

# **RULES AND PROCEDURES**

## **OF THE**

# **PACIFIC SOUTHWEST COLLEGIATE FORENSIC ASSOCIATION**

*Current as of August 19, 2018*

## 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
- C. Students may only compete at PSCFA tournaments if they represent an officially recognized college or university program/organization.
- D. Judges forfeits any remaining eligibility to compete in a division for which they judged (BP/IPDA exempted).

#### 2. Divisions: These restrictions shall apply to one's eligibility in similar events. PSCFA recognizes four 'non-similar' event groupings: (1) Debate, (2) Limited Preparation Events (Extemporaneous and Impromptu), (3) Platform Events (Persuasion, Informative, Speech to Entertain, Communication Analysis), (4) Oral Interpretation Events.

##### A. Rookie

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 student 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 Oral Interpretation shall be considered similar events)

##### C. Junior

1. Junior Debate: A team 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: A student who is in their first or second year of intercollegiate competition and/or who has not placed twice in the top three 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. The individual speaker found in violation 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).

**\*\* Any student who judges any event offered at NFA regardless of division at Fall or Spring Champs will lose their eligibility to compete at the NFA National Tournament.**

## **Judge Certification and Censure**

1. 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 (FRED) publication, and sign the accompanying form/code of conduct statement indicating their review of and acceptance of PSCFA guidelines.
    1. For all judges meeting a school's judging commitment, that school is responsible for ensuring that all judges are certified.
    2. 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.
    3. 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. If the judge does not get certified, that school would be subject to the appropriate penalty fee.
  - C. The PSCFA guidelines for Judges Publication 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. FRED Certification forms may be accepted by the Executive Secretary or by a PSCFA Tournament Director or the judge's table.
  - G. PSCFA will have a sign-in/check-in process at the Judges Table for Judges hired by the tournament director.
  - H. All Hired Judges & ICC's (Institution Contracted Critics) must sign the PSCFA Judges Payment Form (W-9) to received payment by check.
2. Judge Censure: Egregious behavior on the part of a judge, shall incur the penalties listed in sub-section.
  - A. Such behavior is described as one of the following:
    1. Verbal battery of a student (including cursing at or grossly demeaning comments)
    2. Physical battery of a student (including pushing, striking, or throwing objects at them)
    3. 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. Fall and Spring Champs Fees

1. School Fee -
  - \$35.00 for 1-5 students
  - \$40.00 for 6-10 students
  - \$55.00 for 11+ students
  
2. Wellness Fee -
  - \$20.00 for 1-5 students
  - \$25.00 for 6-10 students
  - \$30.00 for 11-15 students
  - \$35.00 for 16-20 students
  - \$40.00 for 21-25 students
  - \$45.00 for 26-30 students
  - \$50.00 for 31-35 students
  - \$55.00 for 36-40 students
  - \$60.00 for 41-45 students
  - \$65.00 for 46-50 students
  - \$70.00 for 51-55 students
  - \$75.00 for 56-60 students
  - \$80.00 for 61-65 students
  - \$85.00 for 66-70 students
  - \$90.00 for 71-75 students
  - \$95.00 for 76-80 students
  - \$100.00 for 81-85 students
  - \$105.00 for 86-90 students
  - \$110.00 for 91-96 students
  - \$115.00 for 97+ students
  
3. Individual Events - \$9.00 per entry slot
4. Duo Interpretation - \$18.00 per team
5. LD Debate - \$15.00
6. Team Debate - \$25.00
7. Readers Theater - \$25.00
8. Rookie Debate - \$25.00
9. Judging Fees
  - A. Individual Events: \$20.00 per uncovered individual event slot.
  - B. Debate and Readers Theater:
    1. Schools must bring sufficient judges to cover their commitment or they cannot enter.
    2. If approved by tournament director, \$100 per uncovered slot.

