knowledge. Often, tournaments have a "lounge" or hospitality area for the adults – this is where you will meet people and learn about the various leagues, rules, standards/conventions, methods/techniques, etc.
38. **At the awards assembly**, remind your students to represent your school with decorum and appropriate conduct. Losing with dignity is an important skill to foster. Never allow students to speak ill of students, judges or coaches from other schools – until you're back at your own school. Even a school bus with open windows or an airplane can attract unsuspected listeners.
39. **Before you leave**, you will be issued a copy of the tournament's results and student evaluation sheets. Make sure your students retrieve any materials they brought – as well as personal effects (which invariably get forgotten). Make sure students clean the bus before leaving.

After the Tournament

40. Students are quick to blame judges for their weak performances. Remind students that judges are unique human beings, who each bring their own backgrounds and perspectives to assessing students' performances. Ask the student to analyze how they can "win over" a particular judge, given that judge's comments. If a judge's comments are incomplete or incoherent, chalk that up to human error – after all, chances are that judge showed the same lack of courtesy to *all* the contestants that day. Depending on the culture of your local league, it may be acceptable to bring a problematic judge to the attention of the coach who hired him/her, or to the tournament host. **Always check with experienced colleagues to see what the preferred protocol is in that case.**
41. Send thank you notes to the tournament host and judges, if necessary.
42. **Record NFL merit points** (unless it is the NFL District or National Tournament). See the "**How to Record NFL Points**" section of this guide.
43. **Publicize** successes (see more on that in the program-building section).



44. **Investigate summer opportunities for training** for both you and your students. There are several scholarships available (including the NFL Coach scholarship program described on p. 24), so the sooner you investigate this, the better.
45. **Appoint captains and/or have students elect new officers** for the following season. Meet with current and new officers to ensure a transfer of knowledge/experience and expectations.
46. **Plan a season's end banquet** to celebrate accomplishments, to send-off seniors, and to thank parents, judges, administrators, sponsors and others for their support of your program. The NFL sells several mementos, such as silver lapel pins, chenille letter jacket patches and handsome graduation honor cords.
47. **Reflect on how things went this year and re-tool for next season!** Plan to attend any local coach conventions or clinics at the end of the year. See if you can attend the NFL National Tournament in June (if none of your students qualified) to see the nation's best and brightest compete.



Checklist of Materials

- ✓ **General supplies:** writing utensils (multi-colored pens for debate), paper (copy/print as well as lined), note cards, scissors, tape, binder that fits 5½" x 8½" "half-sheets" (pictured at left) for oral interpretation scripts, three-hole punch, cardstock to print literary pieces on (or half-size sheet protectors), plastic tubs for evidence, file folders.
- ✓ **Periodicals for reference**, which are particularly useful for Extemporaneous Speaking, Congress and Public Forum.
- ✓ **Books:** literature for interpretive events, reference for debate. Tell everyone you know that you will take any materials they discard!

Competition Dress & Appearance

An important aspect of communication is the credibility of the source, and young people in speech and debate advocate for serious, mature issues. As part of this professional endeavor, it is customary for students to wear dress clothing, with "business casual." Coaches often hear students "bellyache" about buying or wearing such clothes, from the same students who also own name brand athletic shoes and designer jeans worth twice the value of a simple dress outfit! Coaches can educate students and their parents about the *investment* that having a professional outfit represents (such as for interviews, special occasions, etc.). Additionally, several teams have "hand-me-down" programs, and/or shop at local thrift and consignment stores.

For competitive success, suits are the most universal outfit, and usually dark colors (black, charcoal or navy) are the customary choice of attorneys and investment bankers – the adult decision-makers. In speech events, such as oratory and interpretation, bold colors (such as red) often grab attention. The idea is to look conservative, so the emphasis is on the content and delivery of the message, and not a distracting aspect of a student's appearance.



Tournaments for Newbies*

** because that yellow book series uses a derogatory term*

This section is intended for the new coach or student alike. A speech or debate contest is like a three-ring circus, with several events happening at once, with a sea of teenagers acting out hysterics (because a character in their interpretive piece calls for it, because they are having a crisis with their significant other, because they are anxious about a big paper, or because they are nervous about competition). Ah, such is the beauty of working with young people!

No two tournaments are alike. Some are small and extremely local, often happening after school for a few hours, while some have more than a thousand contestants from several states, spanning several days. Get a sense of the norm for tournaments from an experienced coach in your area, so you aren't overwhelmed. Psyche your kids out in a positive manner. Familiarize yourself with the terminology (found in the glossary on p. 36).

There are some universal facets to every tournament: they usually have students present a couple times before different judges (and usually different opposing contestants, depending on how many enter in that particular event). Judges evaluate the performance of students (in debate, awarding a win or loss; and in speech and congress, awarding ranks or ratings/points). Some contests offer team or squad awards (often called **sweepstakes**), which are high-stakes school awards, which principals love, while other contests emphasize individual student achievement.



Here are a few pearls of wisdom for the newbie coach or student:

- **Observe rounds whenever you have the opportunity.** For students, this means elimination rounds when they don't *break*. Watch different events, especially if they're outside your area of expertise/comfort. You may pick up a technique you can incorporate elsewhere. Watch the specific techniques of successful contestants.
- **Bring homework and other materials for the bus ride or for downtime.** Read, quietly listen to music, or complete a Sudoku or crossword puzzle.
- **Eat well and get enough rest.** Both coaches and students alike are guilty of ignoring their health and wellness in the throes of competition. Tournaments are (unfortunately) known for junk/fast food, because it's cheap and convenient. Pack high-protein, low-carbohydrate snacks and bottled water. Bottled water is also the healthiest way of keeping your voice hydrated, especially given how often students and coaches talk at tournaments!
- **Don't obsess over your record** as a contestant or coach. Success comes with experience. Just have fun and enjoy the ride! The most successful participants in this activity report that even with their last tournament, their key is that they enjoy expressing themselves, raising awareness of an issue through what they present, and engaging with their peers in this great community.

Running an NFL Chapter

Whether you just registered your school with the National Forensic League, or you inherited a charter chapter from another coach, you will learn about the processes of charting points your students earn, the honor systems for both students and coaches, the specific NFL events and tournaments available, and considering involvement in one or more of our special partner programs.

Competitive Events Offered

Below are described the NFL's nine main, five supplemental, and two consolation events. Individual states have other events that can earn students NFL points (see p. 15).

Main Events

In order to compete at the NFL District Tournament and be eligible for the NFL National Tournament, students must qualify in one of the following events. These events are also weighted at a premium value for point recording purposes.



- **Policy Debate** – team debate that evaluates a proposed resolution on the basis of affirmative and negative cases.
- **Public Forum Debate** – team debate that evaluates a position posed by the resolution. Clash of ideas must be communicated in a manner persuasive to the non-specialist or “citizen judge”, i.e. a member of the American jury.
- **Lincoln Douglas Debate** – one-on-one debate, which examines a value resolution.



- **Congressional Debate** – contestants research and write legislation that will improve society, then debate and subsequently vote in an assembly of about 12-24 legislators, which employs parliamentary procedure and a student presiding officer.

- **Original Oratory** – the contestant composes an original speech that discusses intelligently and with a degree of originality, in an interesting manner and with some profit to his/her audience the topic s/he has chosen.
- **United States Extemporaneous Speaking** – requires a speaker to answer a question about domestic subjects or events by synthesizing published news material.
- **International Extemporaneous Speaking** – requires a speaker to answer a question about international events by synthesizing published news material.
- **Dramatic Interpretation** – contestant recreates characters in a dramatic story, making them seem alive to the audience.
- **Humorous Interpretation** – contestant recreates characters in a humorous story, making them seem alive to the audience.
- **Duo Interpretation** – two contestants recreate characters from a dramatic or humorous literary work.



Topics

In Policy Debate, Lincoln Douglas and Public Forum, current and past resolution topics (and a schedule of release dates) can be found on the NFL website under “**Resources > Topics.**” Supplemental and consolation event topics for the National Tournament also can be found there.

Supplemental Events

At the National Tournament, students whose coaches have pre-registered them, and are eliminated from preliminary competition can re-register to continue participating in two of the following events:

- 🗣️ **Prose** – expresses thought through language recorded in sentences and paragraphs: fiction (short stories, novels) and non-fiction (articles, essays, journals, biographies).
- 🗣️ **Poetry** – expresses ideas, experience, or emotion through creative arrangement of words according to their sound, their rhythm, and/or their meaning. Poetry may rely on verse and stanza form.
- 🗣️ **Extemporaneous Commentary** – contestants provide additional insight and opinions on prescribed topics.
- 🗣️ **Expository Speaking** – the contestant gives a speech to inform. It should describe, clarify, illustrate or define an object, idea, concept, or process.
- 🗣️ **Supplemental Debate** – brief, one-on-one debate in which the student must respond to propositions with limited preparation.



Consolation Events

At the National Tournament, students whose coaches have pre-registered them, and are eliminated from competition by Wednesday evening can re-register to continue participating in one of the following events:

- 🗣️ **Storytelling** – a single published, printed story, anecdote, tale, myth or legend is *retold* without notes or props.
- 🗣️ **Impromptu** – contestants are asked to evaluate prompts including proverbs, abstract words, events, quotations, and famous people.

Types of NFL School (Chapter) Membership

Provisional Chapters

Provisional chapters are schools that have newly joined the NFL, or returned after a lapse in membership of more than five years. Provisional chapters have district and national voting rights of one-half their degree strength, and count as one-half of a full charter chapter in determining whether or not a district has met the minimum requirement of 16 paid charter chapters.

Member Chapters

Member chapters are schools that have either completed three years of provisional membership and not met the minimum chartering requirement, or is returning as a member chapter within five years of absence. Charter chapters that do not meet charter renewal requirements over a three-year period are also moved to member chapter status. Member chapters have the same one-half voting rights as provisional chapters, but are not counted toward the district's minimum requirement of 16 paid charter chapters.

Charter Chapters



Charter chapters are the highest school membership honor in the league. A school is automatically chartered (receiving a certificate upon its initial charter; see the sample to the left), once it has:

- ✓ Been a provisional or member chapter for at least one (1) year; and
- ✓ Met minimum strength requirement of 50 new members/degrees enrolled over three years, or for schools with grades 9-12 enrollment of less than 500 students^{ooo}, 25 new members/degrees.

If a charter chapter does not meet minimum strength requirements, it will be given one year of temporary charter status to meet the requirement before moving to member chapter status. A chapter loses its charter for non-payment of dues, but may return as as a charter chapter if it has been less than three years since its last membership, and all prior invoices (including missing year dues) are paid in full.

^{ooo} Such schools must notify the national office as to their enrollment status.



NFL Membership Terminology

- ❖ **NFL Points** – awarded when students speak at tournaments, festivals, or during public speaking engagements. Points are recorded as they are earned (see p. 18-21); each round (whether win or a loss), counts for a specific number of NFL points), as well as “**service speaking**” engagements (see p. 14-15).
- ❖ **NFL Membership** – once a student or coach achieves 25 points, s/he is enrolled in lifetime individual membership. A one-time \$15 fee must be paid to the national office (billed to the school NFL advisor).
- ❖ **Degree** – cumulative point levels achieved: 25=merit, 75=honor, 50=excellence, 250= distinction, 500=special distinction, 750=superior distinction, 1000=outstanding distinction, 1500=premier distinction. Each degree earned is acknowledged by a distinctive seal to be affixed to the membership certificate. Seals are automatically sent when students earn new degrees.
- ❖ **District** – Each school is placed in a district depending on its geography relative to other NFL schools/districts. All schools in a district – led by a **district chair** – compete against each other at the District Tournament (see p. 23) to determine which students qualify to the National Tournament in June.
- ❖ **NFL Key or Pin** – silver for students, gold for instructors – jeweled to mark the degree a competitor has attained. Purchase is optional.
- ❖ **Coach Diamond** – coaches qualify for membership and advanced degrees according to the same schedule provided for students and must apply and pay the membership fee. On attaining a total of 1,500 points, the instructor will be entitled to wear a diamond-set NFL key or pin; additional diamonds accrue at 3,000, 6,000, 10,000 and each 3,000 points thereafter. Minimum time for each diamond is five years as an NFL member coach. An instructor who obtained membership as a student should report that fact to the national office. Membership as well as 1/10 of the points earned as a student will be transferred without application or fee.
- ❖ **Rostrum** – the NFL’s magazine, published monthly during the school year. It includes teaching and learning articles, rule changes, tournament results, district standings, as well as NFL news.



Frequently Asked Questions

Q: I'm a new coach. Whom can I contact about starting a team?

A: Experienced coaches are eager to talk to new NFL coaches. You may use our coaching resources, online, for useful documentation on how to start your team successfully. Also, feel free to contact Adam Jacobi, Programs and Education Coordinator, at adam.jacobi@nationalforensicleague.org.

Q: How can I find schools in my area that compete in speech and debate?

