

## RULES AND PROCEDURES

### I. ELIGIBILITY

In sections below, the term participation means competition in any event at any two or more tournaments in any given semester or any one or more tournaments in any given quarter; the term experience is synonymous with participation.

#### A. School Eligibility

All Colleges and Universities are eligible to attend PSCFA events provided all fees have been paid.

#### B. Student Eligibility

##### 1. Participation

- a) A student will be eligible to compete at a PSCFA tournament if they are eligible to compete at one of the following national tournaments: Phi Rho Pi, AFA-NIET, NPDA, and NFA.
- b) Programs may request to the executive committee, in writing, a waiver of this

##### 2. Divisions

These restrictions shall apply to one=s eligibility in similar events. PSCFA recognizes five non-similar event groupings: (1) Debate, (2) Readers Theater, (3) Limited Preparation events (Extemp and Impromptu), (4) Platform Preparation events (Persuasion, Expository, Speech to Entertain, Communication Analysis), (5) Oral Interpretation events.

##### a) Rookie

Is a student with no previous competitive experience in debate or individual events at any level.

##### b) Novice

##### 1) Novice Debate

A team comprised of debaters, neither of whom has participated in more than two semesters of debate and/or participated in elimination rounds at three or more debate tournaments or won any medal at CCCFA or Phi Rho Pi or won an elimination round award at the NPDA, CEDA or NDT National Championship Tournaments or any national championship tournament

2) Novice Individual Event

A person who has not won a trophy (1st, 2nd, or 3rd) in an event in which a final round occurs or a Gold /Silver/Bronze at CCCFA or Phi Rho Pi. (Readers Theatre and Interpretation shall be considered similar events)

c) Junior

1) Junior Debate

Is comprised of debaters neither of whom has participated in more than four semesters of NDT/CEDA or Parliamentary debate and/or who has not participated in elimination rounds of a junior or open division of three CEDA and/or NDT and/or Parliamentary tournaments. A gold or silver medal at CCCFA or Phi Rho Pi or winning an elimination round award at the NPDA, CEDA or NDT National Championship Tournaments or any national championship tournament shall count as a final round

2) Junior Individual Events

Students who are in their first or second year of intercollegiate competition and/or who have not won two trophies (1st, 2nd, or 3rd) in an event in which a final round occurs. Winning a Gold /Silver/Bronze at CCCFA or Phi Rho Pi shall count as a final round

d) Senior

Any student eligible to participate may be entered in Senior Division regardless of class standing or experience.

C. Enforcement

If a team or individual is found to be in violation of any eligibility rule after a tournament has begun, that person or team will be disqualified from that event for the remainder of the tournament, at the discretion of the tournament director. If a team or individual is moved to the correct division by the tournament director the following tabulation procedures will be followed: (1) The debate team found in violation will receive losses for all previous debates in the tournament. All previous opponents of the violating team will receive byes. (2) When an individual speaker is found in violation they will receive the lowest possible rank and rate for all previous rounds.

D. Judging Eligibility

1. Rookie Division shall be open for all judges.
2. Novice Division shall be limited to those individuals who are out of novice eligibility
3. Junior Division shall not be judged by anyone who has junior or novice eligibility.
4. Senior Division shall be limited to those individuals who have a B.A. or B.S. degree or are no longer eligible to compete.
5. No one will be allowed to judge and compete at the same tournament (except judging Rookie division).

## Judge Certification and Censure

### 1. Judge Certification

- a. All judges are required to be certified by the organization prior to judging at any PSCFA tournament. To be certified, judges must review the PSCFA Guidelines for Judges publication, and sign the accompanying form/code of conduct statement indicating their review of and acceptance of PSCFA guidelines. For all judges meeting a school's judging commitment, that school is responsible for ensuring that all judges are certified. For all judges hired by the tournament directly, the Tournament Director has this responsibility. In the event that an uncertified judge should arrive at a tournament to judge, he/she will be given thirty minutes to review and sign the certification form. In an emergency, a Tournament Director may allow an uncertified judge to take a ballot for one round only.
- b. Until a judge is certified, he/she cannot count toward a school's judging commitment. That school would be subject to the appropriate penalty fee.
- c. The PSCFA guidelines for Judges Publication will be distributed to all PSCFA member schools; will be accessible from the website, and will be available at the judges' table for PSCFA tournaments.
- d. Should PSCFA rules or procedures change, judges will be asked to review the changes and sign a form to update their certification. Updating certification will not be subject to a thirty minute review period for the review of changes.
- e. A list of certified judges will be maintained on the website and also provided to each PSCFA Tournament Director.
- f. Certification forms may be accepted by the Executive Secretary or by a PSCFA Tournament Director or the judge's table.

### 2. Judge Censure: Egregious behavior on the part of a judge, shall incur the penalties listed in sub-section 3. Such behavior is described as one of the following:

- (a) Verbal battery of a student (including cursing at or grossly demeaning comments)
- (b) Physical battery of a student (including pushing, striking, or throwing objects at them)
- (c) Gross violation of the terms of judge certification

### 3. Judge censure Procedure:

- a) Disciplinary procedures for acts, described in sub-section 2, shall be:
  - (1) The first offense will be handled by the Tournament Director, and if the event is serious enough the judge may be removed from the judging pool at that tournament.
  - (2) The second offense will result in the revocation of judge certification for one calendar year.
  - (3) The third offense will result in permanent revocation of judge certification and a letter sent to the responsible school's administration detailing the action taken and the reasons for it.
- b) In the case of removal of a judge, under this rule, his/her school will be required to pay the judging fees to make up for that judge's absence

c) The appeals process, under this rule, will consist of an appeal first to the Ombudsperson, then, if necessary to the entire executive committee

## II. FEES

### A. Entry Fees

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|--|--|
| 1. School Fee<br>(As of Tuesday, 6 P.M.)   | \$25.00 for 1-5 students<br>\$30.00 for 6-10 students<br>\$35.00 for 11+ students  |
| 2. <b>Fall/Spring Champs</b><br><b>(Snacks for students)</b><br><b>(As of Tuesday, 6 P.M.)</b> | <b>\$10.00 for 1-5 students</b><br><b>\$15.00 for 6-10 students</b><br><b>\$20.00 for 11-15 students</b><br><b>\$25.00 for 16-20 students</b><br><b>\$30.00 for 21-25 students</b><br><b>\$35.00 for 26-30 students</b><br><b>\$40.00 for 31-35 students</b><br><b>\$45.00 for 36-40 students</b><br><b>\$50.00 for 41-45 students</b><br><b>\$55.00 for 46-50 students</b><br><b>\$60.00 for 51-55 students</b><br><b>\$65.00 for 56-60 students</b><br><b>\$70.00 for 61-65 students</b><br><b>\$75.00 for 66-70 students</b><br><b>\$80.00 for 71-75 students</b><br><b>\$85.00 for 76-80 students</b><br><b>\$90.00 for 81-85 students</b><br><b>\$95.00 for 86-90 students</b><br><b>\$100.00 for 91-96 students</b><br><b>\$105.00 for 97-100 students</b> |
| 3. Individual Events   | \$7.00 per entry slot  |
| 4. Duo Interpretation  | \$14.00 per team   |
| 5. LD Debate   | \$11.00  |
| 6. Team Debate   | \$22.00  |
| 7. Readers Theater   | \$22.00  |
| 8. Rookie Debate   | \$22.00  |

