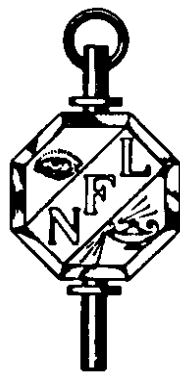


DISTRICT TOURNAMENT MANUAL

This document contains the Rules, Regulations, and Protocols
For the NFL District Speech/Debate Tournament Series.
District Student Congress Rules and Regulations appear in the Student Congress Manual.



National Forensic League
(February 22, 2008)

2007 - 2008

**ATTENTION: Seven Days Prior to a District Tournament, check the NFL website to make sure you have a current manual. Use CURRENT update. This manual supersedes all earlier editions of every manual, constitution, or credit point instruction card.
All obsolete copies should be ignored.**

Since the District Speech/Debate Tournament Series qualifies contestants for national tournament entry, the District Committee must guarantee that all students shall have an equal chance to prove their ability.

The following rules have been established by the Executive Council for all NFL District Tournaments. Specific exceptions to these rules may be granted only by the Executive Council or the National Director upon *written* petition by the District Committee.

1. General Rules

1. **Eligibility.** To participate in the NFL District Speech/Debate Tournament Series and/or the District Student Congress, a person must (1) be a member of NFL at a school in good standing (coaches must verify that all of their entries were members of NFL seven days prior to the tournament), (2) have not attended a secondary school more than 9 semesters, and (3) meet the age and eligibility requirements of his/her State Activities Association.

2. **Verification.** It shall be the affirmative duty of each coach to provide proof of NFL membership for each student listed on the NFL District entry form. Such proof may be:

- an Official chapter list from www.nflonline.org or
- an Original or facsimile of NFL membership certificate or
- an Original of stamped credit point sheets or
- an Original or facsimile of degree card or membership card.

It shall be the duty of the district chair to authenticate each entry.

The District committee shall disqualify all non-members.

3. Penalties.

- a. An ineligible participant or one who used ineligible material shall earn neither credit points, nor points toward the tournament trophies, nor tournament awards, nor national entry.
- b. If a student/team competes in the wrong contest section or against the wrong opponent, at no fault of their opponent or the tournament officials, that student/team will automatically receive last or will receive a loss for that particular round.

4. **Qualification.** NFL district tournaments qualify national entrants according to the number of *actual participants* in each event (participation in at least one preliminary contest round).

<u>Speech, and L/D,</u>	<u>Team Debate and Duo</u>
4-11 entrants - 1 qualifier	4-9 Teams - 1 qualifier
12-37 entrants - 2 qualifiers	10-29 Teams - 2 qualifiers
38--57 entrants - 3 qualifiers	30-49 Teams - 3 qualifiers
58+ entrants - 4 qualifiers	50+ Teams - 4 qualifiers

5. **Quota System Bonus.** The Executive Council **has passed a quota system** bonus to work in concert with the current quota system to reward those Districts that achieve a certain level of new NFL members and degrees (from both Affiliates and Chapters) or that increase their new NFL members and degrees (from both affiliates and chapters) by 20% over the previous year. New members and degrees represent the growth and vitality of the student and coach membership within an NFL District. A complete description of the bonus program is available at the NFL website (www.nflonline.org) and was published in the November 2006 issue of *Rostrum*. All Districts that qualify for the bonus are notified prior to the District Tournament. If a District Chair has not received direct contact from the Executive Director concerning bonus entries, the above qualification numbers under #4- Qualifications should be used.

6. District Size/Entry Requirements.

- a. Any district with less than 8 charter chapter schools (affiliates not included) will not be allowed to hold a district tournament, however, all schools in those districts may petition to attend another tournament in another contiguous district.
- b. All Districts will be required to maintain 16 charter chapters or 700 District Tournament entries over a three year period (sum of both the District Student Congress and District Speech/Debate Tournament). Maintaining this minimum requirement will be considered "GREEN" Status.

- c. If a District does not meet the minimum size or entry requirements, the District will move to “YELLOW” status for the period of one year.
- d. After one year of “YELLOW” status, any District that meets the minimum size or entry requirements will be placed on “YELLOW/GREEN” status for a period of 5 years.
- e. After one year of “YELLOW” status, any District that still does not meet the minimum size or entry requirements will move to “RED” status until it meets the minimum requirements for size or entries. Once a “RED” status District meets the minimum size or entry requirements, it will move to “YELLOW/GREEN” status for a period of 5 years.
- f. If a District maintains the minimum size or entry requirements for a period of 5 consecutive years while on “YELLOW/GREEN” status, the District will return to “GREEN” status.
- g. A DISTRICT IN “RED” STATUS WILL BE LIMITED TO ONE ENTRY TO NATIONALS IN EACH MAIN EVENT CATEGORY, ASSUMING THAT THERE ARE AT LEAST 4 ENTRIES IN EACH CATEGORY.
- h. No district will be allowed to split into two districts unless it has established 40 paid chapters for two consecutive years or 1200 district entries over a 3 year period.

7. **Entries.** All solo contestants and teams count as one entry. A speech or L/D contestant is an entry. A policy debate team or a public forum debate team or a duo team is also an entry. A student double entered in two solo events is two entries. Two students doubled entered as a team and in two solo events is three entries. Two students double entered as a debate team and a duo team is two entries. The number of entries from a school shall be based upon the number of active members and degrees on record in the National Office for that chapter by 4 p.m. (CST) seven (7) days before the tournament begins. Congress entries are independent of the formula (see Congress Manual). The District Committee shall *not* allow any excess entries. If a school enters excess entries it shall forfeit all coaching credit points and all sweepstakes points for that entire tournament and be penalized an additional ten trophy points.

Formula for Determining the Number of Entries from the Members and Degrees (Chapter Strength) on Record

1 - 15	members and degrees	3 entry
16 - 20	members and degrees	5 entries
21 - 30	members and degrees	8 entries
31 - 40	members and degrees	10 entries
41 - 50	members and degrees	12 entries
51 - 60	members and degrees	13 entries
61 - 70	members and degrees	15 entries
71 - 80	members and degrees	17 entries
81 - 90	members and degrees	19 entries
91 - 100	members and degrees	20 entries
101-120	members and degrees	22 entries
121-140	members and degrees	24 entries
141-160	members and degrees	26 entries
161-180	members and degrees	27 entries
181-200	members and degrees	28 entries
201-230	members and degrees	29 entries
231-260	members and degrees	30 entries
261-300	members and degrees	31 entries
301-350	members and degrees	32 entries
351-400	members and degrees	33 entries
401-500	members and degrees	34 entries
501-600	members and degrees	35 entries
601+	members and degrees	36 entries

8. **Events.** Each school may enter not more than four policy debate teams of two students each, not more than four Public Forum teams of two students each, not more than four duo interpretation teams of two students each, and

not more than four students in each of these contest events: International Extemp, United States Extemp, Original Oratory, Dramatic Interpretation, Humorous Interpretation and Lincoln Douglas Debate.

9. **Bonus Entries.** A school which enters two entries (two solo entries and two teams) in each and every NFL category (2 Policy Debate teams, 2 Public Forum Debate teams, 2 Duo teams, 2 L/D, 2 IX, 2 USX, 2 OO, 2 DI, 2 HI) who actually compete (participation in at least one preliminary contest round) in the district tournament may enter 2 additional entries in the tournament but not more than 4 Policy Debate teams, 4 Public Forum teams, 4 Duo Interp teams and 4 students in each solo category.

10. **Double Entry Policy.**

- a. The District Committee may limit entry to one event in the District Speech/Debate Tournament Series.
- b. Students that double enter in the District Speech/Debate Tournament Series are still eligible to participate in the District Student Congress.
- c. The District Committee may choose to allow double entry in the District Speech/Debate Tournament Series with the following guidelines:
 1. The District Committee is allowed autonomy in terms of double entry; however, no triple entry is allowed in the District Speech/Debate Tournament Series. A student who enters more than two of the following events (HI, DI, DUO, ORATORY, USX, IX, POLICY, L/D, PUBLIC FORUM), will forfeit national entry, district trophy points and individual District NFL points. NOTE: No student may triple enter even if portions of the tournament series are held on different dates or at different times of the year. However, a District Double Entry Policy form must be submitted to the National Office by November 1.
 2. **Students may only enter one team debate event at the District Tournament.** [Policy Debate or Public Forum] Students may enter in one team debate event as partners and duo as the same partnership. A student may NOT enter a team debate event and duo with different partners. See rule 3b for further clarification.
 - 3a. If a student qualifies in a team event (PFD, Policy, or Duo) and a Solo event, the student must attend Nationals in the team event, unless he or she qualifies for provision 3b listed below.
 - 3b. If two students are entered in a team event as partners (and qualify for Nationals) and both also qualify in an individual event, these students may choose to enter the individual events at the National Tournament if pre-registered on the "Single Entry Letter of Intent" form prior to the ending of District Tournament registration. If two students are entered in a team debate event as **partners** (and qualify to Nationals) and **the same partnership** also qualifies in duo, these students may choose to enter **ONE** of the team events (**as partners**) at the National Tournament, if pre-registered on the "Single Entry Letter of Intent" form prior to the ending of the District Tournament in which the students will potentially double qualify.
 4. A student who is double entered in two solo events at the District Tournament must determined in advance, in writing, signed by the student, coach, parent/guardian, and principal the solo event that s/he will enter at the National Tournament. [See Appendix TDA-44]
- d. No student shall be denied entry into an event or denied participation in either the District Speech/Debate Tournament Series or the District Student Congress due to previous National Tournament qualification, unless the student is attempting to enter a second team event or that student has failed to fill out the "Single Entry Letter of Intent" form.
- e. Violation of the above rules will result in disqualification from the National Tournament.

11. **Registration** on the official form shall be in the hands of the District Chair seven (7) days (168 hours) before the opening of the tournament. [See Appendix TDA-42] Late registration requires an extra fee of \$5 for each day late or \$5 for each entry, whichever is smaller. The District Committee may vote not to accept any late entries. No registration shall be accepted within 48 hours of the opening of the tournament, nor any change permitted, except cancellation, or substitution of one student for another in the same event from the same school.

12. **Substitution.** Any substitute must have been previously registered on the official form in the space provided for alternates. If the substitute is not listed, the coach must produce a letter from the principal certifying the eligibility of the substitute contestant. A \$1.00 fee is charged for each substitution. No substitutions may be made after the close of final registration on the day of the District Tournament.

13. **Fees.** A suitable registration fee determined by the District Committee shall be paid prior to registration for each student in each event entered. No refunds for cancellations.

14. **Starting Time.** No debate or contest is valid if begun after 9:30 p.m. or Extemp after 9:45 p.m. unless it is the final day.

15. **Minimum Rounds.** Three rounds *must* be held in all contests.

16. **Judges.**

- a. One or three judges may be used in the first two debate contest rounds, as determined by the District Committee. When 8 or fewer debate teams/students remain, three judges must be used. Any odd number three or greater may be used for debate elimination and final rounds. Once multiple judges have been used, it is essential that the same number or higher be used for all subsequent rounds.
- b. Unless using the California Plan, after the first two individual event/duo rounds three judges must be used. If using the California Plan, three judges must be used in each individual event/duo round, beginning with round one and five judges must be used in the final round.
- c. If a judge to be supplied by a school fails to meet a judging assignment, a fine of \$10 shall be assessed.

17. **Protests.** Judges assigned by the tournament committee shall be final unless protested before the tournament has begun. If a judge(s) is added to the judge pool after the tournament has begun, any protests must be made prior to the round in which that individual(s) is assigned to judge. If protested, the District Committee shall hear the protest, and its decision shall be final. If a member of the committee is involved in the protest, the alternate shall act in his/her stead.

18. **Judge Strike Systems**

- a. The District Committee may allow for a judge strike system at the District Tournament.
- b. All Districts are encouraged to solicit the opinions of all schools in the district in determining whether a strike system will be used, and if so, what type of system. The decision of the District Committee shall be final.
- c. If a District Committee chooses to implement a judge strike system, the District Chair must submit to the National Office for approval a complete description of the proposed strike procedures. The description must be received at least 7 days prior to the beginning of the District Tournament.
- d. The system used must be maintained throughout the entire District Tournament.

19. **Forfeits.** Contestants or teams fifteen minutes late shall forfeit that round but the tournament committee may waive the penalty. Double entered contestants not appearing at the time they are scheduled to speak shall upon arrival be the next speaker.

20. **Disqualification.** In the case of a disqualification of a contestant in a District Tournament Series event, all previous ranks and decisions of other contestants stand and no revision of past round ranks will take place.

21. **Retrieval.** *The use by contestants of any electronic retrieval system (recording or information retrieval system) now known or to be invented is prohibited during any rounds at NFL District and National Tournaments. Electric or electronic devices may be used for the sole purpose of keeping time. Judges may use a computer to take notes while judging during competition at the District and/or National Tournament. Materials printed from "on line" services are permitted in debates and the extemp prep room. ***PLEASE NOTE THE ONE YEAR TRIAL PERIOD EXCEPTION IN POLICY DEBATE DESCRIBED BELOW.**

IN POLICY DEBATE ONLY-“*For an additional trial period of one year, (the 2007-2008 school year), using the University Interscholastic League guidelines, the use of laptop computers in Policy Debate shall be permitted at the NFL National Tournament. The use of laptop computers at 2007-2008 NFL District competitions will be the autonomous decision of each individual district committee.*”

Guidelines for Laptop Use in Policy Debate (Trial Period of one school year, 2007-2008)

- A. Computers equipped with removable wireless cards must have the cards removed before the beginning of any round of competition. It is the responsibility of the contestant to disengage equipment.
- B. Computers with built-in wireless capability may be used only if the wireless capability is disabled. It is the responsibility of the contestant to disable the equipment.
- C. Wired connections (Ethernet or phone) during rounds of competition are not permitted.

- D. Computers or other electronic devices may not be used to receive information from any source (coaches or assistants included) inside or outside the room in which the competition occurs. Internet access, use of e-mail, instant messaging, or other means of receiving information from sources inside or outside the competition room are prohibited. (This does not prohibit non-electronic communication between debate partners during prep time.)
- E. Sanction: Contestants found to have violated provisions A – C above shall forfeit the round of competition and receive zero points. Contestants found to have violated provision D above shall be disqualified from the tournament and shall forfeit all rounds. At NFL District Tournaments, the District Committee shall make the final decision concerning disqualification. In case of a serious dispute or critical question, the acting tournament referee (representing the National Office) can be contacted for a ruling.
- F. Availability of Evidence: Contestants electing to use computers shall have the responsibility to promptly provide a copy of any evidence read in a speech for inspection by the judge or opponent. Printers may be used. Evidence may be printed in the round or produced electronically, but must be provided in a format readable by the opposing team and the judge.
- G. Contestants electing to use computers are responsible for providing their own computers, batteries, extension cords and all other necessary accessories. Tournament hosts shall not be responsible for providing computers, printers, software, paper, or extension cords for contestants.
- H. Because public speaking decorum remains an important element of debate, all debaters are expected to stand at the front of the room facing the judge while speaking.
- I. Contestants choosing to use laptop computers and related equipment accept the risk of equipment failure. No special consideration or accommodations, including no additional prep time or speech time, will be given by judges or contest directors should equipment failure occur.
- J. By choosing to use laptop computers in the round, debaters are consenting to give tournament officials the right to search their files. Debaters who do not wish to consent should not use computers in the round.

22. *Scripts*. The original published source of any selection used in Dramatic, Humorous, or Duo, or if the source is unavailable, a microfilm or microfiche copy, must be immediately available at the tournament as well as a complete *script* of the cutting used. A complete script of the cutting would include:

- a) A photo copy of every page from which any line of the source is taken; pages are to be in the order in which they are performed.
- b) All words used from the script should be highlighted. (Any words/lines not used should be left unmarked.)
- c) Any word changes (to eliminate inappropriate language/content) and/or additions (for transition) must be indicated clearly in ink.