A: NFL coaches have access to reports that list participating schools in your district. Go to: www.NFLonline.org/points_application/reports.php and select “District” from the options at the top. Then, click “District Tournament Report (List of schools by strength)” and select your district name from the dropdown list and click “Search.” Finally, your state organization most likely has a website that will give you a schedule of upcoming tournaments and a list of schools that participate throughout your state, and your district chair will be able to direct you there.

Q: Can I join NFL mid-year?

A: Yes! However, we suggest that you join quickly to maximize every opportunity to participate.

Q: Can my former students get credit in college for being in the NFL?

A: Yes! Some institutions offer credit or simply award credit by examination to NFL alumni. Call the national office for official proof of membership.

Q: I used to compete in NFL years ago, how can I find my record?

A: If you competed since 1996, your record can be found online. However, if your competition days occurred before 1996, call us at 920-748-6206 or email alumni@nationalforensicleague.org. We will be happy to provide your record. Also, **one-tenth of your student points can count toward your coaching point record.** Contact us with your graduation year, school and state, and name at graduation, and we'll do the rest!



Q: My school is burdened financially. Are there grants available?

A: Lincoln Financial Group is a proud sponsor of the NFL and offers grants to speech and/or debate programs with financial needs. The grant consists of free school membership. Contact Adam Jacobi at adam.jacobi@nationalforensicleague.org.

Q: What is the difference between a “Member” and “Charter” chapter/school?

A: Schools new to the NFL, or whose membership has lapsed for more than five years are granted *provisional* status, which allows them to count toward district strength/quota requirements. Within three years, they must meet *charter* requirements by enrolling at least 50 new degrees (or 25 new degrees for a school whose enrollment is less than 500 students). Any school that does not meet the charter requirements after a period of three years is considered a *member* chapter, which does not count toward district strength/quota requirements, or have a vote in district or national elections for NFL leadership.

Q: How does my school qualify to participate in the District Tournament?

A: You will receive information from your district chair, however it is our suggestion that you contact your district chair and notify them of your interest. If you are having problems, please contact Adam Jacobi at the national office. All schools are encouraged to participate in the District Tournament!

Earning Competition Points

Students earn points at local, state, and nationwide open invitational events.

In 2010, the NFL introduced a simpler, more direct way of understanding its point structure. Students earn points in two classifications: for participation in NFL main events, and for participation in non-NFL (including supplemental and consolation events). There are three areas in which points are recorded: debate, speech and service, and there are no caps in any area or event.



NFL Main Events

Debate		Speech	
Policy, Lincoln Douglas, and Public Forum (incl. IPPF*)		Oratory, Extemp, Dramatic/Humorous/Duo Interp	
Win	6 pts.	1st Place Rank	6 pts.
Loss / No Decision	3 pts.	2nd Place Rank	5 pts.
Congressional Debate Up to 6 pts. per speech or full hour of presiding; limit 24 pts. per calendar day; <u>no participation</u> points.		3rd Place Rank	4 pts.
		4th Place Rank	3 pts.
		5th-Last Place Rank	2 pts.

Non-NFL and Supplemental/Consolation Events

Debate		Speech	
Parliamentary Debate, Mock Trial, Supplemental Debate, CIDNI, etc.		Impromptu, Storytelling, Prose, Poetry, Declamation, etc.	
Win	4 pts.	1st Place Rank	5 pts.
Loss / No Decision	2 pts.	2nd Place Rank	4 pts.
		3rd Place Rank	3 pts.
		4th Place Rank	2 pts.
		5th-Last Place Rank	1 pt.

Non-Competitive Contests/Festivals

Various forensic organizations hold interscholastic contests, where students are **rated** with points, rather than **ranked**. These are recorded under "Speech" (not Service) under the appropriate event category (e.g., Poetry, Prose, Special Occasion, etc.)

Round Rating	NFL Rank to Input
Superior	1
Excellent	2
Good, Exceeds Expectations, "A," 20-25 or 71-100 points	3
Fair, Meets Expectations, "B," 15-19 or 42-70 points	4
Average, Does Not Meet Expectations, "C," 10-14 or 12-41 points	5
0-9 points (severe deficiency; therefore, not worth any points)	No Rank

Visit www.NFLonline.org/CoachingResources/RecordingNFLPoints to learn more about specific circumstances of point entry.

* Coaches may now record points on their own for the International Public Policy Forum debate essay contest. Through partnership with the NFL, this contest counts as an NFL main event.

Membership and Degrees

Achieving Membership and Advancing Degrees

Once a student has earned 25 points – with at least 10 earned in high school interscholastic competition he/she achieves NFL membership status, known as the **merit** degree (and the coach must pay the one-time \$15 enrollment fee). As the year progresses, students can earn degrees based on their speech experiences. The following explains student degrees and the insignia jewels that may be placed in NFL pins and keys, a prestigious badge of honor:

- (No jewel) – Merit degree (base membership) – 25 points
- Emerald – Honor degree – 75 points
- Sapphire – degree of Excellence – 150 points
- Ruby – degree of Distinction – 250 points
- Double Ruby – degree of Special Distinction – 500 points
- Triple Ruby – degree of Superior Distinction – 750 points
- Quadruple Ruby – degree of Outstanding Distinction – 1000 points
- Quintuple Ruby – degree of Premier Distinction – 1500 points

The NFL Key or Pin – This award is silver for students, gold for instructors. It is jeweled to mark the degree a competitor or coach has attained. Purchase is optional.

COACHES also receive points! Coaches receive one-tenth the points earned by their students, and earn degrees per the schedule above. After a minimum of five years as an NFL member, a coach who attains 1500 points is awarded a **diamond**; he or she receives a second diamond for 3000 points, a third for 6000 points, and so on. Five years must pass between each diamond.

Service

A common mistake among new coaches is that they accidentally overlook the service points category.

Recognized Service Projects

- A speech before at least 25 adults or on radio, television, or cable, however, school public address (PA) announcements are **not** allowed.
- **Contests** held before audiences of at least 25 adults or on radio, TV, or cable may be counted as both service and competition.
- Minimum speaking time must be four (4) minutes (length of individual participation in a panel/discussion must be estimated).
- Students who hold Degree of Excellence on record in the national office may judge up to 4 rounds of novice competition per day and receive 2 points per round.
- No more than 4 service projects may be recorded each day.



Type of Speaking

- Master of Ceremonies
- Any speech or literary interpretation.
- Book Review or Commentating or Sportscasting
- Debate or Discussion Panel
- Sales Talk or Sermon
- Television or Radio Announcing
- PTA Meeting or Civic Group Meeting
- Optimist Oratorical Contest or American Legion Contests (**also recorded as a speech contest**)
- HS Assembly -- No points are earned for speaking to a student audience of any kind other than the official high school assembly, so this exact term, "HS Assembly," must be used. Such vague entries as "school auditorium," "church," or "school" invalidate the entry.

National Service Projects

- International Public Policy Forum – see p. 23
- American Legion Oratorical Contest – see p. 23

Judging

A student holding the Degree of Excellence on record may be awarded two service points per round or section of judging in a novice or middle school tournament, limit of 4 rounds per day.

Allowed Audiences



- Except for NFL-sanctioned service projects (described above), at least 25 adults must be present in a public audience assembled.
- These Audiences Qualify (be sure to identify the specific name of the group/assembly): High School Assembly, Radio/Broadcast TV/Cable Station (note call letters), Broadcast or Cable Television Station, Rotary, Kiwanis, and other service clubs, Church Congregation, Adult community or political organizations.
- If the audience is one usually composed of young people and 25 adults are also present, the audience may be designated as "Scouts and Parents" or "Hi-Y and Adults."

Information Required for Reporting Service

- Date: Month, day, and year.
- Description: Include exact type of speaking (see that section above for descriptive phrases). Do not include title or subject; the word "Service" is too vague.
- Number of Adults: Enter the approximate number, at least 25. Only persons beyond high school age are regarded as adults.

Schedule for Awarding NFL Points

Degree Standing [°]	Points per Project
Non-member (less than 25 points)	1 pt.
Member (25+ pts.)	2 pts.
Honor (75+ pts.)	3 pts.
Excellence (150+ pts.)	4 pts.
Any degree of Distinction (250+ pts.)	5 pts.

[°] To receive the extra points allowed for Advanced Degrees, a member must actually have the advanced degrees on record in the national office at the time of the service project.

For a speaking project before the high school assembly the minimum one point prevails unless the report indicates that 25 adults were in the audience.

If an interscholastic debate or contest is held under conditions qualifying it as a service project (over radio/TV/cable or before an adult audience or high school assembly), it is to be listed in a competitive category **and** also in the service category. Points are to be awarded in both categories.

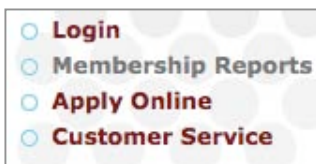
A student may **not** receive points for more than **four** service speaking projects a day. Summer Service speaking may be recorded.

Online Points Database

Start at www.NFLonline.org by clicking the button in the upper right-hand corner titled "Click here to enter NFL points >"

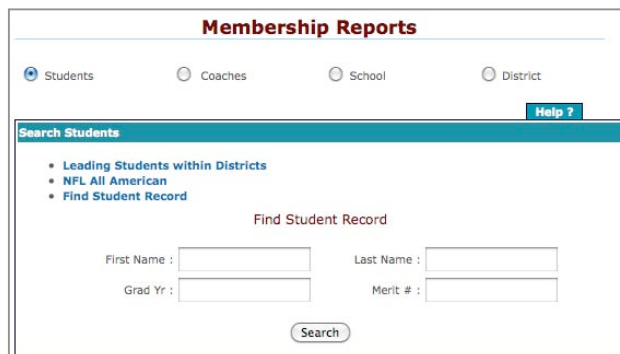


Viewing Records and Standings



Anyone can view existing records without logging in. The site offers several reports: contenders for All-American (point leader) honors, schools with the highest number of degrees,

etc. To access these reports, select **Membership Reports** from the left menu. You may choose which type of report you wish to view by clicking the circle next to: Student, Coach, School, or District. Each of these categories offers different report links in the Search area. Click the report you wish to view, complete requested information, and click [Search].



Step 1: Annual School Membership

If you are already a member school, please see the note on "Renewing." If not, or if you wish to renew your membership, then follow the directions below:

Applying Online

A **NEW** school may join **with a credit card** by clicking **Apply Online**.

1. On the next screen click [Continue].
2. Next, complete all of the information boxes. Note: Fill in the *Advisor* box with the name of the head coach of the speech and debate program for the school.
3. Complete billing information requested (annual dues are \$99; there is a \$6 credit card processing fee, so the total will be \$105).
4. Click [Apply] after all the information fields are completed.

A new school may also join the NFL **by check or purchase order**:

1. Click [Apply Online].
2. On the next screen, click on [School Membership Application].
3. Print the application and complete all of the information
4. Mail it to the national office along with the \$99 annual dues.

Renewing Membership

A school that was a member of the NFL last year may **renew** its membership online:

1. Log on to www.NFLonline.org and accessing the school profile page.
2. Click the "red stop sign" on the school profile page.
3. Mark the box for *Annual Dues*.
4. Complete the required information at the bottom of the screen. A credit card will be required to renew a school's membership online.

A school may renew its membership through the mail by accessing the renewal form on the NFL website, available under Coaching Resources, Getting Started. Print the appropriate form and mail to the national office along with the dues and any outstanding monies owed.

NEW SCHOOLS ONLY

Step 2: Log on

At the start of each year a coach who was the Advisor last year will be able to log in with the same username and password. Please note *each subsequent fall, coaches will not be able to log on until dues and any outstanding invoices are paid*. Within a week of receiving completed paperwork and dues, coaches' accounts will be enabled. New NFL school advisors will be emailed their assigned username and password.

Forgot your password?

Usernames and passwords are *case sensitive*. The NFL Office does not know your password, however, we do have your username on file. If you forget your password, click *[Forgot Password]* on the Log In screen and follow the instructions. You may keep the same password from year to year.


Previous User Rights

Only the NFL advisor can activate coaches that were online users previously. To do so, first click on the coach's name and then on the pencil behind the coach's name. Next, select which permissions the coach should have. *[Edit Points]* allows the coach to enter points for existing students as well as make corrections to those entries. *[Add Members]* allows the coach to add NEW members, add points to new and existing members, and edit all points. Finally, you must mark them *Enabled* and click *[Submit Changes]*.

New Coaches User Rights

To set up an assistant coach as an online user, first select *[Add Coaches]* and complete information requested in the Add New section and click *[Add]*. Next, click the school name at the top of the screen to return to the School Profile. Then click *[View Non-Member Coaches]* and click the coach's name you wish to give online rights to. Now, click the pencil behind that coach's name and type that coach's email address. Next, click *[Assign User Name]* and type a username (which you will need to tell him/her and it must be typed EXACTLY) and assign him/her a password and then confirm it (again, it must be EXACT). Then click *[Manage Permissions]* to choose which rights you wish for the coach to have. Finally, click *[Account Enabled]*, and click *[Submit Changes]*.