For the Warm-Up Tournament (Exception):

1. No entry fees
  - A. We do charge a School Fee (and PSCFA dues, if they haven't been paid)
  - B. We do charge no-show fees and nuisance fees
2. For judging
  - A. Schools must cover their debate commitment (as with other tournaments)
  - B. Schools must cover 75% of their Individual Events entries unless the Tournament Director believes there is a sufficient pool of judges to allow a school to pay additional judging penalties(in excess of those allowed by the 75% rule)

## **B. Judging Fees**

### **1. Individual Events**

**\$14.00 per uncovered individual event slot.**

### **2. Debate and Readers Theater**

**\$ 25.00 for NFA-LD and \$75.00 for Readers Theater and Debate. Schools may only have uncovered NFA-LD, Readers Theater or Debate entries with Tournament Director Approval. If a team or NFA LD speaker becomes uncovered after the Wednesday deadline, it becomes the Tournament Director's discretion to either drop the team or charge a fee of \$50 for NFA LD and \$100 for Reader's Theater and Debate.**

C. Nuisance Fees

1. Change/Drop fees

\$5.00 per individual event slot, \$10.00 per debate or Readers Theater entry for changes made after 12:00 P.M. on Friday, at the discretion of the Tournament Director. \$5.00 per individual event slot, \$10.00 per debate or Readers Theater entry for changes made between 6:00 P.M. on Tuesday and 12:00 P.M. on Friday: if such changes are in excess of 10% of the original entry or 10 slots, whichever is greater, at the discretion of the Tournament Director.

2. Student No-Show fees

**\$20 per individual event slot, \$40.00 per debate or Readers Theater entry will be assessed. A no-show shall be defined as any competitor entered in the tournament who does not participate in the first round of competition in their event and whose absence is not reported to the tournament director before the end of the drop period (usually the first half hour on each day of competition). Exceptions are at the discretion of the Ombudsperson if reasonable justification is demonstrated.**

3. Judge No-Show Fees

\$25.00 per round, at the discretion of the tournament director will be assessed.

4. Late Add Fees

\$50.00 per school, at the discretion of the tournament director will be assessed. Late Add Fees are imposed on Schools who enter the tournament after the entry due date.

D. Annual Dues

\$35.00 per school

E. Payment

1. The Executive Secretary shall collect "Exit" fees (entry, judging, nuisance fees and dues, if necessary) on the last day a school has students competing in the tournament. Times for each collection will be posted at the beginning of the tournament.
2. Failure to pay fees will result in the school being prohibited from participating in further PSCFA tournaments until fees are paid. Schools not paying fees must pay owed fees by Registration of the next PSCFA Tournament attended.
3. The tournament and/or event directors and/or the members of the oversight committee are responsible for providing a written explanation to the Executive Secretary for all nuisance fees.

## F. Waivers

### 1. New Programs

PSCFA will agree to waive fees to new programs. New programs will petition the executive committee two weeks prior to tournament.

### 2. Financial Difficulty

PSCFA will agree to waive fees to programs in financial difficulty. The following procedures will be used to determine eligibility:

- a) School must show clear indication that institutional funding is unavailable.
- b) Upon approval by the Executive Committee, fees will be waived for one academic year, with an option to be reviewed by the Executive Committee for a 2nd consecutive year maximum.
- c) Institutions can be considered for eligibility after 5 years have elapsed since previous utilization of the policy.

### 3. Tournament Host

PSCFA will credit \$300 to the account of Tournament Hosts or waive entry fees, whichever is greater. The host school is still responsible for all judging and/or nuisance fees. Up to three hosts working in tabroom may cover the host school's judging commitment.

### III. TOURNAMENT ENTRY AND PROCEDURES

#### A. Entry format

All entries must use the Website entry form or its equivalent

#### B. Judges

##### 1. Commitment

- a) Each school must provide one judge per each two debate entries, one judge for each two readers theater entries, and one judge for each five individual events per speaking hour, plus one/half judge commitment for any additional team entry.
- b) Failure to provide judges will result in the assessment of penalty fees to be determined by the association, and/or having the school=s debate entries removed from competition at the discretion of the tournament director.
- c) Judges must be qualified to cover the same divisions in which their school=s entries will be competing.
- d) In the event a school has extra judges, the school must designate committed and hired judges.

##### 2. Hired Judges

- a) The rate of pay for judging individual Events, Readers Theater, Lincoln-Douglas, and Parliamentary debate shall be \$15.00 per round.
- b) The rate of pay for judging team Policy debate shall be \$15.00 per round.
- c) PSCFA will guarantee payment for 75% of the rounds per day to hired judges, providing that the judge is qualified, available for 11 rounds on a given day, and certified by the tournament director. Judges will be guaranteed \$60 for being available for all rounds of a Friday of a PSCFA Tournament, for debate.

#### C. Entry Confirmation

1. All judges must check in during the registration period to confirm attendance and commitment.
2. All debate teams participating in the tournament must register with the tournament staff during the registration period (no later than fifteen minutes after the announcement of the topic)

#### D. Individual event Patterns

Pattern A: Extemp, Prose, Poetry, Informative, STE, Multi-Cultural event  
Pattern B: Impromptu, Persuasion, Duo, Programmed Oral Interp, CA,  
Drama

#### E. Championship Tournaments

70-80Rooms for the Fall and Spring Champs tournaments is optimal.

Rules for entering Championship tournaments as follows:

- 1) Number of entries in an event will be based on the number of rooms available at the time of the event.

- 2) Schools will enter IE events in rank order in each pattern (for example: 1. Liana Koeppel – Sr. imp; 2. Rolland Petrello – Jr. POE; 3. Liana Koeppel – Sr. Pers; 4. Rolland Petrello – Sr. Imp)
- 3) Schools will enter Debate Events in Rank order – ( For example) 1. Koeppel and Petrello-- Sr Parli; 2. Hack and Wyman--Nov. Parli; 3. Decarbo and Fleming-- Sr. Parli)
- 4) Tournament Directors will take each school's first event, second event, etc., until rooms are maximized. All schools will have an equal number of entries accepted (in each pattern)
- 5) Those entries not accommodated will be placed on a waiting list based on time of school entry for each event in the pattern. First come, first served going school 1, school 2, school 3, etc. Entry time to be based on "slot last updated" date and time.
- 6) Event panels will be filled out with additional students based on waiting lists. If entry limits are reached and an event has two "bye" slots, the next two entries in that event will be chosen from the waiting list.
- 7) Entries will be due Monday night. Event lists will be posted on the Website on Tuesday.
- 8) Schools may make name changes ONLY. No event changes will be made (including division). Late Drops will not be filled.
- 9) Schools will be charged a drop fee for entries dropped after the drop deadline.
- 10) Schools may begin entering the tournament two Wednesdays before the Drop deadline.
- 11) For Championship Tournaments where there are no limitations on entries, the following shall apply:
  1. Fees will be assessed as of The Wednesday following the entry deadline
  2. A \$5 add fee will be applied to all late entries (which are accepted at the Tournament Director's discretion) for a school between the Monday deadline and the Wednesday deadline (\$10 for debate)
  3. Adds after the Wednesday deadline will be at the discretion of the Tournament Director and will be \$10 (\$20 for Debate)
  4. There will be a drop fee of \$5 for any drop after the Wednesday deadline until 30 minutes before the first round of competition (If not reported, it will remain as a no show)
  5. Changes from a school from one person to another in the same pattern will not be construed as an add for these purposes. Changes from one event to another in the same pattern will not be construed as an add (however, the drop fee will apply)

