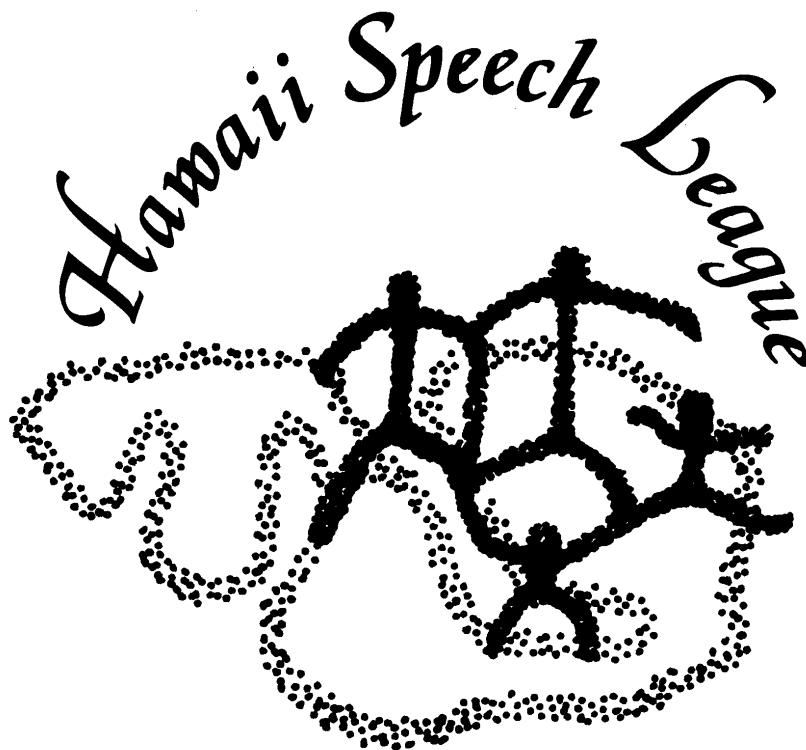


# *Hawai'i Speech League Handbook*



"A vessel is known by the sound, whether it be cracked or not; so men are proved by their speech, whether they be wise or foolish."

- Demosthenes

# HAWAII SPEECH LEAGUE HANDBOOK

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## HAWAI`I SPEECH LEAGUE

Interschool activities enrich curricular and co-curricular activities and develop educational growth in forensic skills. Participation by membership shall be completely voluntary.

### Scope and Purpose of the Hawai`i Speech League

The Hawai`i Speech League was organized to promote and encourage excellence in speech by sponsoring a diversified program of speech activities for intermediate and high school students. It is an organization composed of public and private schools. The Hawai`i Speech League (HSL) has grown from eight schools in 1959 – 1960, to its current membership.

The Hawai`i Speech League has six districts: District I – East Honolulu; District II – West Honolulu; District III – Suburban O`ahu; District IV – Hawai`i County; District V – Kaua`i County; and District VI – Maui County.

Each school year, over 1,000 students participate in HSL sponsored tournaments throughout the state. These events include categories such as: Storytelling, Program Reading, Humorous, Dramatic, and Duo Interpretation, Original Oratory, Impromptu Speaking, Extemporaneous Speaking, Policy Debate, Lincoln-Douglas Debate, and other events. Members of the community judge and evaluate these events. The evaluations are vital to student growth.

Other organizations with which the Hawai`i Speech League works in cooperation are the National Forensic League, American Legion, Veterans of Foreign Wars, National Federation of State High School Associations, and the speech/drama departments of the state's colleges and universities. The League welcomes the opportunity to explore the possibilities of cooperating with any organization.

In the past, eligible state winners have attended the National Forensic League Tournaments held in various major cities throughout the United States. Although the HSL does not assume the financial responsibility of sending participants to the national tournament, it does verify the students as eligible winners.

To help defray the expenses of newsletters and correspondence, handbooks, educational materials, tournaments (paid in part by student entry fees), the Hawai`i Speech League assesses dues from each member school. (*Amended: September, 1999*)

As a voluntary association of schools, the Hawai`i Speech League cooperates with both public and private intermediate and high schools. The agency with which it cooperates in regard to public schools is the Community Sponsored Activities Board of the State of Hawai`i Department of Education, which endorses the League's statewide forensic and drama programs.

This handbook has been compiled to assist teachers of forensics in the growth and development of the forensic programs in their respective schools.

## **CONSTITUTION AND BY-LAWS OF THE HAWAII SPEECH LEAGUE**

(Adopted in 1959; Revised and Amended 1965, 1967, 1968, 1969, 1970, 1971, 1975, 1977, 1979, 1982, 1983, 1990, 1996, 2002, 2003, 2007, 2008)

### **ARTICLE I - NAME**

Section A. The name of this organization shall be "THE HAWAII SPEECH LEAGUE".

Section B. The letters "HSL" may be officially used to designate the association, its units, or members thereof.

### **ARTICLE II - PURPOSES**

Section A. The purposes of the League shall be:

1. To sponsor a diversified program of forensic activities.
2. To promote and encourage excellence of participation in these activities.
3. To disseminate information about forensic activities in the State of Hawai'i.
4. To foster cooperation among teachers of forensics.
5. To encourage interest and participation in the National Forensic League.

Section B. The League shall also uphold the objectives of the HSL activities which are:

1. To demonstrate and evaluate that which has been taught.
2. To provide experience in democratic citizenship and leadership in both school and community life.
3. To develop proper standards which will govern the speaker's use of his/her skills.
4. To develop a wholesome attitude towards competition and interschool relationships.
5. To provide students an opportunity to perform before varied audiences.
6. To provide experiences in objective investigation, clear thinking and effective expression.
7. To stimulate study and understanding of current issues.
8. To develop a command of effective communication.
9. To develop an appreciation of literature and drama as avenues to greater understanding and quality of life.
10. To have the communities become aware of Hawai'i Speech League activities.

### **ARTICLE III - MEMBERSHIP**

Membership in this League shall be open to any institution with students in grades seven through twelve or higher. If there are two principals, the principal of the highest grade shall be referred to.

1. Membership becomes effective upon application and payment of dues.
2. There shall be one, general class of membership in the League: Institutional.

### **ARTICLE IV - ORGANIZATION AND EXECUTIVE COUNCIL**

Section A. The Executive Council shall consist of the elected positions of President, First Vice President, Second Vice President, Secretary, Treasurer, Director of Public Relations and one (1) Representative from each of the following districts: *(Amended: March, 2003)*

1. District I, Honolulu – East (St. Louis Drive to Punahou Street)
2. District II, Honolulu – West (Punahou Street to Middle Street)
3. District III, Suburban O'ahu (Middle Street to St. Louis Drive)
4. District IV, Hawai'i County
5. District V, Kaua'i County
6. District VI, Maui County (Maui, Moloka'i, Lana'i)

Section B. Members of the Executive Council may be called upon to assist the First and/or Second Vice President in the scheduling of participants and/or judges.

## ARTICLE V - DUTIES OF OFFICERS

### Section A. The President shall:

1. Prepare the agenda for all business meetings.
2. Preside at all business meetings of the League and of the Executive Council.
3. Appoint such temporary committees as necessary during the term of his/her office.
4. Receive the reports of the officers and committees of the League in advance of the scheduled meetings.
5. Present an annual report of the Hawai'i Speech League's activities.
6. Perform duties as may be delegated to him/her by the Executive Council.
7. Assist in the Tabulation Room.

### Section B. The First Vice President shall:

1. Serve as "Director of Tournaments" sponsored by the League.
2. Perform the duties of the President when s/he is absent.
3. Be available to adjudicate at all HSL sponsored tournaments with the exception of the Qualifying Tournaments, District Tournaments and State Forensic Championship.
4. Make preliminary tournament arrangements and working with the host school of the Neighbor Island Tournament.
5. Coordinate arrangements for the Neighbor Island Tournament.
6. Purchase trophies for HSL sponsored tournaments and State Forensic Championship.
7. Be Chairperson of the Tabulation Room at tournaments.
8. Be the keeper of the HSL seal. (*Amended: September, 1999; May, 2001; December, 2002*)

### Section C. The Second Vice President shall:

1. Be Director of Judges (responsible for scheduling and recruiting judges for tournaments and the State Forensic Championship).
2. Print and distribute ballots.
3. Assist in the Tabulation Room, when possible.
4. Select a committee of no more than three persons to assist with items 1 and 2 above, and to assist in running the judges' room at all competitions. No more than one of these members may be from the same school as the Second Vice President. (*Amended: September, 1999; May, 2001*)

### Section D. The Secretary shall:

1. Record minutes of all Executive Council meetings.
2. Record the minutes of all general meetings of the organization.
3. Prepare copies of minutes for all Executive Council meetings.
4. Send out notices and minutes of all Executive Council and General Membership meetings.
5. Handle all necessary correspondence with the League membership.
6. If requested by the presiding officer of an Executive Council meeting or General meeting, read aloud any correspondence.
7. Send a calendar of HSL events and a roster to each member school.
8. Assist in the Tabulation Room.

Section E. The Treasurer shall:

1. Handle all league funds.
  - a. The working capital for the school year shall be kept in a checking account. Any check written for over \$500.00 must have a minimum of two signatures.
  - b. Other funds may be kept in an interest bearing account with the approval of the Executive Board.
2. Collect dues from member schools.
3. Make financial reports, presenting bank documents at Executive Council meetings.
4. Receive and examine all financial statements from host schools and reimburse only valid expenses (refreshments, custodial fees, trophies, postage, and miscellaneous expenses up to \$50.00).
5. Keep and maintain corporate documents up-to-date.
6. File all required tax documents with the Federal and State Governments.
7. With the Executive Council, review the Treasury, including the savings account, checking account, corporate documents and tax papers at the end of each fiscal year. If after complete examination there seems to be a need, the Executive Council shall call for an audit.
8. Assist in the Tabulation Room.

Section F. The Director of Public Relations shall:

1. Disseminate all pertinent information regarding all HSL activities to the media.
2. Secure donations.
3. Assist the Second Vice President in promoting public relations to guests and judges at HSL sponsored activities whenever necessary.
4. Serve as a liaison to individuals and community organizations interested in judging at tournaments.
5. Assist in the Tabulation Room.

Section G. The Immediate Past President shall:

1. Assume office until replaced by his/her presidential successor.
2. Serve as a consultant to the Executive Council.
3. Serve as a resource person to work closely with the Director of Public Relations.
4. Assist in the Tabulation Room.  
*(Adopted: September, 1982)*

Section H. The District Representatives shall:

1. Assist all new coaches in their respective districts.
2. Promote and encourage new programs in their respective districts.
3. Help coordinate the District Tournament.
4. Assign schools various duties at tournaments. *(Amended: September, 1999)*
5. Implement the New Coaches Orientation meeting at the beginning of each school year.
6. Assist in the Tabulation Room.