It shall be the affirmative duty of each coach and each student entered in NFL Interpretation Contests to determine absolutely that the cutting being performed meets NFL rules.

23. Original Oratory Manuscripts – The orator’s script must be sent to the District Chair no later than two weeks prior to the district tournament. The script should identify the quoted materials, state the number of quoted words, include a work cited page in A.P.A. or M.L.A. format, and both the orator and the coach must attest by signature that the oration is the original work of the contestant.

24. *Harassment*. Harassment by any participants in any NFL event will not be permitted.

25. *Scouting*: The NFL Executive Council strongly discourages debate scouting at the District Tournament.

26. *Disputes*. The district committee or a tournament committee appointed by it shall have full power to adjudicate any disputes or interpretation of the rules, but may not change the rules. The District Committee is authorized to determine how a rule is to be interpreted or applied in a specific situation. In case of a serious dispute or critical question of procedure which the district committee cannot resolve, the National Office or the acting tournament referee must be phoned for a ruling. (920) 748-6206 or (920) 748-6092.

27. *Violations*. If fundamental tournament rules are violated, there is no official winner of that contest and no national qualifier. Following are specific instances:

- 1. Failure to use three judges when the rules require 3.
- 2. Having more than seven contestants in a final contest.

3. Eliminating a contestant erroneously.
4. Starting a debate or contest after 9:30 P.M.; Extemp after 9:45, unless it is the final day of the tournament.

This enumeration does not imply that other tournament rules can be violated. For qualifiers to be recognized for national entry, there must be compliance with all the rules.

28. **Petitions.** Protests of district committee decisions may be filed, *in writing*, with the Executive Director who shall issue a decision. The Director's decision may be appealed to the Executive Council, whose decision shall be final.

29. **Plaque.** A sweepstakes plaque for permanent possession shall be awarded to the school whose 15 best student entries participated in the largest number of rounds in the tournament, each speech and L/D round counting one; each debate and duo two. When a final round of debate is not held, 2 sweepstakes points are awarded to each finalist team in two person debate; 1 sweepstakes point to each Lincoln-Douglas debater who would have appeared in final round. In districts qualifying three or four entries to nationals, 4 sweepstakes points shall be awarded to each qualifying debate team and 2 sweepstakes points shall be awarded to each qualifying L/D debater if the semi and final rounds are not held. If the rounds are held, points are to be awarded based upon participation only.

30. **Trophy.** Rounds for all student entries shall be accumulated from year to year and a District Tournament trophy awarded for one-year possession to the school *participating in the present tournament* whose total is highest at the conclusion of the tournament. Its record shall be set back to zero and the records for other schools carried forward to the next year. The trophy shall become the permanent possession of the school winning it three (3) times. A tie shall be broken in favor of the school whose students were in the largest number of rounds in the present tournament. If still tied, the trophy will be awarded to the school with the highest total of NFL points earned at the present tournament.

31. **Alternates:** The first 14 students or teams in each district tournament event are qualifiers and alternates in order of finish.

Alternates may attend if qualifiers withdraw before June 1st regardless of whether or not the qualifier has entered the tournament. After June 1st, alternates can only replace qualifiers that have been officially entered into the tournament. No alternate may enter the National Tournament within 10 days of the start of the National Tournament.

32. **Attendance.** If a chapter/affiliate school from one district wishes to enter the district tournament in another district, that school must have the approval of both district committees and the National office to be able to make the switch. It may be permitted providing the two districts in question are contiguous.

DISTRICT TOURNAMENT OFFICIALS

District Chairperson: The District Chair should exercise general supervision over the tournament and not work one of the detailed jobs. The Chair should be available for consultation and give assistance whenever needed. The chair must know the rules thoroughly and understand every phase of tournament operation.

District Committee: As individuals, the committee members should take major assignments in tournament operation. As a committee they decide disputes, protests of judges, and interpretation of the rules. If a member's school is involved, the committee alternate serves. If the alternate is not available, someone may be appointed by the other members of the committee.

Judging Assignments: Two officials should secure the judges and make the assignments during the tournament.

Sectioning Contests: The first two rounds of contests should be set up before the tournament begins, but there will need to be an official to set up the rounds thereafter. If the tournament is not large, the official in charge of Results should assist him/her, and vice versa. If the tournament is large, there should be two people on each of these jobs. In any case, it is best to have two people working together so as to minimize errors and to forestall loose talk about assignments or results being "rigged."

Debate Pairings: The first two rounds should be drawn before the tournament begins. A key official should be assigned to pair teams for subsequent rounds. The Chair should not undertake this job, but should be present when the pairing is done.

Extemp Drawing: An official should be appointed to conduct the drawing of topics for Extemp, assisted by an official who will record the topic number drawn by each contestant. Another person must monitor the contestants during their preparation period.

Results: Two officials are required to tabulate the results as the ballots are returned. If the tournament is small, one Results Officer should be appointed and the Sectioning Officer may assist. If the tournament is large, appoint two or more for each task.

Timers: The use of timekeepers is an option, but not required.

2. Tournament Planning Procedures

1. Selection of time and place is to be made by the District Committee, following investigation by the Chair.
2. The date is to be fitted into the interscholastic calendar so as to avoid conflict with state league contests, other major school events, and with college entrance examinations. The wishes of the host school must be respected. If there is more than one possible date, the choice should be made by vote of the chapters or by the District Committee, not by the Chair alone. **No district tournament may be held after May 2nd.**
3. If school time is not available for the tournament, two Saturdays may be used. No more than six rounds a day are to be scheduled. If debates are held one week, they should begin on Friday evening, or rounds 7 and 8 may be held the next week. If all contests are to be held on a single day, accelerated elimination [refer to TD-10 Rule 12- #5 under "Contests"] may be used after rounds I and II.
4. The tournament site should be one which offers an ample number of contest rooms, a good supply of judges, and friendly cooperation. These considerations are more important than central location or rotation.
5. In districts where travel is a problem, the feasibility of holding the preliminary rounds at two different locations one week and the semi-final and finals at a central location a week later should be considered. It has the added advantage of providing a different panel of local judges for the later rounds. Local conditions will determine which plan is best.
6. Extra contests not specified in the rules are not to be scheduled. Available judges and the time of the tournament staff should be concentrated on the official events.
7. As soon as the tournament date has been set, the District Tournament Check List should be filled in by writing in the date after "T-Day." [See the Checklist in Appendix - Page TDA-41]. The appropriate dates in the other spaces above and below it are then to be written in. This chart is to be kept at hand as a reminder of what needs to be done; and as each item is completed it should be marked off in the "check" square.
8. Students from schools in good standing whose reports and applications in proper form have been received in the national office seven (7) days (168 hours) before the official start of the tournament are regarded as members and eligible to compete. Non-member participants are disqualified. Only NFL members either active or inactive from a member school in good standing are eligible to compete in this tournament. All school fees and outstanding school invoices must be paid prior to the beginning of the tournament or all students from that school are considered ineligible to compete and disqualified.
9. The completed tournament entry form must be in the hands of the tournament manager seven (7) days before the starting hour of the tournament. Late entries will be subject to late entry fee; \$5 a day or \$5 for each entry, whichever is less, constitutes the late entry fee to be imposed. **ENTRY TO THE TOURNAMENT MAY NOT BE MADE BY PHONE.** Entries are to absolutely be closed 48 hours before the tournament starts. The only change permitted is cancellation without refund, or substitution of one student for another in the same event, and this

requires payment of a \$1.00 fee. (The District Committee may increase this fee if necessary to curtail wholesale substitution).

10. If the entry form from a school lacks required information or fees, the entry is to be accepted subject to completion before tournament day, and the school is to be notified. If not completed, defective entries are to be stricken without refund of fees. Complete source references are required for Interpretation events. Oration copies must be submitted signed by the contestant and coach.

All entry/registration forms (green sheets) should be mailed to the National Office by the District Chair at the conclusion of the District Tournament.

11. NO EXCESS ENTRIES ARE TO BE ALLOWED. Number of members and degrees on record for each chapter in the National Office on the date seven (7) days prior to the scheduled tournament determines the entries to which each chapter is entitled. Subsequent enrollments will not change it. If a chapter insists that the national office figure is too low, the office must be called for verification. Participation by excess entries will void all trophy points and coaching credit points for that school for that tournament and accrue a penalty of ten trophy points.

12. A student may enter two, but no more than two events. The District Committee may limit entry to one event. Each student entered in a solo event constitutes an "entry." A policy debate team, a public forum debate team, or a duo team is also an "entry". A student double entered in two solo events is two entries. Two students doubled entered as a team and in two solo events is two entries. Two students double entered as a debate team and a duo team is two entries.

13. Substitute entries must be listed as alternates on the official entry form, or in a letter signed by the principal.

14. As the entries are received, a code letter is to be assigned to each school. Numbering is to move consecutively from 1 to 99 and then repeated. The Tournament Manager is not to start with 1 for each school. There will be too many like numbers if this is done.

SAMPLE NUMBERING

City High - A

Jones A1

Smith A2

Baker A3

Green A4

County High - B

Black B5

Barton B6

Roberts B7

Allen B8

Rural Consolidated - C

Zed C9

Alberts C10

Clifford C11

etc.

A debate team is assigned one number. (Valley High, D14)

15. The top portion of the tournament registration or record card is to be filled out for each student in each event. These are to be written very clearly or typed. These cards will be used throughout the tournament.

16. After the contestant's name, a code letter and number are to be added. They are to be large and clear. This will be the contestant's only identification during the tournament. At the top of the card, abbreviation of any other event in which this student is entered is to be written (i.e., OO, USX).

17. Next, prepare a Tournament Report sheet for each school. This is for use in recording decisions and ranks. It must be typewritten. An electronic version of the Tournament Report is available at www.nflonline.org. List both name and code symbol. See Appendix page TDA-7.

18. When all entries are in, the registration cards must be sorted according to events. The tournament manager should now be ready to set up the first rounds.

Forms to be Used:

A *Requisition Form and District Double Entry Policy Form* will be emailed to the District Chair to order tournament supplies. It will show the preceding year's participation in each event to guide the Chair in estimating probable entries for the current year. Estimates are not to be "padded." The office adds 20% in sending supplies. The requisition form is to be mailed or emailed by November 1st. Requisitions are not to be made by phone.

The *Registration Form*, *Bonus Registration Form*, and *Single Entry Letter of Intent Form* should be mailed to the chapters 30 days before the tournament date. If debate and contests are held more than a week apart, a *Registration Form* must be mailed for each. When returned with required information: signatures, fees, sources, titles and authors of dramatic, humorous and Duo interpretations, oratory copies, and proofs of NFL membership; the entry is to be accepted. All forms should be mailed to the National Office at the conclusion of the District Tournament.

The *Registration Cards* are NOT to be sent to the chapters, but filled out and used by tournament officials to pair debates, section contests, and record the results during the progress of the tournament. They must be filled in after each round to be useful. Titles and authors of interpretations and titles of original orations must be on these cards. Note on both cards for each double entered student the other event in which they are entered.

Assignment Sheets are made out in duplicate, listing the contestants in the order in which they are to speak and the judges for that section. The original is posted on the bulletin board an hour before the contest if possible. The carbon copy is placed in the envelope with the ballots to verify the contestants and judges in that round.

The *Score Sheet* is used to tabulate the judges' ranks. It is purely an office work-sheet and should not be posted. The score sheet is not needed when only one judge is used.

One *Results Form* is to be used for each contest round, not one for each section. All who were ranked "UP" are to be listed on the left; all who were ranked "DOWN", on the right; write "OUT" next to each down who has been eliminated. Exact ranks are not to be indicated. Post results as soon as the event has been tabulated.

A *Final Score Sheet* is used to tabulate the ballots of the judges in the final contest.

Report of Tournament Winners: National qualifying winners and the schools they represented are to be listed. Also list the number of contestants who actually competed in each event. The two top schools for the sweepstakes plaque and the number of rounds of the best 15 entries from each are to be indicated. Also, the two top schools in competition for the tournament trophy and their accumulated number of tournament rounds are to be reported. The names and schools of 3 alternates in each event must be sent to NFL, in case qualifiers can't attend Nationals.

Tournament Report: On this sheet, the round by round placement of each student is to be reported. (In rounds with multiple judges, ranks are totaled and re-ranked to determine place.) It must be typewritten, listing the name and code of each contestant. This part should be prepared as soon as entries have closed and substitutions made. During the tournament the Results officer will fill in the debate decisions and the contest ranks. Do not compute credit points. The National Office will do that and then send the sheet to the chapter. The final place is to be entered as determined by instructions on final score sheet. If Policy, Public Forum, and L/D final rounds are not held (meaning the final 2 debaters do not debate), each debater receives a "Q" for the final round. In districts which qualify three or four teams each qualifier is given a "Q" for two rounds (semis and finals) not held. *Count "Q" rounds for sweepstakes points.* [See Rule 28, Page TD-7]

3. Assigning Judges

1. On a large sheet of poster board, the names of all available judges are to be listed. Space for each round must be ruled off. In each space, the event and section judged by a person are to be recorded. This will prevent assigning the same judge to hear the same person a second time in the same event. In debate, enter the code number of each team.
2. As the assignment sheets are received from the typist the judges for the debate or contest are to be assigned. A judge with the same code letter as one of the contestants is NOT to be used.
3. Any request that a certain person be assigned to a particular debate, individual event, or duo section must be absolutely ignored. It is desirable to post a list of the judges to be used during the tournament so that objections can be raised before the assignments are made.
4. Judges assigned by the tournament committee are final unless protested before the tournament begins. If a judge(s) is added to the judge pool after the tournament has begun, said addition must be posted in a place where participants will likely view such a posting, and protests must be made prior to the round in which that individual(s) is assigned to judge. The District Committee shall hear all protests and its decision shall be final.

5. The names of the judges are to be written on the Assignment Sheets (original and copy). The "original" is to be posted on the bulletin board at once and the "copy" is to be placed in the envelope with the ballots and sent to the person in charge of judges. For Extemp, the envelope is to be sent to the person in charge of extemp drawing.

6. After the first two contest rounds, three judges must be used for all individual contests. Failure to use three judges when required will disqualify the winner.

7. In team debate and L/D, at least three judges must be used in each debate when 8 or fewer teams remain but three judges may be used earlier.

8. Five Judges ARE NOT TO BE USED for speech finals but any odd number three or greater may be used for Policy, Public Forum, or Lincoln-Douglas Debate elimination and final rounds.