### B. Warmup and Cool-Off Fees

1. School Fee -
  - \$25.00 for 1-5 students
  - \$30.00 for 6-10 students
  - \$35.00 for 11+ students
  
2. Individual Events - \$6.00 per entry slot
3. Duo Interpretation - \$12.00 per team

- 4. LD Debate - \$10.00
- 5. Team Debate - \$20.00
- 6. Rookie Debate - \$20.00
- 7. Judging Fees
  - A. Individual Events: \$12.00 per uncovered individual event slot.
  - B. Debate and Readers Theater:
    - 1. Schools must bring sufficient judges to cover their commitment or they cannot enter.
    - 2. If approved by tournament director, \$75 per uncovered slot.
- C. Nuisance Fees
  - 1. Change/Drop fees:
    - A. \$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.
    - B. \$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
    - A. \$20 per individual event slot, \$40.00 per debate or Readers Theater entry will be assessed.
    - B. 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).
    - C. Exceptions are at the discretion of the Ombudsperson if reasonable justification is demonstrated.
  - 3. Judge No-Show Fees
    - A. \$50.00 per round, at the discretion of the tournament director will be assessed.
  - 4. Late Add Fees
    - A. \$50.00 per school, at the discretion of the tournament director will be assessed.
    - B. Late Add Fees are imposed on Schools who enter the tournament after the entry due date.
- D. Annual Dues: \$50.00 per school
- E. Annual Tax Preparation Fee: \$10.00 per school
- F. Payment
  - A. 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.
  - B. 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.
  - C. 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.

## G. 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.

### 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 FRED 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

- A. All judges must check in during the registration period to confirm attendance and commitment.
- B. 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

- A. Pattern A: Extemp, Prose, Poetry, Informative, STE, Cultural Artifact
- B. Pattern B: Impromptu, Communication Analysis, Persuasion, Duo, Drama, Programmed Oral Interp

#### E. Championship Tournaments

- A. 80 Rooms for the Fall and Spring Champs tournaments is optimal.
- B. 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. Tiongson 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 [forensicstournament.net](http://forensicstournament.net) 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:
  - A. Fees will be assessed as of the Wednesday following the entry deadline
  - B. 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)
  - C. Adds after the Wednesday deadline will be at the discretion of the Tournament Director and will be \$10 (\$20 for Debate)
  - D. 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**)
  - E. 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.**

## Fall/Spring Championships Schedule

### Friday:

#### NFA-LD / IPDA / RT

10:30 – 11:15 Sign In  
11:45 Round 1  
1:15 Round 2  
2:30 Round 3  
4:00 Round 4  
5:45 Elim 1  
7:15 Elim 2  
9:00 Awards

### Saturday

#### NPDA

8:15 – 8:45 Sign In  
8:30 Topic Announce for Rounds 1 & 2  
9:15 NPDA Round 1  
10:30 NPDA Round 2  
12:00 Topic Announce Round 3  
1:30 Topic Announce Round 4  
3:30 Topic Announce Elim 1  
5:00 Topic Announce Elim 2  
6:30 Awards  
*(topic announce for Senior NPDA Semis)*  
8:00 Topic Announce for NPDA Senior Finals

#### BP

8:00 – 9:00 Orientation  
9:00 Rd 1  
11:00 Rd 2  
1:30 Rd 3  
3:30 Rd 4  
6:30 Awards  
8:00 Finals

### Sunday

8:00 – 8:45 IE Drop Period  
8:45 Extemp Draw-Rd 1  
9:00 Pattern A- Rd 1  
10:30 Pattern B- Rd 1  
11:45 Extemp Draw- Rd 2  
12:00 Pattern A- Rd 2  
1:15 Pattern B-Rd 2  
2:30 Extemp Draw-Finals  
2:45 Pattern A-Finals  
4:15 Pattern B-Finals  
6:30 (or ASAP) Awards

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

### **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 I.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. 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" (Informative Speaking, Prose Interpretation, Extemporaneous Speaking, After Dinner Speaking, Poetry Interpretation and Cultural Artifact). Pattern "B" (Impromptu Speaking, Duo Interpretation, Communication Analysis, Drama Interpretation, Persuasive Speaking, Programmed Oral Interpretation, and Communication Analysis). 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.

### **Warm-Up Schedule** *(subject to change based on entries)*

#### SATURDAY

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

#### SUNDAY

8:00	Registration
9:00	Extemp Draw
9:00	Round 1 Pattern A
10:15	Round 1 Pattern B
11:30	Extemp Draw
11:30	Round 2 Pattern A
12:45	Round 2 Pattern B
2:00	Awards

**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 (Informative Speaking, Prose Interpretation, Extemporaneous Speaking, After Dinner Speaking, Poetry Interpretation and Cultural Artifact). Pattern B (Impromptu Speaking, Duo Interpretation, Communication Analysis, Drama Interpretation, Persuasive Speaking, Programmed Oral Interpretation, and Communication Analysis).

