

# Big South Conference Speech Tournament Manual

## Section 1: Date, Time, Site of Contest

- A. Conference Contest:** The date, start time, and site of the contest will be determined one year in advance at the Big South Conference Tournament. The contest can be held during the week or on a Saturday depending on what works best for all conference teams.
- B. Time Schedule:**
- 2:45 – Teams can arrive
  - 3:00 – Judges can arrive
  - 3:20 – Draw for Round 1
  - 3:30 – Judge's Meeting
  - 3:50 – Round 1
  - 4:40 – Draw for Round 2
  - 5:10 – Round 2
  - 6:15 – Supper Break
  - 6:30 – Draws for final round
  - 6:45 – Finals for all non-draw categories
  - 7:00 – Finals for draw categories
  - 8:15 – Awards (approx.)

## Section 2: Conference Responsibilities

- A. Judges:** The Conference will hire the necessary number of unaffiliated judges at \$130 each (no mileage). The Judge Coordinator will get these judge names to the Conference at least 7 days before the tournament. The host school will be responsible for cutting checks for the judges and getting reimbursed from the Conference (be sure to collect W-9s). The Conference will offer the host school a \$350 stipend to help cover the cost of a meal provided for all judges.
- B. Contest Manager:** The Conference will pay the contest manager (the head coach of the host school) a \$150 stipend. The Contest Manager will also need to purchase tournament tabulation software from [www.SpeechWire.com](http://www.SpeechWire.com).
- C. Judge Coordinator:** The Conference will pay the Judge Coordinator a \$100 stipend. The Judge Coordinator will be one of the Conference's head coaches. The Judge Coordinator is responsible for hiring the necessary number of unaffiliated judges and communicating all of the necessary tournament and payment information to these judges. The Judge Coordinator is also responsible for communicating with the Contest Manager.
- D.** The Contest Manager and the Judge Coordinator may or may not be the same person.
- E. Awards:**
- a. The Conference will provide individual awards for the top 2 in every event. The top 2 individuals in each event will be named All-Conference and the 3<sup>rd</sup> place individual will be named Honorable Mention. Medals will be awarded as such. The Conference will also provide certificates for 4<sup>th</sup>-6<sup>th</sup> place finalists.
  - b. The Conference will also recognize the top 2 teams in each division. Schools will be divided in Big School and Small School divisions according to the format already set by the Conference as follows:

**Big School**  
Blue Earth Area  
Fairmont

**Small School**  
Jackson County Central  
Luverne

Marshall	Pipestone
New Ulm	Redwood Valley
St. Peter	St. James
Waseca	Windom
Worthington	

- c. The top 2 teams in each division will be named All-Conference and Runner-Up, respectively. Plaques will be awarded to the Champion of each division.

### **Section 3: Participating Team Responsibilities**

- A. Judges:** Depending on the size of the tournament and the availability of judges in a particular year, each participating school may or may not be required to bring additional judges or workers (this judge shall not be the team's head coach). It is the responsibility of the school to pay these judges/workers. This judge will be asked to rank his/her judging event preference (public address, interp, or either). The tournament manager will notify coaches in advance if additional judges or workers will be necessary.
- B. Entries:** There is no entry fee. No team may bring more than 39 entries. No event limits. No double entries allowed.
- C. Entry Deadline:** Teams must submit their preliminary entry numbers to the contest manager via SpeechWire at least 7 days prior to the tournament. Teams must submit their final entry numbers to the Contest Manager by 2:30 PM on the day of the tournament at the latest. Drops after the final deadline are strongly discouraged but allowed. No additions may be made after the final deadline.
- D. Entry Additions in Small Categories:** The day before the tournament, the contest manager will notify all coaches of any categories that have less than 7 entries. At this time, teams can add entries (beyond their max of 39) in these categories only and must be made in advance of the 2:30 PM deadline. These additional entries will count toward team sweepstake points.

### **Section 4: Host School's Responsibilities**

- A.** The host school's head coach shall be considered the Contest Manager and they will assume all responsibilities that come with managing a speech contest. These include but are not limited to:
  - a.** The host school shall be responsible for seeing that schools get an electronic invitation at least 4 weeks prior to the contest date. The letter of invitation should include date, time, location, approximate length of the contest day, and site specific details, etc.
  - b.** The host school shall be responsible for all draw event materials and discussion tasks. Drawing will be from MSHSL selections. Information concerning all draws will be included in the general information letter sent to each invited school.
  - c.** The host school will make sure awards are received before the contest date. The Conference will order and ship medals, trophies, and certificates to the host school (e.g. the Contest Manager is not responsible for ordering awards).
  - d.** The host school is responsible for providing a concession stand for all participants. The host school can keep the profits from this concession stand.
  - e.** The host school is responsible for providing a meal in the judge's lounge for all judges and coaches. The Conference will help offset some of this cost.
  - f.** The Contest Manager will oversee the registration process and serve as the tournament scheduler and tab room manager.
  - g.** The Contest Manager may delegate any of these responsibilities to another coach in the Conference.

