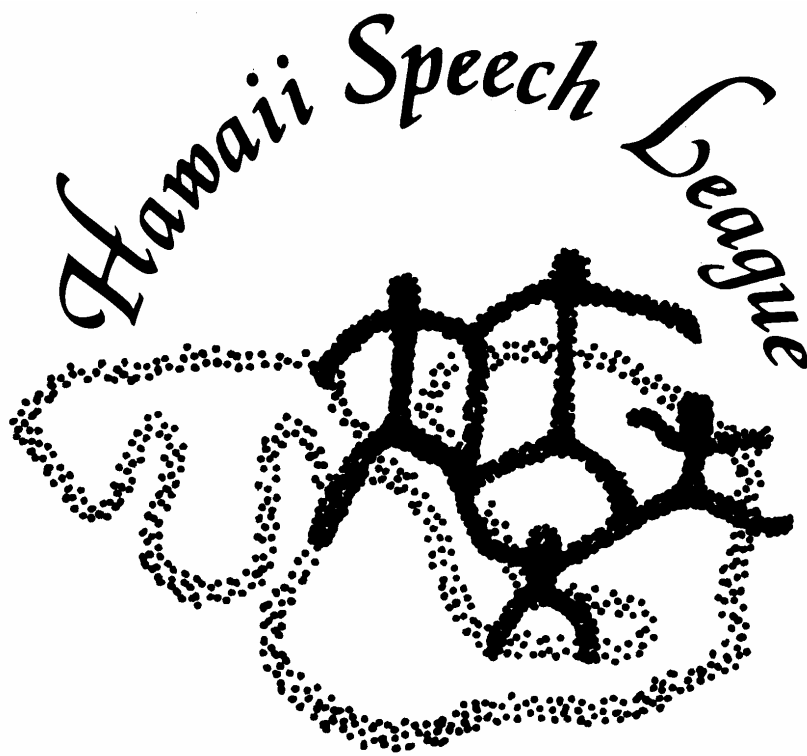


Hawai'i Speech League



“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

December 2017 Edition

HAWAII SPEECH LEAGUE HANDBOOK

Table of Contents

The Hawaii Speech League

Scope and Purpose	1
Constitution	2
Article I Name	2
Article II Purposes	2
Article III Membership	2
Article IV Organization and Executive Council	2
Article V Duties of Officers	3
Article VI Amendments	4
Article VII Parliamentary Authority	4
By-Laws	5
Article I Dues	5
Article II Meetings	5
Article III Election of Officers	5
Article IV Quorum	6
Article V Committees	6
Article VI Amendments	6
Amendments	6
Article I Transportation for Neighbor Island Representatives	6
General Rules and Regulations	
I. Tournaments (Non-Qualifying)	7
II. Tournaments (State Qualifying)	7
III. Events	10
IV. Student Divisions	11
V. Eligibility	11
VI. Registration	11
VII. Fees	11
VIII. Timekeepers	12
IX. Time Limits	12
X. Scheduling	12
XI. Judges	13
XII. Protests	13
XIII. Invitational Events	14
XIV. Expenses	14
XV. Tabulators	15

XVI.	School and Student Responsibility.....	15
XVII.	Royalty Fees.....	15
XVIII.	Observers.....	15
XIX.	Penalties.....	15
	Violations of Registration Procedures.....	15
	Speech Events.....	17
	Debate Events.....	18
XX.	“No Show” Policy.....	19
XXI.	Special Events Procedures for Speech.....	19
	Original Oratory.....	19
	Impromptu Speaking.....	19
	Extemporaneous Speaking.....	20
XXII.	Debate Rules and Regulations.....	21
XXIII.	Determination of Contestants of Out-Rounds.....	23
XXIV.	Determination of Winner.....	24
XXV.	HSL Tab Room Rules.....	24
	Procedure to Follow in Tabulation.....	25
	Speech Non-Qualifying.....	25
	Speech Qualifying and State Forensic Championship.....	25
	Debate Non-Qualifying.....	27
	Debate Qualifying and State Forensic Championship.....	28
	Policies and Regulations for the State Forensic Championship.....	30
I.	Registration and Participation.....	30
II.	Judges.....	30
III.	Tabulators.....	31
IV.	Adjudicators.....	31
V.	Participation Fees.....	31
VI.	Awards.....	31
VII.	Penalties.....	31
VIII.	Verification of State Winners to NSDA.....	31
	Perpetual Trophies.....	32
	Addendums.....	32
	Forensic Ethics.....	33

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 HSL has grown from eight schools in 1959-1960 to its current membership.

The Hawai'i Speech League has four districts: District I (O'ahu County), District II (Hawai'i County), District III (Kaua'i County), and District VI (Maui County).

Each school year, over 1000 students participate in Hawai'i Speech League-sponsored tournaments throughout the state. These events include categories such as Storytelling, Program Reading, Humorous Interpretation, Dramatic Interpretation, 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 that the Hawai'i Speech League works in cooperation with include the National Speech & Debate Association, 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 HSL welcomes opportunities to explore possibilities of cooperating with any organization.

In the past, eligible state winners have attended the National Speech & Debate Association's National Tournament, held in various major cities throughout the United States. Although the Hawai'i Speech League does not assume the financial responsibility of sending participants to the national tournament, it does verify students as eligible winners.

To help defray the expenses of newsletters and correspondence, handbooks, educational materials, and tournaments (paid in part by student entry fees), the Hawai'i Speech League assesses dues for 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 it cooperates with 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 BYLAWS OF THE HAWAI'I SPEECH LEAGUE

(Adopted in 1959; Revised and Amended in 1965, 1967, 1968, 1969, 1970, 1971, 1975, 1977, 1979, 1982, 1983, 1990, 1996, 2002, 2003, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016)

ARTICLE I. NAME

Section A. The name of this organization shall be "THE HAWAI'I 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 Speech & Debate Association.

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 that will govern the speaker's use of his or her skills;
4. To develop a wholesome attitude toward 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, three At-Large Representatives from District I, and one representative from Districts II, III, and IV. *(Amended: March, 2003; December, 2016)*

1. District I, O'ahu County
2. District II, Hawai'i County
3. District III, Kaua'i County
4. District IV, 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 over all business meetings of the League and of the Executive Council.
3. Appoint temporary committees as necessary during the term of his or 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 or her by the Executive Council.
7. Assist in the Tabulation Room.

Section B. The First Vice President shall:

1. Serve as Tournament Director of the League.
2. Perform the duties of the President when he or she is absent.
3. Be available to adjudicate at all HSL-sponsored tournaments, with the exception of the Qualifying Tournaments, District Tournaments, and State Forensic Championships.
4. Make preliminary tournament arrangements and work with the host school of the Neighbor Island Tournament.
5. Coordinate arrangements for the Neighbor Island Tournament.
6. Purchase awards for HSL-sponsored tournaments and the State Forensic Championships.
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. Serve as Judges' Chairperson (responsible for recruiting and scheduling judges for tournaments).
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 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 the 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 Council.
 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 valid expenses (e.g., refreshments, custodial fees, trophies, postage).
 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. The Executive Council can call for an audit if there is a need after complete examination.
 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 or 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 provided 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.