4. Evidence Rules - Policy, Lincoln Douglas, Public Forum

1. Responsibilities of teams reading evidence
 - a. The team is responsible for the validity of all evidence they read in the debate.
 - b. In all rounds of LD and Public Forum Debate, debaters should, at a minimum, orally deliver title of the source and the author's name. In Policy Debate, all debaters shall orally deliver the name of the author, title of source (E.G. title of book, not chapter; title of journal, not article), and complete date.
 - c. In all rounds of debate, complete citations for each piece of evidence introduced in the round must be available in the round. Written citations must include name of the author, qualifications, complete title of source (E.G. title of book, not chapter; title of journal, not article), and complete date. Online sources must also include the title of the site, database, or access point, the date accessed, and the web address. The additional citation required for online sources must appear on all evidence, but is not required to be read. Should two or more quotations be used from the same source, the author and title need be given orally only for the first piece of evidence from that source. In the subsequent oral citation, only the author's name is required.
 - d. Either no internal ellipsis (Ellipses occur after the first word of the quotation and before the final word) may be used in evidence cited on a card, or ellipses may be shown on cards, if the original source or a xerox copy is present. The evidence may be read in ellipsed form, but the entirety of the evidence must be available in one of the two ways previously cited.
 - e. Personal letters or telegrams shall not be admissible as evidence.
2. Responsibilities of teams challenging evidence
 - a. Indictments or protests of the validity of evidence must be made on substantive grounds.
 - b. A challenger must have either the original source or a xeroxed copy of the source being cited, or
 - c. A challenger must demonstrate that reasonable search has not been able to locate the source -- xeroxed copies of relevant pages in Books in Print, Readers Guide, P.A.I.S., etc.
3. Definitions of Non-existent evidence or evidence which seriously distorts the intention of the original source.
 - a. "serious distortion" exists when the evidence itself contains added or deleted word(s) which do not clarify but in fact change the position of the author with respect to the issues in question.
 - b. "Non-existent evidence" means that
 1. Reasonable search is unable to produce the original source and/or the team reading the evidence is unable to provide the original source or a xerox copy of the relevant pages.
 2. The evidence cited is not located in the original source cited. Typographical errors in citation will not automatically result in the evidence being labeled non-existent, if the team reading the evidence can produce the correct information.
4. Procedures for initiating and reviewing protest of evidence.
 - a. Initiating and Reviewing protests
 1. Any official protest on the validity of evidence citing specific violations must be presented in writing to the District Chair, the school challenged, and the National Executive Director no later than 7 days from the time of the conclusion of the final round.
 2. The District Committee shall rule on the protest within 7 days of its receipt.
 - b. Appeals
 1. Appeals of the District Committee's decision shall be made in writing within 5 days to the NFL Executive Director. The Executive Director shall use whatever means necessary in making the final decision on the dispute.
5. Penalties

- a. Evidence lacking specified citation and challenged by the opposition shall be disregarded by the judge unless said citation is proffered immediately in the subsequent speech. At the conclusion of a challenge related to the oral presentation of or in round availability of a citation, the judge is the sole determiner of the level of penalty in the round in relationship to the level of the violation, not to exceed a maximum penalty of a loss with zero points, as part of the judge's decision making process.
 - b. If an evidence violation is presented where a debater is found to have committed a "serious distortion" or to have used "non-existent evidence," at the conclusion of due process, the offending debater(s) may be disqualified from the tournament.
 - b. Depending on the severity, an offense MAY result in notification of said offense to their high school administration and chapter sponsor, loss of all district and/or National Tournament NFL points, including trophy and sweepstakes points for the offending student(s), and/or revocation of NFL membership.
6. Tournament Adjustments
- a. Under no circumstance shall a tournament or part of a tournament be re-run because of a violation of these rules.
 - b. In the case of a disqualification of a contestant, all previous ranks and decisions of other contestants stand and no revision of past round ranks will take place.

5. Policy Debate Rules

1. *Question:* The question will be one requiring a policy judgment. The current national question will be used and will be published in *the Rostrum* and at www.nflonline.org.
2. *Entries:* Each school may enter one, two, three, or four teams of two students; each debating both sides of the question and advancing on its own record. No substitution is permitted once the tournament has begun.
3. *Debate Registration:*
 - A. As the schools arrive, the coaches are to draw their team numbers. Numbers are not to be assigned in the order of school arrival. Number identities are not to be publicized in any way.
 - B. The number drawn is to be recorded on the registration card as the drawing takes place.
 - C. To minimize schools scouting their opponents schedules should be released 10 minutes before each round.
4. *Elimination:* a team will be eliminated as soon as it loses two debates (or loses the final round in a district which qualifies one team to nationals), unless an extra debate between twice defeated teams is required by pairing rule 8. III F3 on TD-16. The District Committee may request permission from the National Office to implement single elimination when 8 or fewer teams remain.
5. *Procedure:* Each speaker shall have eight minutes for constructive argument, alternating affirmative to negative. Following each constructive speech, one opponent shall cross-examine the speaker for three minutes. The questioner shall control the use of the time and may interrupt the respondent, but may not comment on the answers or make any statement of his/her own views. Each debater shall question one opponent. Following the four constructive speeches and questioning, each speaker shall have five minutes for rebuttal, alternating negative to affirmative.
6. *Prompting Philosophy:* Oral prompting, except time signals, either by the speaker's colleague or by any other person while the debater has the floor, is discouraged though not prohibited and may be penalized by some judges. Debaters may, however, refer to their notes and materials and may consult with their teammate while they do not have the floor.
7. *Reading case and/or plan:* A team may decide, when asked by the opponent team for a copy of their case and/or plan, whether or not to provide it; if the team refuses they shall not be penalized in any way.
8. *Timing:* Timekeepers are an option but not required. If no timekeeper is used, debaters may time for their partners or the judge may keep time. Prep time for each team is five minutes.
9. *Oral Critiques:* No debate ballot shall be turned in without a reason for decision. Oral commentary shall not be considered a substitute for the written ballot. The NFL strongly discourages judges from disclosing decisions in the preliminary round of NFL competition. Comments made by a judge (orally or written) should be constructive and professional.

10. Additional event description is provided in the Appendix.

6. Lincoln-Douglas Debate Rules

1. *Question:* The question will be one requiring a value judgment. Specific topics for district tournaments held during certain months will be published in the *Rostrum* and at www.nflonline.org.

2. *Entries.* Each school may enter one, two, three or four students. Each contestant will debate both sides. No substitution is permitted once the tournament has begun.

3. *L/D Registration:*

A. As the schools arrive, the coaches are to draw their debater's numbers. Numbers are not to be assigned in the order of school arrival. Number identities are not to be publicized in any way.

B. The number drawn is to be recorded on the registration card as the drawing takes place.

C. To minimize schools scouting opponents, schedules should be released 10 minutes before each round begins.

4. *Elimination.* A debater will be eliminated as soon as s/he loses two debates (or loses in the final round in a district which qualifies one debater to nationals), unless an extra debate between twice defeated debaters is required by rule 8. III F3 on TD-16. The District Committee may request permission from the National Office to implement single elimination when 8 or fewer debaters remain.

5. *Procedure*

Affirmative	Constructive	6 Minutes
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Negative	Cross Examination	3 Minutes
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Negative	Constructive	7 Minutes
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Affirmative	Cross Examination	3 Minutes
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Affirmative	Rebuttal	4 Minutes
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Negative	Rebuttal	6 Minutes
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Affirmative	Rebuttal	3 Minutes
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6. *Timing:* Timekeepers are an option but aren't required. If no timekeeper is used, debaters may time for their opponent or the judge may keep time. **Prep time for each debater is 4 minutes.**

7. *Reading case:* A team may decide, when asked by the opponent team for a copy of their case, whether or not to provide it; if the team refuses they shall not be penalized in any way.

8. *Oral Critiques:* No debate ballot shall be turned in without a reason for decision. Oral commentary shall not be considered a substitute for the written ballot. The NFL strongly discourages judges from disclosing decisions in the preliminary round of NFL competition. Comments made by a judge (orally or written) should be constructive and professional.

9. Additional event description is provided in the Appendix.

7. Public Forum Debate Rules

1. *Question:* Specific topics for district tournaments held during certain months and the National Tournament topic will be published in the *Rostrum* and at www.nflonline.org. Public Forum Debate focuses on advocacy of a position derived from the issues presented in the resolution, not a prescribed set of burdens.

2. *Entries:* Each school may enter one, two, three or four teams of two students; each (potentially) debating both sides of the question and advancing on its own record. No substitution is permitted once the tournament has begun.

3. *Debate Registration:*

a. As schools arrive, the coaches are to draw their team numbers. Numbers are not to be assigned in the order of school arrival. Number identities are not to be publicized.

b. The number drawn is to be recorded on the registration card as the drawing takes place.

c. To minimize schools scouting their opponents schedules should be released 10 minutes before each round.

4. *Elimination:* A team will be eliminated as soon as it loses two debates (or loses the final round in a district which qualifies one team to nationals), unless an extra debate between twice defeated teams is required by pairing rule 7. III F3 on TD-14. The District Committee may request permission from the National Office to implement single elimination when 8 or fewer teams remain.

5. *Procedure:* Prior to **EVERY** round and in the presence of the judge(s), a coin is tossed by one team and called by the other team. The team that wins the flip may choose one of two options: EITHER the **SIDE** of the topic they wish to defend (pro or con) OR the **SPEAKING POSITION** they wish to have (begin the debate or end the debate). The remaining option (SIDE OR SPEAKING POSITION) is the choice of the team that loses the flip. Once

speaking positions and sides have been determined, the debate can begin. Each speaker shall have four minutes for constructive argument, alternating between pro and con. (Please keep in mind that the debate may begin with a con speech.) Following the first two constructive speeches, the two debaters who have just given speeches will stand and participate in a three-minute "crossfire". [In "crossfire" both debaters "hold the floor"] However, the first question must be asked by the speaker who spoke first. After that question, either debater may question and/or answer at will.] At the end of the first "crossfire", the four-minute constructive arguments are continued by the students yet to speak. At the conclusion of the last two constructive arguments, another three-minute "crossfire" takes place between the two debaters who just spoke using the crossfire procedure discussed above. Following the four constructive speeches and two "crossfire" segments, the 1st speakers for each team will each give a 2-minute summary continuing established alternation. The summary speeches should include the arguments his or her team is winning and refuting of arguments it is losing. At the conclusion of the summary speeches, all four debaters will remain seated and participate in a three-minute "Grand Crossfire" in which all four debaters are allowed to cross-examine one another. The first question must be asked by the speaker who gave the first summary speech. At the conclusion of the "Grand Crossfire", the second speakers will each give a 1-minute "Final Focus" speech. The "Final Focus" is a persuasive final restatement of why a team has won the debate.

PUBLIC FORUM DEBATE TIMING SCHEDULE

First Speaker - Team A = 4 Minutes

First Speaker - Team B = 4 Minutes

Crossfire = 3 Minutes

Second Speaker - Team A = 4 Minutes

Second Speaker - Team B = 4 Minutes

Crossfire = 3 Minutes

Summary - First Speaker - Team A = 2 Minutes

Summary - First Speaker - Team B = 2 Minutes

Grand Crossfire = 3 Minutes

Final Focus - Second Speaker - Team A = 1 Minute

Final Focus - Second Speaker - Team B = 1 Minute

Prep Time (per team) = 2 Minutes

6. *Plans/Counterplans*: In Public Forum Debate, a plan or counterplan is defined by the NFL as a formalized, comprehensive proposal for implementation. Neither the pro or con side is permitted to offer a plan or counterplan; rather, they should offer reasoning to support a position of advocacy. Debaters may offer generalized, practical solutions.
7. *Prompting Philosophy*: Oral prompting, except time signals, either by the speaker's colleague or by any other person while the debater has the floor, is discouraged though not prohibited and may be penalized by some judges. Debaters may, however, refer to their notes and materials and may consult with their teammate while they do not have the floor and during the Grand Crossfire.
8. *Timing*: Timekeepers are an option but not required. If no timekeeper is used, debaters may time for their partners or the judge may keep time. Prep time for each team is two minutes.
9. *Reading case*: A team may decide, when asked by the opponent team for a copy of their case, whether or not to provide it; if the team refuses they shall not be penalized in any way.
10. *Oral Critiques*: No debate ballot shall be turned in without a reason for decision. Oral commentary shall not be considered a substitute for the written ballot. The NFL strongly discourages judges from disclosing decisions in the preliminary round of NFL competition. Comments made by a judge (orally or written) should be constructive and professional.
11. *Judges*: The use of Community judges is strongly encouraged.
12. Additional event description is located at www.nflonline.org and in the provided Appendix.

8. Pairing: The Debate Events

I. Priorities

The following five (5) priorities are absolute and control pairing procedures:

First: Draw a bye if one is required. Draw the bye first, before any pairing. (Review rule III B.

Byes on TD-15)

Second: Do not pair a school against itself unless *required* by the rules (III C3 and III D5).

Third: Do not pair teams which have met before in the tournament [Exception: Two teams who have previously met may meet again to avoid the same school meeting itself, or they may meet if all remaining teams have previously met.]

Fourth: Do not break brackets *at any time*. Undefeateds shall be in one bracket and once Defeateds in another. If there are an odd number of undefeateds *then and only then* draw a once defeated up to meet an undefeated. **First draw from the teams that are “due” the opposite side of the undefeated opponent they will face.**

Fifth: Teams that have debated an unequal number of affirmative and negative debates **are considered “due”** the side in which they have participated in the least, these side constraints **CANNOT** violate the priorities listed above which are substantially more important. When a team has debate an equal number of affirmative and negative debates, the team is considered eligible for either side in the next round, and side alternation from the previous round is **NOT A PRIORITY** and **should not** be considered in pairing.

[In EVERY Public Forum Debate sides will be determined by a coin flip between the teams].

II. The Pairing of Rounds 1 and 2

- A. *Pairing*. A pre-set schedule by number should be prepared so that schools may determine their number(s) by blind draw. Seeding of any kind is prohibited unless specified by pairing procedures. In rounds 1 and 2, the schedule must insure,
1. No **team** should meet another **team** from its school unless the small number of entries and/or random drawing of byes make this unavoidable.
 2. Each team shall uphold one affirmative and one negative unless it draws a bye. (There may be exceptions to this rule in Public Forum (based on the results of the coin toss).
 3. No school shall meet another school more than once unless the small number of entries and/or random drawing of byes make this unavoidable.
- B. *Byes* (if necessary). Byes are to be included into the numbered schedule at random but *no school* may have more than one bye in rounds 1 and 2.

III. Pairings After Round 2 and All Subsequent Rounds

- A. *Philosophy*: A team is an independent unit, and shall be paired and assigned sides based upon its *own* record. The opponents debated or sides debated by other teams from its school are irrelevant and must **NOT** be considered when pairing or assigning sides.
- B. *Byes*
1. All teams eligible for a bye must be included in the drawing of the bye.
 2. Until three teams remain, byes shall first be drawn from teams losing to a team still undefeated. In the event no teams that remain have lost to undefeateds, or the teams losing to undefeateds have had previous byes, a blind draw shall take place among all once-defeated teams which have had no bye. (But see exceptions in III F.)
 3. No team may have more than one bye until 3 teams remain. At that point the undefeated Team must get a bye, even if that team has previously received a bye. If no teams are undefeated, draw the bye from all teams who have had no bye.
 4. No school may refuse a bye.
- C. *Undefeated bracket pairing procedures*.
1. Pair undefeated teams against undefeated.
 - 2a. Procedure in L/D and Policy Debate:

On a table at the left, place the registration cards of teams with more "negative" debates who should debate "affirmative" in the next round. At the right, place those with more "affirmative" debates who should debate "negative" in the next round. All undefeated teams that have had an equal number of both **are not considered “due” any particular side and** should be used to even the columns. If there is still an unequal number, move cards from the side with "more" to the side with "less." Choose those cards by blind draw. If there is an odd number of undefeated teams, draw from the pile of "once-defeated" teams who need to uphold the side opposite the "odd" undefeated team. If there are no once defeated teams left that need to uphold the side opposite an "odd" undefeated team, draw one from all of the once defeated teams. The affirmative cards are to be left on the table. The negative cards are to be shuffled and placed in sequence opposite the affirmative cards.
 - 2b. *Procedure in Public Forum Debate*:

Shuffle all cards from the undefeated bracket. Place half of the registration cards on a table

at the left in a single column from top to bottom. The remaining cards are to be shuffled, once again, and placed in sequence in a single column from top to bottom so that each card is opposite a card in the left column. If there are an odd number of undefeated teams, draw from the pile of "once-defeated" teams.