#### FRIDAY--DAY 1

For the first two preliminary rounds of competition, the same policy topic shall be debated by

all teams (except for those who receive a bye), once on the government and once on the opposition. The Tournament Director shall ensure that the topic is announced 45 minutes prior to the beginning of Round One. \*\* Rookie and Theatre to run with NPDA debate times for Friday; Rookie will use the same topic as the other divisions

Elimination brackets will be made to include an even number of teams to a number divisible by four (to allow the two required elimination rounds), but not to exceed the 50% rule. This schedule is for one year (2009-10)

**Friday:**

**1:00 NFA-LD Round I**

**Rookie Parli Round I**

**2:00 NFA-LD Round II**

**Rookie Parli Round II**

**3:00 NFA-LD Round III**

**Rookie Parli Round III**

**4:00 NFA-LD Round IV**

**Rookie Parli Round IV**

**5:30 NFA-LD Bronze Round**

**6:30 NFA-LD Gold Round**

**Note: Rounds 3 & 4 will be lag power matched.**

**Saturday:**

**8:15am - Check-in**

**8:30am - Topic Announce for Rounds 1 & 2**

**9:15am – NPDA Round 1**

**10:30am – NPDA Round 2**

**12:00pm – NPDA Round 3**

**1:30pm – NPDA Round 4**

**3:30pm – NPDA Bronze Round for Nov. & Jr., Octos for Sr.**

**5:00pm - NPDA Gold/Silver Round for Nov. & Jr., Quarters for Sr.**

**6:30pm – Awards & NPDA Semis for Sr.**

**8:00pm – NPDA Finals for Senior**

**Sunday:**

**8:00 – 8:45 IE Drop Period**

**8:45 Extemp Draw**

**9:00 –10:15 Pattern A Rd 1**

**10:30 – 11:45 Pattern B Rd 1**

**11:45 Extemp Draw**

**12:00 – 1:15 Pattern A Rd 2**

**1:15 – 2:30 Pattern B Rd 2**

**2:30 Extemp Draw**

**2:45 – 4:15 Pattern A Finals**

**4:15 – 5:45 Pattern B Finals**

**6:15 (or ASAP) Awards**

**\*\* Rank to 4 in IE's**

The following is an alternative to be used if entries in Readers Theater do not exceed 4 entries as of Wednesday at 5 P.M.:

FRIDAY - Day 1

3:00 Round 1: Readers Theater

4:15 Round 2: Readers Theater

6:00 Finals: Readers Theater

The Tournament Director will notify affected parties by Thursday night

F. Warm-up & Cool-off Tournaments

- a) Entries are due by 6:00 PM on the Tuesday prior to the beginning of the tournament
- b) Changes will be accepted until 6:00 PM Wednesday; Fees assessed As of 6:00 PM on Wednesday. Only nuisance fees described under II.C., 1 will be assessed after this time.
- c) Warm-up: The Warm-up will consist of two preliminary rounds and no elimination rounds in novice, junior, and senior divisions of all eleven AFA individual events. There will be two judges in each panel of Senior Division Individual Events on a one year trial basis. Judging commitment formula for Senior entries will be changed to reflect this. If an event is collapsed, Junior entries will not be affected by the formula. The warm-up will also consist of four preliminary and no elimination rounds of novice, junior, and senior divisions of CEDA/NDT team debate and NPDA debate. A form of Parliamentary Lincoln/Douglas debate will be offered. The form and format will be at the discretion of the Tournament Director. Pattern "A" (Extemp, Prose, Poetry, Expos, STE, And Cultural Artifact). Pattern "B" (Impromptu, Persuasion, Duo, O.I., CA, Drama,). Debate shall occur on day one, and individual events on day two. Remaining schedule decisions are at the discretion of the tournament director in consultation with the tournament host.

The Following schedule was adopted for the Warm-Up

FRIDAY

12:00 – Registration – Sign In

12:15 Topic Announce for Rds 1 & 2

1:00 ROUND 1

2:00 ROUND 2

3:15 Topic Announce for Rds 3 & 4

4:00 ROUND 3

5:00 ROUND 4

6:30 - Awards

SATURDAY

8:00 – Registration

9:00 – Extemp Draw

9:00 – Round 1 Pattern A

10:30 – Round 1 Pattern B

12:00 – Extemp Draw

12:00 – Round 2 Pattern A

1:30 – Round 2 Pattern B

3:00 – Awards

- b. Cool-off: The Cool-off will consist of three preliminary rounds and a final round in a novice division of all eleven AFA events. The cool-off will also consist of four preliminary and one elimination round of novice division of CEDA/NDT team debate. There shall also be four preliminary and up to three elimination rounds of novice division of NPDA debate. The Cool-off will also consist of four preliminary rounds and no elimination rounds of Rookie divisions of CEDA Team and NDT Team. Pattern A (Extemp., Prose, Poetry, Expos., STE, , Cultural Artifact). Pattern B (Impromptu, Persuasion, Duo, O.I., CA, Drama). Debate shall occur on day one, and individual events on day two. Remaining schedule decisions are at the discretion of the tournament director in consultation with the tournament host.

#### SATURDAY – DEBATE

The first two rounds will use the same topic. Teams not signed in by 9:30 will be dropped from the tournament.

Judges must attend the Orientation meeting. Judges will not discuss decisions after the round until the ballot has been turned in

9:00-9:30	Registration and sign-In
9:15	Topic Announced for Rounds 1 and 2
9:45-10:00	Judges Orientation
10:00-11:00	NPDA Debate & NFA LD, Round 1
10:00-11:45	CEDA/NDT Debate, Round 1
11:15-12:15	NPDA Debate & NFA LD, Round 2
12:45-1:30	CEDA/NDT Debate, Round 2
1:30-12:45	Topic Announced for Rounds 3 and 4
12:45-1:45	NPDA Debate & NFA LD, Round 3
12:30-2:15	CEDA/NDT Debate, Round 3
2:30-3:30	NPDA Debate & NFA LD, Round 4
1:00	PSCFA Coaches meeting
2:15-4:00	CEDA/NDT Debate, Round 4
4:00-5:00	NPDA Debate & NFA LD Elims
5:15	NPDA Debate Awards
4:30	CEDA/NDT Debate Awards
5:00-6:45	CEDA/NDT Debate Elims

#### SUNDAY - INDIVIDUAL EVENTS

Pattern A (Extemp, Prose, Poetry, Expos., STE, Cultural Artifact).

Pattern B (Impromptu, Persuasion, Duo, O.I., CA, Drama).