BYLAWS

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 II, III, and IV): \$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 Hawai'i Speech League 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.
1. Each school shall be allowed only one vote on all voting issues at all general meetings, subject to paragraphs 2, 3, 4 and 6 below.
 2. No proxy votes shall be allowed at general meetings. The term "proxy votes" is where a school that expects to be absent from a meeting authorizes an attendee from another school to vote or act in an absent school's place at the meeting.
 3. At the first general meeting of each school year, only the following schools shall be allowed to vote on all voting issues:
 - a. Schools that were members of the League in the immediately preceding school year; or,
 - b. Schools that have paid their membership dues for the current school year before the votes are cast.
 4. At all other general meetings, only member schools shall be allowed to vote on all voting issues.
 5. All members of the Executive Council and the National Speech & Debate Association District Committee who are not coaches of member schools shall be allowed one vote on all voting issues at all general meetings.
 6. Notwithstanding any provision of Robert's Rules of Order to the contrary, the President or other presiding officer may vote on behalf of the school he or she represents on all voting issues at all general meetings, subject to paragraphs 1, 2, 3, and 4 above. (*Amended: December, 2009*)
- 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 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. (*Amended:* September, 1999; September, 2007; March, 2013)
- 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 50 percent of the members. (*Amended:* December, 2009)
- 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 BYLAWS 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 Speech & Debate Association 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 of each academic year, the use of manuscripts and/or notes shall not be permitted (excluding Program Reading). Coaches should familiarize themselves with particular event rules.
- E. Beginning September 1 of each academic year, no student may use a cutting and/or selection from a source he or she used in any previous contest year. (*Amended: March, 2003*)

II. **TOURNAMENTS (STATE QUALIFYING)**

- A. Participants are allowed to participate in the State Forensic Championships by qualifying in a State-qualifying tournament (including the various invitational and district tournaments).
- B. State-qualifying tournaments consist of several rounds of speech and/or debate events.
- 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. In speech events, the number of contestants that proceed to the final round corresponds to the ratios in Section II.D.7; in debate events, debaters are power matched in accordance with Section II.E.3 at all state-qualifying tournaments other than the District Tournaments. There are no final rounds in Debate District Tournaments. (*Amended: December, 2008; August, 2012; March, 2013*)
- D. Awards are usually awarded to individual winners. Trophies, medals, ribbons, certificates, or other awards may be given. Some tournaments may award school sweepstakes trophies.
- E. **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 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*)

3. General Rules regarding selection to the State Forensic Championships:
 - a. Beginning January 1 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 Championships may NOT use his or her winning material again until the District and/or State Forensic Championships.
 - c. REUSE RULE: Students may NOT use a cutting and/or selection from a source they used in any previous contest year.
4. Students will participate in three (3) preliminary rounds. The contestant considered best by the judge shall receive a rank of FIRST, the next a rank of SECOND, and so on. (*Amended: August, 2012; March, 2013*)
5. Students with the lowest cumulative scores will compete in a final round.
 - a. If there are enough previously-qualified contestants who advance to the final round to eliminate a state-qualifying position, the Executive Council can decide to advance additional entries, with a maximum of seven (7) contestants, to the final round. (*Amended: March, 2014*)
 - b. At the Speech District Tournament, contestants who have previously qualified for the State Forensic Championships will be removed from consideration for the final round. Previously-qualified entrants will count toward the number of entries that proceed to the final rounds and qualify for the State Forensic Championships based on the quotas set forth in Sections II.D.7 and II.D.8, respectively. (*Amended: December, 2008; August 2012; March, 2013*)
6. Number of contestants into the SEMIFINAL Round in Speech Events
 Unless there is a tie, the number of contestants in the semifinal round will be determined by the following ratios:

0 -	12 entrants	=	no semifinal round
13 -	23 entrants	=	10 semifinalists
24 +	entrants	=	12 semifinalists

*Any semifinal round will be held only at the discretion of the Executive Council.
7. Number of contestants into the FINAL ROUND in Speech Events
 Unless there is a tie, the number of contestants in the final round will be determined by the following ratios:

0 -	8 entrants	=	4 finalists
9 -	12 entrants	=	5 finalists
13 -	20 entrants	=	6 finalists
21 +	entrants	=	7 finalists

(*Amended: March, 2014*)
8. Number of contestants qualifying for the State Forensic Championships in Speech Events
 The number of contestants qualifying for the State Forensic Championships at all qualifying tournaments, including District Tournaments, will be determined by the following ratios:

1 -	4 entrants	=	2 qualifiers
5 -	8 entrants	=	3 qualifiers
9 -	12 entrants	=	4 qualifiers
13 -	16 entrants	=	5 qualifiers
17 -	20 entrants	=	6 qualifiers
21 -	24 entrants	=	7 qualifiers
25 +	entrants	=	8 qualifiers

Notes: The number of qualifiers is based on the number of entrants who participated in a given category. The 8th qualifier is determined by taking the contestant with the lowest cumulative score from the preliminary rounds. (*Amended: March, 2003; March, 2013*)

9. If a student has qualified for the State Forensic Championships in more than one (1) category, he or she may enter a maximum of three (3) categories provided:
 - a. no more than two (2) events are national categories;
 - b. the categories are not in more than one debate event or more than one extemporaneous event; and,
 - c. his or her categories are declared on the official State Forensic Championships entry form. Entries must be received by the Tournament Director by the stipulated deadline. (*Amended: September, 2001; December, 2002; September, 2007*)
10. Should a student qualify with more than one DUO partner, his or her partner shall be declared on the official State Forensic Championships 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 school may register a maximum of eighteen (18) entries, with each Policy Debate and Public Forum Debate team counting as one entry, in any division at a debate qualifying tournament. (*Amended: September, 2007; April, 2010*)
3. Determination of out round(s):
 - a. State-qualifying tournaments other than the District Tournaments:
 - i. No fewer than four (4) and no more than seven (7) preliminary rounds shall be scheduled. (*Amended: August, 2011*)
 - ii. After the preliminary rounds, debate entries shall be ranked in accordance with Section XXII.B (Determination of Contestants in Out Rounds).
 - iii. The debate entrants advancing to the final round will be power matched: the top two ranked teams will debate for 1st and 2nd places, and, only if necessary, the next two teams debate will compete for 3rd and 4th places, the next two teams will compete for 5th and 6th places, and the next two teams will compete for 7th and 8th places.
 - iv. The number of power-matched pairs advancing to the final round will be determined by the state-qualifying ratios in Section II.E.4 (Tournaments (State Qualifying)).
 - v. If there are enough pre-qualified entrants advancing to the final round to eliminate a state-qualifying position, the Executive Council can decide to advance additional entries, with a maximum of eight (8) contestants, to the final round. (*Amended: December, 2008*)
 - b. District Tournaments: At only the District Tournaments, all previously-qualified entrants for the State Forensic Championships shall count toward the state-qualifying ratios in Section II.E.4 but shall not be considered in determining the entries newly qualifying for the State Forensic Championships. There shall be no outrounds at the District Debate Tournaments; rather, entries newly qualifying for the State Forensic Championships shall be determined after the preliminary rounds. (*Amended: December, 2008*)
4. Number of contestants qualifying for the State Forensic Championships in Debate Events
 The number of contestants qualifying for the State Forensic Championships at all qualifying tournaments, including district tournaments, will be determined by the following ratios:

2 - 4	entrants	=	1	qualifiers
5 - 8	entrants	=	2	qualifiers
9 - 12	entrants	=	3	qualifiers
13 - 16	entrants	=	4	qualifiers
17 - 20	entrants	=	5	qualifiers
21 - 24	entrants	=	6	qualifiers
25 - 28	entrants	=	7	qualifiers
29 +	entrants	=	8	qualifiers

Note: The number of qualifiers is based on the number of entrants who participated in a given category. (*Amended: September, 1991*)

