



# MSHSL State Speech Tournament Room Managers' Guide

*Thank you for filling this valuable role! Please congratulate our student competitors at the beginning of each round today, as making it to the MSHSL State Tournament is an accomplishment to be celebrated. Please go out of your way to make them feel comfortable and welcome.*

## Starting Each Round (PA & Interp)

- Make adjustments to seating and room arrangements as needed to ensure that:
  - You have a seat that is in clear view of the performance space. It is crucial that students can see you, because of the timing cards. Avoid sitting in a back corner where it will be harder to see their eyes to note if they have seen the timing cards.
  - The judge has a seat where they are comfortable and can clearly view the performance space
  - Each competitor has a seat for the entire round. This may require saving some seats ahead of time, depending on the size of room.
  - If you have a Finals round, seat-saving documents have been included in your packet, so you can set up ahead of time.
- Greet each student competitor as they arrive. Congratulate and welcome them.
  - For Round 1 only, have them fill out the "Phonetic Spelling Form" and verify your pronunciation of the name. At the end of the round, return these to Tournament Headquarters. This will assist as we prepare for the awards ceremony.
  - For Rounds 2, 3 and Finals, confirm how to pronounce their name. Repeat it to them until you are confident that you have it correct. Avoid any microaggressions masked as humor for names that are new to you (avoid statements like, "Well, I'll give it my best shot!") Also, be cautious when "assuming" a student's preferred pronoun. Use first names in place of pronouns whenever possible.
- At the scheduled round start time:
  - Welcome everyone to the round and **congratulate the competitors**. (We would rather they walk away from the tournament thinking, 'those people congratulated me too much!' than feeling unwelcome and unpraised.)

- Introduce yourself and the judge for the round
- Remind the audience to silence phones and to refrain from taking drinks, or making other distractions during the performance
- Review timing procedures - hold up the cards and “demo” as you review this. Do this for EACH ROUND. (See instructions in the Timing section below.)
- Let the audience know that you will open the door in between each speaker to allow people to enter/leave as needed They should not leave once a speaker has begun.
- After opening the door, checking the hall and closing the door, confirm that the judge is ready. Introduce the first speaker by full first and last name. Do not identify the school. Get seated and ready to time.
- Hold up time cards at appropriate times
  - In all non-draw events (except Discussion) the following time cards must be used: 2, 1, ½, and stop. Continue holding card until you believe the student has noticed, whenever possible.
- Repeat for each speaker and each round!
- After a speaker, open door to allow spectators in and out. It is also helpful if you cross off the name of the last speaker on the list on the door, so spectators in the hall know where you are in your round.
- At the end of the round, congratulate speakers again and open the door for exit.
- Do NOT report potential timing violations to the judge. Your timing report should go directly to the tab room. See below for the procedure to report potential violations.
- Complete the Room Manager’s Report Form, and bring it to Tournament Headquarters.

## Draw Categories (ES, ER, Story)

In general, follow the same procedures as the other categories above. The key difference is that the speakers will not be in the room at the start of the round; they will arrive one at a time.

- At the start of the round, before the first speaker arrives, review audience expectations with the room (see above, third bullet point in preceding section).
- If you are room managing ER, your room will have both a judge and a reader. Before each speaker starts, confirm that both of these individuals are set and ready (the reader needs time to view the cutting and find the correct pages).
- Draw competitors are not allowed to watch the speakers before them, but are allowed to stay in the room for speakers after they have presented. (Some may leave right away to prepare for their next draws.)
- At the scheduled speaking time (be very mindful to respect prep time - do not bring them in early), meet the speaker at the door to confirm their name and to review your timing process with them.
- During prep time, draw competitors are not allowed to have contact with anyone other than their draw escort and room manager. If a speaker is prepping while you wait in the doorway, and you see a guest approach, please protect the competitor by inviting the guest into the room and reminding them that the speaker cannot interact during prep.
- Hold up time cards at appropriate times

- In all draw events, the following time cards must be used: 6, 5, 4, 3, 2, 1, ½, and stop.