Step 3: Enroll new members

1. Click *[Add Students]* and complete the information requested in the box and click *[Add]*.

2. New students' names will appear in your school profile under *View Non-Member Students*.
3. The system may, as a safety check, respond with a list of student names with the same graduation year as the ones you are entering. Scroll down and check to be sure that the student you adding was not a student member at a previous school.
4. If your student did not previously compete at another school, click *[Save]*.
5. If your student's name appears because he or she was an NFL member at a previous school, click on the dot in front of that record and click *[Save]*. This will transfer the record to your school.

NOTE: The national office must be notified within 24 hours of a duplication of a student record.

Step 4: Manage speech categories

Before entering points you will need to set up your list of speech events. To do so,

1. On the school profile, click *[Manage Speech Categories]*.
2. Click on any event that your school participates in and move it to the *Current Category* side. To do this, hold down the control key and click individual events.
3. Move the highlighted events by clicking the arrows to the right.



- Once finished, click [SAVE].
- Each time you record points, you will only see these events in your drop down list. This feature is designed to save you from having to scroll through the entire list of events each time you record points. At any time, you may make changes to this list by adding or removing them.

Step 5: Enter points

You may choose to enter points either by *student point sheet* or by *tournament*.

appear in the list of point entries for that student.

To enter points by *Student Point Sheet*:

- Click [By Student Point Sheet].
- Choose the category you wish to enter by clicking next to Debate, Speech, Congress or Service.
- Select the student's name you wish to record.
- Next, fill in the date of the tournament by typing in the date or use the calendar behind the box.
- Select a coach to receive 10% of the student's points.
- Complete the remaining information.
- Click on [Add Points]. The entry you made will now

To enter points by *Tournament*:

- Click [By Tournament].
- Complete the tournament information.
- Choose the first category to enter.
- Next, choose the coach to receive coaching credit for the points in this category.
- Select **all** students who participated in this category by clicking/checking boxes in front of their names.
- Click on [NEXT].
- Complete the result information for each student.
- Click [Add Points].
- When the screen reply says "Points Added Successfully" you will click on [Next].
- Choose the next category and repeat the above steps until all events for that tournament are entered.

Remember, unlimited rounds may be recorded in speech and debate (remember to enter rounds not ballots), but only 24 points a day may be earned in Congress and only 4 Service Projects per day.

Corrections

To correct an error made when entering points

- Click the student's name.
- Then click the pencil in front of the erroneous entry.
- Change the information that is wrong.
- Click on the disk in front of the entry to save the correction.
- To delete an entry, you will need to compile all information about the entry, including entry information, school name, state, student's name and coach requesting the deletion, and email lisa.vossekuil@nationalforensicleague.org.

Billing and Fees

To pay dues and fees:

1. Assign points for new students first.
2. Click on the school name at the top of the page.
3. Click on the red **stop sign** next to the school name. The next screen will list any new students that are not paid. *The national office must be notified within 24 hours regarding any duplicated student records.*

Apply for Student Membership

When students have earned 25 points, they are eligible to become members of the NFL. To complete the application for student membership:

1. Click the red stop sign next to the school name.
2. At the top of the billing screen click on [Membership Application]
3. Complete the date range with starting and ending date (MM/DD/YYYY) and click [Search].
4. Verify all names and graduation dates. Only the students with the required 25 points to become a member will be listed. Students with less than 25 points are not members and will show on the school profile under "View Non-Member Students."
5. Print the application for student membership.
6. **Have your principal sign the application** and *retain it in your chapter record book*. Please do not mail the application.
7. When the NFL database receives your new members, the national office will send you an invoice for new members (\$15 each) in the same envelope with their membership cards and hand embossed and sealed NFL student certificates.

Note: The invoice will not have the names of the new students on it. The invoice will say "four new members for the total owed of \$60". You can refer to the application form you printed or the membership cards in the envelope to check and see what four new students the invoice is for.

8. Please pay this invoice in 30 days. After 60 days a \$25 late fee will be assessed. Additionally, a school with any outstanding debt to the NFL will not be allowed to participate in the District or National Tournament.

Contact Customer Service

The Customer Service button is a way for you to contact the national office with any questions or concerns.

Click the [Help?] button to find an answer before contacting our staff with your question.

To contact staff:

1. Click [Customer Service] in the menu on the left side of each page.
2. Complete all information requested.
3. Include your questions or concerns in the Comments box.
4. Click [Submit]. You will receive a reply from Customer Service or the proper department within 48 hours.

Feedback

[Help ?](#)

Customer Service

School Name : *

Name : *

Address :

City :

State : *

Zip :

Email : *

Phone :

Fax :

Comments : *

Participating in NFL Tournaments

The NFL holds two major competitions each year; the District Tournament and the National Tournament. The District Tournament holds competition “Main Events” (see “Competitive Events Offered” section of this guide for further information). The National Tournament offers competition in Main, as well as Supplemental and Consolation Events.

While the NFL only *hosts* two tournaments, it is imperative to remember that a student receives NFL points throughout the *entire* forensic season by entering points from at local, invitational, regional, and state contests. Other speaking events, such as presentations to civic organizations and community service activities, may also qualify for points. For this reason, NFL involvement extends throughout the year as students continually engage in public speaking, service, and leadership opportunities.

District Tournament

The District Tournament determines what students qualify to compete at the National Tournament. To participate in the District Debate/Speech Tournament Series and/or the District Congress, a student must (1) be a member of the NFL at a school in good standing (coaches must verify that all of their entries were members of NFL seven days prior to the tournament), (2) have not attended a secondary school more than 9 semesters, and (3) meet the age and eligibility requirements of his/her state activities association. The size of a team’s district entry depends on the number of members and degrees earned. A solo speech or Lincoln Douglas contestant counts as one entry. A team (including public forum, policy, and duo) also counts as one entry. **Regardless of a team’s size, all NFL member schools are encouraged to enter all NFL points and attend the District Tournament.**

The number of qualifiers in each event varies between districts depending on district strength and number of entries; check with the district chair for this information. In addition to qualifiers, there are alternate positions available (in case a qualifier does not attend the National Tournament). A more in-depth explanation of the District Tournament process can be found in the District Tournament Manual, found online on the NFL website.

National Tournament

Hosted in a different location each year, the NFL National Tournament is the largest high school forensics tournament in the world! With more than 3,500 students, coaches, and supporters in attendance, simply qualifying to the National Tournament is considered a mark of achievement and excellence.

Regardless of whether a student qualifies to the National Tournament, we encourage all coaches to attend for educational purposes. Often, coaches remark that seeing the nation’s top competitors made forensics “click” for them.



Partner Programs

In addition to competitive public speaking, the NFL proudly partners with these programs. For more details on such incentives, visit www.NFLonline.org/Partners.

The following two contests meet a number of cross-curricular goals to extend communication skills. The People Speak asks students to engage members of the public to raise awareness of issues, to implement solutions through service, and to document/blog their experiences. The International Public Policy Forum cultivates students' abilities in developing convincing written arguments, bridging the gap between written and oral communication. Students who participate in these opportunities not only earn NFL merit service points, but could earn an opportunity to win a travel experience of a lifetime.

American Legion Oratorical Contest

This contest offers students an opportunity to supplement their experiences in speech and debate competition, and is especially valuable for orators, extemporaneous speakers, and congressional debaters. The contest starts at the local post level, then moves onto regional, district and state levels. All state champions are flown to Indianapolis for the National Finals. After post level, winners receive incremental scholarships, with the top three national finalists earning \$18,000, \$16,000, and \$14,000, respectively and earning a berth in Original Oratory at the NFL National Tournament. Follow these simple steps to enter:

1. Visit www.legion.org/oratorical to learn more.
2. Click [Request Information](#) or contact your state's [American Legion Department](#) to learn when the first contest will be.
3. Also click on [Assigned Topics](#) to learn the extemporaneous topic areas.
4. Prepare an original oration on some aspect of the Constitution with emphasis on the duties and obligations of a citizen to our government.



International Public Policy Forum



This contest – sponsored by *New York University and the Bickel & Brewer Foundation* – gives students the opportunity to participate in oral and written debates on issues of public policy. The IPPF is available to all high schools free of charge, and participating schools are eligible for substantial rewards, both in terms of experience and prizes (with a grand prize of \$10,000). For guidelines, deadlines, and more information, visit: www.bickelbrewer.com/debate.

Coach Professional Development

NFL believes its most valuable resource is its people. Whether we are giving youth a voice, training youth for leadership, or empowering educators, our goal is simple: to reinforce coaches' identity as professionals, provide training and development in forensics, and accredit/recognize the accomplishments of its members. Here are the programs we offer:

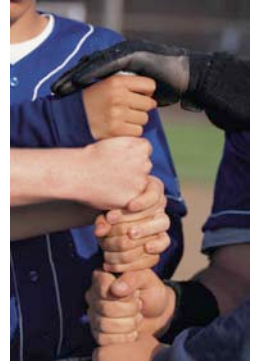
- ❖ Online Professional Development (in partnership with Minnesota State University, Mankato)
- ❖ Coach Accreditation
- ❖ Coach Workshop Scholarships (in partnership with several leading, national institutes)
- ❖ National Tournament Clinics
- ❖ School Faculty Seminars

Visit www.NFLonline.org/CoachingResources/ProfessionalDevelopment for more information.



Building Your Program

While forensics provides an enormous potential benefit for every student who participates, many students do not realize it! For this reason, recruitment is necessary to build a successful forensics program. In fact, one of the most important roles of a forensic advisor involves identifying and recruiting students that could benefit from speech and debate competition. Every school is different, so consider the culture of the school and decide how many students your team can accommodate (aim high!). Make that number your goal. Then, using the strategies provided in this guide – or even a few of your own – pursue the students you need to realize that goal! Once you have recruited a speech and debate team, continue to build your team by engaging faculty, administrators, parents, and community members. Fundraising may also enable your team to travel and compete successfully. Above all, be persistent and optimistic. Who knows – using some of these tactics, you may even surpass your original ambition!



Recruitment Ideas

Create a Team Website

Because the Internet is quickly becoming the fastest growing marketing tool available, websites are a great idea for recruiting students and parents to help move your program forward. If your school has a website, talk with the webmaster about creating a space for your team. The team site can include a membership roster, your mission, a tournament calendar, team/school forms, news/press releases on the success of the team, and most importantly, your contact information. This website will also be a great asset to keep all faculty and administrators abreast of the happenings of your team.

Public Showcase

A great way to recruit other students to join your team is by having them watch live presentations of speeches, debates or performances. Some coaches put on annual public performances to show what the forensics team has been doing all year. Showcasing your team is a great way to gain financial support from administrators and it offers a chance for the community to see your team in action! Public performances can also be during the day for the student body of your school. When students see other students having fun with forensics, they are more inclined to join themselves. Additionally, your program can earn incentives and NFL points by holding public debate – see p. 26 for details.

Write a Letter

Since effective oral and written verbal skills are necessary components in forensic competition, one idea for recruitment is to send a letter to all of your advanced English classes. This is a way to recruit students that are already making good grades and have sufficient writing skills that are imperative in speech and debate competition. Also, many established teams send out letters the year prior for the upcoming season. In general, teachers in the humanities are great allies for your program. *See Figure 1 for an sample letter that could be formatted to use at your school.*

Publicize Accomplishments

After a tournament, publicize tournament results from your team. This is a great way to get your team's success in the public eye. Often, at the beginning, a team doesn't have many trophies to report. Don't let this deter you from writing a compelling press release. You could write "Jayna Beal received a perfect score at the McLeod HS Invitational on Saturday for her performance in Dramatic Interp." Then, when a student wins his or her first tournament, treat it like the Academy Awards.

Send your typed results everywhere you can, and send them every time you compete:

- ✓ to the public relations/communications director for your school/district
- ✓ to the faculty and staff at your school, including your website staff
- ✓ to your Board members and Superintendent
- ✓ to the person who makes the daily announcements at your school and to your local paper.

See *Figure 2* for a sample press release.

Steps for Effective Recruitment: Extra-Curricular Model

Pre-Step: Answering Some Basic Questions

- ❖ What are your recruitment goals?
- ❖ How many students do you wish to have in your program?
- ❖ How will recruitment affect your budget situation (is there additional fundraising potential)?
- ❖ How many students does your administration want in the program?
- ❖ Will the level of administrative satisfaction increase with a rise in numbers?
- ❖ What type of student do I wish to recruit and work with?
- ❖ How many students to my assistants (if any) wish to work with?
- ❖ What are the chances of increasing my number of assistants when I increase the number of participants?
- ❖ How much time am I willing to put in before and after school to accommodate the increase in numbers?
- ❖ What other programs will I directly affect in make a massive push for increased participation in my program?
- ❖ Who do I definitely have to have on my side during the recruitment process?
- ❖ What resources do I have available to me to reach the kids that I would like to recruit?