5. If a student qualifies for the State Forensic Championships in more than one (1) event, he or she may enter a maximum of three (3) categories provided:
 - a. no more than two (2) of those events shall be national categories;
 - b. the categories are not in more than one debate event or more than one extemporaneous event; and
 - c. his or her choices of categories are declared on the official State Forensic Championships entry form. Entries must be received by the Tournament Director by the stipulated deadline. (*Amended: September, 2001; December, 2002; September, 2007*)
6. Should a student qualify with more than one debate partner, his or her debate partner shall be declared on the official State Forensic Championships entry form.
7. To have even numbers of entries at the State Forensic Championships, an alternate debate entry in each division shall be designated at the last qualifying tournament on O'ahu. The entry will be on standby status until the number of entries for the State Forensic Championships is ascertained. The alternate will automatically be dropped from the schedule should a change occur in the number of entries before the State Forensic Championships begins. (*Amended: September, 1999*)
- F. Reserved. (*Amended: December, 2007*)
- G. The Executive Council shall keep a record of all students qualifying for the State Forensic Championships in each category.
- H. Judges: Qualifying tournaments must have at least three (3) judges in the final round for each category. The same rule shall apply when a semifinal round is run. (*Amended: September, 1999*)

III. EVENTS

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

A. Debate Events

1. Beginning Public Forum
2. Advanced Public Forum (*Amended: September, 2002; March, 2006; September, 2009; April, 2010; August, 2011*)
3. Novice Lincoln-Douglas
4. Championship Lincoln-Douglas (*Amended: February, 1999; March, 2002*)
5. Junior Varsity Policy
6. Varsity Policy
7. 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. **Beginning Public Forum Division**: First year Public Forum debaters (“Novice”). The category is specified for those who do not have any experience in Public Forum debate. Both partners must be considered “Novice” to enter this event. (*Amended*: September, 2009)
2. **Advanced Public Forum Division**: Once a student has entered the Advanced Public Forum Division, he or she may NOT, under any circumstances, return to Beginning Public Forum division. Participants can qualify for the NSDA National Tournament in the “Advanced” division. (*Amended*: September, 2009)
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, he or she may NOT, under any circumstances, return to the Novice Lincoln-Douglas Division. Participants can qualify for the NSDA National Tournament in the “Championship” division. (*Amended*: March, 2002; September, 2008)
5. **Junior Varsity Policy Division**: First year policy debaters (“Novice”). The category is specified for those who do not have any experience in Policy debate.
6. **Varsity Policy Division**: Once a student has entered the Varsity Policy Division, he or she may NOT, under any circumstances, return to the Junior Varsity Policy Division. Participants can qualify for the NSDA National Tournament in the “Varsity” division. (*Amended*: September, 2008)

B. **Speech Events**

1. **Novice Division**: A novice is any student who has not competed in a particular event before the current school year (e.g., an experienced storyteller may be classified as a novice in extemporaneous speaking if he or she has never previously competed in extemporaneous speaking). 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, a student must be enrolled in an HSL member school. Students may only represent the school in which they are enrolled.
- 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 has the right to refuse any late entries. (*Amended*: February, 1999)
- B. The submission deadlines of registration forms for the State Forensic Championships (i.e., the Hawai‘i NSDA District Tournament) and the penalties/other consequences imposed by the HSL Executive Council for noncompliance with such deadlines shall supersede any and all deadlines and consequences established by the NSDA. (*Amended*: September, 2007)

VII. **FEES**

Fees should be used to cover the costs listed in Section XIV (Expenses). For HSL-sponsored events, checks must be made payable to the “HAWAII SPEECH LEAGUE.” The League shall charge appropriate entry fees. Receipts should be submitted to the League Treasurer 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 speech 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 down-ranking participants for going over time. Although participants are expected to adhere to time limits, the League recognizes that even well-rehearsed pieces may exceed the maximum time for reasons such as audience response and comedic/dramatic timing.
- 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 preliminary rounds.
- 3. The order of speaking in each preliminary round shall be varied across beginning, middle, or end positions from one round to the next.
- 4. The order of speaking for the semifinal and final rounds shall be determined by tabulating officials.

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

- 1. At tournaments where even numbers of rounds are scheduled, competitors will be prescheduled to debate an equal number of times on the affirmative and negative sides in the preliminary rounds.
- 2. When there are an uneven number of rounds scheduled at a tournament, a coin toss will determine sides in the last uneven preliminary round.
- 3. After the preliminary rounds have been completed, all debaters/teams shall be ranked according to their cumulative judges' record. (*Amended: December, 2006*)
- 4. For all State-Qualifying Tournaments, the procedures set forth in Section II.E.4 shall be followed. (*Amended: December, 2008*)
- 5. For the State Forensic Championships, the following procedures shall be followed:
 - a. Unless there is a tie, the following ratios will determine the number of out rounds that are scheduled:
 - 2 - 4 entrants = Finals
 - 5 - 12 entrants = Semifinals
 - 13 + entrants = Quarterfinals
 - b. In the event a quarterfinal round is scheduled, the top eight (8) debaters/teams shall move forward to a power-protected round (i.e., 1st versus 8th, 2nd versus 7th, 3rd versus 6th, and 4th versus 5th) according to their preliminary round ranking.
 - c. When moving directly into a semifinal round, the top four (4) debaters/teams will move forward to a power-protected round according to their preliminary round ranking.
 - d. Debaters/teams who win the quarterfinal and/or semifinal round will move forward to the next power-protected out round.

- e. Quarterfinal, semifinal, and final rounds are elimination rounds. Winners are determined by that round's decision only. Sides during out rounds will be determined by a coin toss even though debaters may have met each other in earlier rounds. (*Amended: December, 2008*)
- 6. No scheduling exceptions or rearrangements will be made 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 are completed, all teams shall be ranked according to their cumulative judges' record. (*Amended: December, 2006*)
- 3. For all State Qualifying Tournaments, the procedures set forth in Section II.E.4 shall be followed.
- 4. For the State Forensic Championships, the following procedures shall be followed:
 - a. Unless there is a tie, the following ratios will determine the number of out rounds that are scheduled:
 - 2 - 4 entrants = Finals
 - 5 - 12 entrants = Semifinals
 - 13 + entrants = Quarterfinals
 - b. In the event a quarterfinal round is scheduled, the top eight (8) teams shall move forward to a power-protected round (i.e., 1st versus 8th, 2nd versus 7th, 3rd versus 6th, and 4th versus 5th) according to their preliminary round ranking.
 - c. When moving directly into a semifinal round, the top four (4) teams will move forward to a power-protected round according to their preliminary round ranking.
 - d. Teams who win the quarterfinal and/or semifinal round will move forward to the next power-protected out round.
 - e. Quarterfinal, semifinal, and final rounds are elimination rounds. Winners are determined by that round's decision only. (*Amended: December, 2008*)
- 5. No scheduling exceptions or rearrangements will be made 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 school that fail to bring the required number of judges to a tournament. (*Amended: December, 1999*)
- B. Coaches and persons affiliated with the same school should not judge their own students.
- C. Judges should receive evaluation forms and descriptions for each category before the event.
- D. Recent high school graduates are defined as individuals who graduated from high school within two full years of the tournament date. Recent high school graduates may serve as judges in whatever capacity determined to be appropriate by the Judges' Chairperson. (*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 required judge-student ratio, 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, the 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 League President. Executive Council members who have no conflict of interest shall adjudicate the protest. The Executive Council or a committee appointed by the Council shall meet together with the protesting coach or judge and the coach of the contestant under protest and issue a decision on the protest. The decision of the Executive Council shall be final. (*Adopted*: August, 2014)
- D. After the tournament, the President will inform the League Secretary of the final decision. The Secretary 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 under protest came, the school and coach lodging the protest, and the decision. Time permitting, and perhaps as an alternative, 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. The League's policy is 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 financially or in the use of its facilities.
- B. The League will reimburse the host school for the following:
 - 1. All perishable food items (e.g., 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
 - 3. 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, receipts should be submitted to the Treasurer within one month of the activity.
- G. The tournament host(s) should contact the Tournament Director and Treasurer for suggestions and advice on planning the tournament.