## **ARTICLE VI - AMENDMENTS**

Section A. Amendments to this Constitution may be initiated by a majority vote of the Executive Council or any written petition by five members of the League presented to the Executive Council at least two weeks prior to a general meeting.

Section B. This Constitution may be amended by a two-thirds vote of the members present at any general meeting of the League, providing they represent a quorum.

## **ARTICLE VII - PARLIAMENTARY AUTHORITY**

All meetings of the Hawai'i Speech League shall be conducted according to the revised version of Robert's Rules of Order.

## **BY-LAWS**

### **ARTICLE I - DUES**

- Section A. The dues for membership in this League shall be as follows:
1. High schools with single administration, Grades 9-12 - \$60.00.
  2. High schools with single administration, Grades 7-12, participating in high school contests only - \$60.00.
  3. Intermediate schools on O`ahu and all neighbor island schools (Districts IV, V, VI) - \$45.00. (*Amended: September, 1979*)
- Section B. Payment of such dues implies agreement to abide by the rules of the League as set forth in this Constitution and Handbook or as hereafter amended. The payment deadline for dues of the HSL shall be September 30. A school may be dropped from membership if its annual dues have not been paid by September 30. Any school may be reinstated after payment of dues and would thereafter be eligible for participation in any HSL sponsored tournament. (*Amended: September, 2007*)

### **ARTICLE II - MEETINGS**

- Section A. There shall be at least three general meetings each school year at a time and place designated by the Executive Council.
- Section B. Meetings of the Executive Council shall be held regularly.
- Section C. Meetings of the Executive Council shall be open to all members of the League who shall have the privileges of the floor extended to them.

### **ARTICLE III - ELECTION OF OFFICERS**

- Section A. Candidates for all offices shall be nominated by the general body. Nominations shall not be closed until the President ascertains that there are no further nominations. (*Amended: September, 1975; December, 2002*)
- Section B. The District Representatives shall be elected by their respective districts. All other offices shall be elected by the general body. (*Amended: December, 2002*)
- Section C. All officers shall serve a term of one (1) year beginning August 1. No member shall be eligible to serve more than two consecutive terms for a particular office, with the exception of District Representatives from Districts IV, V, and VI. The terms of these offices shall be determined by availability and membership. (*Amended: September, 1999; September, 2007*)
- Section D. The election of all officers of the League shall take place at the annual Spring General League Meeting. (*Amended: September, 1999*)
- Section E. The Executive Council shall have the power to fill vacancies in offices. (*Amended: September, 1999*)

### **ARTICLE IV - QUORUM**

- Section A. A quorum at any meeting of the Executive Council shall be three members.
- Section B. A quorum of the League for the Fall General Meeting shall be one-fourth of the preceding school year's registered members.
- Section C. A quorum of the League after September 30 shall be one-fourth the current registered members. (*Amended: September, 1971; September, 2007*)

**ARTICLE V - COMMITTEES**

- Section A. Standing committees as deemed necessary for efficient administration of League affairs may be authorized by the Executive Council.
- Section B. Elected officers may appoint special committees to assist them with their duties.

**ARTICLE VI - AMENDMENTS**

These BY-LAWS may be amended by a two-thirds vote of the members present at any general meeting of the League. (Refer to Article IV)

**AMENDMENTS**

**ARTICLE I - TRANSPORTATION FOR NEIGHBOR ISLAND REPRESENTATIVES**

- Section A. The League shall subsidize transportation cost of one representative from each neighbor island district to all general meetings.
- Section B. The League shall subsidize transportation cost of one representative from the following year's Neighbor Island Tournament host to the Fall General Meeting. (*Amended: September, 1970*)

## GENERAL RULES AND REGULATIONS

PREAMBLE: The National Forensic League rules and regulations shall be enforced in instances when these General Rules and Regulations are silent. (*Adopted: September, 2001*)

### I. TOURNAMENTS (NON-QUALIFYING)

- A. Non-Qualifying tournaments are co-curricular forensic activities intended primarily for students to perform in a non-competitive atmosphere. (*Amended: September, 1999*)
- B. Non-Qualifying tournaments consist of several rounds of speech and/or debate events open to inexperienced and experienced students.
- C. In speech events, students are ranked FIRST, SECOND, THIRD, FOURTH, etc. and rated SUPERIOR, EXCELLENT, GOOD, or FAIR in each round; in debate events, students are rated SUPERIOR, EXCELLENT, GOOD, or FAIR and awarded wins/loses in each round. Certificates are awarded for ratings in speech events and wins in debate events. Outstanding school performance may be recognized by trophies.
- D. Event rules should be the same as any other HSL tournament. Manuscripts may be permitted in interpretative events (excluding Storytelling) and Original Oratory. Notes may be permitted in Extemporaneous Speaking but never in Impromptu Speaking. Beginning January 1<sup>st</sup> of each academic year, the use of manuscripts and/or notes shall not be permitted (excluding Program Reading). The coach should familiarize him/herself with particular event rules.
- E. Beginning September 1<sup>st</sup> of each academic year, NO STUDENT MAY USE A CUTTING AND/OR SELECTION FROM A SOURCE THAT STUDENT USED IN ANY PREVIOUS CONTEST YEAR. (*Amended: March, 2003*)

### II. TOURNAMENTS (STATE QUALIFYING)

- A. Participants are allowed to participate in the State Forensic Championship by qualifying in a State-Qualifying tournament (including the various invitational and district tournaments).
- B. A State-Qualifying tournament consists of several rounds of speech and/or debate events. In speech events, students are ranked FIRST, SECOND, THIRD, FOURTH, etc. and rated SUPERIOR, EXCELLENT, GOOD, or FAIR in each round; in debate events, students are rated SUPERIOR, EXCELLENT, GOOD, or FAIR and awarded wins/loses in each round. In speech events, approximately six contestants proceed into the final round (see ratios on page 8); in debate events, debaters are power matched in accordance with Section II.E.3 below for State-Qualifying Tournaments other than the District Tournaments. There are no final rounds in Debate District Tournaments. (*Amended: December, 2008*)
- C. Trophies are usually awarded to individual winners. Ribbons, certificates, or other awards may be given. Some tournaments may award school sweepstakes trophies.
- D. Speech Events
  1. The membership at its Fall General Meeting shall establish at least two (2) qualifying tournaments other than the District Tournaments for that academic year. (*Amended: December, 2007*)
  2. Entries:
    - a. A school may register a maximum of eighteen (18) entries (with each Duo Interpretation team counting as one entry) in any of the nine categories at any qualifying tournament. (*Amended: April, 2000; March, 2002; September, 2007*)
    - b. To be eligible for participation in the qualifying tournament, the student shall be enrolled in an HSL member school. A student may only represent the school he/she is enrolled in.

3. General Rules regarding selection to the State Forensic Championship
  - a. Beginning January 1<sup>st</sup> of each academic year, the use of manuscripts/notes shall not be permitted (excluding Program Reading).
  - b. A student who qualifies for the State Forensic Championship may not use her/his winning material again until the District and/or State Forensic Championship.
  - c. RE-USE: NO STUDENT MAY USE A CUTTING AND/OR SELECTION FROM A SOURCE THAT STUDENT USED IN ANY PREVIOUS CONTEST YEAR.
4. Students will participate in three (3) preliminary rounds. However, students at the District Tournaments will participate in two (2) preliminary rounds if there is only one (1) section of a category. The entry considered best by the judge shall receive a rank of FIRST, the next a rank of SECOND, and so on.
5. Those students with the lowest cumulative scores will compete in a final round. At the District Tournaments only, all entries that have previously qualified for the State Forensic Championship shall be dropped before determining entries proceeding into the final rounds. Such previously qualified entries shall count for determining the number of entries proceeding to, but shall not actually participate in, the final rounds of the District Tournaments. (*Amended: December, 2008*)
6. Number of contestants into the SEMI-FINAL Round for Speech Events  
 Unless there is a tie, the following procedure shall determine the number of contestants in the semi-final round:
 

|      |   |    |   |                     |
|------|---|----|---|---------------------|
| 0    | - | 12 | = | no semi-final round |
| 13   | - | 23 | = | 10 semi-finalists   |
| 24 + |   |    | = | 12 semi-finalists   |

 \*Any semi-final round will be held only at the discretion of the Executive Council.
7. Number of contestants into the FINAL ROUND for Speech Events

|      |   |    |   |             |
|------|---|----|---|-------------|
| 0    | - | 9  | = | 4 finalists |
| 10   | - | 11 | = | 5 finalists |
| 12 + |   |    | = | 6 finalists |
8. These qualifying tournaments (including the district tournaments) will determine State Forensic Championship entrants according to the number of actual participants in each category.
 

|      |   |    |            |              |
|------|---|----|------------|--------------|
| 1    | - | 5  | entrants = | 2 qualifiers |
| 6    | - | 10 | entrants = | 3 qualifiers |
| 11   | - | 15 | entrants = | 4 qualifiers |
| 16   | - | 20 | entrants = | 5 qualifiers |
| 21   | - | 25 | entrants = | 6 qualifiers |
| 26   | - | 30 | entrants = | 7 qualifiers |
| 31 + |   |    | =          | 8 qualifiers |

 NOTE: The 7<sup>th</sup> and 8<sup>th</sup> qualifiers are determined by taking those entrants with the lowest cumulative scores from the preliminary rounds. (*Amended: March, 2003*)
9. If a student has qualified for the State Forensic Championship in more than one (1) category, s/he may enter a maximum of three (3) categories provided that:
  - a. No more than two (2) of those categories shall be national categories;
  - b. They are not in more than one debate event or more than one extemporaneous event; and
  - c. His/her choice of categories shall be declared on the official State Forensic Championship entry form. Entries must be received by the State Forensic Championship Tournament Director by the stipulated deadline. (*Amended: September, 2001; December, 2002; September, 2007*)
10. Should a student qualify as a partner in more than one DUO, his/her choice of a partner shall be declared on the official State Forensic Championship entry form.