Once you have the basic questions answered, you will then have a better understanding of the extent to which you want to recruit and concerns you may have. Make sure that you discuss your concerns with assistant coaches, administrators, or fellow teachers prior to beginning the recruitment process.

Step 1: Attitude

Speech and Debate is a unique activity. If you want to recruit the creative students necessary to be successful in the activity, you have to be the wackiest person in the building. This means that although you are unbelievably busy, you need to participate in as much school stuff as possible. You have to establish that a relationship with you, in your program, will be the most incredible experience that the student has ever had. Examples of this include: Dressing up with the kids on crazy dress-up days; getting on the announcements every once in a while and doing crazy stuff; being in the halls during the passing periods waving "hello" to various classroom students as well as current debaters and speech team members. You have to generate discussion about who you are and what you do. If you get kids talking about you or the activity, you win!

Step 2: Get into Classrooms

During the first week of school, work out your schedule so you or select students can enter every single 9th and 10th grade English classroom for a 3-minute recruitment speech about speech and debate. This speech is designed to make the students interested in either you or the concept of speech and debate. You might do this over the course of a Tuesday and Wednesday so you can have an informational meeting for new members on Thursday after school. It is important that this occurs during the first week. If you (the coach) do this, you may have to arrange for periodic coverage of your classes.

Step 3: Announcements

This is a no-brainer. Make sure that your meeting for new members is publicized in announcements and whenever possible, all week. The meeting should get announced to the point that students can finish the announcement before the announcer finishes reading it.

Step 4: Recruitment Assistance from Teachers

During the first few "teacher only" days and at the end and/or beginning of each semester, email all of the English teachers and ask them for a list of those students that they feel ought to consider speech and debate. Describe for them the type of student you are looking for. Also, encourage the teachers to mention speech and debate to these students as well. It helps to remember that forensics is a political nightmare. If a teacher feels they were somehow responsible for the future success of a student who came into the program because of their encouragement, they will be yours for life. Don't forget to go back to those teachers and tell them, "we owe a lot to you."

Step 5: Recruitment from Kids

Great kids breed great kids. While peer pressure can be the major downfall for some students, it can also be their savior. Sit down with current kids at the beginning and end of each school year and have them list at least three students that they feel would make wonderful additions to our program. Before they make their list, remind them of the type of student you are looking for and discuss potential problems with recruiting friends that will not be dedicated to the program. Make sure the students give you the correct spelling of the name, grade level, and area (speech or debate) that they feel this person would excel in.



Step 6: Constant Recruiting

Once the school year begins, it is easy to resign yourself to the fact that you now have your team and this is the team you will have to live with the rest of the season. This is just not true. Some champion students join teams late. Keep your eye out for students who may have "slipped through the cracks" earlier.

Step 7: Showcase your Current Team



During the current year of competition, you also need to think about the next year. Some kids will never join the team until they have a clear understanding of the team. Likewise, many faculty members will never advocate the team until they see the tangible benefits it brings to young people. Here are a few ways to showcase your team:

- ❖ Performance night – invite everyone, advertise it! Try to get students, faculty members, administrators, board members, etc.
- ❖ Have students debate or perform at a faculty meeting. For example, if a faculty is trying to decide if a weighted grade system would benefit students, many teachers wanted to be more educated on the weighted grade concept prior to voting on it. Two top students could debate the issue in front of faculty.
- ❖ Public Debates-A great community publicity stunt. Remember that many members of the community will have young people at your school. Parents also enjoy attending these events, and parental influence can be quite effective. The NFL will alert coaches to opportunities as they arise.
- ❖ Press Releases every single week. You must do this yourself or facilitate it. Sports teams are really the only constant article. Reporters will not find you for fine arts articles. Find a connection at your favorite paper. This will lead to some special interest articles when major things happen.

- ❖ Have your speech team do the morning announcements. However, make sure that the people you choose will do a great job and will be appropriate.
- ❖ Locker signs for good luck at tournaments. You don't have cheerleaders, but you may have groupies or just people on your team willing to do this.
- ❖ Students in the building will not know that a major debate or speech event is coming up if you don't tell them.
- ❖ Host tournaments. The activity surrounding a tournament will always arouse some interest. When students start asking, "What's going on?" you have exposed them to some extent.
- ❖ Have your students dress up during the day prior to leaving for a major tournament or hosting a major tournament. Other students will inquire as to the reason for dressing up, which means that again you have informed and exposed them to the activity.

Step 8: Middle Level Speech and Debate Programs

This is an essential element to establishing a constant flow of competitors who are interested in the long haul. It also allows you to get an idea of whether or not you want to strongly recruit that child when they reach high school. Use seniors in the program to help an assistant coach or advisor at the middle school facilitate this program.

Step 9: End of the Year Barbeque

Bring your grill from home and set it up on the school grounds (get permission first, of course). Announce on the PA that you will be hosting a cookout for new recruits. Create a list of prospective students from teachers and current members and send them special invites to the cookout. At the BBQ, tell a little bit about the program and what they need to do in the fall if they are interested. Then, showcase the state/nationals team. The entire goal of the BBQ is to show new prospects that the speech team is for more than just nerds, and that it can be a "cool" thing to do. All current members are required to attend the BBQ as well.

Step 10: Over-recruit

Many people get caught up in whether or not they will end up with too many people on their team (or the wrong people). Do not worry about who is joining until they all have the program information and have actually signed the commitment sheet. Once you begin the grueling schedule of practices, you will most likely lose the bad seeds. However, **YOU MUST STICK TO YOUR POLICIES** or you will not lose these people. Even worse, they will probably cause chaos on your team. If people leave, don't take it personally. Fight to keep everyone you can, but if you know the reason they are leaving is because they don't want to follow the policies, let them go. Each year, you will lose fewer and fewer people. Also, remember that every interaction with a student that you have never met could be a recruiting opportunity!



Finally, **have fun** recruiting! It is, by far, the best part of the activity, because **every student** you recruit would not have received the opportunity or **benefits of speech and debate** if you had not **gone out and found them!!!**

Dear (Student Name):

Congratulations on receiving this letter! You have been nominated by one or more of your teachers for the 20xx-20xx (Anytown High School) Forensics team. I hope that you consider this outstanding academic opportunity.

On the (Anytown High School) Forensics team, our success is a direct result of our character, integrity, and hard work. Our students have achieved rare honors and top accolades for their achievement. You too can be one of our next success stories. Consider students like Devin Smith – a 9th grader at AHS who won the Washburn Rural High School Novice Tournament. Or, think about LaTosha Seals, who went undefeated in 3 tournaments this year. You might know Matt Lang or Anish Patel . . . they earned top honors at our National Forensics League District Debate Tournament. These and so many other 9th and 10th grade students began their debate career last year and soon became some of the best competitors in the state. You can too!

The medals, the trophies, the overnight hotel trips, the squad parties . . . they are just part of the reason our students work hard and have fun. Our program is centered on producing the best and brightest students in the state. Imagine your potential as a graduate of (Anytown High School) with a background in Debate and Forensics . . . you think faster, you argue better, and you speak clearly and with a sense of purpose and style. This is what your teachers see in you, and it's what I want to see from you too.

Don't get me wrong . . . I'll expect you to work harder than you've ever worked. You'll be required to give up several Fridays and Saturdays to attend tournaments all over the state. You'll be expected to wear professional dress clothes. As a student in our program, you'll be expected to be the model of character and integrity. I expect nothing less than your best. But the rewards for your hard work will far outweigh the effort you put into it. You will be a part of a family that works hard and has fun. From the day you onto our team, you will have a circle of colleagues that you'll be proud to call your friends.

If you are interested, and I hope you are, I want you to talk with your parents. When your family has decided to be a part of our family, I want you to visit with your AHS counselor and asked to be enrolled in the debate and/or forensics classes. I hope to see you in class this August! Once you enroll, you'll receive an invitation in May to attend our annual Speech and Debate Summer Camp during the first week of August. It's optional, but will be critical for those forensics students who want to be among the very best in the state!

Best Wishes,
(I. M. Coach) or (I. M. Captain and A. Co-Captain)

FOR IMMEDIATE RELEASE

For more information, contact:
Mitch Jacob, (555) 555-1234
mitch.jacob@anytown.k12.st.us

Specific and Concise Title Describing the Accomplishment

ANYTOWN -- Anytown High School placed 3rd of twenty schools at the Metropolis Invitational on Saturday, November 20. The team won seven awards at the meet. Senior Meredith Abernath led the team with first place in Poetry and sixth in Storytelling. Merryville West High took first at the tournament, followed by Ashton Falls, Anytown, Eldorado, Mayberry, and Valley Forge rounding out the top six schools.

Anytown will next compete at the Crest City Holiday Classic Invitational on December 4.

Full team results are listed below.

Jane Eyre: 2nd, Prose; Agnes Corum: 6th, Dramatic Interpretation and 2nd, Improv Duo; K. C.

Outfielder: 1st, Poetry and 6th, Storytelling; Ebenezer Scrooge: 3rd, Prose; Walt Whitman: 2nd, Improv Duo.

Anytown High School's Forensics program is coached by Mitch Jacob, a two-diamond National Forensic League coach and secretary of the Anystate League.

###

Drafting a Plan to Build Your Program

Ask four basic questions:

- ❖ What do I want to build?
- ❖ What resources do I need?
- ❖ How do I begin construction?
- ❖ How do I sustain it through the storms?

Establish a floor plan:

- ❖ How many students do I want involved in my program?
- ❖ How many students am I expected to have in my program?
- ❖ What areas of speech and debate are available?
- ❖ What kind of resource pool do I have?
- ❖ What is the history, if any, of the current program?
- ❖ What built in rewards will the program offer?

Figure out the answers:

- ❖ Start small and build with your success.
- ❖ Visit key websites: www.NFLonline.org, www.ForensicsOnline.org, and your state/regional league website!
- ❖ Talk to your Principal, Activities Director, Department Chair, and other coaches to find out what financial and personnel resources are available.
- ❖ Find out from the other fine arts teachers what level of performance and participation is typical.
- ❖ Talk to other faculty about the history of speech and debate at the school.

Obtain Administrative/Faculty support:

- ❖ Take your floor plan to your Principal or Activities Director and establish your goals with him/her.
- ❖ Ask for permission to introduce yourself at a faculty meeting and introduce what you will be doing for the students.
- ❖ Eat lunch in the Faculty Lounge and discuss your upcoming plans to promote, keep faculty aware, and garner support for your endeavors.

Finance the Program:

- ❖ Explore all options for funding your program.
- ❖ Go to your administration with a conservative cost estimate based on team size.
- ❖ Find out if you are allowed to charge participation fees.
- ❖ Find out if other programs are allowed to fundraise.





Get Parents Involved

As coach, you should make every attempt to utilize parents as a valuable competitive resource. Think of parents as partners. A few steps may facilitate this process:

- ❖ Hold a meeting in the first two weeks of school with information for the parents about what is expected of them and what is expected of their child in the program. Set the meeting in the evening and have refreshments as well! Parents love food! This is also a good place to get parents to sign-up for committees. Communicate your coaching philosophy and expectations clearly and directly. Inform them of any needs you have for their assistance. Let them know how to best communicate with you.
- ❖ Have a training session to show parents what the events are and how to judge. Make a videotape of this to share with parents who were not able to go to the workshop.
- ❖ If you are traveling to local tournaments, ask parents to drive (if this is acceptable within school/district policies). When the parents arrive, have a list of all of the students who will be riding in the car.
- ❖ Form parent committees. Have a tournament committee (who help with the tournament concessions and often with getting judges), fundraising committee, special events committee (recruitment ice cream social at the beginning of the school year, organize a public showcase evening), and PR committee (press releases, emails parents, etc.).
- ❖ Have a website parents can access to get itineraries, read announcements, etc. Communication is vital.
- ❖ Form an email list so that everything you give to the students also gets to the parents. Parents want to be informed, and students often forget to give their parents paper bulletins.
- ❖ When parents help out, send out thank you notes for all that they do. Mention them at the end of the year banquet/reception. Let them know how much you appreciate them.
- ❖ Remember you are the coach and you are the one in charge. Parents are wonderful... consider their advice, but you ultimately run the program. Seek the assistance of the principal if needed, but always be proactive in alerting your school administration to any conflicts *ahead of time*, so your administrators aren't caught by surprise (never a good thing).

See Figure 3 for a sample of a parent bulletin, and the Appendix for additional samples of policies and other forms.