H. The League will provide a \$40.00 grant to each student participating in the State Forensic Championships from an HSL neighbor island school in District IV, V, & VI. The grant will be paid after the student has participated. (*Amended: March, 2003*)

XV. **TABULATORS**

A. 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 ensure that all students understand the rules governing each activity and the criteria by which students will 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 students and remain throughout the tournament, it is the coach's responsibility to arrange for a substitute and notify the Tournament Director of this change.

C. It is the individual student's responsibility to adhere strictly to tournament schedules and be prompt in reporting to assigned rooms. Tardiness will not be tolerated. The only excuse for being tardy is if previous rounds run late. (*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 are permitted. The use of photographic and recording equipment will not be permitted in the rounds, with the exception of the HSL recording the final rounds of debate at the State Forensic Championships. Judges may 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 that could be demoralizing and distracting to the speakers;

C. to refrain from any extraneous movement in the room during the performance.

XIX. **PENALTIES**

A. Violations of Registration Procedures

1. Classifications of Registration Violations

a. 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 Tournament Director schedules the tournament); and,

e. Incomplete information about the identity of judges (up to the date the Tournament Director 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 have on site an authorized adult in charge responsible for the team for the duration of the tournament;
- e. Insufficient number of judges (after the Tournament Director schedules the tournament); and,
- f. Incomplete information about the identity of judges (after the Tournament Director 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
 - i. Written letter of warning to the coach(es), with a copy of the written warning distributed to all schools; and
 - ii. Other sanctions deemed appropriate by the Executive Council.
 - b. Minor violations: Repeat offenses
 - i. Written letter of reprimand to the coach(es), with a copy of the written reprimand distributed to all schools and the principal of the offending school;
 - ii. Removal of the student(s) whose interpretation verification form, oratory verification form, and/or oratory manuscript is incomplete or missing;
 - iii. 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;
 - iv. Ineligibility to win the team sweepstakes trophies for the tournament for which the minor violation occurred;
 - v. Ineligibility to win team sweepstakes trophies for a certain number of tournaments or years;
 - vi. Refusal to accept registration for any tournament following the tournament for which the violation occurred;
 - vii. Refusal to recognize the offending coach(es) as adult in charge for a certain number of tournament(s) or years; and
 - viii. Other sanctions deemed appropriate by the Executive Council.
 - c. Major violations: First offense
 - i. 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 the principal of the offending school;
 - ii. Refusal of the school's registration for certain categories but acceptance of the school's registration for other categories of the tournament;
 - iii. Refusal of the school's entire registration for the tournament;
 - iv. Refusal to register, or removal of, the student(s) whose interpretation verification form, oratory verification form, and/or oratory manuscript is falsified or plagiarized;
 - v. 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;
 - vi. Ineligibility to win team sweepstakes trophies for the tournament for which the major violation occurred;
 - vii. Ineligibility to win team sweepstakes trophies for a certain number of tournaments or years;
 - viii. Refusal to accept registration for any tournament following the tournament for which the major violation occurred;
 - ix. Refusal to recognize the offending coach(es) as adult in charge for a certain number of future tournament(s) or years; and
 - x. Other sanctions deemed appropriate by the Executive Council.

- d. Major violations: Repeat offenses
 - i. Written letter of reprimand to the coach(es), with a copy of the written reprimand distributed to all schools and the principal of the offending school;
 - ii. Refusal of the school's registration for certain categories but acceptance of the school's registration for other categories of the tournament;
 - iii. Refusal of the school's entire registration for the tournament;
 - iv. Refusal to register, or removal of, the student(s) whose interpretation verification form, oratory verification form, and/or oratory manuscript is falsified or plagiarized;
 - v. 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;
 - vi. Ineligibility to win team sweepstakes trophies for the tournament for which the major violation occurred;
 - vii. Ineligibility to win team sweepstakes trophies for a certain number of tournaments or years;
 - viii. Refusal to accept registration for any tournament following the tournament for which the major violation occurred;
 - ix. Refusal to accept registration for a certain number of future tournaments or years;
 - x. Refusal to recognize the offending coach(es) as adult in charge for a certain number of future tournament(s) or years; and
 - xi. 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 on possible sanctions:
 - a. The nature and severity of the violation.
 - b. The problem(s) caused by the violation.
 - c. Whether the violation was the result of a knowing disregard of League rules and procedures, inadvertent or accidental, or circumstances beyond the control of the school or coach(es).
 - d. Whether the offending school or coach is new or inexperienced.
 - e. Whether the school committed this violation or other violations before, and if so, how often or recently.
 - f. Whether the school acknowledges the violation and implements procedures to prevent recurrences.
 - g. Other factors that ought to be considered. (*Amended: September, 2007*)

Violations in Speech Events

A. Unethical Behaviors

- 1. Definition: Unethical behaviors comprise actions that are illegal, dishonest or deceptive, or that clearly interfere with any contestant's ability to speak or perform. Such behaviors include but are not limited to the following examples:
 - a. Plagiarism;
 - b. Doctoring or altering interpretation texts beyond occasional cosmetic changes necessary for a smooth cutting;
 - c. Using materials in interpretation not considered published according to the guidelines of the National Speech & Debate Association;
 - d. Using an oration or interpretation text that the contestant has already used in any previous school year;
 - e. Using an oration or interpretation text that the contestant has already qualified for the State Forensic Championships with in any subsequent qualifying tournament other than the district qualifying tournament;
 - f. Failing to have available at the tournament an original copy of a text being used in interpretation or a copy of the oration with all quotations marked and sources appropriately cited;

- 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 its use (for Storytelling, the use of a manuscript at any tournament);
 - b. Use of note cards while speaking in Extemporaneous Speaking after the League deadline prohibiting its use;
 - c. Failure to include title and author in the performance of interpretation texts;
 - d. Illegal interaction between partners in Duo Interpretation;
 - e. Use of a prop and/or visual aid. (*Amended: March, 2012*)
- 2. Sanction: Last-place rank in the round. For repeated violations throughout the tournament, ineligibility to qualify for the State Forensic Championships. (*Amended: March, 2012*)

C. Performance Issues

- 1. Definition: Performance issues are actions that occur during speech performances and are questions not so much of ethics or procedure 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 students/observers who attend with the competitor.
- 2. Sanction: Sanctions, if any, are at the judge's discretion, but these offenses are usually 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*)

Violations in Debate Events

A. Unethical Behaviors

- 1. Definition: Unethical behaviors comprise actions that are illegal, dishonest or deceptive, or that clearly interfere with any other student's ability to debate. Such behaviors include but are not limited to the following examples:
 - a. Falsifying evidence or altering it in such a way as to change the meaning of the original citation;
 - b. Engaging in behavior that clearly interferes with opponents' ability to debate;
 - c. Plagiarism;
 - d. Substituting 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 and/or procedures but are not necessarily unethical. Such actions include but are not limited to the following examples:
 - a. Deviating from rules that require each person in policy debate to deliver a constructive, a cross-examination, and a rebuttal;
 - b. Using a prop and/or visual aid. (*Amended: March, 2012*)
- 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. Speeches that go over the indicated time limit;
 - 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 are usually 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 any more severe sanction. (*Amended: September, 2002*)