9:00	Round 1: Pattern A
10:30	Round 2: Pattern A
11:45	Round 1: Pattern B
1:15	Round 2: Pattern B
2:30	Finals: Pattern A
4:00	Finals: Pattern B
5:30	Awards

## IV. AWARDS

### A. Debate & Readers Theater

#### 1. Types of Awards

##### a) Debate & RT Team Awards

- 1) All divisions of debate will receive awards equivalent to a Gold/Silver/Bronze format. Winners of the second elimination round will receive a Gold; the losers of that elimination round will receive a Silver; the losers of the first elimination round will receive a Bronze
- 2) Senior division debaters will continue debating through Finals
- 3) Only winning records (4-2 or 3-1) shall advance. In Novice and Junior, enough 3-3 or 2-2 records shall be pulled up to complete the next bracket divisible by 4 without violating the 50% rule (e.g. if there are 21 teams with a winning record, 3 additional teams will be pulled up, however, if there are 20 teams with a winning record, the bracket will be considered complete and no additional teams will be pulled up).
- 4) Sweepstakes points will be: winners of the second elimination round – 7 points; winners of the first elimination round – 5 points; teams not advancing past first elimination round – 2 points
- 5) Rookie awards to be based on record: 4-0 records receive Gold; 3-1 receive Silver (half sweepstakes points for this division)

- b) Speaker Awards shall be given to the top speakers in each division based on the following formula: Entries of 15 teams or less, 3 Awards; entries of 16-29, 5 Awards; over 29 entries, 10 Awards. Awards shall not exceed 50 percent of the entries

#### 2. Speaker Award Procedures

To be eligible for speaker awards, a speaker must participate in all scheduled preliminary rounds. The following guidelines (listed in order of priority) shall be used to determine the top three speakers for (Novice, Junior, and Senior) in each division and style of team debate:

- a. Adjusted speaker points (dropping high and low rounds)
- b. Total speaker points
- c. Double adjusted speaker points
- d. Total ratings
- e. tie

#### 3. Breaking/Award Policies

##### a) Warm-up

In debate, all teams and L-D entries with 4-0 records receive Superior

Certificates, and all teams and L-D entries with 3-1 records receive Excellent Certificates

Under no circumstances shall more than half the field be advanced.

## B. Individual Events

### 1. Types of Awards

- a) Places: First, Second, and Third Places (trophies) may be designated and announced.
- b) All other finalists in novice and junior will receive finalist awards. In open division, the tournament staff shall designate first through sixth place awards. These may or may not be announced at the awards ceremony, at the discretion of the tournament director

### 2. Award Procedures

#### a) 50% rule

In individual events with nine or fewer entries (as defined by the number of people who actually spoke in the first round), as close to (but not to exceed) 50% shall receive awards.

#### b) Breaking Policies

##### 1) Warm-up

Approximately 30% of the contestants (based on the number of contestants who actually spoke in the first round) receive awards---the top 10% Superior Certificates and the next 20% Excellent Certificates.

##### 2) Championship/Cool-Off

Senior (or Open) Division will have a single Panel for Finals. For Junior and Novice, if the number of contestants equal 31 or more, two panels of speakers (approximately 12, but not to exceed 14) will be selected to participate in the final round. If there are less than 24 contestants, 5-7 finalists will be elected for participation, consistent with the 50% rule. In the event of a tie on ranks in novice and junior divisions, a third panel may be created to accommodate the tie not to exceed 50%.

#### c) Final Round No-Shows

Will be disqualified at the discretion of the ombuds

### 3. Breakers

- a) From preliminary rounds to elimination rounds (listed in order of priority)

- 1) Total Ranks
- 2) Ratings, at the discretion of the tournament director

b) Awards

- 1) Single Panel Final Rounds (listed in order of priority)
  - a) Rank in final round
  - b) Judges' preference in final round
  - c) Total rank in the event
  - d) The number of firsts in the event.
  - e) Decimal Conversion in final round (Senior division only)
  - f) Rating Points in Finals (Senior Division only)
  - g) Rating Points in Prelims (Senior Division Only)

- 2) For two panel final rounds
  - a) Rank in final round
  - b) Total ranks in all rounds
  - c) The number of firsts in the event.

3) In all Individual Events finals

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Judges will rank speakers from 1st to 6th, with all speakers after 6th also receiving a rank of 6.

4) Open Persuasion Finals at Spring Championships.

If entries warrant that more than 7 students advance to finals, students will compete in a semifinal round during final rounds of pattern A. The final round of open persuasion will occur on Sunday at a time selected by the Tournament Director.

C. Sweepstakes

1. Types of Awards

a) Individual Tournaments

Four sweepstakes divisions are offered at PSCFA tournaments (Fall and Spring Championships): (1) 4-year colleges and universities, (2) 2-year colleges, (3) Novice division (covering all schools, both 2- and 4-year), (4) Limited Entry. The 4-year and 2-year awards shall be based on a combination of all sweepstakes points won in novice, junior, and senior divisions of competition. The novice award shall be based on a school's combined sweepstakes points from novice and rookie division competition. The Limited Entry Award is for the 1/3 of the schools in attendance at the Fall or Spring tournament (plus ties) with the fewest entry slots (Debate and Theatre entries equal 2 slots). Determination of slot numbers to be counted as of Friday at 12:00. The Limited Entry Award will not be mutually exclusive with any other Sweepstakes Award a school may win at that tournament. A

first place, second place and third place award shall be given in each division (except that 4 year and 2 year sweepstakes shall award 5 places). Honorable mention awards may be announced by the Tournament Director. Sweepstakes will be offered in the first two categories at all PSCFA tournaments except the Warm-up.

b) Cumulative for the year

PSCFA shall also offer a cumulative sweepstakes category that includes all points earned by a school at the Fall Championship, Spring Championship, and Cool-Off tournaments. First, Second, and Third place shall be awarded in this division. This division shall include all points earned by a school in all competitive divisions during the year.

2. Sweepstakes Points

a. Individual Events/Lincoln-Douglas Debate

First Place--5 points

Second Place--4 points

Third Place--3 points

Finalists--2 points

(In multiple panel final rounds: if there is a tie for First, Second or Third, the points for that place and the next will be totaled and divided and awarded to each)

b. All Team Debate and Readers Theater

First Place--10 points

Second Place--8 points

Third Place--6 points

Quarter-Finalists--4 points

Octo-Finalists--2 points

Double Octo-Finalists 1 point

All Rookie debate teams contribute sweepstakes points to their school at half the formula for the upper three divisions.

## V. EVENT RULES AND REGULATIONS

### A. Entry Limitations

#### 1. Individual Events

Students entered in novice division are allowed to enter a maximum of two events (one per pattern). Students entered in junior or senior division are allowed to enter a maximum of four individual events and a maximum of two events in either pattern. Students may enter a maximum of 2 Duo-Interpretations providing each entry is with a different partner.

#### 2. Debate and Readers Theater

A contestant may enter only one form of debate or Readers Theater (No double-entry in Debate or Readers Theater).