E. Debate Events

1. The membership at its Fall General Meeting shall establish at least two qualifying tournaments other than the District Tournaments for that academic year. (*Amended: December, 2007*)

2. Entries:
  - a. A school may register a maximum of sixteen (16) entries (with each Policy Debate and Public Forum Debate team counting as one entry) in any of the divisions at any qualifying tournament. *(Amended: September, 2007)*
  - b. To be eligible for participation in the qualifying tournament, the student shall be enrolled in an HSL member school. A student may only represent the school he/she is enrolled in.
3. Determination of out-round(s):
  - a. State qualifying tournaments other than the District Tournaments:
    - (1) If there are eight (8) or more debate entries, seven (7) preliminary rounds will be scheduled. If entries are uneven, six (6) preliminary rounds will be scheduled with a seventh round scheduled to pick up the byes. If there are fewer than eight (8) debate entries, preliminary rounds will be scheduled in a round robin format.
    - (2) After the preliminary rounds, debate entries shall be ranked in accordance with Paragraphs B., C. and D. of Section XXII (Determination of Winner).
    - (3) The debate entries will be power matched to determine entries advancing to one final round: the top two ranked teams will debate for 1<sup>st</sup> and 2<sup>nd</sup> places, and, only if necessary, will the next two teams debate for 3<sup>rd</sup> and 4<sup>th</sup> places, the next two teams for 5<sup>th</sup> and 6<sup>th</sup> places, and the next two teams for 7<sup>th</sup> and 8<sup>th</sup> places.
    - (4) The number of power-matched pairs advancing to the final round will be determined by the state-qualifying quota set forth in Paragraph E.4. of Section II (Tournaments (State Qualifying)).
    - (5) If there are enough pre-qualified entries advancing to the final round to eliminate a state qualifying position, the Executive Council can decide to advance additional entries (maximum of eight (8)) to the final round. *(Amended: December, 2008)*
  - b. District Tournaments: At the District Tournaments only, all entries that have previously qualified for the State Forensic Championship shall count toward the state-qualifying quota set forth in Paragraph E.4. of Section II (Tournaments (State Qualifying)), but shall not be considered in determining the entries newly qualifying for the State Forensic Championship. There shall be no out rounds at the District Tournaments. Rather, entries newly qualifying for the State Forensic Championship shall be determined after all preliminary rounds are completed. *(Amended: December, 2008)*
4. These qualifying tournaments will determine State Forensic Championship entrants according to the number of actual entries in each division.
 

|    |   |    |         |   |   |
|----|---|----|---------|---|---|
| 2  | – | 4  | entries | = | 1 entries                                   |
| 5  | – | 8  | entries | = | 2 entries                                   |
| 9  | – | 12 | entries | = | 3 entries                                   |
| 13 | – | 16 | entries | = | 4 entries                                   |
| 17 | – | 20 | entries | = | 5 entries                                   |
| 21 | – | 24 | entries | = | 6 entries                                   |
| 25 | – | 28 | entries | = | 7 entries                                   |
| 29 | + |    | entries | = | 8 entries <i>(Amended: September, 1991)</i> |
5. If a student has qualified for the State Forensic Championship in more than one (1) event, s/he may enter a maximum of three (3) categories provided that:
  - a. No more than two (2) of those events shall be national categories;
  - b. They shall not enter in more than one debate event or more than one extemporaneous event; and
  - c. His/her choice of categories shall be declared on the official State Forensic Championship entry form. Entries must be received by the State Forensic Championship Tournament Director by the stipulated deadline. *(Amended: September, 2001; December, 2002; September, 2007)*
6. Should a student qualify as a partner in more than one debate team, his/her choice of debate partner shall be declared on the official State Forensic Championship entry form.

7. An alternate debate entry in each division shall be designated at the last qualifying tournament on O`ahu to provide an even number of entries at the State Forensic Championship. The entry will be on stand-by status until the number of entries entering the State Forensic Championship is ascertained. Should there be a change in the number of entries before the State Forensic Championship begins, the alternate automatically will be dropped from the schedule. *(Amended: September, 1999)*
- F. Reserved. *(Amended: December, 2007)*
- G. The Executive Council shall keep a record of all students qualifying in each category at qualifying tournaments.
- H. Judges: qualifying tournaments must have at least three (3) judges in each category in the final round. Where there is a semi-final round, the same rule shall apply. *(Amended: September, 1999)*

### III. EVENTS

The following events shall be sponsored by the League at tournaments:

#### A. Debate Events

1. Varsity Policy
2. Junior Varsity Policy
3. Novice Lincoln-Douglas
4. Championship Lincoln-Douglas *(Amended: February, 1999; March, 2002)*
5. Public Forum *(Amended: September, 2002; March, 2006)*
6. Other events as they are introduced

#### B. Interpretative Events

1. Storytelling
2. Program Reading
3. Humorous Interpretation
4. Dramatic Interpretation
5. Duo Interpretation
6. Group Interpretation (for non-qualifying tournaments only) *(Amended: February, 1999)*
7. Other events as they are introduced

#### C. Original Events

1. Original Oratory
2. Impromptu Speaking
3. United States Extemporaneous
4. International Extemporaneous
5. Other events as they are introduced

### IV. Student Divisions

The separation of students into experienced or novice divisions may be left to the discretion of the tournament director.

#### A. Debate Events

1. Junior Varsity Policy Division: First year policy debaters ("Novice"). The category is specified for those "who do not have any experience" in policy debate.
2. Varsity Policy Division: Once a student has entered the Varsity Policy Division, s/he may NOT, under any circumstances, return to the Junior Varsity Policy Division. It is the "Varsity" division that qualifies participants in the National Tournament. *(Amended: Sept, 2008)*
3. Novice Lincoln-Douglas Division: First year Lincoln-Douglas debaters ("Novice"). The category is specified for those "who do not have any experience" in Lincoln-Douglas debate.
4. Championship Lincoln-Douglas Division: Once a student has entered the Championship Lincoln-Douglas Division, s/he may NOT, under any circumstances, return to the Novice Lincoln-Douglas Division. It is the "Championship" division that qualifies for participation in the National Tournament. *(Amended: March, 2002; Sept, 2008)*
5. Public Forum

- B. **Speech Events**
1. **Novice Division**: A novice is any student who has not competed in a particular event before the current school year (Example: An experienced storyteller may be classified as a novice in extemporaneous speaking if s/he has never competed in this event before). Competition does not include summer institutes.
  2. **Experienced Division**: An experienced participant is one who has competed in a particular event prior to the current school year.
- V. **Eligibility**
- A. To be eligible for participation in all HSL activities, the student shall be enrolled in an HSL member school. A student may only represent the school s/he is enrolled in.
  - B. Participation in all HSL activities, with the exception of invitational events, is open to all HSL member schools in good standing.
- VI. **Registration**
- A. Registration forms should be in the possession of the Tournament Director by the stipulated deadline. The Tournament Director in charge has the right to refuse any late entries. (*Amended: February, 1999*)
  - B. The deadlines set by the HSL Executive Council for submission of registration forms for the State Forensic Championship (i.e., the Hawai'i NFL District Tournament), and the penalties and other consequences imposed by the HSL Executive Council for non-compliance with such submission deadlines, shall supersede any and all deadlines and consequences established by the NFL. (*Amended: September, 2007*)
- VII. **Fees**
- Fees should be used to cover the costs listed under Section XIV – Expenses. For HSL sponsored events, checks must be made payable to the "HAWAI'I SPEECH LEAGUE". The League shall charge an appropriate entry fee. Fees should be turned over to the League Treasurer with the financial statement before reimbursement will be made. (*Amended: September, 1999; December, 2002*)
- VIII. **Timekeepers**
- A. Timekeepers may be provided for Impromptu Speaking, Extemporaneous Speaking, and Debate.
  - B. Timekeepers are recommended for all other categories but are subject to availability.
  - C. The timekeeper shall post the time for each contestant.
  - D. The timekeeper's word is final. (*Adopted: September, 1987*)
- IX. **Time Limits**
- A. Participants shall complete their presentations within the designated time limits.
  - B. Judges will use their discretion in over-time down ranking. While participants are expected to adhere to time limits, the League recognizes that, at times, even well-rehearsed pieces may exceed the maximum time due to audience response, comedic/dramatic timing, etc.
  - C. **Grace period** in debate shall be the completion of the sentence only. (*Adopted: September, 1987*)
- X. **Scheduling**
- A. **Speech Events**
    1. If possible, students from the same schools should not compete against each other in any preliminary round.
    2. If possible, students should not face the same competitors in any of the preliminary rounds.

3. The order of speaking in each round of the preliminary rounds shall be varied: beginning, middle, or end from one round to the next.
4. The order of speaking for the semi-final/final round shall be done by the tabulating officials.

**B. Debate Events (other than Public Forum)**

1. At tournaments where even numbers of rounds are scheduled, entries will be prescheduled by codes with entries debating affirmative/negative side of the resolution an equal number of times.
2. When there are an uneven number of rounds scheduled at a tournament, a coin toss will determine sides in the last, uneven round.
3. After the preliminary rounds have been completed, all entries shall be ranked according to their cumulative judges' record (*Amended: December, 2006*).
4. For all State Qualifying Tournaments, the procedures set forth in Paragraph E.4. of Section II (Tournaments (State Qualifying)) shall be followed. (*Amended: December, 2008*)
5. For the State Forensic Championship, the following procedures shall be follows:
  - a. Unless there is a tie, the following are the entry quotas determining the number of out rounds to be scheduled:
    - 2 – 4 entries = Finals
    - 5 – 12 entries = Semi-finals
    - 13 + entries = Quarterfinals
  - b. In the event a quarterfinal round is scheduled/necessary, the top eight (8) entries shall move forward to a power-protected round (i.e., 1<sup>st</sup> versus 8<sup>th</sup>, 2<sup>nd</sup> versus 7<sup>th</sup>, 3<sup>rd</sup> versus 6<sup>th</sup>, and 4<sup>th</sup> versus 5<sup>th</sup>) according to high/low ranks.
  - c. When entries move directly into a semi-final round, the top four (4) will move forward to a power-protected round according to high/low ranks.
  - d. Entries that win the quarter/semi-final round will move forward to the next power-protected out round.
  - e. Quarterfinal, semi-final, and final rounds are elimination rounds. Winners are determined by that round's decision only. In addition, sides will be determined by a coin toss even though they may have met each other in earlier rounds. (*Amended: December, 2008*)

\*NOTE: There will be no exceptions or rearrangement of schedules to accommodate student conflicts on the day(s) of competition. (*Amended: December, 2008*)

**C. Public Forum Debate**

1. At tournaments, sides and speaker order will be determined by a coin toss in all rounds.
2. After the preliminary rounds have been completed, all entries shall be ranked according to their cumulative judges' record (*Amended: December, 2006*).
3. For all State Qualifying Tournaments, the procedures set forth in Paragraph E.4. of Section II (Tournaments (State Qualifying)) shall be followed.
4. For the State Forensic Championship, the following procedures shall be followed:
  - a. Unless there is a tie, the following are the entry quotas determining the number of out rounds to be scheduled:
    - 2 – 4 entries = Finals
    - 5 – 12 entries = Semi-finals
    - 13 + entries = Quarterfinals
  - b. In the event a quarterfinal round is scheduled/necessary, the top eight (8) entries shall move forward to a power-protected round (i.e., 1<sup>st</sup> versus 8<sup>th</sup>, 2<sup>nd</sup> versus 7<sup>th</sup>, 3<sup>rd</sup> versus 6<sup>th</sup>, and 4<sup>th</sup> versus 5<sup>th</sup>) according to high/low ranks.
  - c. When entries move directly into a semi-final round, the top four (4) will move forward to a power-protected round according to high/low ranks.
  - d. Entries that win the quarter/semi-final round will move forward to the next power-protected out round.
  - e. Quarterfinal, semi-final, and final rounds are elimination rounds. Winners are determined by that round's decision only. In addition, sides will be determined by a coin toss even though they may have met each other in earlier rounds. (*Amended: December, 2008*)

\*NOTE: There will be no exceptions or rearrangement of schedules to accommodate student conflicts on the day(s) of competition. (*Amended: December, 2008*)

XI. **Judges**

- A. All HSL members participating shall be responsible for providing judges at tournaments. The Executive Council may take action against a school without the required number of judges. *(Amended: December, 1999)*
- B. Coaches and persons affiliated with the same school should not judge their own students.
- C. Critics/judges should receive evaluation forms and descriptive information before the event.
- D. Recent high school graduates are defined as individuals who graduated from high school at least two full years prior to the date of the tournament. Recent high school graduates may serve as judges in whatever capacity determined to be appropriate by the Second Vice President. *(Amended: March, 2007)*
- E. Should it be necessary to withdraw students as a consequence of a "no show" judge, such withdrawal shall be proportional to the judge/student ratio required, and the school will forfeit the sweepstakes trophy at that particular tournament.