XX. **"NO SHOW" POLICY**

- A. The following steps will be followed when a school has a "no show." The first step will be implemented after the first infraction, the second after the second, and so on.
 1. A fine of \$10.00 will be assessed for each student "no show." (*Amended: September, 2002; September, 2005*)
 2. A fine of \$10.00 will be assessed for each "no show" judge who was not properly registered. (*Amended: September, 2005*)
 3. Counsel coach and inform him or her of future actions.
 4. Send a letter to the coach and team that informs them of possible sanctions in the future.
 5. Ineligibility of schools with unpaid fines to participate in the following tournament until all debts are cleared. (*Amended: September, 2002*)
- B. Suggestions to coaches for dealing with "no shows."
 1. Explicitly state your policy to your team. Share the HSL "No Show" policy with your team.
 2. Have students sign up themselves and hold them accountable.
 3. If a student is a "no show," then:
 - a. counsel him or her.
 - b. suspend him or her from participation in the Neighbor Island Tournament.
 - c. suspend him or her from the team.
 4. Notify the Tournament Director as soon as you become aware of a "no show."
 5. If a coach needs assistance in dealing with a "no show" problem, he or she may invite an Executive Council member to discuss the situation with the team.
- C. An Executive Council member will be appointed to keep the "no show" records and ensure the penalties are enforced. (*Adopted: April, 1990*)

XXI. **SPECIAL EVENTS PROCEDURES FOR SPEECH**

- A. Original Oratory: A copy of the oration, accompanied by the Original Oratory Verification form, shall be submitted to the Tournament Director by the specified deadline. No more than 150 words of the oration may be direct quotations from other speeches or sources. Any quotations shall be indicated in the submitted oration with appropriate citations. Extensive paraphrasing of another source is prohibited.
- B. Impromptu Speaking:
 1. 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. Contestants may consult published books, magazines, newspapers, and journals or articles provided:

- a. they are originals or Xeroxed copies of the originals;
 - b. that original or copy is intact and uncut;
 - c. there is no written material on that original or copy.
2. A topical index without annotation may be present. No other materials than those stated above will be allowed. Speeches, handbooks, briefs, and outlines are barred from Impromptu Speaking. Underlining or highlighting in materials is allowed if done in one color on each article or copy. No electronic retrieval device may be used. Contestants may not leave the prep room without permission. 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 will withdraw and prepare a speech without consultation and reference to prepared notes. Students may consult published books, magazines, newspapers, and journals provided:
- 1. the books, magazines, newspapers and journals or articles therefrom are originals or Xeroxed copies of the originals.
 - a. The originals or copies are intact and uncut.
 - b. No unoriginal written materials are on the originals or copies. Underlining or highlighting will be allowed if done in only one color on each original or copy.
 - c. Topical index without annotation may be present.
 - 2. Extemporaneous Speaking Computer Use Rules and Guidelines
 - a. Contestants may make use of electronic retrieval devices to store and retrieve their subject files. Students can retrieve extemporaneous files to read but cannot write speeches or organize their thoughts on the computer.
 - b. Electronic retrieval devices are defined as laptop computers, netbooks, iPads, or other portable electronic retrieval equipment. Secondary devices such as flash drives or external hard drives are allowed. The use of cell phones or smart phones is prohibited while preparing or before speaking.
 - c. Source materials: Students may consult published books, periodical articles, newspaper articles, think-tank articles, government reports or journal articles saved on their electronic retrieval device provided:
 - i. No notations are made within or on the saved article other than citation information.
 - ii. Any highlighting or underlining of the articles is done in only one color within each article. Bolding, italicizing, or any other manipulation of the original text of sources (other than highlighting or underlining as previously stipulated) is prohibited.
 - d. Power source: Power plugs or outlets may not be used in the prep room at any time. All computers used in the prep room must be battery operated at all times.
 - e. Internet: Contestants shall not access the Internet or communicate electronically with any other individual while in the prep room at any tournament. All computers must comply with the following provisions:
 - i. Computers equipped with removable wireless cards must have the cards removed before the beginning of any round of competition. It is the responsibility of the contestant to disengage the equipment.
 - ii. Computers with built-in wireless capability may be used only if the wireless capability is disabled. It is the responsibility of the contestant to disable the equipment.
 - iii. Computers or other electronic devices may not be used to receive information from any source (coaches or assistants included) inside or outside of the room in which the competition occurs. Internet access, use of e-mail, instant messaging, or other means of receiving information from sources inside or outside of the competition room are prohibited.
 - iv. Penalties: Contestants found to have violated provisions (i) and (ii) above will be ranked last in the round and receive zero NSDA points. Contestants found to have violated provision (iii) above will be disqualified from the tournament and will forfeit all round credits and NSDA points.

- f. Liability: Contestants accept full responsibility for the safety and security of their electronic retrieval devices throughout the entire course of any tournament. HSL is not responsible for lost, stolen, or broken computers.
 - g. File monitoring: HSL reserves the right to search and view any electronic retrieval devices to ensure compliance with the rules at any tournament.
 - h. Devices should be muted in the prep room. Contestants should not engage in distracting activities on their electronic devices in the prep room.
 - i. Students from the same school may share computers during preparation; however, communication between contestants during preparation time is strictly prohibited.
3. No other source materials are allowed in the prep room other than stated above. Prewritten speeches, handbooks, briefs, and outlines are barred from the prep room, whether stored electronically or present in hard copy form.
 4. No more than one (1), 3x5 index card of notes may be used by the speaker during a speech; the note card must have no more than fifty (50) words on it. After January 1, no notes may be used during the speech.
 5. Contestants may not leave the prep room without permission of the chairperson. (*Amended: August, 2011*)

D. NO SCRIPTS shall be permitted in any speech event after January 1 except in Program Reading.

XXII. DEBATE RULES AND REGULATIONS

A. Flowing and Sharing

1. At all tournaments

- a. Judges shall be allowed to flow the debates they are judging. Judges should not discuss the cases or share flows with the participants during the tournament.
- b. No taping will be allowed, with the exception of the HSL recording of the finals of the State Forensic Championships.

2. Until January 1: 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.

3. After January 1

- 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 participating. (Refer to "Forensic Ethics," #4, HSL HANDBOOK, re: Observing opposition).
- d. Squad sharing: Verbal and/or written transmission of flow sheets, cases, and notes of another team's case is considered squad sharing.
- e. Inter-squad sharing: Inter-squad sharing means sharing between schools. Inter-squad sharing will NOT be allowed.
- f. 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.
- g. Flowing in the final round of all division debates at the State Forensic Championships will be allowed. (*Adopted: April, 1981*)

B. Informing of Rules: The Judges' Chairperson should instruct all judges of their responsibilities. Coaches will inform all school representatives about existing debate rules.