### B. Debate Rules and Procedures

#### 1. Forfeit Rule

a. In debate, any contestant who is late fifteen (15) minutes past the posted starting time of the round is subject to forfeiture at the discretion of the tournament director.

b. At the Fall and Spring Championship Tournaments, students shall indicate their individual physical attendance to the tournament staff at least fifteen minutes before the beginning of the debate in CEDA/NDT Debate or fifteen minutes after the announcement of the topic in NPDA Debate. Failure to comply shall result in awarding a no-show for the first two rounds in NPDA Senior, Junior, or Novice divisions. Rookie teams will only forfeit the first round.

#### 2. Pairing Procedures

a) The Tournament Director, in consultation with the Director of Debate, determines when debate divisions should be collapsed. To the extent possible, each division of debate should be guaranteed 5 or 6 preliminary rounds with fair, equitable and full competition. Debate directors should strive to separate debate division elimination rounds whenever possible.

b) No debate team shall have more than one bye at a given tournament. This procedure is not intended to include forfeits.

c) If 35% or more of the teams in junior or senior division come from the same school then those teams from the same school could meet each other, at the discretion of the Tournament Director if necessary to run the event. However, the Tournament Director should use critics from different schools, whenever possible.

d) If 25% or more of the teams in novice and rookie division come from the same school then those teams from the same school could meet each other, at the

discretion of the Tournament Director if necessary to run the event. However, the Tournament Director should use critics from different schools, whenever possible.

e) When both teams are from the same school, PSCFA will allow the debate to be judged by a critic of the same school.

f) Computer assignment and posting of judges in the debate events shall be required, when computers are used. Computers must be used when there are 12 or more entries.

### 3. Time-Limits

a) CEDA/NDT--9-3-6, with 10 minutes preparation time

b) NPDA-Style L-D: 7-10-6-6-3 with appropriate preparation time preceding the debate. This will be a non-Sweepstakes event. This event will be for one year (2003-04); limitation of the entries for this event will be at the discretion of the Tournament Director.

c) Rookie Debate--6-2-3, with 8 minutes preparation time.

d) Parliamentary debate B 7-8-8-8-4-5 with a 15 minute preparation period to begin and conclude before the first constructive

### 4. Novice, Junior, and Senior Division Debate Rules

#### a) Team Composition

1) Single person debate teams are not allowed.

2) Four person debate teams are not allowed.

3) Three person teams are allowed; only two may speak

4) Debaters can earn speaker awards as long as they participate in all scheduled preliminary rounds

5) Hybrid or split teams are allowed to compete. The sweepstakes points will be divided evenly between the two schools and appropriate awards provided.

#### b) Breaking Brackets

PSCFA adopts the policy of breaking brackets in debate using the criteria of: (1) protecting the highest seed; (2) changing the fewest number of brackets; and (3) preserving original bracket order.

#### c) Coding system

All debate entrants will be identified by their college or university name and their last name for Lincoln Douglas debate (e.g. Moorpark Perez) or the initials of the teams last names for team debate (e.g. Riverside CT).

### 5. Rookie Division Debate Rules

- a) Rookie debate, at the discretion of the tournament director, may be power-matched.
- b) Hybrid, split teams and three-person and four-person teams are allowed.
- c) Judges are strongly encouraged to provide positive oral critiques.
- d) Single person debate teams are not allowed.
- e) Counterplans are prohibited.
- f) All debates in rookie division will be given wins and losses.
- g) Rookie may only be collapsed into novice division (add) at the Warm-Up and Cool-Off tournaments

## 6. Parliamentary debate

- a) The National Parliamentary Debate Association's (NPDA) National by-laws will serve as guidelines for PSCFA Tournaments
- b) Section 5, Part B, points 1 and 2 from the NPDA bylaws will govern PSCFA Tournaments
- c) Each sanctioned tournament will offer three(3) divisions of parliamentary debate: novice, junior, and open. At the Fall and Spring Championship and Cool-Off tournaments, Rookie divisions of NPDA debate shall be offered
- d) Parliamentary debate will be in the same pattern as CEDA/NDT Team Debate, and if necessary, the tournament director will be allowed to double-flight debates, at her/his discretion, during the assigned time
- e) Before each sanctioned tournament, both an informational sheet and an instructional period be offered before the initial round of debate.
- f) Competitors are allowed to consult materials between topic announcement and the beginning of the 1<sup>st</sup> Speech. Outside materials are not allowed in the debate. Members of the Tournament Staff involved in the formulation of the topics shall be precluded from coaching on those topics.
- g) Electronic retrieval of information is permitted during preparation time, but internet or online connections may not be active during preparation time. Students must provide their own power source. The security of electronic devices is not the responsibility of PSCFA or the host school and will not be guaranteed.
- h) The announcement of the topic to be debated will occur in a common area. The time allotted for preparation shall not be less than fifteen minutes prior to the start of the debate and should accommodate the time necessary to travel to the farthest competition room. The topic announcer shall indicate the time at which the all debates shall begin.
- i) When possible, the Director of Debate shall ensure that all ballots are available prior to the announcement of the topic.
- j) For the first two preliminary rounds of competition (at the Fall and Spring Champs, 2003-04), the same policy topic shall be debated by all teams (except for those who receive a bye), once on the government and once on the opposition. The Tournament Director shall ensure that the topic is announced 45 minutes prior to the beginning of Round One. All teams participating in the tournament must register with the tournament staff no later than fifteen minutes after the announcement of the topic.

## 7. NFA-LD

NFA Lincoln-Douglas Debate is a one-person, persuasive, policy debate on traditional stock issues. It is a communication event, by which we mean the philosophy of the activity is consistent with that which governs other individual events. Competitors in NFA Lincoln-Douglas will be evaluated on their analysis, use of evidence, and ability to effectively and persuasively organize, deliver, and refute arguments. Rapid-fire delivery, commonly called "spread delivery," is considered antithetical to the purpose and intent of this event.

- a. NFA rules will be followed unless otherwise specified (see below)
- b. There will be three divisions
- c. Sweepstakes points will be one-half team debate points
- d. There will be no Rookie division

- 8. PSCFA will adopt Parli LD as an experimental event for one year. Parli LD will only be offered after all sweepstakes eligible events have been assigned the available rooms. If necessary, the Tournament Director will follow waitlist and limited entry procedures. Event will not count toward sweepstakes as mandated by PSCFA policy regarding experimental events.**

## C. General Individual Event Rules and Procedures

PSCFA defers to the rules of the national organizations (AFA, NFA, Phi Rho Pi), if their rules are less restrictive, in any case where event descriptions conflict with the specific event descriptions listed below

### 1. Forfeit Rule

In individual events, any contestant who has not arrived in their posted room one hour after the posted starting time of the round, is subject to forfeiture at the discretion of the tournament director.

### 2. Paneling

#### a) Preliminary Rounds

1. When Individual Events have five or fewer contestants entered, the event shall be collapsed into one open division.

2. Junior and Senior events with less than 10 entries shall be combined into an Open Division for both preliminary and elimination rounds.

3. We will award a Top Junior in those Open Divisions (where combined) with appropriate sweepstakes points (Sweepstakes points will be awarded for only one division).