3. Teams from the same school shall not be paired in the undefeated bracket unless,
 - a) The only remaining undefeated teams are from the same school, or
 - b) Three of four, four of five or four of six are from the same school,

D. *Once-defeated Bracket pairing procedures.*

1. Draw a once defeated team to meet an undefeated, if necessary. A once defeated must be brought up from a different school, so a school will not meet itself.
2. Pair once-defeated teams against once defeated teams.
- 3a. Procedure in L/D and Policy Debate:

On a table at the left, place the registration cards of defeated teams with more "negative" debates who should debate "affirmative" in the next round. At the right, place those with more "affirmative" debates who should debate "negative" in the next round. All defeated teams that have had an equal number of both **are not considered "due" any particular side and** should be used to even the columns. These selections are to be done by blind draw. If still uneven in number, move cards from the side with "more" to the side with "less". Choose those cards by blind draw. Once both columns are equal in number, the negative cards are then to be shuffled and placed in sequence opposite the affirmative cards.
- 3b. Procedure in Public Forum Debate:

Shuffle all cards from the once defeated bracket. Place half of the registration cards on a table at the left in a single column from top to bottom. The remaining cards are to be shuffled, once again, and placed in sequence in a single column from top to bottom so that each card is opposite a card in the left column.
4. Teams that have met previously should not be paired, except to avoid pairing teams from the same school or if unavoidable.
5. Teams from the same school shall not be paired unless,
 - a) They are the last two once-defeated teams, or
 - b) They are two of the last three once-defeated teams and other team draws a bye.
 - c) They are a majority of the once defeated teams (after any bye has been drawn).

E. *Assignment of Sides*

[Sides are not assigned in Public Forum Debate. EVERY round is a coin flip. Sides are assigned in Policy and L/D.]

1. Each team operates as an independent unit. Side assignments are NOT based on sides debated by other teams from its school.
2. If **L/D or Policy teams** meet a second time, they must reverse sides.
3. If **L/D or Policy teams** meet a third time,
 - a) If both have had an equal number of affirmatives and negatives, sides shall be assigned by blind draw. All of these teams is considered eligible for either side and side alternation from the previous round is **NOT A PRIORITY** and **should not** be considered in pairing.
 - b) If both have had an unequal number of affirmatives and negatives and the less debated sides are opposite, each shall be assigned the less debated side.
 - c) If one team has an uneven number of affirmatives and negatives, and the other team an equal number, the team with the uneven number shall be assigned its less debated side and the other team the opposite.

F. *National Qualification:*

1. If a district qualifies to send only one team to nationals it shall be the winner of the final round.
2. If a district qualifies to send two teams
 - a) The two remaining teams qualify, or
 - b) If three teams remain, one will draw a bye (which must go to an undefeated if there is one) and two others will debate. The bye and the winner qualify.
3. If a district qualifies to send three teams
 - a) The last three teams qualify, or
 - b) If four teams remain and one is undefeated, the four teams will debate. If the undefeated loses, then three teams remain and all qualify. If the undefeated wins, it and the other winning team qualify, the two losing teams debate for the third spot.

- c) If four teams remain all once defeated, the two winners will qualify and the two losers will debate for the third spot.
- d) If five teams remain, a bye goes to the undefeated (if no undefeated, draw a bye from all teams which have had no bye) and the four remaining teams debate. The bye and two winners qualify.
- 4. If a district qualifies to send four teams
 - a) The final four teams qualify or
 - b) If 5 teams remain, draw a bye (an undefeated must get the bye) and the four others debate. The two winners qualify, the two losers debate for the last spot.
 - c) If 6 teams remain, draw two byes (byes first go to undefeateds) and the final 4 teams debate for the other two positions.
 - d) If 7 teams remain, draw a bye (an undefeated must receive the bye) and the 6 others debate. The three winners and the bye qualify.
- G. *Debate Alternates*. Alternates are determined by most number of rounds (byes and forfeit wins count as rounds debated). Ties to be broken by (1) the result of the participants' debate if they met in the tournament; if still tied (2) total ballots (byes counting as many ballots as judges in each debate in the round where the bye occurred); if still tied (3) a runoff.
- H. *Procedure for tabulating*:
Mark teams qualifying for nationals "Q" for rounds not debated, but scored for sweepstakes. See Rule 1:28.

9. Pairing: The Speech Events

The following speech pairing procedures must be used for all NFL district tournaments. However, districts may choose to use the California Plan on Page TD-13.

I. *Procedures*:

- A. The registration cards for each event are to be divided into as many sections as required. Four in a section is minimum; eight is maximum; six is best; seven and eight should be avoided.
- B. Cards are to be changed from one section to another so as to avoid as far as possible (in order of priority):
 - 1. Two students from the same school in a section.
 - 2. Two interpreters with the same title in a section.
 - 3. Having the same speakers compete against each other a second time.
- C. Speaking order must be varied: early, late, or middle from one round to the next.
- D. Students in two events scheduled at the same time can appear in both. A student speaking second in one contest should not be booked earlier than fifth in the other.
- E. Extemp speakers must have their full time for preparation. Generally, it is safer to have them speak early or middle in Extemp and later in the other event.
- F. After all changes have been made, the cards are to be numbered as to section and speaking order. "No. of Contestants" is not to be filled in until the ballots come back. A rubber band should be placed around each section. Then all cards are to be handed to a typist who will prepare the following:
 - 1. Assignment sheet with carbon copy; listing event, round, section, time, room, and codes (not names) of the contestants in their speaking order. The original is to be posted on the bulletin board.
 - 2. Ballots for each section according to number of judges. Speakers are to be listed by code.
 - 3. Envelopes: Only one for each section or debate, not one for each judge. "Event", "Round", and "Room" are to be filled in.
- G. When completed for one event, the assignment sheets, ballots and envelopes are to be transferred to the Judging officials and the registration cards to the Results Officer.
- H. Extemp must be done first so that drawing can begin. If time is pressing, these items can be written instead of typed, and several officials can help in getting them ready.
- I. The first two rounds can be set up before the tournament. Round II is to be done first; then Round I. The cards will then be in the proper order for recording Round I results.

II. *Preliminary Rounds*:

- Each student is guaranteed two preliminary rounds.
- A. *Sectioning*: Seeding is **not** allowed in the preliminary rounds. Pairings should be randomly made and then sections adjusted to meet the following conditions.
 - 1. *Pairings*: No student is placed in a section with another student from their same school.
 - 2. *Selection*: No student is placed in a section with the same interpretation selection, if possible.
 - 3. *Opposition*: Each student, as far as possible, should meet different opposition in each preliminary round.

4. *Limitations:* With a limited number of entries and/or many entries from a single school and/or large numbers of students doing a particular selection, some of the pairing criteria will be mathematically impossible.

B. *Order:* Each student will appear in the top half of the speaking order in one preliminary round and the bottom half of the speaking order in the other preliminary round

C. *Position:* Each student is guaranteed a different speaking position in each round.

III. Elimination Rounds:

Each student not ranked Down in both preliminary rounds shall be scheduled in each succeeding elimination round until s/he has been ranked down twice or reaches the final round.

A. *Sectioning:* Total each speaker's ranks. Then organize the pairing cards in order from low total to high total. Determine the number of sections. Sections of 6 are ideal; 5 are good, 4 very good if judges and rooms are plentiful; 7 is discouraged; 8 is acceptable only under extreme circumstances. Lay the cards out horizontally in a back and forth pattern.

Ex. 1 -- 4 sections

A	B	C	D
1	2	3	4
8	7	6	5
9	10	11	12
16	15	14	13
17	18	19	20
		22	21

(1 has the lowest total, 22 the highest total)

B. *Balance:* Pairing in the elimination rounds shall be balanced. Approximately equal numbers of all Ups and single Downs shall be scheduled in each section. The sum of contestant ranks in each section shall be equal or be close to equal.

1. Are all Ups equally distributed?

2. Do the rank totals of each contestant in each section add to approximately the same number?

3. If either 1) or 2) are not met, exchange cards between sections to achieve this result.

C. *Adjustment:* Adjust the sections by exchanging cards so that unless impossible

1. No student meets another from the same school.

2. No student meets another with the same interpretation selection.

3. Each student as far as possible be sectioned against different opposition **BUT** equality between sections is a higher priority than different opposition.

D. *Uneven sections:* When the numbers of contestants in some sections is not the same as in others (i.e. 6, 6, 7 or 5, 5, 6, 6), add the average cume of the speakers in the short section to achieve the section total -- then adjust if necessary.

Ex. 2:

	A	B	C	
Speaker cumes	5	6	6	
	7	7	7	
	8	9	10	
	<u>11</u>	<u>10</u>	<u>10</u>	33 total cume in short section
	<u>12</u>	<u>13</u>	<u>(8)</u>	33/4 = 8 (average cume)
	43	45	41	

To correct this imbalance, exchange a 9 from section B with a 7 from section C and all sections will add to 43.

E. *Priority:* **When in conflict**, cumulative rank totals are more important than Ups when balancing sections.

Ex. 3:

Student A -- All Up 4/8 3/6 3/6 2/6 = 12

Student B -- One Down 4/5 1/6 1/6 2/5 = 8

Obviously B is the strong contestant even though A is all Up

F. *Speaker Order*: Unless made difficult or impossible by double entry, a student should speak in a different speaker position each round. To determine speaker order, total the speaker positions in previous rounds on each speaker's card and then arrange the cards in each section high to low. The higher numbers will speak in the top half of the round and the lower numbers will speak in the bottom half.

Adjust the cards within the framework so that a student speaks in a new position if possible.

Ex. 4

Speaker	Previous Positions	Total	Comment	Position
A	1 3 5 2	11	Low total; never seven	7
B	4 1 7 3	15	Never	5
C	2 6 7 4	19	High total; never one	1
D	7 1 6 2	16	2nd high; never three	3
E	5 3 2 4	14	Never	6
F	6 2 5 2	15	Never	4
G	3 7 4 1	15	Never	2

Note that G, F, B have same total yet speak 2, 4, 5 as adjustments are made to give them a new position.

G. *Priority*: New positions for several speakers takes priority over exact high to low placement order.

Ex. 5:

Speaker	Previous Positions	Total	Comment	Position
A	2 5 3	10	2nd highest; has been 2,3	4
B	3 2 4	9	Middle -- never 5	5
C	4 1 4	9	Never 3	3
D	4 3 1	8	Low; but never 2	2
E	6 3 2	11	High: never 1	1

H. *Double entry*: When a student is appearing in two events, try to vary low and high positions from event to event and round to round.

Ex 6:

Round	1	2	3	4
2 Oratory	6 Oratory	5 Oratory	1 Oratory	
5 Drama	1 Drama	2 Drama	6 Drama	

Such double entry may distort the speaking positions of the single entry students by forcing them into middle positions and away from outside positions.

IV. *Final Round*: A final round will take place when seven or fewer speakers remain. Three and only 3 judges must be used for speech final rounds.

10. Ties**Breaking Ties**

In General: A tie is not to be broken except to avoid marking "UP" more than half the contestants in a section.

Exceptions: Three are to be marked "UP" in a section of five. Four may be marked "UP" in a section of seven if an **unbreakable** triple tie occurs for second place or a triple tie occurs for second or third. Five are never "UP".

Simple Ties: If a simple two-way tie must be broken, the place is given to the contestant preferred by two of the three judges. If a two way tie cannot be broken by judges' preference, break the tie with reciprocal fractions. If the tie is unbreakable **both** students receive the **higher** place.

Reciprocal Fractions:

$$1 = 100; \quad 2 = .50$$

3 = .33; 4 = .25 5 = .20

Ex. 7

Tie for 3rd and 4th (unbreakable)

5(6) 1 3 1.53
 5 3 1 1.53 both get higher rank, 3rd.

Tie for 3rd and 4th (breakable)

5(7) 1 4 1.45 this one is up, 3rd
 5(6) 2 3 1.03 this one is down, 4th

Triple Ties: A triple tie must be broken to avoid making "UP" more than three in a section of four or five, or more than four in a section of seven.

To break a triple (or a four-way) tie, the judges' ranks must be converted to reciprocal fractions.

A three way tie, all contestants having identical ranks, is unbreakable. All are to be given the middle place of the three places for which they tie and given up if that number is in the upper half of a section or 3rd in a section of seven. See figure 1.

Warning: Except in the final rounds, never use ranks below 5 to break a tie.

Scoring Ties

Simple Ties: In a simple tie, both contestants are given the place for which they tied. A place is to be skipped and marking continues according to low scores.

Triple Ties: In a triple tie all three are to be given the middle place. One place is to be skipped and marking continues (e.g. If three tie for first, all are given second, the next one fourth).

**Must the Tie Be Broken?
 (Numbers indicate contestants marked UP)**

	Simple Tie for		Contestant in Section		
	4	5	6	7	8
1st	No (2)	No (3)	No (3)	No (3)	No (4)
2nd	Yes (2)	No (3)	No (3)	No (3)	No (4)
3rd	No (2)	Yes (3)	Yes (3)	Yes (3)	No (4)
4th	No (3)	No (3)	No (3)	Yes (4)	

	Triple Tie For				
	4	5	6	7	8
1st	No (3)	No (3)	No (3)	No (3)	No (4)
2nd	Yes (2)	Yes (3)	Yes (3)	No (4)	No (4)
3rd		Yes (3)	Yes (3)	Yes (4)	Yes (4)
4th			No (3)	No (3)	Yes (4)

Figure 1

Example of Simple Ties

The tie for first is not broken since both receive an "UP." The tie for the next place, 3rd, must be broken so that only three out of seven will be marked "UP." Judges X and Z gave contestant D a better rank than they gave to A who was preferred by only Y. D places third. The tie for last place need not be broken.

Judges

	X	Y	Z	Score	Place
A	2	2 ✓	5	9	4
B	4	1	2	7	1
C	5	5	5	15	5
D	1 ✓	5	3 ✓	9	3

E	5	4	4	13	5
F	5	5	5	15	5
G	3	3	1	7	1

Figure 2

Example of Triple Tie

The Triple tie is resolved by converting the ranks to fractions: Contestant A has .33, .20 and .33 for a total of .86; B has .25, .20 and .50 for a total of .95. G also has .95. Since there are seven contestants and the triple tie must be broken, four are marked "UP." B and G both get 3rd and "UP." The next place is 5th.

Judges

	X	Y	Z	Score	Place
A	3 (.33)	5 (.20)	3 (.33)	11 (.86)	5
B	4 (.25)	5 (.20)	2 (.50)	11 (.95)	3
C	2	3	1	6	1
D	1	1	5	7	2
E	5	4	5	14	5
F	5	5	5	15	5
G	5 (.20)	2 (.50)	4 (.25)	11 (.95)	3

Figure 3

11. Disqualifications

In case of a disqualification of a contestant from the district tournament all previous ranks and decisions of other contestants stand and no revision of past round results will take place.

12. Tabulating Results

Debate

1. Open ballots and record decisions on the registration cards of both teams in the debate: 3-0, 2-1, 1-2, or 0-3, always writing first the number of judges voting for this team. W and L may be used to designate the decisions where one judge is used, write wins in black and losses in red.
2. Keep cards up-to-date so officials can tell which teams a school has met, on which side of the question, and debates won or lost.
3. As time permits, the decisions by rounds should be entered on the yellow Tournament Report sheet for each school. "W" (won) or "L" (loss) or "Bye" must be written in.
4. When debate rounds are not held because all remaining teams qualify, mark Q for each of these rounds credited but not held. Refer to rule 1:26 and mark Q for these rounds credited but not held.

Contests

1. As the ballots come back, the contestants by code, and the judge's actual ranks for each are to be recorded on the score sheet. This should be done by two people, one reading the code as written on the ballot and the rank from each of the judges (e.g. D12:3, 5, 2), and the other entering the data on the score sheet. This is preferable to reading all ranks from one ballot and then passing to the next. Speaking orders are sometimes changed from the listing on the ballot. The official must look for them. Serious errors can injure some fine young people if officials are careless.
2. Draw a single diagonal line through sixes, and sevens and write 5 above that. Record all ranks of 6s, and 7s, as 5s. **Except in the final round all 6s, and 7s, are tabulated as fives.** Never break ties by original ranks except in the finals!

3. Next, the ranks for each contestant are to be totaled. The total score is to be entered in the proper column and places determined according to low totals.