C. Penalties: See the Hawai'i Speech League's General Rules and Regulations, Section XIX. (*Amended: September, 2002*)

- D. Runoff: If a runoff is necessary at the State Forensic Championships due to an infraction, it should be held as soon as possible. If it cannot be done before the NSDA Tournament entry deadline, no team will represent Hawai'i in Public Forum Debate, Championship Lincoln-Douglas Debate, or Varsity Policy Debate. (*Amended*: December, 1983; September, 1999; March, 2002)
- E. In the event of a forfeit:
1. The forfeiting entry (team or individual) shall receive a loss and the lowest possible speaker ranking for each ballot of the round forfeited;
 2. Speaker points for the opposing entry in that round shall not be awarded until that entry has completed all preliminary rounds for the tournament. Then speaker points for each ballot of the forfeited round shall be awarded equal to the average (rounded to the nearest whole number) of speaker points earned in all preliminary rounds actually debated. (*Adopted*: March, 2013)
- F. Guidelines for Laptop Use in Debate Events
1. All wireless capabilities of the computers must be disabled during rounds of competition. It is the responsibility of the contestant to disengage the equipment.
 2. Wired connections (Ethernet or phone) during rounds of competition are not permitted.
 3. Computers or other electronic devices may not be used to receive information from any source (coaches or assistants included) inside or outside of the room in which the competition occurs. Internet access, use of e-mail, instant messaging, or other means of receiving information from sources inside or outside of the competition room are prohibited. (This does not prohibit non-electronic communication between debater partners during prep time.)
 4. Penalty: Contestants found to have violated provisions 1 through 2 above will forfeit the round of competition and receive zero NSDA points. Contestants found to have violated provision 3 (above) will be disqualified from the tournament and will forfeit all rounds and NSDA points.
 5. Availability of Evidence: Contestants electing to use computers have the responsibility to promptly provide a copy of any evidence read in a speech for inspection by the judge or opponent. Printers may be used. Evidence may be printed in the round or produced electronically but must be provided in a format readable by the opposing team and the judge.
 6. Contestants electing to use computers are responsible for providing their own computers, batteries, extension cords, and all other necessary accessories. Tournaments hosts will not be responsible for providing computers, printers, software, paper, or extension cords for contestants.
 7. Because public speaking decorum remains an important element of debate, all debaters are expected to stand at the front of the room facing the judge while speaking.
 8. Contestants choosing to use laptop computers and related equipment accept the risk of equipment failure. Judges and/or contest directors will give no special consideration or accommodation, including no additional speech time or prep time, should equipment failure occur.
 9. By choosing to use laptop computers in the round, debaters are consenting to give tournament officials the right to search their files. Debaters who do not wish to consent should not use computers in the round. (*Adopted*: August, 2014)

XXIII. **DETERMINATION OF CONTESTANTS IN OUT ROUNDS**

- A. **Speech Events**: In all speech events, the following steps for selecting out round contestants shall be followed at state qualifying tournaments and the State Forensic Championships:
- Step #1**: Lowest cumulative score for the preliminary rounds.
- Step #2**: If a tie exists, sum of the reciprocal fractions for scores in the preliminary rounds:
 $1^{\text{st}} = 1.00$; $2^{\text{nd}} = .50$; $3^{\text{rd}} = .33$; $4^{\text{th}} = .25$; $5^{\text{th}} = .20$; $6^{\text{th}} = .16$; $7^{\text{th}} = .14$. The highest reciprocal score wins in tie breaking.
- 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, contestants with the tied reciprocal scores will proceed to the final round even if the number of final round contestants exceeds the number allowed by the ratio in Section II, Paragraphs D.6 and D.7 of the General Rules and Regulations.
- B. **Debate Events**: In Public Forum, Lincoln-Douglas, and Policy debates, the following steps for selecting out round contestants shall be followed at state-qualifying tournaments (with the exception of the District Debate Tournament and State Forensic Championships):
- Step #1**: Ballot count.
- Step #2**: Win-Split-Loss record: Greater number of winning decisions, then split decisions, wins in tie breaking.
- Step #3**: Speaker points: Higher total wins in tie breaking.
- Step #4**: Head-to-head result. That round's ballot count, then total speaker points, wins in tie breaking.
- Step #5**: Strength of schedule: Higher opponents' total ballot count, then total W-S-L record, then speaker points, wins in tie breaking.
- Step #6**: If tied contestants did not compete against each other in the preliminary rounds, the head-to-head result was a split decision, or the strength of schedule is tied, then the tied contestants (and possibly the contestant with the next highest ranking to ensure even numbers) will be allowed to compete in the out round. In this case, all out round contestants will qualify for the State Forensic Championships even if the number of qualifiers exceeds the number allowed by the ratio in Section II.E.4 of the General Rules and Regulations. (*Amended*: August, 2015)
- c. **Debate Events**: In Public Forum, Lincoln-Douglas, and Policy debates, the following steps for selecting out round contestants shall be followed at the State Forensic Championships:
- Step #1**: Win-Split-Loss record: Greater number of winning decisions, then split decisions, wins in tie breaking.
- Step #2**: Ballot count.
- Step #3**: Speaker points: Higher total wins in tie breaking.
- Step #4**: Head-to-head result. That round's ballot count, then total speaker points, wins in tie breaking.
- Step #5**: Strength of schedule: Higher opponents' total ballot count, then total W-S-L record, then speaker points, wins in tie breaking.
- Step #6**: At the State Forensic Championships, a run-off round will be held only if it means that a tied contestant will not make it to the out round. (*Amended*: August, 2015; December, 2016)
- C. Alternative methods of breaking ties for determining out round contestants or place going into out rounds in the event of a tie will be left to the discretion of the Executive Council. (*Amended*: March, 2012)

XXIV. **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 will be declared the winner.

Step #2: If a tie still exists, judges' preference in the final round only

Student A	2*	4	1*	2*	4
-----------	----	---	----	----	---

Student B	3	3*	2	3	2*
-----------	---	----	---	---	----

*Indicates judges' preference

**Thus, Student A is the winner as he or she is preferred by three out of the five judges.*

Step #3: If a tie still exists, greatest number of ones, twos, etc. in the final round only.

(Amended: September, 2001; August 2012)

- B. **Debate Events:** In Public Forum, Lincoln-Douglas, and Policy debates, the following steps for determining winners will be followed at state qualifying tournaments and the State Forensic Championships:
1. At state qualifying tournaments (with the exception of the District Debate Tournament) and the State Forensic Championships, the win-loss record in the elimination round (i.e., quarterfinals, semifinals, and finals) determines the contestants who proceed to a later elimination round.
 2. At the District Debate Tournament, the following criteria, in order of their weight, determine qualifiers: ballot count, win-split-loss record, speaker points, head-to-head result, and strength of schedule. If the tied contestants did not compete against each other in the preliminary rounds or the head-to-head result was a split decision, then the tied contestants will qualify for the State Forensic Championships even if the number of qualifiers exceeds the number allowed by the ratio in Section II.E.4 of the General Rules and Regulations. (Amended: December, 2002; September, 2003; December, 2006; December, 2008; March, 2012)

XXV. **HSL TAB ROOM RULES**

- A. This handbook, published by the Hawai'i Speech League, shall serve as the official rulebook and guide.
- B. The President and/or Executive Council 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.
- C. Individuals agreeing to work in the Tab Room must abide by the following rules:
1. To work in the area they are assigned to by the Tournament Director.
 2. To not seek the results of events other than the events to which they are assigned.
 3. To not share results with their students or fellow coaches from their school until all coaches in attendance at the tournament have the opportunity to know the same information.
 4. To disassociate themselves from the results of their students; to not cheer, celebrate, or agonize over the results of their students until all other coaches in attendance at the tournament have an opportunity to do so.
- D. Two people will be assigned to tab each event. No tab room worker may consider his or her work finished until it has been verified by his or her partner and the Tournament Director.
- E. If an individual breaks the rules outlined above, he or she will not be permitted to work in the Tab Room for the remainder of the year.