XII. **Protests**

- A. Only a coach or judge may file a protest.
- B. A protest must be in writing and include the following information: the code of the contestant whose action is being protested; the round, event, and room number where the violation allegedly occurred; the action that constitutes the grounds for the protest; and the name and school of the protesting coach or the name of the protesting judge.
- C. The protest must be submitted to the tournament adjudicator. In the absence of an adjudicator, the league president or, in the event of a conflict of interest, the Tournament Director shall adjudicate the protest. If, for any reason, the Tournament Director cannot do so the remaining members of the Executive Council shall serve as ad hoc adjudicators. The adjudicator(s) shall meet together with the protesting coach or the protesting judge and the coach of the contestant in question and issue a decision on the protest. The decision of the adjudicator(s) shall be final.
- D. After the tournament, the president will notify the league secretary, who will include the following information in the minutes of the next general league meeting: the date and location of the tournament; the nature of the protest; the school from which the contestant in question came; the school and coach lodging the protest; and the decision. Time permitting, and perhaps as an alternative to the above, this information may be provided along with the tabulation sheets in the school packets at the end of the tournament.
- E. Any protest regarding out rounds must be made before the posting of any subsequent out rounds.
- F. Any protest regarding final rounds must be made within 48 hours of the tournament. *(Amended: September, 2001; December, 2002; September, 2007)*

XIII. **Invitational Events**

- A. Are recognized by HSL.
- B. May be sponsored or hosted by non-league member schools.
- C. Should abide by the HSL Handbook and rules. If there are changes, schools should be informed of these changes.
- D. Are not financed by the HSL.

XIV. **Expenses**

- A. It is the League's policy to encourage as many different schools as possible - both secondary and colleges - to host its various activities. In this way, no one school is over-burdened either financially or in the use of facilities.
- B. The League will reimburse the host school for the following:
  - 1. All perishable food items (i.e. pastries, cookies, chips, etc.)
  - 2. Custodial fees
  - 3. Postage
- C. The League will supply the following items:
  - 1. Paper goods (Cold and hot cups, napkins, utensils, paper plates)
  - 2. Coffee, tea and condiments (sugar, cream, stir sticks)
  - 3. Punch
  - 4. Ballots
- D. The League will not reimburse schools for supplies available from HSL.
- E. The tournament's approximated expenditures should not exceed the anticipated income.
- F. After the activity, financial statements should be submitted to the Tournament Director and Treasurer on the Financial Statement form within one month from the date of the activity.
- G. During the planning of the activity, the host(s) should contact the Tournament Director and Treasurer for suggestions and advice.
- H. The League will provide a \$40.00 grant to each student participant from a HSL neighbor island school (District IV, V & VI schools) who participated at the State Forensic Championship. The grant will be paid after the student has participated. (*Amended: March, 2003*)

XV. **Tabulators**

- A. In order to minimize errors in tabulation, the Executive Council shall be in charge of tabulation. (*Amended: February, 1999*)
- B. Only authorized personnel shall be permitted in the tabulation room.

XVI. **School and Student Responsibility**

- A. It is the coach's responsibility to make certain that all students understand the regulations governing each activity and the criteria by which students shall be evaluated.
- B. Students are not allowed to participate in tournaments unless accompanied by an adult, preferably their own coach. If the coach for any reason cannot accompany the students and remain throughout the tournament, it is his/her responsibility to arrange for a substitute, and to notify the Tournament Director of this change.
- C. It is the individual student's responsibility not only to adhere strictly to tournament schedules, but to be prompt in reporting to assigned rooms. Tardiness will not be tolerated. The only excuse for being tardy is if previous rounds run late. Should this occur, the timekeeper shall inform the Tournament Director/adjudicator. Judgment shall occur even if only one contestant appears. (*Amended: February, 1999*)

XVII. **Royalty fees**

The Hawai'i Speech League assumes no responsibility for the payment of royalties or other fees connected in the performance of any material in any contest at its hosted or sponsored tournaments. (*Adopted: September, 1980; Amended: February, 1999*)

## XVIII. Observers

Observers shall be permitted. The use of photographic and recording equipment will not be permitted in the rounds. No note taking or taping of debates shall be permitted. Judges and room chairmen shall be requested to ask those who fail to comply to leave. Coaches should inform all observers of this regulation. Observers are expected to abide by the following rules of courtesy:

- A. To give equal support to all contestants in the round.
- B. To be conscious of facial expressions which could be demoralizing and distracting to the speakers.
- C. To refrain from any extraneous movement in the room during the performance.

## XIX. Penalties

### Violations of Registration Procedures

#### A. Classifications of Registration Violations

1. Minor violations affect the scheduling and running of the tournament. Such violations include but are not limited to the following examples:
  - a. Incomplete or missing interpretation verification forms;
  - b. Incomplete or missing oratory verification forms;
  - c. Insufficient or missing registration fees or other required payments;
  - d. Insufficient number of judges (up to the date the First Vice President schedules the tournament); and
  - e. Incomplete information about the identity of judges (up to the date the First Vice President schedules the tournament).
2. Major violations are dishonest or deceptive, affect the integrity of the activity, necessitate extensive rescheduling of the tournament, or otherwise clearly interfere with the scheduling or running of the tournament. Such violations include but are not limited to the following examples:
  - a. Late submission of registration forms;
  - b. Submission of falsified or forged forms or other documents;
  - c. Submission of falsified or plagiarized interpretation verification forms, oratory verification forms, oratory manuscripts, or other documents;
  - d. Failure to designate and maintain an authorized adult in charge responsible for the team on-site for the entire duration of the tournament;
  - e. Insufficient number of judges (after the date the First Vice President schedules the tournament); and
  - f. Incomplete information about the identity of judges (after the date the First Vice President schedules the tournament).

#### B. Possible Sanctions

1. The Executive Council shall have the discretion to impose one or a combination of the following sanctions for registration violations:
  - a. Minor Violations – First Offense:
    - (1) Written letter of warning to the coach(es), with a copy of the written warning distributed to all schools; and
    - (2) Other sanctions deemed appropriate by the Executive Council.
  - b. Minor Violations – Repeat Offenses:
    - (1) Written letter of reprimand to the coach(es), with a copy of the written reprimand distributed to all schools and to the principal of the offending school;
    - (2) Removal of the student(s) whose interpretation verification form or oratory verification form is incomplete or missing;
    - (3) Imposition of a monetary late penalty fee up to but not greater than \$100, payable to the Hawaii Speech League, by a deadline and under conditions imposed by the Executive Council;
    - (4) Disqualification from eligibility to receive team sweepstakes trophies for the tournament for which the minor violation occurred;
    - (5) Disqualification from eligibility to receive team sweepstakes trophies for a certain number of tournaments or years;
    - (6) Refusal to accept registration for any tournament following the tournament for which the major violation occurred;

- (7) Refusal to recognize the offending coach(es) as adult in charge for a certain number of future tournament(s) or years; and
- (8) Other sanctions deemed appropriate by the Executive Council.
- c. Major Violations – First Offense:
  - (1) Written letter of warning or letter of reprimand to the coach(es), with a copy of the written warning or reprimand distributed to all schools and to the principal of the offending school;
  - (2) Refusal of the school's registration for certain categories, but acceptance of the school's registration for other categories for the tournament;
  - (3) Refusal of the school's entire registration for the tournament;
  - (4) Refusal to register, or removal of, the student(s) whose interpretation verification form, oratory verification form, or oratory manuscript is falsified or plagiarized;
  - (5) Imposition of a monetary late penalty fee up to but not greater than \$200, payable to the Hawaii Speech League, by a deadline and under conditions imposed by the Executive Council;
  - (6) Disqualification from eligibility to receive team sweepstakes trophies for the tournament for which the major violation occurred;
  - (7) Disqualification from eligibility to receive team sweepstakes trophies for a certain number of tournaments or years;
  - (8) Refusal to accept registration for any tournament following the tournament for which the major violation occurred;
  - (9) Refusal to recognize the offending coach(es) as adult in charge for a certain number of future tournament(s) or years; and
  - (10) Other sanctions deemed appropriate by the Executive Council.
- d. Major Violations – Repeat Offenses:
  - (1) Written letter of reprimand to the coach(es), with a copy of the written reprimand distributed to all schools and to the principal of the offending school;
  - (2) Refusal of the school's registration for certain categories, but acceptance of the school's registration for other categories for the tournament;
  - (3) Refusal of the school's entire registration for the tournament;
  - (4) Refusal to register, or removal of, the student(s) whose interpretation verification form, oratory verification form, or oratory manuscript is falsified or plagiarized;
  - (5) Imposition of a monetary late penalty fee up to but not greater than \$500, payable to the Hawaii Speech League, by a deadline and under conditions imposed by the Executive Council;
  - (6) Disqualification from eligibility to receive team sweepstakes trophies for the tournament for which the major violation occurred;
  - (7) Disqualification from eligibility to receive team sweepstakes trophies for a certain number of tournaments or years;
  - (8) Refusal to accept registration for any tournament following the tournament for which the major violation occurred;
  - (9) Refusal to accept registration for a certain number of future tournaments or years;
  - (10) Refusal to recognize the offending coach(es) as adult in charge for a certain number of future tournament(s) or years; and
  - (11) Other sanctions deemed appropriate by the Executive Council.
- 2. Repeat offenses may include multiple violations in the same competitive season or multiple violations spanning one or more competitive seasons.
- 3. The Executive Council may consider the following factors when deciding upon the possible sanctions:
  - a. The nature and severity of the violation.
  - b. The problem(s) caused by the violation.
  - c. Was the violation the result of a knowing disregard of League rules and procedures, inadvertent or accidental, or as a result of circumstances beyond the control of the school or coach(es)?
  - d. Is the offending school or coach new or inexperienced?

- e. Has the school committed this violation or other violations before, and if so, how often? How recently?
- f. Did the school acknowledge the violation and implement procedures to prevent recurrences?
- g. Are there other factors that ought to be considered? (*Amended: September, 2007*)

The following penalties will apply to any and all infractions of the Hawai'i Speech League's General Rules and Regulations and the "Addendum #1 - Debate Rules."