4. Novice Division shall be protected except for instances of less than three (3) participants in that division. Only then shall Novice and Junior Divisions be collapsed. Division anonymity shall be protected.

#### b) Multiple Panel Finals

(For Junior and Novice Divisions) When Multiple Panels in finals are held, the event director will separate, whenever possible, contestants representing the same school. Each final panel shall be equally weighted. In other words, students should be rank ordered based on prelim scores and then placed into panels as to balance the strengths and weaknesses of each.

### 3. Previous competitive use of a speech

Unless otherwise specified, a speech that has been used in a previous school year (high school or college competition) cannot be used during the current forensics season. A topic/speech/selection used exclusively at the Cool-Off may be used the following year at PSCFA events.

### 4. Event descriptions

The four PSCFA Tournaments will use the AFA event descriptions except where they conflict with PSCFA rules

### 5. PSCFA Individual Event Guidelines

#### a) Plagiarism

PSCFA endorses the American Forensic Association's statement concerning Plagiarism. It reads:

In individual events that involve original student speech compositions (persuasion, informative, speech to entertain, communication analysis, impromptu, extemporaneous, or other similar speaking contests), the speaker shall not commit plagiarism.

Plagiarism is defined as claiming another's written or spoken words as one's own, or claiming as one's own a significant portion of the creative work of another.

A speech in individual events competition is considered plagiarized when the student presenting it was not the principal person responsible for researching, drafting, organizing, composing, refining, and generally constructing the speech in question.

#### b) Extemporaneous

1) Prior to the tournament, the event director will assemble a considerable number of sub-topics from a general field. At the tournament, the student draws from these topics, usually being given a choice of three. Drawings are staggered so that each speaker has an equal amount of time for preparation, normally 30 minutes.

2) Students may select materials from sources such as memory, reference materials assembled by the student, or from the library. Original and thorough preparation requires that the point of view and thought structure be that of the speaker and not of someone else, unless specific indebtedness is acknowledged by mention of the sources cited.

3) In the presence of one or more judges, and anyone else, including other contestants who wish to listen, the speaker talks for no more than 7 minutes on the topic selected.

4) The topics for Extemporaneous are drawn from the general areas of politics, economics, and international affairs for the ninety (90) days immediately preceding the tournament. The topics are normally framed as questions.

5) Electronic retrieval of information is permitted in the prep room and students must provide their own power source. Use of the Internet is allowed if the Host School has a network that is free or of minimal charge. The security of electronic devices is not the responsibility of PSCFA or the host school and will not be guaranteed.

6) Once a competitor selects his or her topic no outside assistance is allowed.

7) Competitors are allowed and encouraged to use notes when delivering extemporaneous speeches.

#### c) Impromptu

1) Prior to the tournament, the event director shall assemble a considerable number of topics drawn from quotations, slogans, etc.

2) In the presence of one or more judges, including other contestants, the speaker talks for no more than 7 minutes on one of the topics selected.

3) Each contestant will be given 3 topic slips drawn from quotations, slogans, etc. A total of 7 minutes will be allowed for the contestant to read topic

silently, prepare comments and speak.

4) No outside notes are permitted except for a blank index card that the student may write on during his or her preparation time.

5) The judge should indicate elapsed time by providing verbal time signals until the contest begins to speak, and then appropriate non-verbal finger time signals for the time the contestant is speaking. The judge should announce his or her particular time signals to all the contestants before the round begins.

d) Persuasion

- 1) Delivery may be from memory, extemporaneous (with or without notes), or by reading the manuscript.
- 2) Speeches should not exceed a ten-minute time limit. There is no minimum time limit.

e) Informative Speaking

- 1) Delivery may be from memory, extemporaneous (with or without notes), or by reading the manuscript.
- 2) Speeches shall not exceed ten minutes in length. There is no minimum time limit.

f) Communication Analysis

- 1) The speech pays primary attention to analysis--an explanation of why and how the event is significant, and lesser attention to description.
- 2) Delivery may be from memory, extemporaneous (with or without notes), or by reading the manuscript.
- 3) Speeches shall not exceed ten minutes in length. There is no minimum time limit.

g) Speech to Entertain

- 1) Delivery may be from memory, extemporaneous (with or without notes), or by reading the manuscript.
- 2) Speeches shall not exceed ten minutes in length. There is no minimum time limit.

h) Oral Interpretation

(Including Prose, Poetry, Dramatic, Duo, & Oral Interpretation (Mixed Genre))

- 1) Oral Interpretation involves the presentation of literature and presentation of original remarks so as to orient the audience to the meaning of literature, show its significance or link various selections together to develop a theme larger than any one piece displays.
- 2) Speeches shall not exceed ten minutes in length. There is no minimum time limit.
- 3) Students must seem to present the literature from the printed page selections should not appear to be recited from memory. Introductions and transitions are presented in an apparently extemporaneous manner.

i) Multi-cultural event

- 1) This event will be Cultural Artifact.

2) Event Description:

(a) This speech pays primary attention to the examination, explanation, or analysis of an artifact of a culture, co-culture, counter-culture, etc...

(b) The presentation shall contain a representation of the artifact (visual, audio, etc...)

(c) The delivery may be from memory, extemporaneously, or manuscript.

(d) The speech shall not exceed five minutes in length

3) This event will have one open division. ~~The winner of the event will receive a \$100 scholarship at the Fall and Spring Championships (not at the Warm-Up or Cool-Off).~~

D. Readers Theater

Readers Theater will utilize six preliminary rounds at the Fall and Spring Championship tournaments, providing there is a minimum of entries. Readers Theater should be guaranteed fair, equitable and full competition.

1. Readers Theater is a group oral interpretation event involving three or more readers. The group of oral interpreters, through vivid vocal and physical clues, causes an audience to see and hear characters expressing their attitudes toward an action so vividly that the literature becomes a living experience--both for the readers and the audience. Readers Theater should encourage the original work of the student.

2. Students should interpret the literature from the printed page. The audience should be able to perceive the presentation as interpretation from the printed page rather than recitation or memorization.

3. Several varieties of programs and procedures are recognized by PSCFA. Presentations should consist of: (1) A thematic collage of varied literary selections from one or more authors; or (2) a cutting or adaptation from a single piece of prose, poetry or drama.

4. Ensemble, dress and music may be used as suggestive incidental accouterments to the program; however, extra-literary devices should not dominate the presentation.

5. Time limit for the event is 25 minutes which includes set-up, performance, and take-down.

6. PSCFA adopts the policy of breaking brackets in readers theater using the criteria of (1) protecting the highest seed; (2) change the fewest number of brackets; (3) preserving bracket order.

7. In RT, any team who is late fifteen (15) minutes past the posted starting time of the round, is subject to forfeiture at the discretion of the tournament director.