Figure 3: General Forensic Program Information Bulletin for Parents

ANYTOWN HIGH DEBATE AND SPEECH

Director: Mitch Jacob School: (515) 123-4567 / Cell: 555-5555
 Email: mitch.sullivan@anytown.k12.st.us
 Assistants: Lacy McGuire, Randall Hanks, Geoffrey Hutchins

DEBATE PRACTICE SCHEDULES

All debate member meetings	Mondays from 3:30pm to 3:45pm
Varsity Lincoln Douglas	Tuesdays and Thursdays from 3:30 to 6pm
Novice Lincoln Douglas	Tues., Wed., and Thurs. from 3:30pm to 6pm
Varsity Policy	Monday-Thursday from 3:30 to 6pm
Student Congress	Thursdays from 3:30pm to 6pm

SPEECH PRACTICE SCHEDULES

All speech member meeting	1 st and 3 rd Monday of every month at 7:45am
Extemporaneous Speaking	Tuesdays from 3:30pm to 5:30pm
All other events	One 20 minute, individually scheduled practice per week. (More are optional)

TOURNAMENT SCHEDULES (See attached sheet for combined schedule)

Novice Lincoln Douglas

Ankeny Duals (held at DM Roosevelt this year)	Sat. Oct. 7 th
Cedar Falls, IA	Fri Oct. 20th
The Glenbrooks, Chicago, IL	Fri-Sun. Nov. 17-19
IHSFL Cubed, Iowa City Community Schools	Fri/Sat. Dec. 1-2

Varsity Lincoln Douglas

Dallas, TX	Thurs-Sun Sept. 14-17
W. Des Moines Valley	Fri-Sun Sept. 22-24
Ankeny Duals (held at DM Roosevelt this year)	Sat. Oct. 7 th
KANELIS OVERNIGHTER	Host Fri/Sat. Nov. 10-11
The Glenbrooks, Chicago, IL	Fri-Sun. Nov. 17-19
GREAT MIDWESTERN NOVICE	Host Fri/Sat March 30-31

Novice Policy

Ankeny Duals (held at DM Roosevelt this year)	Fri/Sat. Oct. 6-7
KANELIS OVERNIGHTER	Host Fri/Sat. Nov. 10-11
The Glenbrooks, Chicago, IL	Fri-Sun. Nov. 17-19
GREAT MIDWESTERN NOVICE	Host Fri/Sat March 30-31

Varsity Policy

Dallas, TX	Thurs-Sun Sept. 14-17
Dallas, TX	Thurs-Sun. Oct. 19-22
KANELIS OVERNIGHTER	Host Fri/Sat. Nov. 10-11
The Glenbrooks, Chicago, IL	Fri-Sun. Nov. 17-19
Dowling Paradigm, W Des Moines, IA	Sat. Dec. 9
Minneapolis, MN	Fri/Sat. Dec. 15-16
GREAT MIDWESTERN NOVICE	Host Fri/Sat March 30-31

Student Congress

Ankeny Duals (held at DM Roosevelt this year)	Sat. Oct. 7 th
Cedar Falls, IA	Sat. Oct. 21
KANELIS OVERNIGHTER	Host Fri/Sat. Nov. 10-11
IHSSA State Debate, Ankeny, IA	Fri/Sat., Jan. 5-6
GREAT MIDWESTERN NOVICE	Host Fri/Sat March 30-31

Speech Events

Ankeny Duals (held at DM Roosevelt this year)	Fri. Oct. 6 th
Cedar Falls, IA	Sat. Oct. 21
KANELIS OVERNIGHTER	Host Fri/Sat. Nov. 10-11
The Glenbrooks, Chicago, IL	Fri-Sun. Nov. 17-19
Dowling Paradigm, W Des Moines, IA	Fri. Dec. 8
GREAT MIDWESTERN NOVICE	Host Fri/Sat March 30-31

MONETARY COMMITMENT

- ❖ All hotel fees will be divided evenly among those students in attendance.
- ❖ Once a family has paid \$300 for hotel fees, no more fees will be assessed.
- ❖ Students who go beyond the fundraising goal will be allowed to apply the additional profit to their hotel fees.

FUNDRAISING

- ❖ Each student in the program will be required to participate in the "Stock in Talk" program. Complete paperwork on this program will be distributed in mid-October.
- ❖ Each student will be required to raise \$100 in the stock program. Additional money raised will be applied to that student's hotel fees.
- ❖ We will also be generating funds from two tournaments that we host, as well as a rest stop fundraiser on Memorial Day weekend.
- ❖ It is extremely important with the increase in numbers of participants that we prioritize financial backing.
- ❖ If any parent has connections to possible corporate sponsorships or future fundraising ventures, please contact Mitch Jacob.

FRIENDS OF ANYTOWN HIGH DEBATE

It is our hope to begin the organization of "The Friends of Anytown High Debate." This particular group (consisting primarily of parents of current students and alumni) will establish specific committees to assist in many facets of the program. Below is a list of the committees that will be formed within the group.

- TOURNAMENT CONCESSIONS**
- FUNDRAISING**
- PARENTAL JUDGING**
- TRANSPORTATION ASSISTANCE**

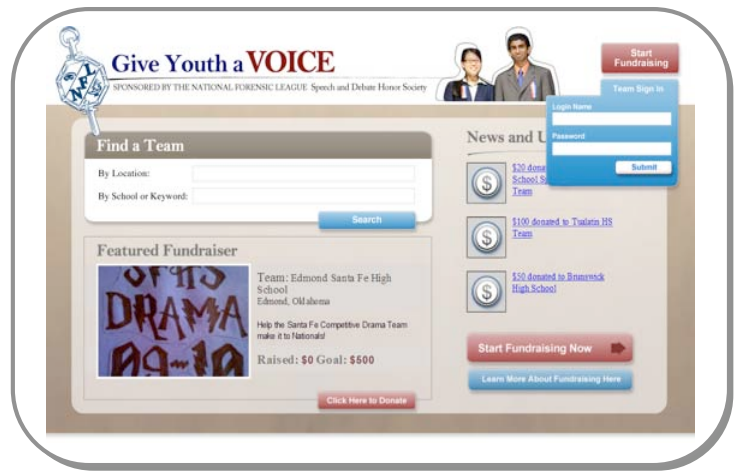
If anyone is interested in volunteering for chair positions on each of these committees, please see Mitch Jacob. We are also hoping to have one volunteer to serve as this year's coordinator of "The Friends of Anytown Debate." This could be a shared position if it would make individuals more comfortable with the commitment.

Thanks in advance for your dedication! We anticipate a successful and fulfilling year!

Profitable Fundraising

Fundraising enables speech and debate programs to grow thrive. While you may be able to procure some financial support from your school administration (often in the form of NFL membership dues or other start-up costs), you will need additional monies to cover expenses such as travel costs, entry fees, and other miscellaneous expenses. Fundraising opportunities are boundless; select the program that works best for your team. Regardless of the fundraising opportunity you pursue, however, a common approach to fundraising may maximize your windfalls.

- ❖ Begin fundraising with a planning session. Set financial goals and a fundraising time frame (we recommend 2 weeks for a fundraiser).
- ❖ **Obtain necessary approval of your school/school district administration.**
- ❖ Alert your community about fundraiser via parent letters, posters and community announcements. Publicity promotes profits!
- ❖ Hold a "kick-off" rally, which educates the kids on the fundraising programs, and build enthusiasm to reach fundraising goals.
- ❖ Once the fundraiser is underway, monitor your students' progress. Provide encouragement and incentives to keep students motivated.
- ❖ Once the fundraiser is complete, collect the order forms and money. Return these forms and payments to the fundraising company. At this time, you will probably also want to schedule delivery date with fundraising company.
- ❖ Keep accurate records – especially receipts – and communicate with your school bookkeeper.
- ❖ Set time and place for student and parents to meet to pick up delivered products. Have parents and teachers to volunteer to help distribute the product in an orderly fashion.
- ❖ Check for damaged products and any errors and make the necessary arrangements with the fundraising company for replacements.
- ❖ Have they student deliver their products that they sold. A personal thank you letter by the students can't hurt.
- ❖ Enjoy the fruits of your labor and start thinking of ways on improving your next fundraiser.



Create a space for your squad's online fundraising, where donors can choose which projects to give to: www.GiveYouthAVoice.org



Remember, fundraising often improves with practice and persistence.

Tournament Competition Glossary

As with any specialized activity, jargon and abbreviations pervade forensics. Below, and in the pages that follow, are some of the most essential terms of art that will alleviate your uncertainty as a new coach, as well as the hesitancy any students new to forensics may feel.

Basic Tournament Terminology

- ❖ **Ballot:** the sheet of paper where judges write the results of an individual round of competition, which they submit to the Tab room.
- ❖ **Break:** advancing to the next level of competition; *break*, **elimination (elims)** or **out** rounds are much like “playoffs,” with certain numbers of students eliminated at the end of each heat. The last break round of a tournament is the final round, or “finals,” featuring two opposing debate teams or six speech contestants. *Also see “posting.”*
- ❖ **Code:** many tournaments use a code system to keep the identity of contestants – and their schools – anonymous. Codes are often a combination of numbers and letters, which designate school, event and sequence (how many students from a particular school are in a given event).
- ❖ **Divisions:** categorizations of competition at a tournament, such as “varsity,” “junior” or “JV,” “novice,” and “open.”
- ❖ **Ethics:** rules or standards that govern conduct; when these are broken, there’s usually a procedure for a coach to initiate a **protest** with a committee of impartial coaches, who adjudicate ethical problems.
- ❖ **Flight:** due to room or time constraints, tournaments will sometimes schedule back-to-back contests in the same room during a single round’s timeframe.
- ❖ **Forensics:** overarching term for speech and debate, though it sometimes connotes speech competition, particularly in states with split debate and speech seasons.
- ❖ **Judge (or adjudicator):** an adult who evaluates a round of competition. Judges are drawn from educators, former competitors, and business professionals. Judges drawn from members of the local community, including parents are considered **lay judges**, for their lack of technical understanding of competition standards. Judges should be equipped with a timing device, writing utensils and paper.
- ❖ **Prelims:** guaranteed *preliminary* rounds of at a tournament, before competition *breaks* to *elim rounds*.
- ❖ **Posting:** process (*v.*) or location (*n.*) of prelim schematics or list of contestants breaking to elims.
- ❖ **Record:** in debate, the win-loss ratio, or in speech, the total ranks; a general *standing* of success.
- ❖ **Round:** an individual *heat* of competition, where students are matched to (an) opposing contestant(s) on a particular room with a particular judge or panel of judges. Rounds are sometimes divided into *flights*.
- ❖ **Schematics** (or “schem,” “schemats”): matrix that assigns students to compete in particular rooms with particular judges for each round. In debate, these are often called “**pairings**.”
- ❖ **Tab:** short for *tabulation*, this is the tournament headquarters, where results are computed. To protect integrity of competition, there are usually protocols about seeking permission to enter the Tab room.

Debate Terminology

- ❖ **Ad hominem fallacy:** attacking a person rather than the argument
- ❖ **Ad populum fallacy:** claiming that something is true because of popular belief
- ❖ **Affirmative/Pro/Government** – the team or competitor arguing in favor of adopting the resolution.
- ❖ **Burden of Proof:** the affirmative’s responsibility to that the resolution is true. If the affirmative fails to prove the resolution, he/she/they ought to lose the debate.
- ❖ **Burden of Rejoinder:** the negative’s responsibility to disprove the affirmative case. If the negative fails to disprove the resolution, he/she/they ought to lose the debate.
- ❖ **Clash:** Direct responses to an opponent’s arguments (See refutation).
- ❖ **Constructive:** the first speech given by each debater (both teams) in a round, used to build a case. New arguments are permitted during constructive speeches, which distinguishes them from rebuttals (wherein new arguments are not allowed).
- ❖ **Contention:** claims made for or against the resolution, often stated in one declarative sentence. A debate case may be organized into contentions
- ❖ **Cost Benefit Analysis:** one of the most common ways to decide a debate round, this philosophy requires a judge to analyze the benefits of a policy versus the cost. In other words, does the proposal do more harm or good?
- ❖ **Counterplan:** the negative admits the present system should be changed, but argues that the negative team’s proposal (plan) is better than what the affirmative has offered.
- ❖ **Criterion:** standard, rule, or test on which a decision or judgment is based. In policy debate, the basis for establishing or evaluating policy (i.e., net benefits). In value debate, the criterion is the method by which the value is assessed (i.e., the value of “safety” can be measured in terms of freedom from harm i.e., a person is safe when he/she is not being harmed, and that’s how you know that safety is occurring).
- ❖ **Cross Examination (Cross-Ex, CX):** period of time when debaters ask each other questions.
- ❖ **Flowing:** note-taking during a debate, accurately recording the most important arguments and rebuttals. The paper on which this note taking occurs is known as a flow.
- ❖ **Inherency:** the reason a problem still exists. Also understood as the barrier to solvency. For example, if the federal government passed a discriminatory law, then that law would be the inherent barrier to a just society.
- ❖ **Judging Paradigm/Preferences:** a judge’s educational philosophy, the model or view that guides his or her decision. In other words, what a judge does or does not want to hear in a round.
- ❖ **Leader of the Opposition:** first and last speaker for the Opposition team (in parliamentary debate)
- ❖ **Member of Government:** second speaker for the Government (in parliamentary debate)
- ❖ **Member of the Opposition:** second speaker for the Opposition (in parliamentary debate)
- ❖ **Negative/Con:** side that defends the present system and argues against the resolution
- ❖ **Opposition:** side that must negate/disprove the resolution (negative)
- ❖ **Prime Minister:** first and last speaker for the Government (Affirmative) team (in parliamentary debate)

- ❖ **Power Matching:** system of ranking in elim rounds where teams with equal records debate each other.
- ❖ **Rebuttal:** speech that rebuilds arguments after attacks, refutes arguments of the opposing team, and summarizes the debate. Generally, no new arguments are allowed in rebuttal speeches.
- ❖ **Refutation:** directly attacking the opposing teams' arguments (also known as clash).
- ❖ **Resolution:** the proposition or subject offered to debate.
- ❖ **Spirit of the Resolution:** what the resolution is "supposed" to mean. Usually decided in round.
- ❖ **Status Quo:** the current state of affairs, the present system.
- ❖ **Topicality:** an argument that states a competitor has misinterpreted a word in the resolution. Usually found in policy rounds – less common in value/public forum rounds.
- ❖ **Value:** a concept, standard, or ideal in value debate rounds. Something which, according to the debater, should be upheld, i.e. justice, freedom, equality, etc.
- ❖ **Voting Issues:** the key points in a debate that are crucial to the outcome, reasons why the judge should give the decision to a team.
- ❖ **Weighing Mechanism:** the standards by which a judge evaluates the success of the Government's and Opposition's cases, standards by which a decision is made (criterion).