### **Speech Events**

#### **A. Unethical Behavior**

1. Definition: Unethical Behavior comprises actions that are illegal, dishonest or deceptive, or that clearly interfere with any other student's ability to speak or perform. Such behavior includes but is not limited to the following examples:
  - a. Plagiarism;
  - b. Doctoring or altering interpretation texts beyond occasional cosmetic alteration necessary for a smooth cutting;
  - c. Use of material in interpretation that is not considered published according to the guidelines of the National Forensic League;
  - d. Use of an Oratory or interpretation text which one has already used in any previous school year;
  - e. Use in any subsequent qualifying tournament (other than the district qualifying tournament) of an Oratory or interpretation text with which one has already qualified for the State Forensic Championship;
  - f. Failure to have available on hand at the tournament an original copy of a text being used in interpretation or a copy of a student oration with all quotations and sources appropriately noted;
  - g. Substitution of a competitor after the tournament has begun.
2. Sanction: Disqualification from the competition.

#### **B. Procedural Violations**

1. Definition: Procedural Violations are actions that violate the basic rules and guidelines governing specific events or tournaments. Such actions include but are not limited to the following examples:
  - a. Use of a manuscript in interpretation or Original Oratory after the league deadline prohibiting such use (for Storytelling, the use of a manuscript at any tournament);
  - b. Use of notes in Extemporaneous Speaking after the league deadline prohibiting such use;
  - c. Failure to include title and author in the performance of interpretation texts;
  - d. Illegal interaction between partners in Duo Interpretation.
2. Sanction: Last-place rank in the round.

#### **C. Performance Issues**

1. Definition: Performance Issues are actions that occur during speech performances and are questions not so much of ethics or procedures, but rather interpretations of the rules and guidelines. These actions are by nature difficult to define and specify. Such issues include but are not limited to the following examples:
  - a. Performances that go over the indicated time limit;
  - b. Performances that go beyond the judge's understanding of what is meant by "limited and appropriate" movement;
  - c. Questionable actions or disruptive/inappropriate behavior in the round by the competitor or those students/observers who attend with the competitor.
2. Sanction: Sanctions (if any) are at the judge's discretion, but these offenses usually are more of a cause for a judge to lower a rating or ranking or issue a written warning on a ballot than to impose any more severe sanction. (*Amended: December, 2002*)

## Debate Events

### A. Unethical Behaviors

1. Definition: Unethical Behavior comprises actions that are illegal, dishonest or deceptive, or that clearly interfere with any other student's ability to debate. Such behavior includes but is not limited to the following examples:
  - a. Falsifying evidence or altering it in such a way as to change the meaning of the original;
  - b. Engaging in behavior that clearly interferes with opponents' ability to debate;
  - c. Substitution of a competitor after the tournament has begun.
2. Sanction: Disqualification from the competition.

### B. Procedural Violations

1. Definition: Procedural Violations are actions that violate basic tournament or debate rules or procedures but are not necessarily unethical. Such actions include but are not limited to the following example:

Deviation from rules requiring each person in policy debate to deliver a constructive, a cross-examination, and a rebuttal;
2. Sanction: Automatic loss for the round.

### C. Performance Issues

1. Definition: Performance Issues are questions not so much of ethics or procedures, but rather interpretations of the rules and guidelines. Such issues include but are not limited to the following examples:
  - a. Overtime;
  - b. Inappropriate interaction between partners in debate, or between debaters and members of the audience;
  - c. Gross disrespect or rudeness;
  - d. Bringing up new arguments in rebuttal;
  - e. Tag-team debating.
2. Sanction: Sanctions (if any) are at the judge's discretion, but these offenses usually are more of a cause for the judge to lower a speaker rating, dismiss an argument, or issue a written warning on the ballot, than to impose anything more severe. (*Amended: September, 2002*)

## XX. "No Show" Policy

- A. The following steps will be followed when a school has "No Shows". The first step will be implemented after the first infraction, the second after the second, and so on.
  1. Each student "no show" will be assessed a fine of \$10.00. (*Amended: September, 2002; September, 2005*)
  2. For each "no show" judge who was not registered properly a \$10.00 fine will be assessed. (*Amended: September, 2005*)
  3. Counsel coach - inform him/her of future action.
  4. Letter to coach and team - inform them of future action.
  5. Schools with unpaid fines will be ineligible to participate in the following tournament until all debts are cleared. (*Amended: September, 2002*)
- B. Suggestions to coaches in dealing with "No Shows".
  1. State your policy to your team. Share the HSL "No Show" Policy with your team.
  2. Have students sign up themselves - for purposes of accountability.
  3. If a student is a "no show":
    - a. Counsel him/her.
    - b. Suspend him/her from participation in the Neighbor Island Tournament.
    - c. Suspend him/her from the team.
  4. If the coach knows that there will be a "no show" in advance, **BE SURE TO NOTIFY THE TOURNAMENT DIRECTOR AS SOON AS POSSIBLE.**
  5. If the coach needs assistance in dealing with the "no show" problem, an Executive Council member could be invited to discuss the situation with the team.

- C. An Executive Council member will be appointed to keep the "no show" records and to see that the penalties are enforced. (*Adopted: April, 1990*)

XXI. **Special Events Procedure**

A. **Original Oratory**

A typewritten copy of the oration, accompanied by the Original Oratory Verification form, shall be submitted to the Tournament Director at least one (1) week prior to all tournaments. Not more than 150 words of the oration may be direct quotations from any other speech or writing, and such quotations shall be indicated in a copy of the oration supplied with appropriate source footnotes. Extensive paraphrasing of another source is prohibited.

B. **Impromptu Speaking**

At least five (5) minutes are allowed for preparation of the Impromptu Speech. 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:

1. They are originals or Xeroxed copies of the originals.
2. That original or copy is intact and uncut.
3. There is no written material on that original or copy.
4. Topical index without annotation may be present.

No other material shall be allowed in the Impromptu prep room other than stated above. Speeches, handbooks, briefs and outlines shall be barred from the prep room. Underlining or highlighting in materials will be allowed if done in one color on each article or copy. No electrical retrieval device may be used. A contestant may not leave the prep room without permission of the proctor. No notes shall be used during the presentation.

C. **Extemporaneous Speaking**

At least thirty (30) minutes are allowed for preparation of the Extemporaneous speech. 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:

1. They are originals or Xeroxed copies of the originals.
2. That original or copy is intact and uncut.
3. There is no written material on that original or copy.
4. Topical index without annotation may be present.

No other material shall be allowed in the prep room other than stated above. Speeches, handbooks, briefs and outlines shall be barred from the prep room. Underlining or highlighting will be allowed if done in only one color on each article or copy. No electrical retrieval device may be used. A contestant may not leave the prep room without permission of the proctor. No more than one (1), 3x5 index card of notes may be used by the speaker during a speech; the card of notes must contain no more than fifty (50) words. No notes are allowed after January 1.

- D. NO SCRIPTS shall be permitted in any Speech event after January 1<sup>st</sup> except Program Reading.

XXII. **Determination of Winner**

A. **Speech Events:** Cumulative scores will be used for all speech events in state qualifying tournaments. In the event of a tie, the following procedure shall be used:

**Step #1:** The student with the lowest cumulative score in the Final Round shall be declared the winner.

**Step #2:** If a tie still exists, convert judges' ranks in the Final Round into reciprocal fractions: 1<sup>st</sup> = 1.00; 2<sup>nd</sup> = .50; 3<sup>rd</sup> = .33; 4<sup>th</sup> = .25; 5<sup>th</sup> = .20; 6<sup>th</sup> = .16; 7<sup>th</sup> = .14. The highest reciprocal score wins.

**Example:**

Student A - 1 - 3 - 2 - 2 - 2 = 10 = 2.83  
Student B - 2 - 2 - 1 - 4 - 1 = 10 = 3.25\*

*\*Thus Student B is the winner.*

**Step #3:** If a tie still exists, it shall be broken in favor of the contestant preferred by the majority of judges in the Final Round.

**Example:**

Student A    1\*   3    2    2\*   2

Student B    2    2\*   1\*   4    1\*    \*Indicates judges' preference

*\*Thus Student B is the winner as s/he is preferred by three out of the five judges. (Amended: September, 2001)*

B. **Policy Debate:** In Policy debate the following steps shall be followed:

1. Total judges' decisions.
2. Win-Split-Loss Record for round - Greater number of winning decisions, then split decisions, wins in tie breaking.
3. Speaker rankings - Lower total wins in tie breaking.
4. Team ratings - Higher total wins in tie breaking. *(Amended: April, 1986; September, 2001; December, 2002; December, 2006)*

C. **Lincoln-Douglas Debate:** In Lincoln-Douglas debate the following steps shall be followed:

1. Total judges' decisions.
2. Win-Split-Loss Record for round - Greater number of winning decisions, then split decisions, wins in tie breaking.
3. Speaker rankings - Higher total wins in tie breaking. *(Amended: September, 2001; December, 2002; December, 2006)*

D. **Public Forum Debate:** In Public Forum debate, the following steps shall be followed:

1. Total judges' decisions.
2. Win-Split-Loss Record for round - Greater number of winning decisions, then split decisions, wins in tie breaking.
3. Team rankings – Higher total wins in tie breaking. *(Amended: December, 2002; September, 2003; December, 2006; December, 2008)*

## DEBATE RULES AND REGULATIONS

The following rules apply during all debate tournaments.

- I. AT ALL TIMES
  - A. Judges shall be allowed to flow the debates they are judging. The judge should not discuss the cases or flows with the participants during the tournament.
  - B. No taping will be allowed.
  
- II. UNTIL JANUARY 1<sup>ST</sup>

Open debate will be allowed. Open debate means:

  - A. Flowing will be permitted by all observers and participants.
  - B. Flow sheets, cases and notes may be shared.
  