D. Proposing new events

1. Proposing new events for PSCFA Tournaments

a. new events may only be proposed by affiliates of PSCFA member schools in good financial standing.

b. New event proposals will only be voted on at the fall PSCFA coaches conference

c. All proposals require a "New Event Proposal Form" as (provided by PSCFA) to be submitted electronically to the PSCA President by September 1<sup>st</sup> of the

proposal year. The President will make every possible effort to post all received proposal forms on the PSCFA website and/or circulate them via email to the membership by the Tuesday prior to the fall coaches conference

- d. For new events that have not been previously offered at multiple tournaments within the region, it is strongly suggested that the proposal include a live or video demonstration (or partial demonstration) at the coaches conference during a Saturday afternoon session.
  - e. All new events require one year of “experimental event” status before they may be proposed for permanent adoption.
  - f. Experimental events will be offered with no entry fees. Awards will be in the form of certificates and the events will not count for sweepstakes. Results will not impact an individual student’s eligibility at other PSCFA tournaments.
  - g. Experimental events will automatically sunset after one year. A resubmission of the request is required after the first year for extension of experimental status or permanent adoption.
  - h. Tournament directors have the discretion to limit entries for experimental events based on practical considerations.
  - i. If a new event is approved, the sponsor should be prepared to present a live student demonstration of the event with coach commentary at the fall demonstration seminar of the first year the event is offered. Scheduling is at the discretion of the seminar director.
  - j. Events may be extended on an experimental basis for an additional year through resubmission of documents the following fall.
  - k. To propose permanent addition of event, sponsor (or designee) must present written analysis at the following year’s PSCFA conference along with a new event proposal form. It is strongly suggested that supplemental documentation for the proposal include survey results from both coaches and students about the event.
  - l. Events that are not approved for permanent adoption can be resubmitted in future years.
2. New Event Proposal Form
- a. The new Event Proposal must include specific information as provided in the Proposal Form
  - b. A copy of the New Event Proposal will be provided by the Executive Secretary of PSCFA and can be found on the PSCFA website.

## VI. RESPONSIBILITIES OF THE TOURNAMENT HOST

### A. Contributions to the tournament invitation

1. An area map showing access routes to the college.
2. A campus map indicating the location of headquarters and parking.
3. A list of motels and/or hotels with addresses and current price lists.
4. A list of restaurants in the area.

### B. Reservations of rooms and facilities

1. An adequate number of rooms for the tournament should be reserved.
2. An appropriate room for the awards assembly should be reserved.
3. Hotel reservations for hired judges if necessary. (PSCFA will authorize and pay for tournament host schools to secure up to two four-person hotel rooms for guest paid judges who must commute more than 30 miles each way to the tournament. The tournament host shall assign the rooms on a first-call, first-serve basis, with sensitivity to gender-based assignments. The maximum allowable amount to be reimbursed is \$250.00 per tournament.
4. A school hosting the Fall Coaches Retreat will be reimbursed up to \$600 for expenses for facilities fees, and coaches' amenities. The Host School will coordinate all costs

### C. Equipment and supplies

1. The host should make available necessary quantities of supplies including: pencils, paper, paper clips, rubber bands, computer paper, tape (scotch and making), large felt tip markers, stapler and staples, white business envelopes, computer printer ribbons/cartridges, ballot envelopes, scissors, cume or recording sheets, etc.
2. The host should make available necessary equipment including: computers, printers, typewriters, ditto machines, Xerox machine, extension cords, power strips, etc.

### D. Clerical Help

A sufficient number (5-10) of clerical helpers and messengers (undergraduate students, friends, etc.) are to be obtained through recruitment from the host school.

### E. Food for judges and the tab room

The tournament host will provide vegetarian-friendly meals for judges and the tab room. PSCFA will reimburse a maximum of: \$1200 for Fall and Spring Championship Tournaments; ~~\$600 for Warm-Up~~; and \$800 for Cool-Off Tournament. Host school will provide receipts for these expenses. Tournament Hosts for Fall and Spring Champs will be allocated \$500 plus wellness fees to provide snacks (e.g., fruit, bagels, water, etc...) for students. The Host will provide the food at a time and distributed in a manner which best insures all coaches and judges are given the opportunity to receive the food (as close to a time between rounds as possible). The Executive Secretary is authorized to provide an extra \$200, if there are extenuating circumstances. Hosts will (when possible) provide multiple wellness locations.

### F. Cume sheets and sweepstakes results

The tournament host should make one copy of all cume sheets and sweepstakes result forms for each school in attendance. In addition one copy of all result sheets should be provided to the Executive Secretary.

### G. Financial responsibility and reimbursement

PSCFA will provide \$300 to the Host School for expenses incurred in those instances when the host school cannot meet the expenses of providing the above materials(except food), the host school can petition the Executive Committee for reimbursement not to exceed \$300 (and will provide receipts).

**H. The Tournament Host of any league tournament should keep all unclaimed ballots for two weeks after the end of the tournament, in order that the school that did not pick up their ballots can make arrangements at their own expense to collect the ballots.**

## VII. RESPONSIBILITIES OF THE TOURNAMENT DIRECTOR

### A. Personnel

1. The tournament director shall select and appoint directors for the various events and a director of judging. The tournament director should attempt to choose among persons who have had experience in directing forensic events.
2. The tournament director shall limit tabroom personnel to a maximum of 12 persons including apprentices, but excluding tournament host(s). A maximum of three tournament host(s) shall be allowed.
3. The tournament director shall divide the duties of the 12 at his/her discretion using the following general guidelines:
  - a. 4 people running debate and readers theater
  - b. 5 people running individual events
  - c. 2 people running judges
  - d. 1 person as tournament director
4. Individual event directors who are covering judging commitments for debate and/or readers theater entries must be willing to judge 2 rounds of debate or readers theater on the Friday of the tournament, should it become necessary. Debate and readers theater event directors who are not busy with other tournament tasks should be willing to judge rounds on the Sunday of the tournament if necessary.
5. The tournament director should contact the Executive Secretary for a list of persons interested in being a tabroom apprentice. The tournament director is encouraged to use a minimum of 2 apprentices in their tabroom. Persons interested in learning tabroom operations (apprentices) should sign the Tabroom Apprentice form at the Fall coaches retreat or call the Executive Secretary.
6. The tournament director should ensure that tab room is closed.
7. The Directors of PSCFA Tournaments shall select an apprentice to act as Tournament Assistant. The Director is encouraged to mentor the Apprentice prior to the Tournament. Said Apprentice shall be included within the 12 person limitation on Tab Room Staff.

### B. Tournament Announcement

It is the duty of the tournament director to prepare and distribute the tournament invitation one month prior to the tournament. Mailing labels and a copy of the standard invitation for that Tournament should be obtained from the Executive Secretary. The tournament invitation should contain the following items (see Appendix A for an example).