Congress Terminology

- ❖ **Agenda:** the order of legislation as suggested by a committee or legislator, and voted on by the assembly (sometimes called the "calendar").
- ❖ **Amendment:** a specific change to an item of legislation, explaining exactly which words it modifies, and not changing the intent of the legislation itself.
- ❖ **Authorship:** a constructive speech of up to three (3) minutes given by a legislator, which introduces an item of legislation for debate by the chamber. It is called a **sponsorship** speech if given by a student who is not affiliated with the school the legislation originated from. All authorship speeches are followed by a two-minute questioning period. All affirmative and negative speeches that follow an authorship speech should introduce new ideas (arguments) and respond to previous arguments (refute or rebut).
- ❖ **Bill:** legislation that describes details of how a policy would be enacted, if voted into law by the assembly.
- ❖ **Committee:** small group of legislators who meet and bring recommendations to the full assembly.
- ❖ **Docket:** the complete packet of legislation (as titles or full text) distributed by a tournament.
- ❖ **Floor:** when a member has the full attention of the assembly to speak (also refers to the area where the assembly meets, where its legislators speak, and where it conducts its business).
- ❖ **Legislation:** specific, written proposal (bill or resolution) made by a legislator or committee for debate.
- ❖ **Precedence:** presiding officer recognizes speakers who have spoken least (or not at all).
- ❖ **Presiding Officer:** the leader of a legislative assembly who runs its meetings by recognizing members (legislators) to speak or move. Also called the "presiding officer," or "P.O." Modeled after the Speaker of the House, or the Vice President or President pro tempore of the Senate.
- ❖ **Questioning:** period where the members of the assembly ask individual questions of the speaker (sometimes called cross-examination). Multiple-part (or two-part) questions are not allowed (unless the

rules are suspended for that instance), because they take time from other members who may wish to question the speaker.

- ❖ **Recency:** recognizing speakers based on who has spoken least recently (or earlier).
- ❖ **Resolution:** legislation that expresses a conviction, or value belief of an assembly, which may urge, request or suggest further action by another decision-making authority.

Speech Terminology

- ❖ **Blocking:** movements made during a performance.
- ❖ **Category:** another word for “event,” referring to a specific contest, such as Oratory, or Duo Interpretation.
- ❖ **(to) Cut:** to take only selected sections from a literary piece. To cut to make time limits or to cut inappropriate material.
- ❖ **Double Entered:** entered in more than one event in a pattern. Also called *cross entered*.
- ❖ **Draw:** limited prep events, such as Extemp., require that students prepare their response to a question or prompt distributed at the tournament for each round. The draw time is when students select their topic; followed by a prescribed preparation time before they speak (which, for Extemp., is 30 minutes). During that time, students must stay in the **Prep Room**, until they leave to speak.
- ❖ **Evaluation (or Critique or Ballot):** form where judges write specific, constructive comments.
- ❖ **Extemporaneous:** speaking without the benefit of a prepared or memorized manuscript. Brief notes are sometimes allowed.
- ❖ **Interp.:** short for *Interpretation*, refers to a performance-based event where a student brings literature alive off the printed page. *Also see “piece” below.*
- ❖ **Introduction:** opening of a piece; often referred to as an “intro,” which is written by the competitor and (usually) memorized or (sometimes) given extemporaneously.
- ❖ **Patterns:** different groups of events. Events are divided into “Patterns” and run at different times. Usually there are three patterns in a tournament: Pattern A events, Pattern B events, and Debate.
- ❖ **Piece:** literary selection (title and author) performed in interpretation events. It’s good practice – and several leagues require – that students find *quality* works of literature from *printed, published* materials, which “show insight into human motivations, relationships, problems, and understandings, and not by sentimentality, violence for its own sake, unmotivated endings, or stereotyped characterizations.”
- ❖ **Pop:** when an individual performer suddenly changes characters when performing in an interp. event.
- ❖ **Speaking Order:** the order contestants are listed on the schematic for each round is the order in which those students should present. Conventional wisdom about speaking order is that primacy (first impression) and recency (the last word) are the choicest positions, so tournaments tend to mix the order students present in, to allow each contestant an equal opportunity to present close to first and last.
- ❖ **Teaser:** just prior to the introduction, a brief selection from the piece, which grabs the audience’s attention, much as television shows have before the opening credits begin.
- ❖ **Time Signals:** hand signals showing how much time a competitor has left to speak in a limited preparation or debate event. Time signals are not given for interpretation or public address events.
- ❖ **Visual Aids:** often called VAs. Visual aids, used to augment a speaker’s message.

Appendix A: Program Policy Samples

Practice and Bus Tickets from Practice

Depending on what event(s) a student is involved in, practice requirements vary. After school practices last until about 6 p.m. Since we don't practice every night, students are issued individual county bus tickets when they come. Generally, practice is on Mondays, Wednesdays and Thursdays. Debaters meet all three days, Speech students meet on Mondays, and interp/performance students meet on Wednesdays and original speech/limited prep students meet on Thursdays. For purposes of safety, students must use the restroom and visit their lockers before coming to practice; once they leave (or practice ends), they are expected to leave the building immediately.

Tournament Calendar (abridged sample)

Information below is tentative. It is each student's responsibility to check the bulletin board weekly for updates on bus leave and return times. Be sure to cross-reference ACT/SAT dates, band/orchestra commitments and other conflicts, so you can plan around those. Debaters must be sensitive to their partners' schedules and communicate conflicts as early as possible. We will use a bus for all meets outside of the county, and to meets within the county on Fridays (pick-up from those meets will be at the tournament). For Saturday meets outside of the county, the bus will pick us up and return to the 19th Street (west) entrance.

Event Date	Speech/Congress – 2007-2008 Season	Bus	Leave	Pick Up	Sign Up
Sat., Jan. 5	State Speech Workshop, <i>Whitefish Bay HS</i>	√	7:45 a.m.	1:30 p.m.	Dec. 13
Fri., Jan. 25	Congress at Rufus King^o (<i>Banking Day</i>)		2:00 p.m.	9:30 p.m.	Jan. 17
Sat., Jan. 26	Milwaukee Marshall, <i>4141 N 64th St. (just north of Capitol Dr)</i>		7:45 a.m.	4:00 p.m.	Jan. 17
Fri., Feb. 1	West Bend Congress	√	2:45 p.m.	9:30 p.m.	Jan. 24
Sat., Feb. 2	West Bend Tournament	√	6:45 a.m.	4:30 p.m.	Jan. 24
Fri., Feb. 8	Congress at City Hall <i>200 E. Wells (Kilbourn/Water)</i>		2:45 p.m.	9:45 p.m.	Jan. 31
Sat., Feb. 9	Alverno College <i>3400 S. 43rd St. (at Morgan Ave.)</i>		7:45 a.m.	3:30 p.m.	Jan. 31

• *Boldface indicates tournament we host.*

Membership

- Students are assessed an annual *non-refundable* membership fee of **\$20.00** to defray costs of awards and materials. Please see specific instructions on the membership form related to handing in payment.
- Before a student may attend a competition or clinic, the following must be verified:
 - Receipt of **membership fee** and signed **Membership/Agreement Form**
 - Minimum school district athletic eligibility **grade point average** (third/fourth-year students must maintain a minimum 2.0 GPA; first/second-year students may not receive more than one failing grade)
 - Completed and notarized **Health Form**.
 - The student must be present at school on the day of a competition, attending *all* classes prior to leaving.
 - Students who transfer from other schools are subject to additional requirements by the Athletic Director.
- To earn team awards, students must be *active* members of the team up to the end of the year, which includes earning at least 25 NFL points in that school year.
- All school/district rules must be followed during practice and meets; infraction of these will result in school disciplinary action, suspension and possible expulsion from the team (forfeiting *active* membership).
- Students are expected to participate in all fundraising activities (including tournaments we host), unless arrangements are made *in advance* and *in writing* with the director of forensics.

Preparedness, Registration and Punctuality

- Every forensic event has standards (distributed separately) for proper preparedness; students must show self-discipline and fulfill such obligations before they will be registered to compete. Examples include, but are not limited to:
 - ❖ Research and filing of evidence for debate events (including carding for debate; briefing for Congress)
 - ❖ Reading, indexing and filing of current events articles for Extemporaneous Speaking
 - ❖ Submission of scripted literature (or original speech) and a bibliographic cover page
 - ❖ Drafting Congress legislation (in proper format) and submitting it electronically (email attachment or disk)

7. Students are required to practice regularly before or after school and are expected to communicate with coaching staff regarding their progress. ***Students requiring public transportation must make note on their membership form (individual tickets are distributed on an as-needed basis).***
8. Students sign up for meets on the bulletin board in the forensics room **by the posted registration deadline** (*see the calendar*) to be considered for competition, which indicates a commitment to attending that meet in a prepared manner. Registration for all meets is at the coach's discretion, and is based on tournament entry restrictions, practice, readiness, conduct and attitude. A list of registered students will be posted about a week before each meet.
9. Students who inexcusably cancel ("drop") from registration after the sign-up deadline, will be assessed a \$30 "drop fee" per instance to cover committed registration and judging expense. For tournaments involving travel/lodging, additional fees may be levied, accordingly. Two drops in a season will result in suspension from the team.
10. Drop fees will be excused per district policies (illness, death in the family, etc.); however, the parent/guardian must contact the coach **prior to** the meeting time for that meet, and a letter must be given to the coach within 10 days of the missed competition. Any **travel** expenses must still be reimbursed to the team.
11. Students who are not at the designated meeting place (19th Street entrance or the site of the meet) on the day of a meet, by the exact time announced for that meet, and who have not contacted the coach (considered a "no-call, no-show"), will be assessed full drop fees, regardless of excuse – since no contact would have been made. Students may be suspended from the team.
12. **Financial Policies.** All fees assessed must be paid in full within two weeks of the missed meet, or the student will be suspended from the team until full payment is received. A late fee of \$10 will be assessed for every month after the due date that the payment is not made. Fees not paid by May 1 will be referred to the school bookkeeper and the balance will be added to the student's unfinished business list.

Tournaments - In an academic activity where it takes courage to perform in front of others, proper "*foretiquette*" is crucial – from the moment you arrive at the city of the meet. In competition, ethical behavior reflects upon the entire squad. Gossip forsakes squad unity, and publicly complaining impedes our integrity in the greater forensic community. While the coaching staff supports free speech, remember to act responsibly with this privilege, especially in online settings. Finally, remember that MPS students are already misconstrued as "urban troublemakers." Prove the naysayers wrong! *Always cheer for and support other schools in our district.* Courtesy is the golden rule in "treating others as you would be treated." Students perceived as representing our team or school in a negative manner will be suspended and possibly expelled from the team and referred to school administration.