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**

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. In Senior Division a maximum of 16 teams will break (Octos) as long as it does not exceed 50% of the field.
5. Rookie awards to be based on record: 4-0 records receive Gold; 3-1 receive Silver All 2-2 teams will receive a bronze.  
In the event there is not a 4-0 team, the top-ranked 3-1 team will receive a gold. In the event there is not a 3-1 team, the top-ranked team 2-2 will receive a gold, and the second-ranked 2-2 team will receive a silver.
6. Warmup and Cool-Off
  - a. 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.
7. Under no circumstances shall more than half the field be advanced.

###### B. Speaker Awards

1. 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. Total speaker points
  - B. Adjusted speaker points (dropping high and low rounds)
  - C. Double adjusted speaker points (*if there is a minimum of 6 preliminary rounds*)
  - D. Total ratings
  - E. Tie

## B. Individual Events

### 1. Types of Awards

- A. Places: First, Second, and Third Places 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.

### 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

- A. the top 10% Superior Certificates
- B. the next 20% Excellent Certificates.

##### 2. Championships/Cool-Off

- A. Senior (or Open) Division will have a single Panel for Finals.
- B. 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.
- C. If there are less than 24 contestants, 5-7 finalists will be elected for participation, consistent with the 50% rule.
- D. 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%.
- E. 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 Judges will rank speakers from 1st to 6th, with all speakers after 6th also receiving a rank of 6.

## 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
  - a. 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.
3. Novice division (covering all schools, both 2- and 4-year)
4. Limited Entry.
  - a. 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).
  - b. 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.
5. 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).
6. Sweepstakes will be offered in the first two categories at all PSCFA tournaments except the Warm-Up.
7. Students will receive medals for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place and certificates will be awarded to all finalists at the PSCFA Cool-Off Tournament.

#### 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

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 Debate and Readers Theater

Gold - 7 points

Silver - 5 points

Bronze - 2 points

\*\* 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 per day.

### B. Debate Rules and Procedures

#### 1. Forfeit Rule

A. In debate, any contestant who is late fifteen (5) 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. Failure to comply shall result in the team being dropped.

#### 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.

#### 3. Time-Limits

A. CEDA/NDT--9-3-6, with 10 minutes preparation time

B. NFA LD Debate—6-3-7-3-6-6-3 with a total of 4 minutes preparation that may be taken in between constructive speeches

C. IPDA—5-2-6-2-3-5-3 with a 30 minute preparation period to begin with topic strikes and conclude before the first constructive

D. Rookie Debate—7-8-8-8-4-5 with a 15 minute preparation period to begin and conclude before the first constructive

E. Parliamentary Debate 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 and must be identified to debate director at the beginning of the tournament.
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
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 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. 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 will 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. 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 be 20 minutes prior to the start of the debate. 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. When possible the Director of Debate will provide a live document that will post judge and room changes throughout the tournament, especially after announcement.
- K. 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. 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

- A. 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.
- B. NFA rules will be followed unless otherwise specified.
- C. There will be three divisions
- D. Sweepstakes points will be one-half team debate points
- E. There will be no Rookie division
- F. When asked to provide evidence used in round the debate shall provide a legible copy of the evidence on a paper when asked to do so by other debater or judge. The evidence must include the entire context of the paragraph(s) without the use of ellipses. The font size of the evidence shall be no small than 12pt type or legible handprint. Copies of articles printed in their original size will be exempted. The evidence must be returned by the end of the round.
- G. Debaters are prohibited from doing online research during the round.

#### 8. IPDA Debate

IPDA shall be offered at all PSCFA tournaments.

- A. Topics will be announced in-round with 5 topics (2 value, 2 policy, 1 metaphor) provided for strikes. Negative strikes first, and then turns are taken until one topic remains to be debated.
- B. Debaters will not be allowed to consult any other person during prep time. IPDA debatersthey will be allowed paper and/or electronic research material, which may be quoted or paraphrased from notes during the round, but not read directly, as extemporaneous delivery is required, according to IPDA preparation rules.