### **Section 5: Organization of the Tournament**

- A.** The Big South Conference speech contest shall consist of at least two preliminary rounds and a final round.

- B. The Contest Manager shall be responsible for construction and distribution of the speakers' schedules.
- C. Seven or fewer speakers per section is preferred. No preliminary section shall have more than eight speakers in it. Team members may need to meet in prelims if the numbers/judges available require it.
- D. Each judge shall rank the participants "all the way out." However, no speaker in any event should receive a rank higher than the smallest section of that event. This adjustment will occur in the tab room, not by the judges. No rates or percentages will be used.
- E. At least one judge will be used in each section of a preliminary round, three in the final round. Hired, unaffiliated judges should be entered in a separate, "Hired Judges" school and all marked as "clean" in SpeechWire. This will allow the program to auto-assign judges for finals without trouble. Otherwise, SpeechWire will only allow one judge per school on a final round panel, but if they are marked as "clean" any number of "clean" judges from one school may serve on a final panel together.
- F. Judges will be instructed to time all speakers. Judges will show a ½ minute remaining card at 9:30 or 6:30. No STOP card will be given, nor will any speakers be stopped. When the speech is finished, the judge will write the final time on the critique and the ballot. The judge will rank the speakers how they seem fit and will not penalize speakers for going over time. If the judge's timing shows that they speaker went 31 or more seconds over time (10:31 or greater or 7:31 or greater) and the judge confirms that the ½ minute time card was shown, then ONLY that speaker will be dropped by 1 rank by the tab room (leaving all other competitors' ranks alone).  
If no time cards were given, then speakers will not be dropped in rank in that room. Checking of scripts and/or a coach/jury meeting is not required for the penalty to be applied. The coach of the penalized speaker should be notified by the tab room.  
A speaker cannot receive a rank lower than the lowest rank from the smallest section. For example, if a speaker is over time and received an initial rank of 6, they cannot be ranked 7<sup>th</sup> if the smallest section only has six speakers. Six speakers should advance to the final round in each event unless an event has only seven total entries, then all will advance.
- G. **Preliminary Tie Breakers:**
  - a. Total Prelim Ranks
  - b. Head-to-head Competition
  - c. Reciprocals
  - d. Opponents' Average Rank
- H. The winners of the Big South Conference speech contest will be determined by the ranking of all three final round judges only. Preliminary round ranks will not be used to determine final placement.
- I. **Final Round Tie Breakers:**
  - a. Total Final Ranks
  - b. Judges' Preference
  - c. Final Round Reciprocals
  - d. Prelim Total Ranks
  - e. Head-to-head in Prelims
  - f. Prelim Reciprocals
  - g. Prelim Opponents' Average Rank
- J. **Team Sweepstakes**
  - a. The team with the most team sweepstakes points will be considered the Big South Conference Champion team. The team with the second most team points will be considered the runner-up.
  - b. Team points will be awarded for each event as follows:
    - 1<sup>st</sup> Place – 14 points
    - 2<sup>nd</sup> Place – 12 points
    - 3<sup>rd</sup> Place – 10 points
    - 4<sup>th</sup> Place – 8 points
    - 5<sup>th</sup> Place – 6 points
    - 6<sup>th</sup> Place – 4 points

## **Section 6: Tournament Operation**

- A.** The Contest Manager will prepare the following:
  - a.** Critique sheets for each contestant
  - b.** Judge ballots
  - c.** Instructions for each judge
  - d.** Coach/Judge meal
  - e.** Concession stand
- B.** The Contest Manager shall inform judges of a meeting 20 minutes before Round 1. Items to be discussed will include:
  - a.** Students are NOT to receive critique sheets after each round. This will be stressed to judges and students.
  - b.** Disqualification is never a judge's decision. The rules of the MSHSL will be followed. Additionally, any decisions which need to be made will be decided by a majority vote of the head coaches.
- C. Personnel:**
  - a.** One head coach from each school will be allowed in the tab room. Additional coaches will be asked to help as needed. The host school's head coach is the chairperson for the tournament management team.
  - b.** 2-3 people will oversee draws, as determined by the host school. It is encouraged that assistant coaches from other schools be used for this purpose.
  - c.** All tab room personnel will help with preparing for finals.

#### **Section 7: Conference Expenses**

Expenses	
*Judges (40 @ \$130 each)	\$5,200
Contest Manager Stipend	\$150
Judge Coordinator Stipend	\$100
Judge Meal	\$350
Tabulation Software	\$240
Draws and Discussion Tasks	\$250
Awards	?
<b>TOTAL</b>	<b>\$7,590</b>

\*Total judges needed is uncertain until final number of participants is determined.