13. Students must follow district rules, and state/local laws regarding conduct in practice, competition, and on buses. Profane language, disrespectful attitudes (including insubordination) are not tolerated and will result in suspension.
14. **Students should bring money to purchase a la carte food items at meets or pack a lunch.**
15. Do not enter a room until a judge is present, and if a contestant is speaking, wait outside until he/she is finished. If you move any furniture or modify the room in any way, return it to the way it was before you entered. **Give other presenters your undivided attention.** Nonverbal reactions and feedback are more powerful than what you say!
16. **Disruptive activities**, such as sports and playing stereos **are expressly forbidden** (stereos may be brought for Demonstration Speaking, but only played in competition). Contraband items will be confiscated, and disciplinary action will be taken. Activities that are encouraged are homework, reading, cards, theatre and improvisational games, and discussion/talking. Students must remain on the premises of competition sites.
17. When the team arrives at a meet, students must "warm-up" and remain together until they are dismissed by the coach to practice before rounds. The coach needs to distribute itineraries, room assignments, maps and information, which is logistically easier when everyone is in one place. Additionally, forming cliques or excluding anyone on the team from a group at any time will not be tolerated. The team must also sit together and use proper decorum at awards ceremonies, cheering equally for winning students from all schools, and giving the proper and standard attention to first place winners (usually, a standing ovation).
18. If you suspect a rules infraction or inappropriate behavior in a round, bring it to a coach's attention **immediately**. Only then can we alert the Tab room and rectify the situation. Whining about judges after meets is inappropriate. While there may be a *handful* of unqualified judges, they aren't *all* bad. Each judge brings a different background and different expectations to the round. Use constructive criticism as a means to grow as an individual and adapt to different styles. Remember that "*winners are not whiners*" and that "*Lose*" and "*Learn*" both start with an "L."
19. Go to watch a power/final round when you are assigned to by a coach or captain. At all times, conduct reminders and directives by captains/officers carry the full weight of a coach.
20. Debate evidence trading has caused a lot of trouble for some squads, due to leagues' rules and copyright laws. Please be careful and seek the coach's counsel before engaging in those transactions.

Dress Code - The first impression an audience gets of presenters is their **appearance**. A student's appearance should be professional and dignified, showing that he or she cares about the event. *Just as in athletics or in a professional job, what one wears affects his/her performance. You want to be liked by your judges!*



21. **Restraint:** avoid outlandish hairstyles or apparel that draw attention away from your performance. Hair should be kept out of your face, so your audience can see facial expressions. Jewelry, if worn at all, should be kept elegantly modest – nothing should jingle or jangle. Use such tasteful judgment regarding all accessories, and when in doubt, *omit!* **Be professional, conservative and classy.** Look **mature**, as if you're interviewing for an office job. No jeans, and *dress/casual* shoes (not athletic or boots) must be worn.
22. **School identity:** do not tell a judge what school you are from, and do not where attire or emblems (e.g., letter jackets) that identify your school, as such information could bias their opinion.
23. In speech and debate events, professional suits/blazers or dresses (rich/knee-length or below; not too busy), with conservative blouses/shirts should be worn. In interpretive events, performers may wear more "stylish" clothing, but it should avoid being too gaudy. Tasteful shoes (women: low heels; men: conservative with laces are best, loafers are acceptable). Accessories, such as ties/scarves should be subdued and not distracting.
24. **Finalists** (power rounds) must remain in contest attire for the awards presentation, and should not take plush toys or other props on stage, per state league rules.

Transportation Policies - We commonly travel to meets locally, around the state; and periodically, nationally.

25. **Check the bulletin board the week before each meet for times, in case there is a change.** The team will gather to wait for the bus at the **19th Street/west entrance to the school (near room 104)**. Parents must be waiting by the announced return time (we will call ahead for delays). Provided school is not in session, parents may park vehicles in the lot near that entrance.
26. Please fill bus seats from the **front**, reserving back seats for materials.
27. If a bus is chartered, students may not drive themselves or be driven by parents to meet locations, unless a "**Parental Permission Slip- Alternate Athletic Transportation**" form is filed with the *by that meet's registration deadline*. Honoring the request is at the coach's discretion, based on the student's level of responsibility and other policies determined by the Athletic Director.
28. Students will be sent home *at parent/guardian's expense* for **serious infraction** of these or school/district policies.

Overnight/Travel Tournaments - Besides obtaining necessary parent and teacher permission to attend these advanced tournaments, students must agree to put forth extra effort for such meets.

29. **Cost and Commitment:** Depending on the meet, students/families will pay for some, most or all of the costs of traveling, such as food and transportation, and payment must be made in full to guarantee registration. Specific details are included on each meet's parental/guardian permission form. Students are insured by the school district while traveling. When students **commit** to compete (or compete to qualify), they must be aware of the actual travel dates. Conflicts (other than severe illness or a death in the family) will **not** be tolerated: students who fail to participate must fully reimburse the team for all expenses associated with the tournament (travel/airline, lodging, registration and drop fees), whether the student was originally responsible for paying for those expenses or not.
30. **Conduct:** While all of the normal conduct and etiquette rules apply, it is especially important to stress when traveling out of town. When in airports and strange places, it is paramount that the coaches know where students are at all times. A coach may need to serve in a judging or administrative capacity at a tournament. In those cases, students must stay on hotel or tournament competition premises, or use official tournament shuttles/transportation to travel between venues. No student may venture away from a competition or lodging premises without supervision. Contrary to normal school district rules, it is often a good idea to carry a cellular phone at such tournaments, so students can maintain contact with the coach. Any students who pose problems for the coaching staff *may be sent home at the parent's/guardian's expense*.
31. **Lodging:** Overnight stays are an investment in fostering well-rested, competition-ready squad members. Students must abide by curfews (in the assigned room and *quiet* at the designated times) and respect the hotel property and staff. If students of the opposite sex are in a room, the door must be blocked open; no visitors from other schools unless a coach is present; likewise, you must seek a coach's permission to visit other schools' rooms. Room assignments are made by the coaching staff, and for liability purposes, *are non-negotiable* once established.
32. **Privilege:** Students must first qualify to compete at official national tournaments, such as NFL. The team obviously devotes a great deal of resources and money for large tournaments. The coaching staff will be the final arbiter of what students are allowed to attend such meets, and will make decisions based on a student's level of dedication to the team, typical conduct and behavior, academic standing, and readiness and preparedness for competition.

Forensics Membership Form

Not valid if information is missing (indicate n/a for not applicable. Please **print legibly**, especially email addresses.)

Legal Name _____ Short first name _____ Graduation Year _____
First Middle Initial Last (No nicknames please; just "Bill" for William," etc.)

Address _____ City _____ Zip _____

Home Phone _____ Birth Date _____ ID No.

S							
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Email _____ Cell Phone _____
(Cell phones are allowed at tournaments.)

Parent/Guardian Emergency Contact Information

Parent/Guardian Name(s)	Place of Work	Email (please write the address you check <i>most often</i>)
Relation:	Phone: ()	Cell Phone: ()
Relation:	Phone: ()	

If you ride the bus to school, and need bus tickets, check all that apply: Practices Friday Meets Saturday Meets

PARENT/GUARDIAN PERMISSION

I allow my above-named student to participate in Forensic activities on the dates as described on the calendar included in the "Anytown High School Forensics Policies," realizing that for each meet, I am responsible for transporting my student to and from the local meet location **or** to and from school to ride the chartered bus by the **weekly updated and announced** leave and return time. I have discussed the team's policies with my student, and realize that infraction of these policies may result in my student's suspension from meet competition and forfeiture of awards earned. I also understand that to support the continuation of this program, my student is expected to participate in fundraising initiatives. I understand the after school "safety" requirements of leaving the building after practice.

Parent/Guardian Signature: _____ Date: _____

STUDENT AGREEMENT

I, the undersigned, hereby agree to adhere to the guidelines set forth in the "Anytown High School Forensics Policies," and realize that if I violate any of the policies, I will be subject to disciplinary action accordingly, and may forfeit any awards I have earned. I will check meet leave and return times **weekly**, realizing that the schedule information in this packet is **tentative**. I further agree to spend my time in practice efficiently, and that I will leave the building after practice.

Student Signature: _____ Date: _____

MEMBERSHIP FEE: For the non-refundable fee, checks are the *preferred* payment method, made payable for **\$20 to Anytown High School**. Please include the **student's full name and school ID number** on the check. **Cash** should be **hand-delivered** to a coach in a **sealed envelope** with the **student's full name and school ID number** on it.

The *Interest Inventory and Goal-Setting Worksheet* on the reverse side allows the coaching staff to help students find events that match their unique interests and personality.

Forensics Interest Inventory and Goal-Setting Worksheet

❖ What are your primary reasons for participating in forensics? _____

❖ Name a prominent person (celebrity, public figure, etc.) and qualities you admire in that person:
Person _____ Qualities _____

❖ Rank, **in order of importance**, the following U.S. current affairs issues, 1 being **most important**; 10 being **least**

___ Public Health Care/Affordable Prescriptions	___ Social Security Reform
___ Homeland Security/Terrorism/Intelligence	___ Education (vouchers "choice", standards, testing)
___ Foreign Trade (deficits, tariffs)	___ Election Reform (finance, Electoral, term limits)
___ Environment (nuclear waste, clean air, fossil fuels)	___ Economy and Corporate Reform
___ Civil Liberties / Privacy	___ Violence (in schools, central city areas)

❖ Explain why you think the item above you ranked first is so important _____

❖ On a scale of 1-10, 1 being **most important**, how necessary is it for Americans to vote? _____

❖ Please complete each statement:

I work best...	<input type="checkbox"/> in groups	<input type="checkbox"/> alone
I work well under pressure/deadlines:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
I "multitask" well	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Huh?
I am good at memorizing things:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
I enjoy proving my point:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
I can offer constructive criticism:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
I accept criticism constructively:	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Last book I read for leisure _____

Favorite magazine _____

Favorite television programs _____

Favorite websites _____

Hobbies/interests _____

Talents (dancing, martial arts, baton twirling, etc.) _____

Favorite subject in school _____

If you competed in middle school forensics, please list events: _____

Do you have a preference of debate and/or speech categories/events? _____

❖ List some specific, realistic (achievable) and *measurable* goals and steps you plan to take to achieve them.
If you are new, we'll help you complete this in an interview with a coach and/or captain:

Specific Goal Statements: include measurements and target timeframe for achievement.	Actions/Steps I Will Take to Achieve Goals: include timeframe (season, # of weeks, etc.) for each
	1
	2
	3
	1
	2
	3
	1
	2
	3

Appendix B: Sample Health Certificate

From the *Milwaukee Public Schools*

Student – full legal name	Birth Date	Sex
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List Allergies (including medications)		Medications (prescriptions or over-the-counter) you take			
If none, write "none."		If none, write "none."	Medication	Dosage	
Present illnesses/chronic conditions		Over-the-Counter Medications Your Child May <u>NOT</u> Take			
If none, write "none."		If none, write "none."			
List past serious illness or surgery		List physical restrictions/accommodations			
If none, write "none."		If none, write "none."			
Dietary restrictions/accommodations		Insurance *please attach a copy of insurance and prescription card(s)			
Include food allergies or religious restrictions. If none, write "none."		Health Insurance Carrier:			
		Health Ins. Policy Number:			
		Insurance Policy Expiration Date:			
		Who carries the Health Insurance?			
		Health Insurance covers outside WI?	← Yes		← No
Medical		Emergency Contact	Name	Phone	
Doctor		Parent			
Phone		Parent			
Dentist		Other			
Phone		Other			

Attach additional information if necessary. → **Please include a copy of insurance card(s).** ←

The above named student has my permission to take part in forensics: speech and debate activities. I agree to and do hereby authorize Milwaukee Public Schools, its personnel and representatives (chaperones), to act for me in any emergency or accident or illness in the event my son/daughter is to receive medical attention if deemed necessary by a professional in the medical field. In the event the student named above is unable to participate in the program due to illness or injury, the Milwaukee Public Schools acting through its personal or representative is authorized to make whatever arrangements are appropriate in returning the student to my care. I understand that the Milwaukee Public Schools, its personnel or representatives shall not be responsible for any debts incurred in conjunction with any illness or accident involving my child. I agree to be responsible for such debts as well as for any costs incurred for the early return travel for the above named student. **Additionally, if there are any changes to the information herein, I will maintain responsibility for providing updated information.**

Parent/Guardian Signature	Date	Daytime Phone	Evening Phone
Additional Parent/Guardian (if applicable)	Date	Daytime Phone	Evening Phone

→→→→→ I've enclosed a copy of insurance card(s)

Appendix C: Samples of Travel Forms

Travel Tournament Itinerary Sample			
Tournament/Location:			
Assemble at:	on this date:	<i>no later than</i> this time:	
Specific transportation details (flights, connecting flights, etc.):			
We return on this date:	at this time:	at:	
Specific transportation details:			
Hotel:	Phone ()		
Address:			
Tournament Contact Name:	Cell ()		
Student Financial Responsibility: \$	<i>must be paid by:</i>		
General Expectations:			
❖ Identification: bring driver's license or state/government photo ID and school ID (for security; proves affiliation with trip).			
❖ Food/Money: we provide student meals, except during competition and other snacks (I recommend bringing about ____ for the duration of the trip for those meals). Spending money over and beyond this amount is at your discretion.			
❖ Clothing: bring dress clothes and shoes for ____ days of competition. Look your most professional! Bring a "main" competition outfit, with an extra shirt/accessories (tie, scarf, lapel pin, etc.)			
❖ Luggage: pack lightly and efficiently, since we need room for evidence. Don't forget supplies/materials; bring what you'll need for performance (cases, piece/binder, pens, paper, stopwatch, legislation, "padfolio," Constitution, etc.).			
Trip Itinerary (at Destination) and Daily Tournament Schedule:			
Rooming List:			
Room A	Room B	Room C	Room D
Coach			