## Discussion

- Set up room for Discussion. Arrange desks for participants and place name tents in the seating order. This is the order published in the program and on your forms.
- Welcome the audience and introduce yourself as the room manager for the round.
- Review audience expectations (see above, third bullet point under “Starting Each Round (PA & Interp)”). The audience should understand that if they are in the room, they are committing to staying for the entire round and that there will be no break. Once a discussion round starts, there will not be any door opening or breaks until the round ends.
- Introduce the judge and each competitor.
- Hand out tasks face down.
- Read the task out loud clearly and without emotion.
- Start timer
- The following time cards must be used: 10, 5, 1, and stop.
- At end of round: Students should take name tents to their next rounds

## Timing Procedures

- Explain and model your timing procedures for EACH round.
- Do not consider a student's speaking time to be expired until you have completely stood up and remain standing.
- **Draw Categories:** 7 minutes total time limit.
  - Hold up minute cards as each minute passes (6 at 1 minute, 5 at 2 minutes, etc...)
  - :30 card at 6:30
  - STOP at 7 minutes. Completely stand up and remain standing.
- **ER:** Speakers may stop at any time within the final minute without any penalty. If they are warned that time has expired, they may only finish the sentence they are on. The entire delivery time, including the required introduction, shall not exceed 7 minutes.
- **ES & Story:** If given the STOP Sign, speakers may conclude with one final sentence.
- **Discussion:** At the conclusion of the Room Manager reading the task, speakers have 60 minutes.
  - At 50 minutes hold up the 10 minute card
  - At 55 minutes hold up the 5 minute card
  - At 59 minutes hold up the 1 minute card
  - At 60 minutes stand with the STOP card and listen for if a new statement is made after standing.

- **Informative Set-Up:** At the beginning of the round, remind each speaker that they have 2 minutes of setup time for their Visual Aids. Explain that:
  - Once they get to the front of the room you will tell them that you are starting their prep time.
  - Time their prep time
    - Announce: You have 1 minute of prep time remaining.
    - Announce: You have 30 seconds of prep time remaining.
    - Announce when they reach 2 minutes.
    - If they continue setting up after 2 minutes has been announced, make note of it on the timing report sheet.
  - When the speaker is done with their set up, reset your stopwatch and confirm with the speaker that you are ready for them to begin their speech.
- **10-Minute Categories: CE, Duo, Great Speeches, Humor, Info, OO, Prose, Poetry**
  - In categories with required introductions, the introduction is included in the 10 minutes.
  - Hold up minute cards to signal the remaining time, continue holding card until you believe the student has noticed, whenever possible.
    - 2 at 8 minutes (2 minutes remaining)
    - 1 at 9 minutes
    - :30 at 9:30
    - STOP at 10 minutes. Completely stand up and remain standing. If the speaker has been warned that time has expired, the speaker may only finish the sentence already begun.

## Potential Rules Violation Process

### [MSHSL Speech Rules](#)

If you observe what you believe may be a rules violation, please do the following:

- Do NOT report this to the judge, competitor or any other individuals in the room. (Judges are to rank the round cleanly and without bias from potential violations.)
- Do NOT mention anything to the speaker. If it is determined by the rules committee that there was no violation, we do not want to negatively influence their next rounds' performances.
- Do NOT stop the round. Make a note for yourself that includes: speaker name and a brief note about what the potential violation is.
- Immediately following the round, report the potential violation to Tournament Headquarters (Polly Reikowski, Bob Ihrig, Amy Doherty or Cliff Janke)

## Final Round Room Management Details

If you are assigned to room manage a final round, please make an effort to arrive at the room early and **reserve seats for yourself, 3 judges, and 8 competitors (16 for Duo)**. You

should have sheets in your packet for this purpose. (Most rooms will fill up to 'standing room only', and we want to be sure that these key people have seats.)

Finals at State Speech is a great accomplishment - please be sure that all finalists are recognized and congratulated for this accomplishment before beginning the round.