- III. AFTER JANUARY 1<sup>ST</sup>
  - A. Coaches may not flow debates unless judging that round. Flowing shall include all note taking. Coaches may observe their own teams. (Refer to “Forensic Ethics”, #4, HSL HANDBOOK, re: Observing opposition).
  - B. Observers may not flow debates.
  - C. Participants will be allowed to flow a debate in which they are a participant. (Refer to “Forensic Ethics”, #4, HSL HANDBOOK, re: Observing opposition).
  - D. Squad Sharing: Verbal and written transmission of flow sheets, cases and notes of another team’s case will be considered squad sharing.
    1. Inter-squad sharing: Inter-squad sharing means sharing between schools. Inter-squad sharing will NOT be allowed.
    2. Intra-squad sharing: Intra-squad sharing means sharing within a school, including all squad members and the coach. Written transmission of flow sheets, cases and notes of the opponent’s cases will NOT be allowed within a squad. Verbal intra-squad sharing will be allowed. COMPLETE VERBAL ANALYSIS IS TO BE DISCOURAGED.
  - E. Flowing in the final round of all division debates at the State Forensic Championship will be allowed. (*Adopted: April, 1981*)
  - F. Informing of Rules: The host school should instruct all judges of their responsibilities. Coaches shall inform all school representatives about existing debate rules.
  - G. Penalties: See the Hawai‘i Speech League’s General Rules and Regulations, Section XIX. (*Amended: September, 2002*)
  - H. Runoff: If a runoff is necessary at the State Forensic Championship, due to an infraction, it should be held as soon as possible. If it cannot be done before the NFL Tournament entry deadline, no team will represent Hawai‘i in Varsity Policy Debate, Championship Lincoln-Douglas Debate, or Public Forum Debate. (*Adopted: September 16; Amended: December, 1983; September, 1999; March, 2002*)

## HSL TAB ROOM RULES

1. This handbook, published by the Hawai'i Speech League, shall serve as the official rulebook and guide.
2. The TOURNAMENT DIRECTOR/ADJUDICATOR and/or HSL EXECUTIVE BOARD shall handle all disputes, protests, and interpretation of rules. These should be taken directly to the appropriate official in charge. No one else should attempt to handle these situations.
3. If a person agrees to work in the Tab Room, then s/he agrees to abide by the following:
  - a. to work in the area to which s/he is assigned by the Tournament Director.
  - b. to not seek access to results of events other than that to which s/he is assigned.
  - c. to not share results with his/her students or fellow coaches from his/her school until all coaches in attendance at the tournament have the opportunity to know the same information.
  - d. to disassociate himself/herself from the results of his/her own students; to not cheer, celebrate, or agonize over the results of his/her own students until all other coaches in attendance at the tournament have an opportunity to do so.
4. Two persons will be assigned to tab each event. No tab room worker may consider his/her work finished until it has been verified by his/her partner and the Tournament Director/Adjudicator.

### PENALTIES

If an individual breaks the rules outlined above, s/he will not be permitted to work in the Tab Room for the remainder of the year.

|   |
|---|
| <b>HAWAII SPEECH LEAGUE</b><br><b>PROCEDURE TO FOLLOW IN TABULATION</b> |
|---|

**Speech Qualifying Tournaments and the State Forensic Championship**  
*(Amended: December, 2008)*

1. The person in charge will designate several teams comprised of at least two tabulators assigned to specific event(s). At least one of the tabulators should be experienced in tabulating speech tournaments.
2. Type competitors' names and school names on the tab sheets.
3. Check ballots or summary ballot for RANKING. Be sure that the ranking differs for each contestant (only one 1<sup>st</sup> place, one 2<sup>nd</sup> place, etc.)
4. Re-rank the lowest speakers to numerically match the lowest ranking in the room with the fewest number of entrants in an event.  
 For example, all contestants in an event ranked 4 or lower will receive a 4 if a room with the fewest number of participants is 4.

|         | Room 1  | Room 2   | Room 3   | Scores for:  |
|---------|---------|----------|----------|--|
| Ranking | Y2    3 | Y10   1  | Y11   3  | Y3 and Y5 will be re-ranked<br>to 4 as the lowest score. |
| By      | Y7    1 | Y3    5* | Y1    4  |  |
| Speaker | Y13   4 | Y9    2  | Y5    5* |  |
|         | Y14   2 | Y6    4  | Y8    2  |  |
|         |         | Y12   3  | Y4    1  | <i>(Amended: September, 2001)</i>                        |

5. Check ballots for RATING (superior, excellent, good or fair). Although ratings are not tabulated for Speech Qualifying Tournaments, checking the ballots for ratings will allow tabulators to double-check that rankings are consistent with the ratings.
6. Read from SUMMARY BALLOTS to tabulation partner, who shall enter rankings for each contestant into a computerized tabulation sheet.
7. Switch with tabulation partner to double-check entry of results into the computerized tabulation sheet.
8. Copy ranking from summary ballot to contestant's ballot. Collate the ballots by contestant code number, and then write each contestant's school code on the first ballot.
9. At the end of each round, check totals on the tabulation sheet for accuracy for each contestant.
10. Print out tabulation sheets after each round. Provide the printed tabulation sheets and the ballots or summary ballots to the person in charge for additional check and review.
11. Identify finalists by selecting entries with the lowest cumulative ranking totals. The number of finalists is determined by using the ratios below. For the District Tournaments only, all entries that have previously qualified for the State Forensic Championship shall be dropped before determining the finalists. Such previously qualified entries shall count for the ratios below, but they shall not actually participate in the final rounds of the District Tournaments. *(Amended: December, 2008)*
12. After identifying finalists, arrange contestants in appropriate speaker order. As much as possible, attempt to place contestants in speaker positions in which they did not speak in preliminary rounds, and attempt to separate contestants from the same school. If contestants are finalists in multiple categories, coordinate speaker order with tabulators of the other events. In general, finalists should speak earlier in the round for national events, giving preference among national events to Duo Interpretation and Extemporaneous Speaking.
13. Prepare carbon forms to send to the Judges Official. Include room number, speaker codes (including school codes), and number of judges on the carbon forms. If appropriate, designate multiple-entered contestants with an asterisk.
14. Prepare posting sheets. Include room number, speaker codes (excluding school codes) in speaker order, and number of judges. For Impromptu Speaking and Extemporaneous Speaking, include the time of the draw. If appropriate, designate multiple-entered contestants with an asterisk.
15. Have another tabulating team double check *tab sheets, carbon forms, and posting sheets*.
16. Send two copies of the carbon forms to the Judges Official for assignment of judges. The Judges Official returns to the tabulation room one copy of the carbon form listing the names of the judges assigned to judge the events. For Impromptu Speaking and Extemporaneous Speaking, send the third copy of the carbon forms to the Prep Room Official.
17. Double check tab sheet finalists with posting sheet to make sure that the correct contestants have been posted.
18. Post for final round.

### DURING FINAL ROUND

19. Prepare award certificates for all final round competitors. Collate certificates by event, rather than by school.
20. Staple preliminary round ballots together. Withhold ballots of contestants in the final round. Place all other collated ballots into the school envelopes.
21. Work with students of the host school to coordinate the awards ceremony. Ask the students to set up the trophies, provide them with the collated awards certificates, and explain the procedure for announcing finalists, state-qualified entries, and pre-qualified entries, if any. For the State Forensic Championship, awards will be presented at the formal awards banquet, usually scheduled at a hotel ballroom. (*Amended: December, 2008*)

### AFTER FINAL ROUND

22. Tabulate all results, using steps 3, 5, 6 and 7 above. Also tabulate sweepstakes points earned by all finalists, using the sweepstakes point table below, if applicable.
23. After determining winners, read sweepstakes points to the person in charge, who shall prepare a sweepstakes tally sheet. No school sweepstakes winners shall be awarded at the District Tournaments. (*Amended: December, 2008*)
24. Collate all final round ballots, staple them together with all preliminary round ballots, and place them into the school envelopes.
25. Finalize the tabulation sheets, including the sweepstakes tally. Collate them in the following order: sweepstakes tally, Storytelling, Program Reading, Humorous Interpretation, Dramatic Interpretation, Duo Interpretation, Original Oratory, Impromptu Speaking, United States Extemporaneous Speaking, and International Extemporaneous Speaking.
26. Duplicate and staple the tabulations sheets and place them into the school envelopes.
27. Begin the awards ceremony.
28. Clean up tab room.
29. Smile!! We did it!!!

| <u>No. into Semi's</u> |             | <u>Finals</u> |          | <u>Ratings</u>       |        | <u>Sweepstakes</u> |     |
|------------------------|-------------|---------------|----------|----------------------|--------|--------------------|-----|
| 0                      | - 12 = None | 0             | - 9 = 4  | Superior             | = 5    | 1 <sup>st</sup>    | = 5 |
| 13                     | - 23 = 10   | 10            | - 11 = 5 | Excellent            | = 4    | 2 <sup>nd</sup>    | = 4 |
| 24                     | + = 12      | 12            | + = 6    | Good                 | = 3    | 3 <sup>rd</sup>    | = 3 |
|                        |             |               |          | Fair                 | = 2    | 4 <sup>th</sup>    | = 2 |
|                        |             |               |          |                      |        | 5 <sup>th</sup>    | = 1 |
|                        |             |               |          |                      |        | 6 <sup>th</sup>    | = 1 |
| <u>Speech Qual.</u>    |             |               |          | <u>Breaking Ties</u> |        |                    |     |
| 1                      | - 5 = 2     |               |          | 1 <sup>st</sup>      | = 1.00 |                    |     |
| 6                      | - 10 = 3    |               |          | 2 <sup>nd</sup>      | = .50  |                    |     |
| 11                     | - 15 = 4    |               |          | 3 <sup>rd</sup>      | = .33  |                    |     |
| 16                     | - 20 = 5    |               |          | 4 <sup>th</sup>      | = .25  |                    |     |
| 21                     | - 25 = 6    |               |          | 5 <sup>th</sup>      | = .20  |                    |     |
| 26                     | - 30 = 7    |               |          | 6 <sup>th</sup>      | = .16  |                    |     |
| 31                     | + = 8       |               |          | 7 <sup>th</sup>      | = .14  |                    |     |

(*Amended: March, 2003; September, 2007*).

### Speech Non-Qualifying Tournaments

1. The person in charge will designate several teams comprised of at least two tabulators assigned to specific event(s). At least one of the tabulators should be experienced in tabulating speech tournaments.
2. Type competitors' names and school names on the tab sheets.
3. Check ballots for RATING (superior, excellent, good or fair). Ratings for contestants may be the same. Check ballots or summary ballots for RANKINGS (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc.). Be sure that the ranking differs for each contestant (only one 1<sup>st</sup> place, one 2<sup>nd</sup> place, etc.). Rankings are tabulated for Speech Non-Qualifying Tournaments for purposes of NFL points.
4. Read from ballots or summary ballots to tabulation partner, who shall enter ratings and rankings for each contestant into a computerized tabulation sheet.