4. Half of the contestants should be marked "UP" by drawing a circle around their place numeral. The rest are "Down". This must be based upon the number actually competing, not upon the number assigned the section. In sections of 5, three are marked "UP"; in sections of 7, three are "UP" but with a triple tie for second or third mark four "UP." See figure 3.

5. If accelerated elimination is used, only first and second are marked "UP" regardless of the number in the section.

6. The place of each student in each round except the final round (1, 2, 3, 4, all others 5) is to be written on the pairing cards and the yellow tournament report sheet.

7. In the final round of each contest at the district tournament, judges' scores of 6 and 7 shall be counted.

8. Final placement is determined by adding the placements of each prelim round and the three judges' ranks in the final round. Low final round total breaks a tie.

9. The fourteen alternates are determined by the following protocol in this order.

A. Final round placement per rule 8 above.

B. Total cumulative (round) ranks through the semi-finals.

C. In case of a tie, determine the winner of head to head competition in semifinals.

D. If still tied, determine the greatest number of 1's (counting all judges ranks) through semifinals.

E. If still tied, determine the greatest number of 2's (counting all judges ranks) through semifinals.

When using the California Plan, determine alternates by using the selection process outlined on page TD-26.

13. Tournament Reports

Immediately after the conclusion of the tournament, the following are to be sent to the National Office:

1. List of winners and alternates on the official form
2. Tournament Report of round decisions
3. Registration cards, grouped by events
4. All Registration Forms for each school (Green Sheets)
5. Score sheets grouped by event; ballots stapled to each
6. All Single Entry Letter of Intent forms

These items can be sent in the inner carton with the NFL label. This carton is to be packed tightly with newspapers so it will not be crushed in transit and the contents lost. Parcel post is to be used for supplies. The tournament report is to be mailed within 48 hours by first class mail or a courier service.

The debate ballots are to be given to the coaches before they leave. Each district chair should keep in his/her possession a photocopy of the green tournament entry forms for the past three years. The original green sheets must be sent to the National Office.

14. Conducting the Extemp Contest

1. The District Chair should obtain a list of topics for each Extemp contest. The topics must be in question form. The District Committee may elect to have each chapter submit five topics at the time registration materials are due.

2. The topics are to be numbered and reproduced on slips about 2 X 4 inches. Half as many complete sets as the number of Extemp contestants should be available. Each set is to be sealed in an envelope. One set will be used for each section.

3. On ruled paper a list of the students in Foreign and a list for students in U.S. Extemp are to be prepared. All are to be listed by code, not by name. On that sheet, the topic number on which the students elect to speak in each round is to be recorded. A student may not use the same topic twice.
4. Contestants draw at intervals of 7 minutes, beginning 30 minutes before contest starting time.
5. Each contestant may draw three topics and within one minute choose one on which to speak. The topic number chosen is to be recorded. If s/he draws that number in a subsequent round, s/he must draw another in its stead.
6. The contestant should keep the slip s/he has chosen, and later give it to the round Chair. The two slips rejected should be laid face down on a separate pile from which other contestants may draw if they choose.
7. As soon as s/he has chosen a topic, the contestant shall withdraw and prepare a speech without consultation and without reference to prepared notes.
8. An Extemp Supervisor should monitor the students during their preparation time to assure that there is no consultation and that only allowable materials are used.
9. After each round all topics used as well as those rejected are to be destroyed so that no slips will be available for improper use. A fresh set of topics is to be used for the next round.
10. Cross-examination may be used in the final round. See Extemp Rule 15-8 for details.

15. Extemporaneous Speaking Rules

1. *Divisions:* The divisions shall be the United States and International.

United States Division

Topics will cover U.S. domestic **and** U.S. foreign policy.

International Division

Topics will cover the domestic affairs of foreign countries and the foreign affairs of all countries, including the United States.

2. **Topics: The District Chair shall obtain a list of topics phrased for contest use and based on subjects discussed in standard periodicals during the current school year. Each topic must be in the form of a question. The contents of the list shall not be disclosed except as contestants draw topics therefrom. There shall be a new subject area for each round, and no duplication of topics between the divisions.**

3. *Entry:* At the NFL National Tournament, no student is allowed to enter both divisions in a single contest year. Each district shall have the autonomy to determine whether double entry in extemporaneous speaking events is allowed. The decision of the District Committee shall be final.

4. *Drawing:* Thirty minutes before the contest is to begin, the first speaker shall draw three topics, choose one, and return the other two. The other contestants shall draw in like manner, in the order of speaking, at intervals of seven minutes. The entire list of subjects shall be used for the drawing by each section. A contestant drawing a topic on which s/he has spoken previously in the tournament shall return it and draw again.

5. *Preparation:* As soon as a topic is chosen, the contestant shall withdraw and prepare a speech without consultation and without references to prepared notes. Students may consult published books, magazines, newspapers and journals or articles therefrom, provided:

- A. They are originals or xeroxed copies of **whole pages.**
- B. **Provided those originals or Xeroxed copies are uncut.**
- C. There is no written material on that original or copy **other than citation information.**
- D. Topical index without annotation may be present.

No other material shall be allowed in the extemp prep room other than stated above. Extemp speeches, handbooks, briefs and outlines shall be barred from the extemp prep room. Underlining or highlighting in extemp

will be allowed if done in only one color on each article or copy. No electronic retrieval device may be used. Printed copies of information from "on line" computer services *may* be used. Electronically retrieved evidence used in any NFL Extemp competition must conform to the citation standard of the Modern Language Association. [See National Tournament Manual Appendix - Page 5]

6. *Notes:* Contestants may make notes during the preparation time, but the use of notes, cards, briefs or other aids is prohibited during the speech.

6. Time: The time limit in both extemporaneous speaking events shall be 7 minutes with a 30 second "grace period". If the judges in the round agree that the student has gone beyond the "grace period", the student may not be ranked 1st, but need not be ranked last based on time. The ranking is up to each individual judge's discretion. Judges who choose to time are to use accurate (stopwatch function) timing devices. No minimum time is mandated.

7. *Recuse:* Contestants shall not leave the preparation area until dismissed by the Extemp Proctor. Consultation with any person other than the Extemp monitor between the time of drawing and time of speaking is prohibited.

8. *Cross Examination:* Each district shall have the autonomy to determine whether cross examination will be used in the final round of extemporaneous speaking events at the district tournament. If cross examination is used, the district must use the national tournament final round format. The decision of the District Committee shall be final.

16. Original Oratory Rules

1. *Contest.* This contest shall comprise only memorized orations actually composed by the contestants and not used by them during a previous contest season. No visual aids are permitted.

2. *Subject.* Any appropriate subject may be used, but the orator must be truthful. Any non-factual reference, especially a personal one, must be so identified.

3. Length. The time limit in Original Oratory shall be 10 minutes with a 30 second "grace period". If the judges in the round agree that the student has gone beyond the "grace period", the student may not be ranked 1st, but need not be ranked last based on time. The ranking is up to each individual judge's discretion. Judges who choose to time are to use accurate (stop watch function) timing devices. No minimum time is mandated.

4. *Quotation.* Not more than 150 words of the oration may be direct quotation from any other speech or writing and such quotations shall be identified in a printed copy of the oration supplied prior to registration. **Extensive paraphrasing from other sources is prohibited.**

5. *Script.* The orator's script must be sent to the District Chair no later than two weeks prior to the district tournament. The script should identify the quoted materials, state the number of quoted words, **include a work cited page in A.P.A. or M.L.A. format**, and both the orator and the coach must attest by signature that the oration is the original work of the contestant.

17. Interpretation Rules

1. *Divisions.* Separate contests shall be conducted in Dramatic, Humorous, and Duo Interpretation, each presented as memorized selections and without the use of physical objects or costume. Presentation shall not exceed 10 minutes.

2. Length: The time limit in Interpretation Main Events (HI, DI, and DUO) shall be 10 minutes with a 30 second "grace period". If the judges in the round agree that the student has gone beyond the "grace period", the student may not be ranked 1st, but need not be ranked last based on time. The ranking is up to each individual judge's discretion. Judges who choose to time are to use accurate (stopwatch function) timing devices. No minimum time is mandated.

3. *Selections.* Selections used in these contests shall be cuttings from published, printed novels, short stories, plays or poetry. Recorded material (video tape, DVD's, audio tape, CD's or phonograph recordings) or material from the internet that is not published and printed is prohibited. Original material published in a high school publication such as a newspaper, literary magazine, or yearbook is prohibited. Monologues are acceptable in Dramatic and Humorous Interpretation. **[In Duo Interpretation each of the two performers may play one or more characters so long as performance responsibility in the cutting remains as balanced as possible. If the selection is prose or poetry and contains narration, either or both of the performers may present the narration.]** During the presentation the contestant/team must name the author and the book or magazine from which the cutting was made.

4. Adaptations may only be used for the purpose of transition. The gender stated by the author must be honored. However, a female contestant may play a male role, and a male contestant may play a female role.

5. *Focus:* In Dramatic and Humorous Interpretation, use of focal points and/or direct contact with the audience should be determined by the requirements of the literature being interpreted. *In Duo Interpretation, focus may be direct during the introduction [the performers may look at each other] but must be indirect [off-stage] during the performance itself.*

6. *Source:* A cutting must be a single work of literature: one short story or one play or one novel or one or more poems. The original published source (or if unavailable a microfilm or microfiche copy) of any selection used in Dramatic, Humorous, or Duo must be immediately available at the tournament as well as a complete script of the cutting used.

A complete script of the cutting would include:

- a) A photo copy of every page from which any line of the cutting is taken; pages are to be in the order in which they are performed.
- b) All words used from the script should be highlighted. (any words/lines not used should be left unmarked.)
- c) Any word changes (to eliminate profane language) and/or additions (for transition) must be indicated clearly in ink.

7. *Caution.* It shall be the affirmative duty of each coach and each student entered in NFL Interpretation contests to determine absolutely that the cutting being performed meets NFL rules.

8. *Re-Use.* A student may not use a cutting from **a work of literature** the student used in NFL district or NFL national competition in any previous contest year.

A student entered in two events may not use the same selection of literature in both events.

Tournament Awards

Awards

The National Office will provide a rotating tournament trophy, an annual sweepstakes plaque, and a miniature plaque for each national qualifier. Other trophies, medals, or awards may be procured by the District at its option.

Sweepstakes Plaque

This is awarded to the school whose 15 best student entries earn the largest number of trophy points in this tournament. (A two-person policy or public forum team or duo team constitutes two student entries.) A double entered student constitutes two student entries. Each round of participation in a contest counts one point per student entry. A bye scores NO sweepstakes points. **Rule 1:28 must be read before points are figured.** Reminder: student entries for sweepstakes are different than tournament entry slots.

If a school has 15 or fewer student entries, all its trophy points are to be counted. If it has more than 15, the 15 best are to be counted. A school need not have 15 entries to win the plaque.

A tie in points is broken in favor of the school whose 15 best contestants earned the larger number of credit points in the tournament. (Districts may purchase a second plaque from NFL if a tie occurs.)

Tournament Trophy

This is a rotating trophy awarded for one year's possession to the school *participating in the present tournament* whose cumulative total of trophy points is largest at the conclusion of the tournament. The participation of all contestants is counted, *not* just the 15 best. Points are carried forward from one year to the next on the records in the National Office. A report on its previous attainments is sent to every chapter before the tournament.

The record of the school winning the trophy is set back to zero. When a school earns the same trophy for a third time, it is given permanent possession and the national office will supply a new trophy to the district.

A tie is broken in favor of the school whose students earned the largest number of trophy points in the present tournament. If still tied the largest number of credit points earned in the current tournament shall determine the winner.

The California Plan

District Tournaments may use the California Plan if they apply in writing to the NFL Office.

PRELIMINARY PLANNING

1. The number of preliminary rounds should be determined as follows: [Each event is considered separately.]

Number of Entries	Number of Prelims required
18 or fewer	2
24 or fewer	3
42 or fewer	4
43 or more	5

2. Three judges must be used for each panel in preliminary rounds. Three judges are also required for each semifinal panel of each event. Five judges are required for the final panel of each event.

PAIRING INDIVIDUAL EVENTS

1) Rounds, panels and Speaking Order

a. Entries in each event shall be divided into panels of no fewer than 5 nor no greater than 7.

1) Round one shall be determined by blind draw.

2) Round two and all succeeding rounds must be determined after the results are recorded from the previous round.

3) Contestants are to be changed from one panel to another to avoid the following in the precedence listed:

a) Contestants from the same school in the same panel.

b) Contestants with the same selection in the same panel.

c) Contestants with the lowest cumulative ranks total from preceding rounds in the same panel.

d) Contestants who have competed against each other in preceding rounds.

b. Speaking Order: In preliminary rounds speaking order should be varied. Each contestant should receive a top, not be repeated in preliminary rounds unless unavoidable.

1) In the semifinal round, speaking position shall be determined by blind draw.

2) In the final round, speaking order shall be determined by blind draw. However, a speaker should not receive the same speaking order she/he had in the semifinals.

2) Postings and Ballots

a. Postings: As soon as the panels are set, prepare a posting sheet in triplicate. Designate the panels as "A," "B," etc., and list the contestants' code designation in each panel in proper speaking order. One copy should be kept in the tally room, one should be used for posting, and one should be given to the judge assignment committee.

b. Ballots: Prepare three copies of ballots for each panel. (Five copies for finals.) List contestants on the ballot in the same order as the postings. Give the ballots – with envelopes marked with the vent and the room number to the judge assignment committee.

TABULATION OF RESULTS

1. Score sheets: While the round is in progress, prepare a scoring sheet for each panel by listing the code numbers of each contestant in speaking order. When the ballots come in, write the decisions in the spaces provided; then total the judges decisions and give a rank to each contestant, low cume ranking first. Staple the ballots to the score sheet.

2. Contestant Cards: On the contestant cards, record the panel number and speaking order while the round is in progress. From the score sheets, record the judges' decisions **and** the computed rank on the card. After the second round, keep running cume rank total on the card.

3. Whenever a judge has marked a contestant lower than fifth, such rank shall be changed to fifth before tabulation begins. However, after a sixth or seventh has been tabulated as a fifth and a tie occurs between contestants for a rank in the round, the sixth and seventh shall be used to determine the judges' preference.

Speaker	Judge 1	Judge 2	Judge 3	Cume	Place
A	4	5/6	5	14	5/6
B	5	5	4	14	5

Speaker B is preferred by two of the three judges by using the sixth ranking (Judge 2). Note that Speaker A ties for fifth place; the place is recorded on the card as 5/6 in case it is needed to break a tie at the end of preliminary rounds.

4. Ties: (Note: special tie-breaking procedures apply for choosing semi-finalists, finalists, and final placement in the tournament.)
 - a. Two way ties shall be broken in preliminary rounds by the preferential system: (example above)

Speaker	Judge 1	Judge 3	Cume	Place
A	1	2	6	1st
B	2	3	6	2nd

- b. Three and four way ties shall not be broken in any panel.

Each contestant involved in a three or four way tie in a panel shall be awarded the better middle position for which the speakers are tied. For other contestants in the panel, eliminate the next position after the tie ranking:

Speaker	Judge 1	Judge 2	Judge 3	Cume	Place
A	1	2	3	6	2nd
B	2	3	1	6	2nd
C	3	1	2	6	2nd

The next ranking in the round would be 4th.

ELIMINATION ROUND SELECTION

1. Semifinalist Selection: On a low cumulative basis, considering the ranks in preliminary rounds and not individual judges' ballots, the semifinalists shall be composed of the top twelve contestants divided into two panels of six each. If ties in cumes bring the total to over twelve, the following shall be considered in order of precedence listed to arrive at the twelve contestants:

- a. Greatest number of firsts, seconds, etc., in round rankings.
- b. All individual judges' decisions on a low cumulative basis.
- c. Greatest number of judges' firsts, seconds, etc., in all preliminary rounds.
- d. If speakers are still tied and have met in a preliminary round, resolve the tie based on the better ranking in the panel.
- e. If ties cannot be resolved by the above methods, include those tied in the semifinal round.