Event/Competition	Destination	Departure Date	Return Date



Milwaukee Public Schools

Travel Release and Indemnification Agreement Covering Conduct, Personal Injury, Death and Property Damage

1. For purposes of definition, "MPS" refers to the Milwaukee Public Schools, the common name for the Milwaukee Board of School Directors, the school district in which my child is enrolled.
2. I understand that my student may not be under the direct supervision of the forensic/debate coach or approved chaperones during the competition above. I further understand that it is of utmost importance that my student alert the forensic/debate coach as to his/her whereabouts at all times during the trip, and must abide by any of the Director's directives restricting his/her whereabouts.
3. I as the student's parent/guardian, agree to and do authorize the Milwaukee Public Schools (MPS) and its employees, agents, chaperones and volunteers, to act on my behalf in any emergency, accident, or illness, and further agree that MPS and its employee or such designated individuals shall not have any liability for taking any such action.
4. I agree that MPS has the right to terminate my son/daughter's participation in the field trip program for any behavior deemed detrimental to the program or the students, and further agree to accept all responsibility for any costs involved due to his/her return home to my care.
5. I affirm that my son/daughter has no chronic medical condition or disability that has not been stated in the Student Health Certificate (filled with the team) or which would make participation in the program inadvisable.
6. I agree to release and waive any and all liability and discharge MPS and its agents, chaperones and volunteers from any claims or demands that might arise in connection with 1) any accident, illness, injury, or other consequence or event arising from my child's actions or participation in the MPS program; 2) any cause beyond the control of MPS including, but not limited to, natural disasters, civil disturbances, acts of terrorism, and wars.
7. I understand that I am signing this document in addition to, and not in replacement or exclusion of, any and all other forms and agreements required by MPS. I agree that MPS reserves the right to change, or cancel travel or other arrangements should conditions necessitate.
8. I understand that MPS is not responsible for the loss of, or damage to, the personal belongings of any participant.
9. I understand that in arranging for student travel, MPS uses commercial airlines, trains, buses, restaurants, hotels and other services whose performance and service cannot be controlled. Consequently, MPS is not responsible for the actions of these commercial firms for matters including but not limited to strikes, lost luggage and the like.
10. I agree to be responsible for and to pay any bills for additional expenses of a personal nature (e.g., laundry, room services, phone calls, passport and visa replacement).
11. I agree to be responsible for and to pay any bills for medical, optical, dental or related services, whether or not such services are covered by insurance. I understand that the student field trip accidental injury insurance and emergency assistance services for specified amounts is available to MPS, and that the cost for this insurance and emergency assistance coverage is included in the field trip program fee. I understand the limits of this insurance and emergency assistance services and accept responsibility for any costs above those limits provided in the policy. I affirm that my son/daughter has adequate medical and hospital insurance coverage and that the policy will continue in force during the entire extended field trip. I affirm that the information stated in the Student Health Certificate/ Permission for Medical Care is accurate.
12. I further agree to pay any responsible attorney's fees and costs of litigation should any lawsuit against the Milwaukee Board of School Directors result from my child's participation on this trip.

Conduct: The purpose of this trip is competition. To ensure optimal preparedness, proper rest is paramount. Students must be in their *assigned* rooms by 11 p.m. (please purchase snacks/vending items before 10:59). Please pick up after yourselves: throw garbage/food wrappers/containers in the proper receptacles, do not leave open food laying around to spoil and leave an unpleasant odor for housekeeping staff, and (for multiple-night stays) leave a clear path for housekeeping staff to change bed linens and vacuum.

If you damage any hotel property, please alert a coach immediately.

I have read the above and attached information and am in full support of my child's participation in this trip, with the appropriate, expected conduct. I am prepared to accept the financial responsibility for this trip should my child fail to do so him/herself. If at the discretion of the forensic/debate coach, my child needs to be sent home due to illness or violation of student rules, I agree to be responsible for all transportation and subsequent costs.

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Parent/Guardian Signature

Date

Daytime or Cell Phone

Evening Phone

Student Agreement Statement: I agree to abide by all school and forensic/debate activities policies while participating in the tournament named above, **including any spoken directives from coaching staff.** I understand that a violation of these rules may result in being sent home at my family's expense, expulsion from the team, and potential disciplinary action by the school administration. I further understand that my actions jeopardize the safety and success of my fellow teammates, so I will strive to uphold the standards of good character and ethics as a representative of Milwaukee Public Schools.

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Print Legal Student Name (w/Middle Initial)

Student Signature

Date

Cell Phone (during travel)

Appendix D: Judge Training

The following is a general guide for judge training. Some of the rules and conventions may differ between various states, regions and the NFL itself. Judges should always be mindful of the particular contest they're adjudicating, and what unique policies/procedures apply. Even more dubious is how judges' standards for excellence tend to be highly personal, based on background and taste. The best judges are aware of their own biases, and consciously keep these in check to maintain objectivity.

The Judge's Role

A speech or debate judge not only provides sound, educational feedback for students' presentations, but s/he serves as supervisor of every round, ensuring that it proceeds in a smooth manner, with equal respect given to all contestants. Judges should not apologize for "lack of expertise" – the point of communication in forensic activities is for students to be able to share a message with any audience. Judges also set a positive tone as adults by dressing professionally (i.e., business casual), and putting students at ease with their body language.

- ❖ At many contests, students are aware they may not enter rooms unless a judge is present, and that if they move furniture, they must return it.
- ❖ Students should move from round to round quietly, as other rounds will still be in session. Judges should remind students of this when the round concludes.
- ❖ Judges must maintain objectivity and should not say anything to any student other than an overall greeting or observation; do not give special, individual praise or criticism, or ask what school a student attends.
- ❖ Students and judges are often given codes to mask school affiliation. Judges should, however, write their own school affiliation on the ballot and/or evaluation sheet, so if a coach has questions after the tournament, they may contact you via the coach who hired you.

Supplies

- ❖ A few good pens (please write evaluative feedback in black or blue, please; red is handy for personal notes when *flowing* a debate)
- ❖ Paper – for flowing debates, taking overall notes on a round of speech, etc.
- ❖ A *digital* stopwatch, timer or other timing device for keeping track of time



Tournament Timeline: Keeping the Pace

A coach should instruct the judges s/he hired to arrive early to a tournament (before the end of the registration period). Coaches are responsible for distributing the judging assignments given to their school, and if ballots/critique sheets can be completed with personal information ahead of time, it gives the judge time to prepare for the day ahead. Judges may or may not be assigned to each preliminary round (depending on how many total judges are present). Following are some general tips for judges:

- ❖ Take time to read and follow the specific and unique instructions of each tournament (which saves a great deal of time in the grand scheme of the tournament and helps prevent errors).
- ❖ Make sure to reacquaint yourself with the rules for a given event before each round.
- ❖ **Please be punctual** and start rounds on time so that each round can take place expeditiously for the good of all participants. Please silence your cell phone, and *don't eat in front of students – it's rude!*
- ❖ Make sure contestants assigned to your room on the schematic are there. **For speech, follow the speaking order**, unless a tournament allows cross-entries, and/or a student is late to the round. Allow such contestants to catch their breath, wait through another presentation, and *then* present.
- ❖ Write legibly on critiques/ballots, so students can actually read and benefit from your suggestions!
- ❖ Be objective. Don't let your own preconceptions predetermine your impressions.

- ❖ Be efficient. Don't spend too much time on each ballot, especially between students' presentations. Lulls make students nervous, and hold up meets. Start writing evaluation sheets/ballots during presentations
- ❖ After *each round*, return ballots/critiques to the nearest tabulation collection person/table.
- ❖ Remain at the tournament until you're dismissed (unless special arrangements have been made). Don't smoke on school premises, because this is against most state laws, and sets a terrible example for kids.
- ❖ A judge must NOT confer with other judges regarding their decisions/evaluations in competition. Panel judges are not to confer. All communication regarding results must be exclusively with tabulation staff.
- ❖ Make positive suggestions on how the speaker can improve. Do not simply write "good" or "weak." Instead explain how or why a student is doing well or poorly. You should justify the score you give a student by the comments you write.
- ❖ Judges almost never disqualify contestants. This is up to tournament officials. If judges suspect a rules infraction, rank/rate the student as he/she performed in the round. Then, bring all information to the tournament staff.

Pearls of Wisdom for Specific Events/Situations

- ❖ In Debate, judges award one team the win, and the other team a loss. They may also assign speaker points to each team, or individual debater. Finally, they may rank the debaters from best to last.
- ❖ In Speech, judges rank students against their peers, and sometimes *rate* students with speaker point values. For ranking, 1 is the best in round, 2 is second best, etc., as far down as the number of speakers (in a section of eight speakers, your ranks should look like this: 1, 2, 3, 4, 5, 6, 7, 8). Many judges keep a running order of placement by making marks on the master ballot, or arranging the physical order of the critique sheets. Contestants should never be able to see or figure out your system for ranking (even if they're sitting right next to you in a cramped room). Judges should always give honest, positive, constructive – but **tactful** – criticism with *suggestions for improvement*. Remember the ABCs of judging: be Accurate, Brief, and Clear!
- ❖ Know the rules regarding "grace periods" and how to modify your ranking if a student extends beyond the allowed timeframe.
- ❖ Students may request time signals, particularly in Extemp. Speaking. Please be sure to communicate a mutually agreed upon system with speakers prior to their presentations.
- ❖ Some states/events allow a limited amount of vocal singing and visual aids. Always know the rules!
- ❖ In Congress, judges will hear several short speeches in immediate succession. Congress contests are tabulated in a myriad of ways, but judges will do one or several of these evaluative measures:
 - *Rate* each speaker and presiding officer on a point scale (a general rubric for qualities to look for can be found in the "Coach Resources" section of the NFL website).
 - *Rank up to a certain number of, or all* participants in a round/session. Either arranging individual critiques as suggested for speech ranking, or tracking each speech of the session will allow a judge to make a summative evaluation of the session in this case.
 - *Nominate* one or a few contestants to advance (which may go to a vote by the students).

Some states assign two judges to a session for the express purpose of allowing them to alternately evaluate students. This method is problematic insofar as it creates inconsistency among evaluating the same group of students within the same timeframe of debate, therefore forsaking competitive equity.

Each school’s coach is the arbiter of excellence for his/her own judging corps, and should make sure judges are adequately trained and prepared to provide this vital educational service to young people. Before a new judge actually adjudicates a tournament, have him/her “shadow” an experienced judge, who can debrief his/her process. At an early tournament, ask the Tab room if they can provide a copy of a new judge’s critiques/ballots, so you can review the quality of their evaluations.

Descriptive Word Bank for Judges

QUALITY	PRESENTATION	“OOMPH”	“NEEDS”
amazing	articulate	animation	absent of
breathtaking	believable	energy	could use
beautiful	characterization	enthusiasm	deficient in
brilliant	coherent	gusto	incomplete
decent	cohesive	life	lacks
delightful	credible	liveliness	missing
dynamic	dramatic	passion	requires
enjoyable	emotional	pizzazz	short on...
excellent	enthusiastic	sparkle	potential
extraordinary	expression	spirit	
fabulous	honesty	vivaciousness	THE PIECE
fine	genuine	vigor	assortment
first-class	innovative		combination
first-rate	understated	“POOR”	compilation
grand	whimsical	artificial	execution
great	rhetorical	awkward	plethora
impressive		broad	unified
incredible	TALENT	faulty	unsuitable
lovely	accomplished	flawed	wealth
marvelous	capable	hinder	
perfect	clever	incoherent	DEBATE
pleasant	convincing	incorrect	fallacious
remarkable	creative	mellow	logically linked
satisfactory	effortless	monotonous	illogical
spectacular	expert	poor	credibility
splendid	proficient	repetitive	warrant
stunning	natural	scarce	clash
superb	skilled	weak	impact
terrific	talented	wrong	refute
wonderful	well developed		rebut
	mastered		flow



We welcome your comments and suggestions!

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Change Log

This section documents revisions made to the *Coaching Guide*. Overarching modifications are indicated by a change in the second digit (i.e., 2.1.0), while minor edits or revisions to the current document are indicated by a change in the third digit (i.e., 2.0.1). The following are updates to the original version.

Date	Version	Change Description
09/15/11	6.0.0	Updated style of the document and changed wording regarding NFL chapter types, as well as updating programs that have changed. Minor document formatting.