**HAWAI'I SPEECH LEAGUE
PROCEDURE TO FOLLOW IN TABULATION**

Speech Non-Qualifying Tournaments
(Adopted: September, 2007)

1. The person in charge will designate several teams comprised of at least two tabulators who are assigned to specific event(s). At least one of the tabulators should have experience 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 (1st, 2nd, 3rd, etc.). Be sure that the ranking differs for each contestant (i.e., only one 1st place, one 2nd place, etc.). Rankings are tabulated for Speech Non-Qualifying Tournaments for recording NSDA points.
4. Read from ballots or summary ballots to tabulation partner, who will enter ratings and rankings for each contestant into a computerized tabulation sheet.
5. Switch roles with tabulation partner to double-check entry of results into the tabulation sheet.
6. Collate the ballots by contestant code number and write each contestant's school code on the first ballot.
7. At the end of each round, check totals of each contestant on the tabulation sheet for accuracy.
8. Print out tabulation sheets after each round. Provide the printed tabulation sheets, the previous round's checked 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. Put 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 (i.e., highest number of total superiors and highest percent 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 put them into the school envelopes.
15. Begin the awards ceremony.
16. Clean up tab room.

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

1. The person in charge will designate several teams comprised of at least two tabulators who are assigned to specific event(s). At least one of the tabulators should have experience 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 (i.e., only one 1st place, one 2nd 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 2		
Ranking	Y2	3	Y10	1	Y11	3	Scores for Y3 and Y5 will be re-ranked 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	

(Amended: September, 2001)

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 will enter rankings for each contestant into the tabulation sheet.
7. Switch roles with tabulation partner to double-check entry of results into the tabulation sheet.
8. Collate the ballots by contestant code number and write each contestant's school code on the first ballot.
9. At the end of each round, check totals of each contestant on the tabulation sheet for accuracy.
10. Print out tabulation sheets after each round. Provide the printed tabulation sheets, the previous round's checked tabulation sheets, and the ballots or summary ballots to the person in charge for additional check and review.
11. Identify finalists by selecting contestants with the lowest cumulative ranking totals. The number of finalists is determined by using the ratios below. (*Amended*: December, 2008; August, 2012)
12. After identifying finalists, arrange contestants in the appropriate speaker order. As much as possible, place contestants in speaker positions they did not speak in during the 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 to Duo Interpretation and Extemporaneous Speaking.
13. Prepare carbon forms to send to the Judges' Chairperson. Include room number, speaker codes (including school codes), and number of judges on the 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' Chairperson for assignment of judges. The Judges' Chairperson will return one copy of the carbon form, which lists the names of the judges assigned to the events, to the tabulation room. For Impromptu Speaking and Extemporaneous Speaking, send the third copy of the carbon forms to the Prep Room Official.
17. Double check tabulation sheet finalists against the posting sheet to ensure 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. Put 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 entrants, and pre-qualified entrants, if applicable. (*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 finalist using the sweepstakes point table below, if applicable.
23. After determining winners, read sweepstakes points to the person in charge, who will prepare a sweepstakes tally sheet. No school sweepstakes winners will be awarded at the District Tournaments. (*Amended*: December, 2008)
24. Collate all final round ballots, staple them together with all preliminary round ballots, and put 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.

<u>No. into Semifinals</u>				<u>No. into Finals</u>				<u>Ratings</u>				
0	-	12	=	None	0	-	8	=	4	Superior	=	5
13	-	23	=	10	9	-	12	=	5	Excellent	=	4
24	+		=	12	13	-	20	=	6	Good	=	3
					21	+		=	7	Fair	=	2

<u>Speech Qualifiers</u>				<u>Breaking Ties</u>				<u>Sweepstakes</u>		
1	-	4	=	2	1 st	=	1.00	1 st	=	5
5	-	8	=	3	2 nd	=	.50	2 nd	=	4
9	-	12	=	4	3 rd	=	.33	3 rd	=	3
13	-	16	=	5	4 th	=	.25	4 th	=	2
17	-	20	=	6	5 th	=	.20	5 th	=	1
21	-	24	=	7	6 th	=	.16	6 th	=	1
25	+		=	8	7 th	=	.14	7 th	=	1
								8 th	=	1

(Amended: March, 2003; September, 2007; March, 2013)

Debate Non-Qualifying Tournaments

(Adopted: September, 2007)

1. The person in charge will designate several teams comprised of at least two tabulators who are assigned to specific event(s). At least one of the tabulators should have experience tabulating speech tournaments.
2. Check ballots to ensure that one winner and one loser has been designated. Also, check that team speaker ratings have been assigned to each side. These ratings may be the same for both debate teams.
3. If the ballots show inconsistencies (e.g., a "low point win"), check the reason for decision. If any unexplained anomalies exist in the ballot, return it to the Judges' Chairperson for clarification from the judge. A "low point win" should be noted on the ballot.
4. Read the results from the ballots to the tabulation partner, who will enter the win/loss record into a tabulation sheet.
5. Switch roles with tabulation partner to double-check entry of results on the tabulation sheet.
6. At the end of each round, check totals of each contestant on the tabulation sheet for accuracy.
7. Separate the ballots. The white copy should go to the winning contestant and the yellow copy should go to the losing contestant. Collate each entrant's ballots by code number and round and write the school code number on the first ballot.
8. Print out tabulation sheets after each round. Provide the printed tabulation sheets, the previous round's checked tabulation sheets, and the ballots or summary ballots to the person in charge for additional check and review.
9. Prepare certificates for all contestants who are entitled to them based on the criteria (e.g., certain number of wins). Collate certificates by school rather than by event.
10. 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 certificates, and explain the procedure for presenting certificates.
11. Tabulate sweepstakes points. Identify the school with the highest number of total wins and the school with the highest percent of wins.
12. Finalize the tabulation sheets, including the sweepstakes tally. Collate them in the following order: sweepstakes tally, Beginning, Public Forum Debate, Advanced Public Forum Debate, Novice Lincoln-Douglas Debate, Championship Lincoln-Douglas Debate, Junior Varsity Policy Debate, and Varsity Policy Debate.
13. Put the collated ballots into the school envelopes.
14. Duplicate and staple the tabulations sheets and place them in the school envelopes.
15. Begin the awards ceremony.
16. Clean up tab room.