1. A letter of invitation
2. Dates, time, and place of the tournament
3. A list of officials, including: Host, Tournament Director, and Event Directors. Home and college telephone numbers should be indicated for Host and Tournament Director

4. Divisions, eligibility requirements, conflict patterns, and any other type of registration limitation should be clearly marked and defined. The tournament director should also consult the most recent PSCFA minutes for changes in rules and procedures. Contact the Executive Secretary with any questions regarding policy changes.
5. Time schedule for tournament including: registration period, all round times, awards, and any special events should be included. Allow one hour and forty-five minutes for debate rounds (exception: at the Fall and Spring championship tournament directors discretion Friday rounds may be scheduled in two hour intervals) and one hour and thirty minutes for a round of individual events
6. Registration information including: fees, registration deadline, fee assessment deadline, change(s) deadline, drop deadlines, and mailing address
7. Registration fax friendly forms
8. Awards and elimination procedures
9. Lodging information
10. An area/campus map with information including: clear parking instructions; registration location; and any special campus regulations
11. Tournament invitations shall indicate that Directors of Forensics shall insure the competence of all judges they bring to the tournament, and rule sheets(which include an explanation of event logistics will be available at the judging table for all hired judges.
12. The Tournament invitation shall include the debate Mission Statement found in Article III of the Constitution

#### C. Compilation of entries

1. Entries from each college are assigned a code. All individual event entrants from a given school are assigned the same code (If USC is school 12 then all competitors from USC in individual events would be designated by the code and their last name: e.g. 12 Jones). All debate entrants will be identified by their college or university name and their last name for Lincoln Douglas debate (e.g. Moorpark Perez) or the initials of the teams last names for team debate (e.g. Riverside CT).
2. Each event director shall be supplied with a complete list of entrants and codes.
3. Judges provided by entering colleges and/or the host institution are assigned the code letter of their respective colleges so as to prevent assigning them to judge their own students.
4. The Tournament Director will post the judging commitments (including which judges are requesting to be hired) for each school by the Wednesday at 9:00 P.M. of the tournament week. It is the responsibility of the Director of Forensics of each school to verify the validity and accuracy of the information by Thursday at 6:00 P.M. Any fees accumulated due to a lack of verification will be the responsibility of each school.

#### D. Registration duties

The tournament director shall collect all drops at the registration period

#### E. Postings

The tournament director shall secure posting sheets including the name and division of the event, the panels or pairings, building names, room numbers, and when possible the names of the judges, from each event director and have them posted in the designated area. The Tournament Director shall provide an information sheet for Judges. This

information sheet shall note PSCFA rules for: use of notes in Extemp(Section V,C,4.(b)(7)) and Oral Critiques in non-debate events(Section X,3). Wherever possible, multiple posting sites should be used.

#### F. Compilation of Sweepstakes

When School Honor Awards are given, the Tournament Director will receive from the respective event directors the final awards in each event and enter the appropriate number of points earned by the colleges upon the sweepstakes chart. It shall be the responsibility of the Tournament Director of each PSCFA Tournament where sweepstakes points are earned to forward a list of the schools and the points they earned at that respective tournament to the Executive Secretary at the conclusion of such tournament.

#### G. Distribution of Results

The Tournament Director shall post tournament results to forensicstournament.net within 48 hours of conclusion of tournament. The posting shall include the Impromptu, Extemp, and Parlie topics used.

#### H. Reimbursement

In those instances when the Tournament Director cannot meet such expenses, a Tournament Director should complete their duties and PSCFA will reimburse the Tournament Director a maximum of \$200.00.

PSCFA will credit a maximum of \$300 to the account of the School of the Tournament Directors for Fall and Spring Championships, and \$150 for the Tournament Directors of the Warm-Up and Cool-Off.

#### I. Rules Enforcement

-The Tournament Director shall enforce the rules and By-laws of PSCFA.

-In collapsed Divisions of Debate, the Tournament Director should consult with coaches involved with elimination round teams before making decisions regarding elimination rounds.

## VIII. RESPONSIBILITIES OF THE DIRECTOR OF JUDGES

- A. Compile a list of judges from the Tournament Director, and from other sources which may be available.
- B. A judging chart is prepared showing rounds each judge is available. Stand-by judges should be reserved for each round. If circumstances do not permit pre-assignment, the Director of Judges will use this chart to assign judges round by round.
- C. The Director of Judges shall assign all ballots at a given tournament, taking care to avoid assigning a judge to hear the same speakers in the same events wherever possible. The Director of Judges is encouraged to assign judges in event preferences.
- D. The Director of Judges shall determine the judging commitment of a school and assign persons to fill that commitment wherever possible before assigning hired judges.

### 1. Debate Formula

Each school must provide one judge per each two debate entries, one judge for each two readers theater entries, and one judge for each five individual events per speaking hour, plus one/half judge commitment for any additional team entry.

### 2. Individual Event Formula

Judges covering two preliminary individual event rounds are committed as follows: one judge covering three entrants per speaker hour judge one round; judges covering four to six entrants per speaking hour judge two rounds. In three round preliminary individual event tournaments, one judge covering one to three entrants per speaking hour judge two rounds; a judge covering four-six entrants per speaking hour judge three rounds. Every judge who is covering debate and/or individual event entrants is also committed to judge one round beyond where his/her students are eliminated.

IX. INDIVIDUAL EVENT DIRECTORS

- A. Panel events according to acceptable standardized formats.
- B. Prepare Ballots: Separate ballots are available for each event. **All individual events ballots come in three colors: White—Senior Division, Pink—Junior Division, and Blue—Novice and a Rookie Division.** Appropriate Debate and Readers Theater ballots that have been approved by PSCFA shall be used. Only approved ballots are to be used in PSCFA tournaments.
- C. Record Scores
- D. Tabulate Scores
- E. Determine those who advance according to PSCFA Individual Event rules
- F. Determine Award Winners
- G. Present Awards

## X. RESPONSIBILITIES OF JUDGES

- A. Judges will arrive at the ballot table at least 10 minutes prior to the start of each round, and will remain in the judges' area until the table announces that judges are released.
- B. Judges will promptly return completed ballots to the judges table upon completion of the round
- C. Judges shall not provide oral critiques in a non-debate event prior to turning in their ballots
- D. Judges shall provide accurate time signals for students in all limited preparation events and debate.
- E. Judges are obliged to provide detailed and constructive written criticism of any and all rounds of competition they evaluate.
- F. Each judge shall render an unambiguous win/loss decision in each debate round as well as unambiguous points and rank in each preliminary round.
- G. Judges have the discretion to disclose decisions and provide oral critiques in debate, as long as it does not impact the tournament schedule.
- H. The Tournament Director has the discretion to remove a judge from a round based on potential conflict of interest.
- I. Judges will sign-in at tournaments. Judges will verify: that they are there; that the commitment listed is correct. Judges will also provide a cell phone number (if they have one).

## XI. RESPONSIBILITIES OF THE WEBSITE MANAGER

- A. The website manager shall oversee the PSCFA Website.
- B. The website manager shall be appointed by the Executive Committee each year, and shall receive a \$200 per year stipend.
- C. The website manager shall oversee implementation of the following:
  - 1. PSCFA will post standardized tournament schedules, student eligibility and event descriptions for each PSCFA tournament for year-round review. Tournament Directors and/or hosts will add to this a letter of invitation, parking information, directions, schedule adjustments, and other variable information in a timely manner prior to each tournament.
  - 2. Results from PSCFA Tournaments will be posted on the web site for all PSCFA tournaments. Tournament Directors should forward Excel files to web site manager in a timely manner for posting.
  - 3. activation of links from the PSCFA calendar to web-based tournament invitations, and/or will post non-PSCFA tournament invitations if submitted electronically (as a courtesy to PSCFA member schools).
  - 4. Maintain a list of certified judges
  - 5. Maintain a link to the PSCFA database on the web page.