2. Finalist Selection: The final round shall be composed of the top six contestants selected on a low cumulative scoring basis, adding in the round ranking from the preliminary rounds to the total of all individual judges' decisions in the semifinal round. If ties bring the number to over six, the following shall be considered in the order of precedence listed to break ties:

- a. Rank in semifinal round only; speakers tied need not have been in the same panel.
- b. Judges' preference in the semifinal round; both speakers must have been in same semifinal panel.
- c. Greatest number of firsts, seconds, etc., in the semifinal only.
- d. Greatest number of firsts, seconds, etc., in round ranks of all rounds including the semifinal round.
- e. All individual judges' decisions from all rounds on a low cumulative basis.
- f. Greatest number of individual judges' firsts, seconds, etc., awarded in all rounds.
- g. If speakers who are tied met in a previous preliminary panel, resolve the tie by the higher ranking in that panel.

3. Final Score: The winner in each event shall be determined on the basis of low total cumulative score, counting the rankings of the preliminary rounds, each judge's decision in the semifinal round, and each judge's decision in the final round.

NOTE: A rank of six by a judge in the final round shall not be changed to a five in determining the placement of contestants.

Speaker	Rd 1	Rd 2	Rd 3	Semi Judges	Final Judges	Cume	Place
A	1	2	1	3-2-1	1-2-2-3-1	19	1st
B	2	1	1	3-3-1	2-4-3-1-2	23	2 nd

If ties exist, the following shall be considered in order of precedence listed to break ties:

- a. Rank in the final round only.

- b. Judges' preference in the final round only.
- c. Greatest number of firsts, seconds, etc., in finals only.
- d. Greatest number of first, seconds, etc.; in round rankings for all rounds.
- e. Greatest number of firsts, seconds, etc., from all judges in all rounds.

DISTRICT TOURNAMENT APPENDIX

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I.-Timing --NFL Time Limits

Debate

Aff. Constructive speech.....	8 min.	
Aff. is questioned by a Neg. speaker.....	3 min.	
Neg. Constructive speech.....	8 min.	
Neg. is questioned by an Aff. Speaker.....	3 min.	
Aff. Constructive speech.....	8 min.	
Aff. is questioned by the other Neg. speaker.....	3 min.	DEBATE PREP TIME.....(per team) 5 min.
Neg. Constructive speech.....	8 min.	
Neg. is questioned by other Aff. speaker.....	3 min.	
Neg. Rebuttal.....	5 min.	
Aff. Rebuttal.....	5 min.	
Neg. Rebuttal.....	5 min.	
Aff. Rebuttal.....	5 min.	

(Each debater must do *one and only* one Constructive, one period of questioning, one period of answering, and one rebuttal.)

Lincoln Douglas Debate

Affirmative	Constructive	6 Minutes	
Negative	Cross Examination	3 Minutes	
Negative	Constructive	7 Minutes	PREP TIME.....(per debater) 4 min.
Affirmative	Cross Examination	3 Minutes	
Affirmative	Rebuttal	4 Minutes	
Negative	Rebuttal	6 Minutes	
Affirmative	Rebuttal	3 Minutes	

Public Forum Debate

First Speaker - Team A	4 Minutes	
First Speaker - Team B	4 Minutes	
Crossfire	3 Minutes	
Second Speaker - Team A	4 Minutes	
Second Speaker - Team B	4 Minutes	PREP TIME (per team)..... 2 Minutes
Crossfire	3 Minutes	
Summary - First Speaker - Team A	2 Minutes	
Summary - First Speaker - Team B.....	2 Minutes	
Grand Crossfire	3 Minutes	
Final Focus - Second Speaker - Team A.....	1 Minute	
Final Focus - Second Speaker - Team B.....	1 Minute	

Speech Events

EXTEMP.....	Maximum 7 min.	with a 30 second "grace period"
EXTEMP PREP TIME.....	30 min.	
ORIGINAL ORATORY.....	Maximum 10 min.	with a 30 second "grace period"
DRAMATIC INTERPRETATION.....	Maximum 10 min.	with a 30 second "grace period"
HUMOROUS INTERPRETATION.....	Maximum 10 min.	with a 30 second "grace period"
DUO INTERPRETATION	Maximum 10 min.	with a 30 second "grace period"
EXTEMP COMMENTARY.....	Maximum 5 min.	PREP TIME.....20 min.
POETRY.....	Maximum 5 min.	
PROSE	Maximum 5 min.	
IMPROMPTU AND STORYTELLING....	Maximum 5 min.	
EXPOSITORY.....	Maximum 5 min.	

II. Judge Instructions

All Judges--General

1. All judges are to report to their assigned rooms at least five minutes before the time the contest is scheduled to begin.
2. Each judge's ballot is to be secured from contest official.
3. Read instructions on the back of the ballot.
4. **Do not confer with the other judges.**
5. Judges should not interrupt the flow of debates or contests in any way. They are to be there as silent evaluators and should not reveal their decision.

Policy, Public Forum and L/D Judges

6. During the questioning periods in Policy and L/D, the time belongs to the debater asking the questions. The questions should be brief and the answers short and specific. The person answering the questions should not be permitted to refute, but should be limited to simply answering the questions. The questioner should not be permitted to comment on the answers.
7. During the "crossfire" questioning periods in Public Forum debate, the time belongs to all debaters to ask and answer questions. The first question of each crossfire period should be given by the first speaking team. The questions and answers should be brief and specific. Speakers should stand during regular Crossfire and should remain seated for the Grand Crossfire.
8. A judge must render a decision no later than 10 minutes after the final speaker concludes.

Speech Judges

9. If a contestant is not present when his/her number is called, the judge is to go on to the next one. When the tardy contestant arrives, s/he should be heard next. At some district contests, students are participating in another contest scheduled for the same hour and they cannot avoid being late. For the same reason, a student may have to leave immediately after speaking.
10. As students announce their subjects, the judge is to please write the title of the selection in the designated space on the ballot.
11. If a contestant exceeds the time limit, the contestant is not to be disqualified, but if the overtime is excessive, it should affect the judge's ranking as much as s/he deems proper.
12. If a contestant does not arrive by the end of the contest, the judge is to inquire about the absent contestant before s/he marks the ballot. Every contestant should be heard.
13. After all contestants have been heard, they are to be ranked 1, 2, 3, 4, 5, 6, 7, 8 (no ranks alike) in the order of excellence. Number 1 is the best speaker.
14. The judge must be sure to double check the ballot, sign it, seal it in the envelope, and return it to the ballot table.

INTRODUCTION TO JUDGING LINCOLN DOUGLAS DEBATE

Thank you for agreeing to judge a Lincoln Douglas debate round. Your service is especially important as this event is designed to bring judges and debaters together in an educational, productive, and encouraging experience. This activity is designed to teach excellent critical thinking and public presentation skills. Your role as a judge is to determine which debater did a better job of convincing you that his/her side of the resolution more valid as a general principle.

BEFORE THE ROUND:

- Find out the exact wording of the debate resolution and write it down.
- Read and follow the instructions on the judging ballot you will receive.
- Read any additional Lincoln Douglas instructions that are provided to you.
- Talk with debaters before the round starts if you wish, but the conversation should not demonstrate favoritism toward a debater.
- Debaters should *always* be respectful of one another and of you, and you should set a tone of decorum and professionalism.

TO BEGIN THE ROUND:

- You will be instructed as to which side the debaters have been assigned.
- The Affirmative debater should be listed on the left side of the ballot and you may ask the debater to sit on the left side of the room as you, the judge, look at the debaters.
- The Negative debater should be listed on the right side of the ballot and you may ask the debater to sit on the right side of the room as you, the judge, look at the debaters.
- Record each debater's code and side. You can confirm this information with the debaters.
- When both debaters are ready, the Affirmative debater will stand in the front of the room to deliver the initial speech.

DURING THE ROUND:

- While the debaters may keep track of their own time, judges need to monitor speaking times during the round. Speech times and order are listed on the ballot.
- Each debater has four minutes of preparation time (total) in each round which can be used prior to any of that debater's speeches or cross-examination period. Judges need to monitor how much preparation time has elapsed for each debater.
- During the debate, you are encouraged to take notes of the arguments made by the debaters to assist you in making your decision at the end of the round.
- You should also keep track of what a debater says, if anything, in response to the other debater's arguments. To ensure fairness, your notes should help you determine if a debater is improperly making brand new arguments in the final rebuttal speeches to which the opposing debater has no opportunity to respond.
- Judges should not ask questions during the round.

AFTER THE ROUND:

- Check your codes carefully. This is especially important when marking the winner of the debate.
- In your written comments, please be as constructive and educational as possible. Provide a detailed justification of your decision, referring to the central issues the debaters presented in the round. Evaluate the round based only on the arguments that the debaters made and not on personal opinions or on arguments that you would have made.
- Please completely fill out the ballot and return it promptly to the designated location.

III. Ballot Instructions

Policy Debate

In arriving at your decision take into consideration the following aspects of good debating:

Analysis: Getting to the heart of the question.

Proof: Supporting contentions with sufficient and convincing evidence.

Argument: Sound reasoning; logical conclusions.

Adaptation: Clashing with the opposition.

Refutation: Destroying opponent's contentions; reinforcing your own.

Organization: Clear, logical presentation of material.

Speaking: Effective delivery; favorable impact on audience.

Speaker Points:

The judge is to rate each debater's effectiveness on a scale from 18 to 30.

Public Forum Debate

1. Public Forum Debate is a team event that advocates or rejects a position posed by the resolution. A central tenet of the debate is that the clash of ideas must be communicated in a manner persuasive to the non-specialist or "citizen judge", i.e. a member of the American jury.

2. The debate should:

-display solid logic, reasoning, and analysis

-utilize evidence but not be driven by it

-present a clash of ideas

-counter the arguments of the opponents (rebuttal)

-communicate ideas with clarity, organization, eloquence, and professional decorum

3. Public Forum is a unique debate form. While Policy Debate focuses on a plan to solve the problem(s) posed by the resolution, and Lincoln Douglas Debate focuses on the core value of the resolution, Public Forum Debate focuses on advocacy of a position derived from issues presented in the resolution, not a prescribed set of burdens.

4. In Public Forum Debate, a plan or counterplan is defined by the NFL as a formalized, comprehensive proposal for implementation. Neither the pro or con side is permitted to offer a plan or counterplan; rather, they should offer reasoning to support a position of advocacy. Debaters may offer generalized, practical solutions.

5. New arguments in the "final focus" should be ignored. The "final focus" must be based on argument and issues previously addressed in the debate.

6. Logical reasoning, maturity of thought, and effectiveness of communication are of primary consideration. Evidence, examples, and analogies are to be used for the purpose of illustration.

7. In making a decision, a judge should be as objective as possible. Remember these are propositions upon which there may have strong feelings of which the debaters are unaware. Judges should adjudicate the round as it is debated, not as they personally feel.

Lincoln-Douglas Debate

1. A decision *SHOULD NOT* be based upon:
 - a. *Personal bias* – A judge’s preference for a side of the resolution or a topic bias should not enter into the decision. A judge must decide the round based on the arguments presented in that round. Objectivity is the primary responsibility of any judge.
 - b. *Partiality* – The judge should not be influenced by the reputation of or relationship with the debaters, schools, or coaches. If a situation arises where impartiality is in doubt, the judge has the responsibility to report this potential conflict of interest to the tab room.
 - c. *New arguments introduced in rebuttals*– The judges shall disregard new arguments introduced in the rebuttals. This does not include the introduction of new evidence in support of points already advanced or the answering of arguments introduced by opponents.

2. A decision *SHOULD BE* based upon the consideration of any or all of the following questions:
 - a. *Burden of proof* - Which debater has proven his/her side of the resolution more valid as a general principle by the end of the round? No debater can realistically be expected to prove complete validity or invalidity of the resolution. A judge should prefer quality and depth of argumentation to mere quantity of argumentation. A judge should base the decision on which debater more effectively resolved the central questions of the resolution rather than on insignificant dropped arguments.
 - b. *Value structure* – Which debater better established a clear and cohesive relationship between the argumentation and the value structure?
 - c. *Argumentation* – Which debater better presented his/her arguments with logical reasoning using appropriate support? Which debater best utilized cross-examination to clarify, challenge, or advance arguments?
 - d. *Resolutionality* –Which debater best addressed the central questions of the resolution?
 - e. *Clash* – Which debater best showed the ability to both attack his/her opponent’s case and to defend his/her own?
 - f. *Delivery* – Which debater communicated in a more persuasive, clear, and professional manner?
A judge should give weight only to those arguments that were presented in a manner that was clear and understandable to him or her as a judge.

Extemporaneous Speaking

The extempore speech should not be regarded as a memory test of the material contained in any one magazine article, but rather as an original synthesis by the speaker of the current fact and opinion on the designated topic as presented by numerous sources.

The contestant therefore should be held accountable for strict adherence to the precise statement of the topic drawn and discounted severely for shifting to some other phase of the topic on which s/he might prefer to speak. The information presented should be well-chosen, pertinent, and sufficient to support the central thought of the topic.

The material should be organized according to some logical plan to produce a complete speech within the time allowed. Delivery should be free from marked defects in the mechanics of speech -- poise, quality and use of voice, enunciation, fluency, bodily expressiveness -- and should be effective in enlisting and holding the interest of the audience.

The best extemporaneous speech combines clear thinking, good speaking, and interesting presentation to establish a definite thought with respect to the subject chosen.

Do not require a contestant speaking on a controversial subject to take a personal stand on that issue. S/He may do so, or s/he may elect to present both sides of the controversy as currently set forth in the public press. Judge him/her on the effectiveness with which s/he develops the subject according to his/her own plan.

There is NO minimum qualifying time for the extemp speech. Do not penalize a contestant for brevity unless s/he fails to cover adequately the subject s/he has chosen. Maximum time is seven minutes. Impose no penalty for slight overtime, but do so if in your judgment it is excessive.

Time: The time limit in both extemporaneous speaking events shall be 7 minutes with a 30 second “grace period”. If the judges in the round agree that the student has gone beyond the “grace period”, the student may not be ranked 1st, but need not be ranked last based on time. The ranking is up to each individual judge’s discretion. Judges who choose to time are to use accurate (stopwatch function) timing devices. No minimum time is mandated.

Original Oratory

Since these orations have been written by the contestants delivering them, the judges should consider thought, composition, and delivery. However, since this is a contest in speech rather than in essay writing, the emphasis should be placed on the speech phase. Thought and composition should be considered primarily in the way they are employed to make effective speaking possible.

The orator should not be expected to solve any of the great problems of the day. Rather, s/he should be expected to discuss intelligently, with a degree of originality, in an interesting manner, and with some profit to his/her audience the topic s/he has chosen. Any appropriate subject may be chosen but the orator must be truthful. Any non-factual reference, especially a personal one, MUST be so identified.

Although many orations deal with a current problem and propose a solution, the judge is expressly reminded that this is not the only acceptable form of oratory. The oration may simply alert the audience to a threatening danger, strengthen its devotion to an accepted cause, or eulogize a person. The orator should be given free choice of subject and judged solely on the effectiveness of its development and presentation.

The composition should be considered carefully for its rhetoric and diction. The use of appropriate figures of speech, similes and metaphors, balanced sentences, allusions, and other rhetorical devices to make the oration more effective should be noted especially. Use of American English should be more than correct; it should reveal a discriminating choice of words and altogether fine literary qualities. It should be especially adapted to oral presentation.

Delivery should be judged for mastery of the usual mechanics of speech -- poise, quality and use of voice, bodily expressiveness, and for the qualities of directness and sincerity which impress the oration upon the minds of the audience. An orator should not be penalized for a few seconds overtime.