Debate Qualifying Tournaments and the State Forensic Championships

(Amended: December, 2008)

1. The person in charge will designate several teams comprised of at least two tabulators who are assigned to specific event(s). At least one of the tabulators should have experience tabulating speech tournaments.
2. Check ballots to ensure that one winner and one loser has been designated. Also, check that team speaker ratings have been assigned to each side. These ratings may be the same for both debate teams.
3. If the ballots show inconsistencies, check the reason for decision. If any unexplained anomalies exist in the ballot, return it to the Judges' Chairperson for clarification from the judge. A "low point win" should be noted on the ballot.
4. Read the results from the ballots to the tabulation partner, who will enter the win/loss record and speaker ratings on a tabulation sheet.
5. Switch roles with tabulation partner to double-check entry of results on the tabulation sheet.
6. At the end of each round, check totals of each contestant on the tabulation sheet for accuracy.
7. Separate the ballots. The white copy should go to the winning contestant and the yellow copy should go to the losing contestant. Collate each entrant's ballots by code number and round, and write the school code number on the first ballot.
8. Print out tabulation sheets after each round. Provide the printed tabulation sheets, the previous round's checked tabulation sheets, and the ballots or summary ballots to the person in charge for additional check and review.
9. After the preliminary rounds, identify contestants who have made it into the out round(s), with the exception of the District Debate Tournament. At the District Tournament, no out rounds will be run and contestants qualifying for the State Forensic Championships are determined by their preliminary round record. See the procedures set forth in Section II.E.3. (Tournaments [State Qualifying]). *(Amended: December, 2008)*
10. For State Qualifying Tournaments (other than the District Tournaments), schedule one final round per event using the "power match" method (i.e., 1st versus 2nd, 3rd versus 4th, etc.) as explained in Section II.E.3., even if contestants from the same school are paired against each other or if they had previously competed against each other in a preliminary round. For the State Forensic Championships, schedule out rounds using the "power protect" method (i.e., 1st versus 8th, 2nd versus 7th, etc.), even if contestants from the same school are paired against each other or if they had previously competed against each other in a preliminary round. The number of out rounds at State Qualifying Tournaments and the State Forensic Championships are determined by the quota at the end of this section. *(Amended: December, 2008)*
11. Prepare carbon forms to send to the Judges' Chairperson. Include room number and contestant codes (including their school codes) on the carbon forms.
12. Prepare posting sheets. Include room number, entry codes (excluding school codes), and number of judges. In out rounds, contestants must flip a coin to determine sides. The notation "flip for sides" should also be placed on the posting sheets.
13. Have another tabulating team double check the tab sheets, carbon forms, and posting sheets.
14. Send both copies of the carbon forms to the Judges' Chairperson for assignment of judges. The Judges' Chairperson will return one copy of the form, which lists the names of the judges assigned to judge the events, to the tabulation room.
15. Double check the posting sheets against the tab sheets to ensure that the correct contestants have been posted.
16. Post for out rounds.
17. Repeat these procedures for each out round, with the exception that tabulators will only record win/loss results only on the out round tabulation sheets. Pairings for each subsequent out round should maintain the original seeding for "power protection."

DURING OUT ROUNDS

18. Type out round competitors' names and school names on the tabulation sheets.
19. Withhold ballots of entries who qualify for the out rounds. Put all other collates ballots into the school envelopes.
20. Prepare certificates for all out round competitors. Collate certificates by event rather than by school.

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 entrants, and pre-qualified entrants, if applicable. (*Amended: December, 2008*)

AFTER THE FINAL ROUND

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

<u>Quota for Out Rounds</u>	<u>Sweepstakes Points</u>
2 - 4 = Finals	1st = 5
5 - 12 = Semifinals	2nd = 4
13 + = Quarterfinals	3rd = 3
	Semifinalist = 3
	4th = 2
	Quarterfinalist = 1

(*Adopted: September, 2007*)

POLICIES AND REGULATIONS FOR THE STATE FORENSIC CHAMPIONSHIPS

NOTE: The State Forensic Championships is also the Hawai'i NSDA District Tournament. As such, NSDA rules and regulations shall apply in conjunction with this handbook. Deadlines are set by the HSL Executive Council for submission of registration forms. The penalties and other consequences imposed by the HSL Executive Council for noncompliance with these submission deadlines shall supersede NSDA 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 Championships (i.e., the Hawai'i NSDA District Tournament). These deadlines shall be stated in the invitation letter or registration forms for the State Forensic Championships. The HSL Executive Council may also impose penalties and other consequences, as set forth in Section XIX (Penalties) of the General Rules and Regulations, for noncompliance with submission deadlines. The deadlines set and the penalties or other consequences imposed by the League shall supersede any and all deadlines and consequences established by the NSDA. (*Amended: September, 2007*)
- B. The Tournament Director will give each school and student a code.
- C. Contestants may participate in the State Forensic Championships only in those events he or she has qualified **for** at a qualifying tournament.
- D. If a student has qualified in multiple events, he or she may enter a maximum of three (3) events provided that:
 1. no more than two (2) of those events are in national categories;
 2. they are NOT in more than one (1) debate and more than one (1) extemporaneous event. (*Amended: September 2007*)
- E. The contestant's events shall be declared on the official HSL State Forensic Championships Entry Form. (*Amended: September, 2001*)
- F. Should a student qualify with more than one partner for Duo Interpretation, his or 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 or her choice of partner shall be declared on the official entry form.
- H. It is the student who qualifies rather than the school, so no substitution of contestants may be made.
- I. All students must follow their assigned code numbers on the schedule. Changing 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 semifinal 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 quarterfinal, semifinal, and final rounds. (*Amended: December, 2000*)
- C. The League urges that only competent judges who have had training and experience in speech and debate activities be invited to the State Forensic Championships. Judges will be given:
 1. ballots or a summary ballot;
 2. the event description for each event he or she is judging; and
 3. the general criteria for judges.
- 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 Judges' Chairperson is responsible for obtaining additional qualified judges for the State Forensic Championships.

III. Tabulators

- A. Experienced and knowledgeable tabulators shall be used.
- B. Tabulators and others assisting with the State Forensic Championships shall be supervised by the Tournament Director and the NSDA District Committee, who shall audit the final tabulation sheets and list of winners.

IV. Adjudicators

- A. The NSDA District Committee shall be the adjudicating body for all NSDA national events; otherwise, the HSL Executive Board is the adjudicating body for all non-national categories.
- B. Any protest shall be submitted in compliance with this handbook.

V. Participation Fees

- A. All fees must accompany the registration forms.
- B. No refunds will be made.

VI. Awards

- A. Certificates will be awarded to all students participating in the final rounds of Speech Events and quarterfinals, semifinals, and final rounds of Debate Events.
- B. Trophies will be awarded to all students participating in the final rounds of Speech Events and semifinal 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 NSDA National Tournament: The winners of Humorous, Dramatic and Duo Interpretation, Original Oratory, United States and International Extemporaneous Speaking, Public Forum Debate, Championship Lincoln-Douglas Debate, Varsity Policy Debate, and Congressional Debate are eligible to participate in the National Tournament. However, both the school and the student must be members of the National Speech & Debate Association at least seven (7) days prior to the start of the State Forensic Championships. The Hawai'i NSDA District Chair will verify the winners to the national office. The Hawai'i Speech League does not assume the cost of sending 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.

- I. Point System (see Sweepstakes Point description on page 29 for speech and page 31 for debate)
- II. Neighbor Island Tournament: This trophy is awarded to the school earning the greatest number of sweepstakes points in the final rounds of the annual Neighbor Island Tournament.
- III. 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 school that earns the greatest number of points in the final round of the State Forensic Championships.
 - B. 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.
 - C. 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.
 - D. Cades Shutte Debate Sweepstakes Cup: This trophy, donated by Cades Shutte, is presented to the school accumulating the largest number of sweepstakes points in the out rounds of debate.
 - E. 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)

PERPETUAL TROPHIES: ADDENDUMS

ADDENDUM #1 - HOKU MAI AWARD

Schools achieving 100% participation will receive recognition at the State Awards Banquet with a Hoku Mai Attendance Award provided they meet the following criteria:

1. The school must be an HSL member school;
2. Schools with speech and debate teams must participate in a minimum of seven (7) tournaments prior to the State Forensic Championships. Schools with only speech or debate teams must participate in a minimum of five (5) tournaments prior to the State Forensic Championships. (*Adopted*: November, 1976; *Amended*: April, 1988; September, 1999; August, 2011)

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, 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.