5. Switch with tabulation partner to double-check entry of results into the computerized tabulation sheet.
6. Collate the ballots by contestant code number, then write each contestant's school code on the first ballot.
7. At the end of each round, check totals on the tabulation sheet for accuracy for each contestant.
8. Print out tabulation sheets after each round. Provide the printed tabulation sheets and the ballots or summary ballots to the person in charge for additional check and review.
9. Prepare awards certificates for all contestants with superior ratings of a certain number designated by the person in charge. Collate certificates by school, rather than by event.
10. Place the collated ballots into the school envelopes.
11. Work with students of the host school to coordinate the awards ceremony. Ask the students to set up the sweepstakes trophies, provide them with the collated awards certificates, and explain the procedure for presenting certificates.
12. Tabulate sweepstakes points (number of superiors).
13. Finalize the tabulation sheets, including the sweepstakes tally. Collate them in the following order: sweepstakes tally, Storytelling, Program Reading, Humorous Interpretation, Dramatic Interpretation, Duo Interpretation (including Group Interpretation), Original Oratory, Impromptu Speaking, United States Extemporaneous Speaking, and International Extemporaneous Speaking.
14. Duplicate and staple the tabulations sheets and place them into the school envelopes.
15. Begin the awards ceremony.
16. Clean up tab room.
17. Smile!! We did it!!! (*Adopted: September, 2007*)

### **Debate Qualifying Tournaments and the State Forensic Championship**

*(Amended: December, 2008)*

1. The person in charge will designate several teams comprised of at least two tabulators assigned to specific event(s). At least one of the tabulators should be experienced in tabulating debate tournaments.
2. Check ballots for the following
  - a. In Policy Debates: win/loss (only one winner and one loser); speaker rankings (only one 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup>); and team ratings (superior, excellent, good or fair). Ratings may be the same for both entries.
  - b. In Lincoln-Douglas Debates: win/loss (only one winner and one loser); and speaker ratings (only one number circled). Speaker ratings may be the same for both entries.
  - c. In Public Forum Debates: win/loss (only one winner and one loser); and team ratings (only one number circled). Team ratings may be the same for both entries.

If the ballots show some inconsistency (e.g., a "low point win"), check the reason for decision. If there is any doubt, return the ballot to the Judges Official for clarification from the judge. Ideally, a "low point win" should be noted on the ballot.
3. Read the results from the ballots to the tabulation partner, who shall enter all results, ratings, and rankings into a computerized tabulation sheet.
4. Switch with tabulation partner to double-check entry of results into the computerized tabulation sheet.
5. At the end of each round, check totals on the tabulation sheet for accuracy for each entry.
6. Separate ballots – white copy to the winning entry, yellow copy to the losing entry, and pink copy held for the Judges Official. Collate each entry's preliminary round ballots by code number and round, staple the ballots together, and write the school code number on the first ballot.
7. Print out tabulation sheets after each round. Provide the ballots and printed tabulation sheets to the person in charge for additional check and review.
8. After the preliminary rounds, identify entries into the out round(s), except that, in the case of District Tournaments, there shall be no out rounds and entries qualifying for the State Forensic Championship shall be determined after the preliminary rounds. See the procedures set forth in Paragraph E.3. of Section II (Tournaments (State Qualifying)). (*Amended: December, 2008*)
9. For State Qualifying Tournaments (other than the District Tournaments), schedule one final round per event by the "power match" method (i.e., 1<sup>st</sup> versus 2<sup>nd</sup>, 3<sup>rd</sup> versus 4<sup>th</sup>, etc.) as explained by Paragraph E.3. of Section II (Tournaments (State Qualifying)), even if entries from the same school are paired against each other or if entries had previously met in a preliminary round. For the State Forensic Championship, schedule out rounds by the "power protection" method (i.e., 1<sup>st</sup> versus 8<sup>th</sup>, 2<sup>nd</sup> versus 7<sup>th</sup>, etc.), even if entries from the same school are paired against each other or if entries

had previously met in a preliminary round. The number of out rounds shall be determined by the quota set forth at the end of this section on State Qualifying Tournaments and the State Forensic Championship. (*Amended: December, 2008*)

10. Prepare carbon forms to send to the Judges Official. Include room number, entry codes (including school codes), and number of judges on the carbon forms.
11. Prepare posting sheets. Include room number, entry codes (excluding school codes), and number of judges. In out rounds, entries must flip to determine sides. The notation "flip for sides" should also be placed on the posting sheets.
12. Have another tabulating team double check *tab sheets, carbon forms, and posting sheets*.
13. Send both copies of the carbon forms to the Judges Official for assignment of judges. The Judges Official returns to the tabulation room one copy of the carbon form listing the names of the judges assigned to judge the events.
14. Double check the tab sheets with the posting sheets to make sure that the correct entries have been posted.
15. Post for out rounds.
16. Repeat the outlined procedures for each out round, except that, for out rounds, the person in charge may authorize the tabulation of win/loss results only. Pairings for each subsequent out round should maintain the original seedings for "power protection."

#### DURING OUT ROUNDS

17. Type out round competitors' names and school names on the tab sheets.
18. Withhold ballots of entries who qualify for the out rounds. Place all other collated ballots into the school envelopes.
19. Prepare award certificates for all out round competitors. Collate certificates by event, rather than by school.
20. Work with students of the host school to coordinate the awards ceremony. Ask the students to set up the trophies, provide them with the collated awards certificates, and explain the procedure for announcing out round participants, state-qualified entries, and pre-qualified entries, if any. For the State Forensic Championship, awards will be presented at the formal awards banquet, usually scheduled at a hotel ballroom. (*Amended: December, 2008*)

#### AFTER THE FINAL ROUND

21. Tabulate all results, using steps 2, 3 and 4 above. Also tabulate sweepstakes points earned by all out round entries, using the sweepstakes point table below.
22. After determining winners, read sweepstakes points to the person in charge, who shall prepare a sweepstakes tally sheet.
23. Collate all out round ballots, staple them together with all preliminary round ballots, and place them into the school envelopes.
24. Finalize the tabulation sheets, including the sweepstakes tally. Collate them in the following order: sweepstakes tally, Public Forum Debate, Novice Lincoln-Douglas Debate, Championship Lincoln-Douglas Debate, Junior Varsity Policy Debate, and Varsity Policy Debate.
25. Duplicate and staple the tabulations sheets and place them into the school envelopes.
26. Begin the awards ceremony.
27. Clean up tab room.
28. Smile!! We did it!!!

Quota for Scheduling Out Rounds at the State Forensic Championship

2 – 4 entries = Finals

5 – 12 entries = Semi-finals

13+ entries = Quarterfinals (*Amended: December, 2008*)

#### Sweepstakes

1st - 5

2nd - 4

3rd - 3

Semifinalists - 3

4th - 2

Quarterfinalists - 1 (*Adopted: September, 2007*)

## Debate Non-Qualifying Tournaments

1. The person in charge will designate several teams comprised of at least two tabulators assigned to specific event(s). At least one of the tabulators should be experienced in tabulating debate tournaments.
2. Check ballots for the following
  - a. In Policy Debates: win/loss (only one winner and one loser); speaker rankings (only one 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup>); and team ratings (superior, excellent, good or fair). Ratings may be the same for both entries.
  - b. In Lincoln-Douglas Debates: win/loss (only one winner and one loser); and speaker ratings (only one number circled). Speaker ratings may be the same for both entries.
  - c. In Public Forum Debates: win/loss (only one winner and one loser); and team ratings (only one number circled). Team ratings may be the same for both entries.If the ballots show some inconsistency (e.g., a “low point win”), check the reason for decision. If there is any doubt, return the ballot to the Judges Official for clarification from the judge. Ideally, a “low point win” should be noted on the ballot.
3. Read the results from the ballots to the tabulation partner, who shall enter all result, ratings, and rankings into a computerized tabulation sheet. At the discretion of the person in charge, only certain information (e.g., win/loss record or ratings only) may be tabulated.
4. Switch with tabulation partner to double-check entry of results into the computerized tabulation sheet.
5. At the end of each round, check totals on the tabulation sheet for accuracy for each entry.
6. Separate ballots – white copy to the winning entry, yellow copy to the losing entry, and pink copy held for the Judges Official. Collate each entry’s ballots by code number and round, staple the ballots together, and write the school code number on the first ballot.
7. Print out tabulation sheets after each round. Provide the ballots and printed tabulation sheets to the person in charge for additional check and review.
8. Prepare awards certificates for all entries who are entitled to awards certificates based upon the criteria (e.g., certain number of wins or superiors) established by the person in charge. Collate certificates by school, rather than by event.
9. Work with students of the host school to coordinate the awards ceremony. Ask the students to set up the sweepstakes trophies, provide them with the collated awards certificates, and explain the procedure for presenting certificates.
10. Tabulate sweepstakes points (number of wins or superiors).
11. Finalize the tabulation sheets, including the sweepstakes tally. Collate them in the following order: sweepstakes tally, Public Forum Debate, Novice Lincoln-Douglas Debate, Championship Lincoln-Douglas Debate, Junior Varsity Policy Debate, and Varsity Policy Debate.
12. Place the collated ballots into the school envelopes.
13. Duplicate and staple the tabulations sheets and place them into the school envelopes.
14. Begin the awards ceremony.
15. Clean up tab room.
16. Smile!! We did it!!! (*Adopted: September, 2007*)

## POLICIES AND REGULATIONS FOR THE STATE FORENSIC CHAMPIONSHIP

NOTE: The State Forensic Championship is the Hawai'i NFL District Tournament. As such, NFL rules and regulations shall apply in conjunction with this handbook. Provided, however, that deadlines set by the HSL Executive Council for submission of registration forms, and the penalties and other consequences imposed by the HSL Executive Council for non-compliance with such submission deadlines, shall supersede NFL rules and regulations. (*Amended: September, 2007*)

### I. **Registration and Participation**

- A. The HSL Executive Council shall set deadlines for submission of registration forms for the State Forensic Championship (i.e., the Hawai'i NFL District Tournament). Such deadlines shall be stated clearly in the invitation letter or registration forms for the State Forensic Championship. The HSL Executive Council may also impose penalties and other consequences for non-compliance with such submission deadlines, as set forth in Section XIX (Penalties) of the General Rules and Regulations. The deadlines set and the penalties and other consequences imposed by the League shall supersede any and all deadlines and consequences established by the NFL. (*Amended: September, 2007*)
- B. Advance registration shall be made by names of students. The tournament director shall give each school and student a code.
- C. Contestants may participate in the State Forensic Championship only in those events for which s/he has qualified at a qualifying tournament.
- D. If a student has qualified for more than one (1) event, s/he may enter a maximum of three (3) events provided that:
  1. No more than two (2) of those events shall be national categories;
  2. They shall NOT be in more than one (1) debate and more than one (1) extemporaneous event. (*Amended: September 2007*)
- E. His/her choice of events shall be declared on the official HSL State Forensic Championship Entry Form. (*Amended: September, 2001*)
- F. Should a student qualify with more than one partner for Duo Interpretation, his/her choice of a partner must be declared on the entry form.
- G. Should a student qualify with more than one partner for debate, his/her choice of partner shall be declared on the official entry form.
- H. Since it is the student who qualifies rather than the school, no substitution of contestant may be made.
- I. All students must follow their assigned code numbers on the schedule. Changing of codes and/or speaking order will result in disqualification. Substitution of students after final registration forms have been submitted will also result in disqualification.