No particular style of delivery is to be set up as the one correct style to which all contestants must conform. Rather, each contestant is to be judged upon the effectiveness of his/her delivery, free to choose or develop whatever style will best give him/her that effectiveness with his/her particular oration. No visual aids are permitted.

The time limit in Original Oratory is 10 minutes with a 30 second “grace period”. If the judges in the round agree that the student has gone beyond the “grace period”, the student may not be ranked 1st, but need not be ranked last based on time. The ranking is up to each individual judge’s discretion. Judges who choose to time are to use accurate (stopwatch function) timing devices. No minimum time is mandated.

Interpretation

The art of interpretation is to be regarded as recreating the characters in the story presented and making them seem living and real to the audience. Presentation shall be from memory and without the use of physical objects or costume.

A selection for interpretation must be a cutting from a single literary work: one novel, or one short story, or one play, or one or more poems. Monologues are acceptable. During the presentation, the contestant must name the author and the book or magazine from which the cutting was made. Adaptation may be for the purpose of transition.

The selection should be judged for its appropriateness as contest material and its suitability to the particular contestant using it . The use of good literature should be noted favorably and a selection devoid of literary merit graded lowest.

This is a contest in interpretation. The contestants should be evaluated on poise, quality and use of voice, inflections, emphasis, pronunciation, enunciation, physical expression, and especially the ability to interpret characters correctly and consistently. Narrative, if included, should be vivid and animated so as to be an interesting and integral part of the story rather than just "filler" between portions of dialogue.

The final test of good interpretation is the ability to use all these factors so successfully and unobtrusively that the hearer forgets that this is a contest and in a created atmosphere is carried away to the time and place of the story being unfolded.

The time limit in Interpretation is 10 minutes with a 30 second "grace period". If the judges in the round agree that the student has gone beyond the "grace period", the student may not be ranked 1st, but need not be ranked last based on time. The ranking is up to each individual judge's discretion. Judges who choose to time are to use accurate (stopwatch function) timing devices. No minimum time is mandated.

Duo Interpretation

The art of interpretation is to be regarded as recreating the characters in the story presented and making them seem living and real to the audience. Presentation shall be from memory and without the use of physical objects or costume.

A selection for interpretation must be a cutting from a single literary work: one novel, or one short story, or one play, or one or more poems. In Duo Interpretation each of the two performers may play one or more characters, so long as performance responsibility in the cutting remains as balanced as possible. [If the selection is prose or poetry and contains narration, either or both of the performers may present the narration.] During the presentation, the team must name the author and the book or magazine from which the cutting was made. Adaptation may be for the purpose of transposition. The selection should be judged for its appropriateness as contest material and its suitability to the particular contestant using it. The use of good literature should be noted favorably and a selection devoid of literary merit graded lowest.

This is a contest in interpretation. The contestants should be evaluated on poise, quality and use of voice, inflections, emphasis, pronunciation, enunciation, physical expression, and especially the ability to interpret characters correctly and consistently. Narrative, if included, should be vivid and animated so as to be an interesting and integral part of the story rather than just "filler" between portions of dialogue.

The final test of good interpretation is the ability to use all these factors so successfully and unobtrusively that the hearer forgets that this is a contest and in a created atmosphere is carried away to the time and place of the story being unfolded

The time limit in Duo Interpretation is 10 minutes with a 30 second "grace period". If the judges in the round agree that the student has gone beyond the "grace period", the student may not be ranked 1st, but need not be ranked last based on time. The ranking is up to each individual judge's discretion. Judges who choose to time are to use accurate (stopwatch function) timing devices. No minimum time is mandated.

IV. General Debate Guidelines

A. -- A decision is not to be based upon:

1. *The merits of the question.* The judge should not be influenced by prejudices in favor or against the proposition.
2. *Partiality.* The judge should not be influenced by the reputation of, or partiality for or against, either of the competing teams, their schools, or coaches.

3. *Preconceived notions on arguments.* The judge should not allow his idea of what the best affirmative or negative arguments or cases may be to influence the decision.

4. *Personal preferences on debating style.* A judge should not penalize a team if its style, either in case construction or delivery, differs from that which s/he personally prefers; but should evaluate all styles on the basis of effectiveness in winning conviction.

B. -- A decision should be based upon:

1. *Skill in analysis.* This includes not only the analysis of the proposition, but also analysis of the debate as it progresses.

2. *Use of evidence.* This includes the use of sufficient evidence and proper reference to source.

3. *Validity of argument.* This includes reasoning and conclusions drawn from the evidence presented.

4. *Clarity of organization.* This includes clear outlining of constructive arguments and easily followed handling of refutation.

5. *Effectiveness of delivery.* This includes all matters pertaining to oral presentation with special emphasis upon extempore abilities.

C. -- A team should be penalized for:

1. *An unfair interpretation.* If the interpretation is disputed by the negative, it shall rest with the judge whether or not the affirmative is supporting a tenable position.

2. *Discourtesy toward opponents.* Discourtesy should be penalized according to the seriousness of the offense.

3. *Falsification of evidence.* If a team falsifies evidence in support of a point, it shall lose the point, and if the falsification is obviously deliberate, the judge shall impose an additional penalty according to the seriousness of the falsification.

4. *Misconstruing an opponent's arguments.* A speaker who misconstrues an argument unintentionally should not be penalized more than the time wasted. If it is intentional, the team should in addition, forfeit the argument.

5. *Introducing new arguments into rebuttal.* The judges shall disregard new arguments introduced in rebuttal. This does not include the introduction of new evidence in support of points already advanced or the answering of arguments introduced by opponents.

6. *Speaking overtime.* When a speaker's time is up, the judge shall disregard anything beyond a closing statement.

D. -- There is general agreement among debate coaches on:

1. *Interpretation.* Judges should regard no interpretation of the question as official, unless the National Wording Committee issues an official interpretation and labels it as such.

2. *Technicalities.* The team shall debate the basic principles underlying the proposition. Too much emphasis should not be placed upon a technicality.

3. *Burden of proof.* A debate team need not destroy all opposing argument. It need only show that the preponderance of argument and evidence rests on its side.

4. *Affirmative burden.* An affirmative team need not destroy all negative argument. It need only show that the preponderance of argument and evidence rests on its side. This holds true equally for the negative team.

5. *Questions.* A team need answer questions only when they are shown to be pertinent and consequential to the debate.

6. *Irrelevant arguments.* Arguments as to whether the proposition is constitutional, or whether it will be adopted are irrelevant.

7. *Direct Clash.* The negative team is primarily responsible for a direct clash, providing the affirmative team is not evading the proposition. The affirmative team is responsible for a clash on arguments advanced by the negative as evils in the proposition.

8. *Delayed replies.* An argument introduced in constructive cases should be replied to by the opponents in time to give the team which advanced the argument an opportunity to reply.

9. *Adaptation.* A high premium should be placed upon adaptive extempore debating. This should not excuse a team for lack of clarity in organization or for errors in the use of English.

10. *Persuasion.* A premium should be placed upon the ability of the debaters to utilize human interest and accepted premises. Fallacies committed in an attempt to gain persuasive power should be treated the same as other fallacies.

11. *Fallacies.* A judge should not discredit an argument as fallacious, unless the fallacy is exposed by the opposition, except in the closing affirmative rebuttal, when the judge shall discredit it upon discovering the fallacy.

12. *Constructive solution.* Credit should be given to the team which most nearly approximates a constructive solution to the problems.

13. *Point of order.* The negative team shall not be denied the right to rise to a point of order after the closing affirmative rebuttal. However, if they argue the point instead of stating the point, they shall be heavily penalized on the point. In this contingency, final disposition of the matter shall rest entirely with the judge. In general, this practice is to be discouraged.

Cross-Examination or Crossfire Guidelines

General

A. *Purpose of Cross Examination*

To clarify an obscure point in an opponent's case, to expose factual error or unsupported assertion, or to obtain damaging admissions are the purposes of cross-examination. It should not be used (as it is in law) to attack the witness' personal integrity.

B. *Attitudes of Questioner and Witness:*

Both should appear to be reasonable, cooperative and eager to please. Either one should be "marked down" for unpalatable sarcasm, obvious "stalling," or appearing to browbeat his opponent.

C. *Relation to Case:*

The virtue of any cross-examination decreases unless the results are tied to later speeches. The cross-examination should be an integral part of the debate, not a sideshow.

D. *Delivery.*

Both speakers must talk to the audience. Cross-examination takes the form of an exchange between two debaters, but basically, it is for the benefit of the listeners. In public debates it is vital that both speakers face the audience while questioning or responding.

In Public Forum Debate, speakers should stand during regular Crossfire and remain seated for the Grand Crossfire.

The Questioner:

A. *Controls the time*, and may interrupt the witness to request shorter or more direct answers, or to indicate that the answer s/he has given is insufficient.

B. *Must ask fair and relevant questions*. S/He should neither comment on the answers, argue with the witness, nor make speeches. S/He should use time for questioning alone, not for either constructive argument or summary. In fact, a conclusion is all the more effective if the audience reaches it without the questioner's help.

C. *Should have considerable scope* in the questions s/he asks. Since the time is his/hers, s/he may waste time if s/he wants to. The witness should answer even if the significance or relevance of the question is not immediately apparent to him/her.

D. *Should begin with common ground* on which agreement may be expected, and proceed to areas in which disagreement develops or the witness makes significant admissions. The questioner may well begin with the questions which reveal his purpose: "Do you maintain that the Nationalist Chinese Army stands as a bulwark against Communism in Asia?" "Yes." "And do you further maintain that recognition of Red China would weaken or destroy this bulwark?" "Yes." Agreement on such questions is almost certain, and the questioner clearly indicates the direction of his inquiry.

E. *Should develop an attack along the lines of his/her basic case*. S/He should limit the number of objectives s/he tries to reach. A series of at least five questions, probing a single issue of the debate thoroughly and following up the leads which the witness' answers provide, is preferable to a miscellaneous assortment of questions lacking interrelation and adaptation to the witness' answers.

F. *May not insist on a simple "Yes" or "No" answer* unless the question is simple, direct, and factual. Questions about why something is true are necessarily complicated and the questioner cannot expect the witness to answer them briefly. Factual questions are best, and the questioner can ask them in enough different ways to lend variety to the cross-examination.

G. *Should phrase questions with the verb first*, then the subject, and finally the object or modifying phrase: e.g. "Do you admit the Joseph R. McCarthy is the junior senator from Wisconsin?" S/He should avoid negative questions, or any phrasing with "not": "Do you not know that there have been thirty-seven violations of the Korean truce by the Red Chinese?" The answer to this can only be confusing.

H. *May remind the audience and the witness of a relevant fact* by beginning the question: "Are you aware that . . ." or "Are you familiar with . . ." However, the questioner's motive in putting such questions should be to put the witness on record concerning the statement involved, and not to present material.

I. *Should summarize a series of questions on an issue* by repeating an opening question: "Do you still consider, in light of these facts, that the Chinese Nationalist Army stands as a bulwark against Communism in Asia?" This calls for a "Yes" or "No" answer, clearly indicates that the Questioner has concluded that particular approach, and allows the members of the audience to draw their own conclusions.

The Witness:

A. *Must answer directly and briefly* any legitimate question. S/He should not question the questioner (except in using a rhetorical question as an answer), nor should s/he engage in "stalling" tactics.

B. *May refuse to answer a tricky or unfair question* -- "When did you stop beating your wife?" -- if s/he states a good reason for doing so.

C. *May ask questions to clarify a question* possibly giving the reasons for considering the question obscure, or may ask the questioner to stop making speeches and to continue the questioning.

D. *May clarify a question*, if to do so is appropriate. S/He should state the qualification before his answer: "Do you believe in the desirability of democratic elections?" "For people educated in the tradition and practice of democracy, yes."

E. *Can exercise some control over the question period* by controlling the timing of answers. If s/he feels that the questioner is dragging out the question period, s/he can answer rapidly, exposing the questioner's ineptitude.

F. *Should not be afraid to admit ignorance* if the question demands knowledge of an obscure fact.

G. *Should answer without consulting his/her colleague* or receiving help from him/her.

(Adapted from Cross Examination Debating by Dr. Robert P. Newman and Lloyd H. Fuge, University of Pittsburgh.)

V. Lincoln Douglas Debate Event Description

Event description – Lincoln Douglas debate is designed to center on a proposition of value. A proposition of value concerns itself with what ought to be instead of what is. A value is an ideal held by individuals, societies, governments, etc. Debaters are encouraged to develop argumentation based upon a values perspective. To that end, no plan (or counterplan) will be offered by the debaters. In Lincoln Douglas Debate, a plan is defined by the NFL as a formalized, comprehensive proposal for implementation.

The debate should focus on reasoning to support a general principle instead of particular plans and counterplans.

Debaters may offer generalized, practical examples or solutions to illustrate how the general principle could guide decisions.

The hallmarks of Lincoln Douglas debate include:

- 1) Parallel Burdens
- 2) Value Structure
- 3) Argumentation
- 4) Cross Examination
- 5) Effective Delivery

1. Parallel Burdens - No question of values can be determined entirely true or false. This is why the resolution is debatable. Therefore neither debater should be held to a standard of absolute proof. No debater can realistically be expected to prove complete validity or invalidity of the resolution. The better debater is the one who, on the whole, proves his/her side of the resolution more valid as a general principle.

- *Burden of proof*: Each debater has the equal burden to prove the validity of his/her side of the resolution as a general principle. As an LD resolution is a statement of value, there is no presumption for either side.

- *Burden of clash*: Each debater has an equal burden to clash with his/her opponent's position. After a case is presented, neither debater should be rewarded for presenting a speech completely unrelated to the arguments of his/her opponent.

- *Resolutional burden*: The debaters are equally obligated to focus the debate on the central questions of the resolution, not whether the resolution itself is worthy of debate. Because the affirmative must uphold the resolution, the negative must also argue the resolution as presented.

2. Value Structure -The value structure (or framework) is established by the debater to serve two functions: a) to provide an interpretation of the central focus of the resolution, and b) to provide a method for the judge to evaluate the central questions of the resolution. The value structure often consists of a statement of the resolution (if affirming), definitions (dictionary or contextual), the value premise (or core value), and the value criterion (or standard). This structure is commonly but not always employed.

Definitions: The affirmative should offer definitions, be they dictionary or contextual, that provides a reasonable ground for debate. The negative has the option to challenge these definitions and to offer counter-definitions.

Value Premise/Core Value: A value is an ideal held by individuals, societies, governments, etc. that serves as the highest goal to be protected, respected, maximized, advanced, or achieved. In general, the debater will establish a value which focuses the central questions of the resolution and will serve as a foundation for argumentation.

Value Criterion/Standard: In general, each debater will present a value criterion (a standard) which the debater will use to:

- explain how the value should be protected, respected, maximized, advanced, or achieved.
- measure whether a given side or argument protects, respects, maximizes, advances, or achieves the value.
- evaluate the relevance and importance of an argument in the context of the round.

The relationship between the value premise and the criterion should be clearly articulated.

During the debate, the debaters may argue the validity or priority of the two value structures. They may accept their opponent's value structure, prove the superiority of their own value structure, or synthesize the two.

3. Argumentation – Because Lincoln Douglas debate is an educational debate activity, debaters are obligated to construct logical chains of reasoning which lead to the conclusion of the affirmative or negative position. The nature of proof may take a variety of forms (e.g., a student's original analysis, application of philosophy, examples, analogies, statistics, expert opinion, etc.).

Arguments should be presented in a cohesive manner that shows a clear relationship to the value structure. Any research should be conducted and presented ethically from academically sound and appropriately cited sources.

4. Cross-Examination - Cross-examination should be used by the debater to clarify, challenge, and/or advance arguments in the round.