#### C. Time limits:

Affirmative Constructive -	5 minutes
Cross Examination -	2 minutes
Negative Constructive -	6 minutes
Cross Examination -	2 minutes
First Affirmative Rebuttal -	3 minutes
First Negative Rebuttal -	3 minutes
Second Affirmative Rebuttal -	3 minutes

D. IPDA will utilize lay judges whenever possible. \*IPDA student judges should be exempt from judging eligibility constraints or regulations. Tournament host schools reserve the right to limit entries due to room constraints.

E. IPDA will have a central draw location in what will be the extemp prep room for Individual Events.

#### 9. BP Debate

A debate format consists of a description of the teams in the debate and the order and times for the speeches that make up that debate. The British Parliamentary debate format<sup>1</sup> differs from many other formats because it involves four teams rather than two. Two teams, called the “First Proposition” and the “Second Proposition” teams, are charged with the responsibility of supporting the proposition while two other teams, “First Opposition” and “Second Opposition,” are charged with opposing it.

Two speakers represent each of the four teams and each speaker gives a speech of seven minutes. The following chart describes the basic format and time limits. As you will see from the chart, each speaker is given a unique title.

##### British Parliamentary Debate Format

- All Speeches will be no more than seven minutes in length
- Debaters will speak in the following order:
  - Prime Minister – 1<sup>st</sup> Prop
  - Leader of Opposition – 1<sup>st</sup> Opp
  - Deputy Prime Minister – 1<sup>st</sup> Prop
  - Deputy Leader of Opposition – 1<sup>st</sup> Opp
  - Member of Government – 2<sup>nd</sup> Prop
  - Member of Opposition – 2<sup>nd</sup> Opp
  - Government Whip – 2<sup>nd</sup> Prop
  - Opposition Whip – 2<sup>nd</sup> Prop

1. BP will be offered at Fall and Spring Champs on Saturday only. The event would follow BP rules and customs. It would offer four rounds of two-person team debate breaking to a final round.
2. BP would require 4 teams to enter for the division to be held.
3. Experienced undergraduates may judge BP. One judge covers two teams. BP strives to provide 3 judges per panel, a Chair and two wings.

## 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. Festival Finals

For Junior and Novice Divisions only.

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 preliminary 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. Events

##### 1. Extemporaneous

- A. 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.

- B. 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.
- C. 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.
- D. 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.
- E. Electronic retrieval of information is permitted in the prep room and students must provide their own power source. Host school does not guarantee wireless access. The security of electronic devices is not the responsibility of PSCFA or the host school and will not be guaranteed.
- F. Once a competitor selects his or her topic no outside assistance is allowed.
- G. Competitors are allowed and encouraged to use notes when delivering extemporaneous speeches.

## 2. Impromptu

- A. Prior to the tournament, the event director shall assemble a considerable number of topics drawn from quotations, slogans, art, grab bag, objects, etc.
- B. 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.
- C. Each contestant will be given 3 topics drawn from quotations, slogans, , art, grab bag, objects, etc. A total of 7 minutes will be allowed for the contestant to read topic silently, prepare comments and speak.
- D. No outside notes are permitted except for a blank index card that the student may write on during his or her preparation time.
- E. 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.
- F. PSCFA expects the prompt to be the inspiration of a speech, not for pre-planned support to be manipulated to fit the prompt-Verbatim explanation and application of examples is disallowed within the same tournament. This rule is not meant to be a barrier to competition for new competitors so this rule applies to Junior and Open divisions, acknowledging that Novice competitors are new to the activity and may panic.