### II. **Judges**

- A. **Speech Events**: there shall be at least two (2) judges for all preliminary rounds and at least five (5) judges in the final round. Where there is a semi-final round, there shall be at least three (3) judges. (*Amended: December, 2000*)
- B. **Debate Events**: there shall be at least three (3) judges for all preliminary rounds and at least five (5) judges in the quarter-final, semi-final and final rounds. (*Amended: December, 2000*)
- C. Since qualified judges are vital to any tournament, the League urges that only competent critics who have had training and experience in speech/debate activities be invited to serve. Judges should receive copies of:
  1. The individual student evaluation forms;
  2. The event description for each event s/he is to judge; and
  3. The General Criteria for Critics.
- D. Judges representing a school are required to remain during the entire length of the tournament, regardless of whether or not that school's participant(s) are eliminated from competition.

- E. The Second Vice President shall be responsible for obtaining qualified judges for the State Forensic Championship.
- III. **Tabulators**
- A. Experienced and knowledgeable tabulators shall be utilized.
  - B. Tabulators and others assisting with the State Forensic Championship shall be supervised by the Tournament Director and the NFL District Committee, who shall approve the final determination of winners.
- IV. **Adjudicators**
- A. The NFL District Committee shall be the adjudicating body.
  - B. Any protest shall be submitted in compliance with this handbook and within 48 hours after the results have been made public.
- V. **Participation Fees**
- All fees or purchase orders must accompany the registration forms. NO REFUNDS WILL BE MADE.
- VI. **Awards**
- A. Certificates shall be awarded to all students participating in the final rounds of Speech Events and quarter-finals, semi-finals, and final rounds of Debate Events.
  - B. Trophies shall be awarded to all students participating in the final rounds of Speech Events and semi-final and final rounds of Debate Events.
- VII. **Penalties**
- Failure to comply with these rules may result in disqualification or denial of participation.
- VIII. **Verification of State Winners to the NFL National Tournament**
- The winners of Humorous, Dramatic and Duo Interpretation, Original Oratory, United States and International Extemporaneous Speaking, Championship Lincoln-Douglas Debate, Varsity Policy Debate, and Public Forum Debate are eligible to participate in the National Tournament. However, both the school and the student must be members of the National Forensic League seven (7) days prior to the start of the State Forensic Championship. The Hawai'i NFL District Chair verifies the winners to the national office. The Hawai'i Speech League does not assume the cost of sending the winners to the National Tournament.

## PERPETUAL TROPHIES

In addition to the numerous individual trophies presented to participants, the Hawai'i Speech League presents a number of perpetual awards intended to recognize a school's team efforts. Schools must be HSL members.

1. Point System (see Sweepstakes Point description on page 21)
2. Neighbor Island Tournament  
This trophy is awarded to the school earning the greatest number of points in the final rounds of the annual Neighbor Island Tournament.
3. The following trophies are presented at the awards banquet held at the conclusion of the State Forensic Championship.
  - A. Loyal Garner Sweepstakes Trophy  
This magnificent trophy is presented to the outstanding school which earns the greatest number of points in the final round of the State Forensic Championship.
  - B. Governor's Spirit Trophy  
This koa bowl was originally donated by Governor George Ariyoshi in 1976. The current koa bowl was donated by Governor Linda Lingle in 2002. It is awarded to the school which has promoted interest and participation in communication activities by sponsoring tournaments and other supportive activities. (See Addendum #2)
  - C. Hoku Mai Attendance Award  
Plaques will be presented to the schools that have participated in at least seven (7) tournaments with perfect attendance all year. (See Addendum #1)
  - D. Intermediate School Spirit Trophy  
This trophy is awarded to the intermediate school which has promoted interest and participation in communication activities. The current trophy was donated by Lieutenant Governor James Aiona in 2002.
  - E. Sheraton Debate Sweepstakes Cup  
Inaugurated in 1979, this trophy is presented to the school earning the greatest number of points in the final rounds of debate.
  - F. Interpretative Events Sweepstakes  
This trophy, donated by Senator Spark Matsunaga in 1988, is awarded to the school accumulating the highest number of points in the interpretative events in the final rounds.
  - G. Original Events Sweepstakes  
This trophy, donated by Superintendent Charles Toguchi in 1988, is awarded to the school accumulating the highest number of points in the original events in the final rounds.

## PERPETUAL TROPHIES: ADDENDUMS

### ADDENDUM #1 - HOKU MAI AWARD

The following criteria were established in 1987.

1. The school must be an HSL member school.
2. The school must have participated in at least seven (7) tournaments prior to the State Forensic Championship. *(Amended: September, 1999)*
3. Those schools achieving 100% participation will receive recognition at the State Awards Banquet with a Hoku Mai Attendance Award. *(Adopted: November, 1976; Amended: April, 1988)*

### ADDENDUM #2 - GOVERNOR'S TROPHY

The school must be an HSL member school.

- I. Participation: 5 points per school for each tournament entered and participated in. *(Amended: September, 1999)*

- II. Hosting Tournaments

To qualify for Governor's points a school must have hosted a tournament with three (3) or more schools participating. The exception being the District Qualifying Tournaments where no minimum number of schools is required. *(Amended: September, 1999)*

- A. Provide Facilities Only (no planning of tournament/no workers) 20 points

- B. Hosted with assistance from HSL and/or other schools. Assistance refers to timekeepers, extra judges, scheduling, judges scheduling, food, paper.

| <u>No. of Entries</u> | <u>Non-Qual. Tourn.</u> | <u>Qualifying Tournament</u> |
|-----------------------|-------------------------|------------------------------|
| 1 - 50                | 30                      | 35                           |
| 51 - 100              | 40                      | 45                           |
| 101 - 150             | 50                      | 55                           |
| 151 - 200             | 60                      | 65                           |
| 201 - 250             | 70                      | 75                           |
| 251 - 300             | 80                      | 85                           |

- C. Hosted on own. (This includes the following assistance from HSL: tabulation, refreshment supplies, trophies).

| <u>No. of Entries</u> | <u>Non-Qual. Tourn.</u> | <u>Qualifying Tournament</u> |
|-----------------------|-------------------------|------------------------------|
| 1 - 50                | 65                      | 70                           |
| 51 - 100              | 75                      | 80                           |
| 101 - 150             | 85                      | 90                           |
| 151 - 200             | 95                      | 100                          |
| 201 - 250             | 105                     | 110                          |
| 251 - 300             | 115                     | 120                          |
| 301 - 350             | 125                     | 130                          |
| 351 - 400             | 135                     | 140                          |
| 401 - 450             | 145                     | 150                          |
| 451 - 500             | 155                     | 160                          |

III. Supportive Activities:

It is recommended that the HSL Executive Council and/or host schools announce desired assistance so all interested schools may volunteer.

A. Students judging at intermediate and elementary tournaments.

1 point per judge provided

B. Promotion of speech through school and community speaking engagements.

5 points per demonstration

C. Others - to be submitted in writing and voted on by the Executive Council.

\* Schools are encouraged to participate in other supportive activities. A description of said activity including date, number of participants, type of activity and other helpful, pertinent information should be submitted to the Executive Council. Not to be included are plays, paid performances and skits for entertainment. (*Amended: April, 1988*)

IV. Other Information

A. Applications for the Governor's Spirit Trophy points should be submitted to the HSL Board by the deadline set each year.

B. It will not be necessary to apply for points for participation in a tournament as this information will be picked up from the tabulation sheets. (*Amended: September, 1999*)

C. Schools hosting events are requested to send a copy of their tabulation sheets to the chair of this committee.

D. To assist the chair when verifying assistance, host schools can help by submitting a list of schools assisting them.

E. The chair shall be appointed by the HSL President.

F. The last day to submit applications shall be the Spring Coaches Meeting.

G. Points earned for State Forensic Championship service and activities following the State Forensic Championship shall be credited to the following academic year. (*Adopted: September, 1979; Amended: April, 1988*)

## FORENSIC ETHICS

Interscholastic contests in speech are organized and conducted for the purpose of developing competence in speech. These contests, properly conceived, are definitely pedagogical in their aims and objectives and should be viewed as educational projects. As such, they are designed to capitalize upon a very natural and a very desirable rivalry between schools and between individuals. The desire to win supplies a strong incentive to application and achievement and is wholly commendable in the degree that winning is correlated with performance of merit. All the rules and regulations governing contests are designed to make the winning of contests synonymous with good speaking and good debating. While this objective has been largely realized, it sometimes happens that, under stress of a desire to win, individuals become overzealous and do things that reflect on the good standing of the school they represent. Every possible effort should be made to preserve friendly relations and to conduct all contests on the highest possible ethical plane. To this end the following suggestions are offered:

1. A speech contest is a friendly contest, not a war between enemies. Be absolutely fair and sportsmanlike. The highest kind of school loyalty is that which reflects credit on the school, not that which tries to secure a victory at any cost. Win, if possible, by merit; but win or lose, let it be said that your audience and participation was courteous, sportsmanlike and hospitable. A good name is rather to be chosen than many victories.
2. Make every effort to secure fair and impartial judges. If a contest cannot be won by performance of merit, it is better to lose it.
3. Never allow anyone, speaker, coach or friend to quarrel with judges after the decision. The real test of adulthood comes in defeat. Learn to lose gracefully. Talk with the judges, get their criticism, learn all you can from them, but NEVER, under any circumstances, question their honesty. They have given of their time to help you. Reward them by accepting the result of their judgment even though you may think it mistaken. Remember that anyone can win gracefully, but it takes moral control and real manhood and womanhood to accept defeat. (Refer to #8, Judging)
4. If two other schools are having a debate, and your school is to debate one of them at a later date, do not send a representative to take notes on the case for use in your debate later. This is taking an unfair advantage and often leads to bitter feelings. In tournaments, no representative from one school should listen to a debate of another if these two schools may meet later in the tournament. The learning values of debate must not be subverted by the fear of a debater that his case will be recorded and dissected by others.
5. Arrange all details of the contest in plenty of time so that there will be no delays or misunderstandings at the time of the contest. When unavoidable difficulties arise at the last moment, such as the absence of judges, etc., get together and try to adjust matters with utmost fairness, so that there will be no unfair advantages to any team or person.
6. Keep all letters received on file, and preserve carbons of all letters written. Have all correspondence present at the contest, so that, should a dispute arise, the facts may be known. Care in correspondence often prevents misunderstanding.
7. Contestants, coaches and judges are urged to report promptly to the tournament officials any serious irregularity. Correction will be made if possible and steps taken to prevent recurrence. Don't complain after the tournament is over; complain while it is in progress and something can be done about it.

8. Judging: Judges should not stop debates. Judges should not render critiques until the final speech has been delivered. Coaches and judges should not discuss the results with the contestants or the coaches until after the tournament. All judges' decisions are final. Grievances are to be sent in writing to the Hawai'i Speech League's Executive Council, in care of the Tournament Director. Tournament officials should not disclose information concerning scheduling, judges and decisions.
9. Every member of the League should read carefully the rules governing participation. Mistakes are likely to occur and misunderstandings arise unless the rules are known and strictly observed. If in doubt, consult the HSL Tournament Director, a member of the HSL Executive Council.

*Adapted from Forensic News, Michigan High School Forensic Association, September 10, 1962, pages 4-5.*