5. Effective delivery: Lincoln Douglas debate is an oral communication activity that requires clarity of thought and expression. Arguments should be worded and delivered in a manner accessible to an educated non-specialist audience. This encompasses:

- *Written communication:* Cases and arguments should be constructed in a manner that is organized, accessible, and informative to the listener. The debater should employ clear logic and analysis supported by topical research.

- *Verbal communication:* The debater has the obligation to be clear, audible and comprehensible, and to speak persuasively to the listeners. Additionally, debaters should strive for fluency, expressiveness, effective word choice, and eloquence.

- *Non-verbal communication:* The debater should demonstrate an effective use of gestures, eye-contact, and posture. Throughout the debate, the debaters should demonstrate civility as well as a professional demeanor and style of delivery.

DISTRICT TOURNAMENT CHECK LIST

Day	Date	Check
	By November 1 st ...	<input type="checkbox"/> Order tournament supplies from national office.
T - 45	<input type="checkbox"/> Contact personally all chapters with unpaid dues and unreturned information form.
T - 45	<input type="checkbox"/> Appoint a Chair for judges.
T - 45	<input type="checkbox"/> Make sure you know where all traveling trophies are, and order any new trophies needed.
T - 30	<input type="checkbox"/> Appoint someone to arrange for over-night accommodations.
T - 30	<input type="checkbox"/> Request tentative registration from chapters and affiliates.
T - 30	<input type="checkbox"/> Mail registration forms to each chapter in the district, and remind schools holding traveling trophies to bring them to the tournament. Mail entry form to affiliates who have requested participation.
T - 30	<input type="checkbox"/> Again contact schools with unpaid dues or unreturned information forms.
T - 24	<input type="checkbox"/> Secure extemp topics from an unbiased source.
T - 20	<input type="checkbox"/> Appoint tournament officials: Debate pairings <input type="checkbox"/> , Individual Events Scheduling <input type="checkbox"/> , <input type="checkbox"/> Extemp Drawings <input type="checkbox"/> , Results <input type="checkbox"/> , Timekeepers <input type="checkbox"/> , Judging Assignments
T - 17	<input type="checkbox"/> Prepare tournament programs.
T - 14	<input type="checkbox"/> Receive and check all orations entered.
T - 10	<input type="checkbox"/> Secure list of all rooms to be used at tournament. Check supplies for sufficient of forms. Duplicate forms as necessary.
T - 7	<input type="checkbox"/> Close registration.
T - 5	<input type="checkbox"/> Type names of all student entries on Registration Card.
T - 4	<input type="checkbox"/> Set up all preliminary rounds.
T - 3	<input type="checkbox"/> Duplicate schedule of preliminary rounds.
T - 2	<input type="checkbox"/> Prepare ballots for all preliminary rounds.
T Day	<input type="checkbox"/> NFL District Tournament.
T +1	<input type="checkbox"/> Mail all required official reports of tournament winners to the NFL National Office. (See #13, page TD-22)
T +7	<input type="checkbox"/> Send the results of the tournament and the financial report of your district to your chapters.

(This form is available for printing at www.nflonline.org)

NFL DISTRICT TOURNAMENT REGISTRATION

To the District Chairman:

Date

The _____ Chapter registers the following for entries in the NFL District Tournament to be held at _____ on _____.
 Names Must Be Typewritten. List students using names as printed on their membership certificates or student list at www.nflonline.org. [Schools must comply with District Double Entry Rules.]

Policy Debate

1. _____

2. _____

3. _____

4. _____

Duo Interpretation

1. _____

2. _____

3. _____

4. _____

Public Forum Debate

1. _____

2. _____

3. _____

4. _____

Reserve Entries

1. _____
2. _____
3. _____

Dramatic Interpretation

1. _____
2. _____
3. _____
4. _____

Humorous Interpretation

1. _____
2. _____
3. _____
4. _____

United States Extemp

1. _____
2. _____
3. _____
4. _____

International Extemp

1. _____
2. _____
3. _____
4. _____

Original Oratory

1. _____
2. _____
3. _____
4. _____

Lincoln-Douglas Debate

1. _____
2. _____
3. _____
4. _____

We certify that the above named are full-time undergraduates who have not attended a secondary school during more than nine semesters, are under 20 years of age, were enrolled as members of NFL seven days before the start of the tournament, and are eligible to compete in this tournament according to the prescribed rules as published in the District Tournament Manual and the *Rostrum*.

We, the coach, the principal, and students, agree that the individuals listed on the reverse side of this NFL district tournament entry form are ineligible to compete in the NFL District Tournament unless they were duly and timely recorded as NFL members. The obligation to duly and timely record a member, lies with the student and/or the student's coach, and is not the responsibility of the NFL or the district committee.

We, the coach and the principal have reviewed and approve of the material that will be performed by our students who will represent our school.

We, the coach, the principal, and the students undersigned accept that no district tournament is official and no national qualifications are final until the district tournament has been audited and certified by the NFL national office.

Signature of Coach

Signature of Principal

Signature of student entered

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____

- 14. _____
- 15. _____
- 16. _____
- 17. _____
- 18. _____
- 19. _____
- 20. _____
- 21. _____
- 22. _____
- 23. _____
- 24. _____
- 25. _____
- 26. _____

This registration must be in the hands of the District Chairman by the deadline date established by the District Committee. Students not listed as Reserve Entries can be entered only by letter signed by the principal. District Chairs are to submit this sheet with the final results.

In Districts that allow double entry, students must complete the National Tournament Single Entry Letter of Intent form prior to district competition. A student who enters 3 events or fails to properly complete the Single Entry Letter will be disqualified.

Contestants are not eligible to compete in Interpretation unless the following information is supplied for each entry. The Original source of the Interpretation selection (or microfilm or fiche) must be immediately available at the tournament in case of protest.

Only one selection, the listed selection, may be performed in each tournament category.

DUO, DRAMATIC, AND HUMOROUS INTERPRETATION

It shall be the affirmative duty of each coach and each student entered in NFL Interpretation contests to determine absolutely that the cutting being performed meets NFL rules. Please include full MLA citation. (See NFL Appendices)

Contestant(s)	Provide <u>complete</u> Citation (Modern Language Association – MAS Format)Including title, author, date of publication, (If book or magazine and publisher. (See NFL National Tournament Appendices)	ISBN# Number (If available)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Use additional sheet if necessary)

NFL NATIONAL TOURNAMENT "SINGLE ENTRY LETTER OF INTENT"

Student Name _____

School _____

Rule: Students are allowed to enter only one event at the National Tournament.

According to NFL rules, a student must establish (prior to double qualification at the District level) which event he or she will attend at the National Tournament. This forum **MUST** be completed **PRIOR** to the beginning of the District Tournament in which a student potentially double qualifies. Failure to produce this signed form will result in disqualification from the tournament or denial of double entry.

If any of the following National Tournament qualification scenarios are true, this letter must be filled out, signed, and presented to the District Chair prior to the start of the District Speech/Debate Tournaments and/or the District Student Congress Tournament.

- The student has qualified in LD, Student Congress, or a solo event at a previous District Tournament and is now entering in a solo event, Student Congress, or LD.
- The student and his/her partner have qualified in LD, Student Congress, or a solo event and are entering Duo, Policy, or Public Forum as teammates.
- Two students have qualified as teammates in Duo, Policy, or Public Forum, and each is entering a solo event, LD, or Student Congress or both are entering (as the same team) in Duo, Policy or Public Forum.
[NOTE: Students may never double enter in Policy and Public Forum but may double in Duo and one other team debate event if entered as the same team.]
- The student is double entering in two of the following events: LD, HI, DI, USX, IX, OO.
- The student is entering one or two of the following events: LD, HI, DI, USX, IX, OO, AND is also entering Student Congress.

Please list the events that you have either qualified in previously or are entering in at this tournament in the order in which you intend to enter them at the National Tournament.

Event 1 (Top Choice): _____

Event 2 (Second Choice): _____

(Note: A student may only list a third event if one of the events is Student Congress.)

Event 3 (Third Choice): _____

We, the student, parent/guardian, coach, and principal accept that the choice as designated above is irrevocable.

_____ **Student** _____ **Date**

_____ **Parent/Guardian** _____ **Date**

_____ **Coach** _____ **Date**

_____ **Principal** _____ **Date**

REGARDLESS OF NATIONAL TOURNAMENT QUALIFICATION, THIS FORM MUST BE SENT BY THE DISTRICT CHAIR TO THE NATIONAL OFFICE WITH THE "NFL REPORT OF DISTRICT TOURNAMENT". FAILURE TO DO SO WILL RESULT IN DISQUALIFICATION.

NFL DISTRICT TOURNAMENT BONUS REGISTRATION

To the District Chairman: _____ Date _____

The _____ Chapter registers the following bonus entries in the NFL District Tournament to be held at _____ on _____

► (Names Must Be Typewritten) ◀

Name(s)	(If Duo, Policy, or Public Forum)	Event
1. _____	_____	_____
2. _____	_____	_____

LIST STUDENTS BY THEIR NAMES AS THEY ARE PRINTED ON THEIR MEMBERSHIP CERTIFICATES

We understand that these bonus entries may participate only if at least two entries from our chapter, not counting these entries, actually participate in each and every NFL contest category (2 POLICY TEAMS, 2 PUBLIC FORUM TEAMS, 2 L/D, 2 USX, 2 IX, 2 OO, 2 DI, 2 HI, 2 DUO TEAMS) in the NFL District Tournament. We understand that Policy, Public Forum and Duo teams count as one entry. We understand that under no circumstances may more than four students (or four Policy, or four Duo, or four Public Forum teams) be entered by our chapter in each event.

This registration must be in the hands of the District Chairman by the deadline date set by the District Committee. Students not listed as Reserve Entries can be entered only by letter signed by the principal or coach. Reserve entries may enter only in the event from which a student has withdrawn or be listed as a bonus entry.

Contestants are not eligible to compete in Interpretation unless the following information is supplied for each entry.

DUO, DRAMATIC AND HUMOROUS INTERPRETATION

Contestant(s)	Provide <u>complete</u> Citation (Modern Language Association – MLA format) including title, author date of publication, book or magazine and publisher. (See NFL National Tournament Appendices)	ISBN # Number (if available)
_____	_____	_____
_____	_____	_____

We certify that the above named are full-time undergraduates who have not attended a secondary school during more than nine semesters, are under 20 years of age, were enrolled as members of NFL seven days before the start of the tournament and eligible to compete in this tournament according to the prescribed rules.

We, the coach, the principal, and students, are aware that the individuals listed on this NFL district tournament entry blank are ineligible to compete in this tournament unless they were duly and timely recorded as NFL members and the obligation to assure that the student was duly recorded as a member lies with the student and/or the student's coach, and is not the responsibility of the NFL, or the district committee.

Signature of Coach

Signature of Principal

1. _____
Signature of students entered

2. _____

Guidelines for Speech Pairings at District Tournaments (Using the NFL Up/Down Method)

- Priorities:**
1. All sections have an equal # of contestants
 2. = % of ups in each section
 3. = # of ups in each section

Also:

- 6 is base #
- Avoid 8 in a round
- More sections may be created to avoid the same
- Interp cuttings or students from the same school meeting
(i.e. instead of 4 sections of 6 use 6 sections of 4)

Number in Each Round

8	2	sections of	4	
9	1	sections of	4 and 1 section of	5
10	2	sections of	5	
11	1	section of	5 and 1 section of	6
12	2	sections of	6 or 3 sections of	4
13	1	section of	6 and 1 section of	7
14	2	sections of	7 or 2 sections of	5 and one of 4
15	3	sections of	5	
16	2	sections of	6 and 1 section of	4
17	2	sections of	6 and 1 section of	5
18	3	sections of	6	
19	2	sections of	6 and 1 section of	7
20	4	sections of	5 or 5 sections of	4
21	3	sections of	7 or 4 sections of	4 and one of 5
22	3	sections of	6 and 1 section of	4
23	3	sections of	6 and 1 section of	5
24	4	sections of	6	
25	5	sections of	5	
26	3	sections of	6 and 2 sections of	4
27	3	sections of	5 and 2 sections of	6
28	4	sections of	7 or 7 sections of	4
29	4	sections of	6 and 1 section of	5
30	5	sections of	6	
31	5	sections of	5 and 1 section of	6
32	4	sections of	6 and 2 sections of	4
33	3	sections of	6 and 3 sections of	5
34	5	sections of	6 and 1 section of	4
35	5	sections of	7 or 7 sections of	5
36	6	sections of	6	
37	5	sections of	5 and 2 sections of	6
38	5	sections of	6 and 2 sections of	4
39	4	sections of	6 and 3 sections of	5
40	8	sections of	5	
41	6	sections of	6 and 1 section of	5
42	7	sections of	6	
43	6	sections of	6 and 1 section of	7
44	6	sections of	6 and 2 sections of	4
45	9	sections of	5	
46	7	sections of	6 and 1 section of	4
47	7	sections of	6 and 1 section of	5
48	8	sections of	6	
49	7	sections of	7	
50	10	sections of	5	

DISTRICT SCORE SHEET

This form is not needed if there is only one judge

Contest _____	Round _____	Section _____
Contestant	Judges' Rank	Score
Place		
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Recording

- 1- Record the contestant's codes and the judges's actual ranks for each.
- 2- Draw a single diagonal line through sixes, sevens and eights and write 5 above them.
Tabulate all ranks of 6, 7, and 8 as 5.
- 3- The total score for each contestant is to be entered in the proper column and places determined according to low totals.
- 4- Half of the contestants should be marked "UP" by drawing a circle around their place numeral. The rest are "DOWN".
This must be based upon the number actually competing, not upon the number assigned the section. In Sections of 5, three are marked "UP"; in sections of 7, three are "UP" but with a triple tie for second mark four "UP".
- 5- If accelerated elimination is used, only first and second are marked "UP" regardless of the number in the section.

Breaking Ties

(See District Manual Page TD - 19-21 for examples)

A tie is not to be broken except to avoid marking "UP" more than half the contestants in a section.
 Exceptions: Three are to be marked "UP" in a section of five. Four may be marked "UP" in a section of seven if an unbreakable triple tie occurs for second place or a triple tie occurs for second or third.
 Simple Ties: If a simple two-way tie must be broken, the place is to be given to the contestant who was preferred by two of the three judges.
 Triple Ties: A triple tie must be broken to avoid marking "UP" more than three in a section of four or five, or more than four in a section of seven. To break a triple (or a four-way) tie, the judges' ranks must be converted to reciprocal fractions; thus 1st is 1.00; 2nd is .50; 3rd is .33; 4th is .25; 5th is .20. Contestants are to be ranked according to highest total; if tied, judges' preferences are to be used.
 A triple tie, all contestants having identical ranks, is unbreakable. All are to be given the middle place of the three places for which they tie and marked up if that number is in the upper half of a section or 3rd in a section of five or seven.
 Never break ties using ranks higher than 5 except in the final round.

SCORE SHEET - - - - FINALS ROUND # _____

Event _____

Contestant Name Code & School	Places by Rounds	Final Judges	Total Score	Place
_____	____ _	____ _	_____	_____
_____	____ _	____ _	_____	_____
_____	____ _	____ _	_____	_____
_____	____ _	____ _	_____	_____
_____	____ _	____ _	_____	_____
_____	____ _	____ _	_____	_____
_____	____ _	____ _	_____	_____

Enter the place achieved by each contestant in each of the preliminary rounds. Any rank of 6 or 7 in the preliminary rounds counts as a 5th. Then enter the rank given the contestants by each of the final judges and in the final round record 6's and 7's as 6's and 7's. Add the preliminary round ranks to the three final judge's ranks. Award first place to the contestant with the lowest total score and other places in sequence. In case of a tie score give the higher place to the contestant who has the lowest total in the final round. If a tie still exists award the higher place to the contestant preferred by two of the three final judges.