## 3. Persuasion

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

## 4. Informative Speaking

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

## 5. Communication Analysis

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

## 6. Speech to Entertain/After Dinner Speaking

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

7. Oral Interpretation  
(Including Prose, Poetry, Drama, Duo, & Programmed Oral Interpretation)
- A. 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.
  - B. Speeches shall not exceed ten minutes in length. There is no minimum time limit.
  - C. 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.
8. Cultural Artifact
- 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
  - E. This event will have one open division.
9. Reader's 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.
- A. 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.
  - B. Students should interpret the literature from the printed page. 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.
  - C. Ensemble, dress and music may be used as suggestive incidental accouterments to the program; however, extra-literary devices should not dominate the presentation.
  - D. Time limit for the event is 25 minutes which includes set-up, performance, and take-down.
  - E. PSCFA adopts the policy of breaking brackets in readers theater using the criteria of
    1. protecting the highest seed
    2. changing the fewest number of brackets
    3. preserving bracket order
  - F. 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.
6. Proposing new events
- A. Proposing new events for PSCFA Tournaments
    1. New events may only be proposed by affiliates of PSCFA member schools in good financial standing.
      - A. New event proposals will only be voted on at the fall PSCFA coaches conference
      - B. All proposals require a "New Event Proposal Form" as (provided by PSCFA) to be submitted electronically to the PSCfA 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
      - C. 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 Fall Coaches Conference during a Saturday afternoon session.

- D. All new events require one year of “experimental event” status before they may be proposed for permanent adoption.
  - E. 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.
  - F. 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.
  - G. Tournament directors have the discretion to limit entries for experimental events based on practical considerations.
  - H. 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.
  - I. Events may be extended on an experimental basis for an additional year through resubmission of documents the following fall.
  - J. To propose permanent addition of event, sponsor (or designee) must present written analysis at the following year’s PSCFA Fall Coaches 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.
  - K. 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. TOURNAMENT HOST

- A. 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.
- B. Tournament Host Incentive:  
A facilities fee of \$35 will be added to the fee sheets at Fall Champs, Spring Champs, and Cool-Off. All facilities fees collected will be given to the host school. The host school can choose to have a check cut directly to the school or to keep the money lay with PSCFA.
- C. 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 restaurants in the area.
- D. 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 Conference will be reimbursed up to \$600 for expenses for facilities fees, and coaches' amenities. The Host School will coordinate all costs
- E. 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 masking), large felt tip markers, stapler and staples, white business envelopes, computer printer cartridges, ballot envelopes, scissors, etc.
  2. The host should make available necessary equipment including: copier, extension cords, power strips, etc.
- F. Clerical Help  
A sufficient number (5-10) of clerical helpers and messengers (students, friends, etc.) are to be obtained through recruitment from the host school.
- G. 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 (Warmup Host will receive \$200 for this purpose). The Host will provide the food at a time and distribute 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.
- H. 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).
- I. Award Duties  
Host School will be responsible for award set-up coordination.

## VII. TOURNAMENT DIRECTOR

### A. Personnel

1. The tournament director shall select and appoint tab room staff
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. 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 reader's 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.
4. 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) notify the Executive Secretary.
5. The tournament director should ensure that tab room is closed.
6. 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. The tournament invitation should be posted to [forensicstournament.net](http://forensicstournament.net) and emailed to the PSCFA Executive Secretary to disseminate. The tournament invitation should contain the following items.

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. 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
6. Registration information including: fees, registration deadline, fee assessment deadline, change(s) deadline, drop deadlines.
7. Awards and elimination procedures
8. An area/campus map with information including: clear parking instructions; registration location; and any special campus regulations

### C. Distribution of Results

The Tournament Director shall post all tournament results to [forensicstournament.net](http://forensicstournament.net) within 48 hours of conclusion of tournament. The posting shall include the Impromptu, Extemporaneous, and Parliamentary Debate 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.

## VIII. 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).
- J. PSCFA will have a sign-in/check-in process at the Judges Table for judges hired by the tournament director.
- K. All Hired Judges & ICC's (Institution Contracted Critics) must sign PSCFA Judge Payment Form (W-9) to receive payment by check.
- L. Schools with individuals who earn more than \$599 per academic year in ICC judging fees will be charged \$25 per overage to cover Tax Form 1099 preparation.

## IX. RESPONSIBILITIES OF THE WEBSITE MANAGER

- A. The website manager shall oversee the PSCFA Website.  
The website manager shall be appointed by the Executive Committee each year, and shall receive a \$200 per year stipend.
- B. The website manager shall oversee implementation of the following:
  - 1. 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).
  - 2. Maintain a list of certified judges
  - 3. Maintain a page where schools can advertise their programs to help recruit competitors, graduate students, and/or post faculty job openings.