

OHSSL STATE TOURNAMENT MANUAL

I. GENERAL RULES

A. Eligibility

1. All eligibility rules for the District Tournament apply to the State Tournament. In addition, the student must have qualified through his/her local District Tournament, a PDQ tournament in Policy Debate, or the NFL District Tournament. If a student qualified from another school, then the student will enter as a member of the school of his/her current enrollment. The new school shall accept responsibility for the student who is attending the State Tournament.
2. No student may participate in more than one event in this tournament.
3. No student may participate in this tournament unless accompanied by an official representative of his school.
4. A Policy team, a Public Forum team, and a Duo Interpretation team may not change its composition after the District Tournament.
5. Should a qualifier be unable to compete at the State Tournament, the qualifier shall be replaced by the respective District's alternate as noted on the District Report.
6. Additional means of qualifying to the State Tournament:
 - a. Through Pre-District Qualifying (PDQ)Tournaments Policy Debate.
 - 1) Any OHSSL member school or Ohio college or university may host a Pre-District Qualifying Tournament. The host school must notify its intent to conduct a PDQ tournament with the League Office by September 15 of the current school year. No PDQ tournament may be held once OHSSL District Tournament competition begins, unless the Executive Committee grants an exception.
 - 2) The tournament format must feature at least five preliminary rounds and offer elimination Quarter-Final rounds. Semi-Final and Final rounds are at the option of the host school. (Specific procedures in Appendix G)
 - 3) At least 24 Policy teams must participate from a minimum of 8 OHSSL member schools. If a PDQ tournament is held prior to October 31 of a given year, an Ohio high school would be considered a member school if the school was a League member the previous year. If a PDQ tournament is held after November 1, a high school (in order to fulfill the PDQ requirements for the number of schools) must be a fully registered and paid member of OHSSL.
 - 4) Schools which intend to host a Pre-District Qualifying Tournament must provide access to a copy of the rules for a Pre-District Qualifying Tournament in invitations and/or confirmation mailed to

member schools. (See Appendix G)

5) At least two weeks prior to the tournament, the host school should receive from the League Office a Pre-District Qualifying Tournament Verification Form and list of member schools. Hosts should contact the League Office if these forms have not been received.

6) The tournament host must ensure one of the following to be in attendance: District Chairperson; Executive Committee member; or an active coach previously approved by the Executive Director in conjunction with the Chairperson of the Executive Committee to verify compliance with the rules of the OHSSL. The result report must be signed by the individual in charge and then sent by the tournament host to the PDQ Debate Chair. This report must be mailed within 72 hours of the conclusion of the tournament. The PDQ Debate Chair will send a copy of the qualifiers to the League Office.

7) Any Policy team from a member school that qualifies to the Quarter Final round of a Pre-District Qualifying Tournament will be considered qualified for the State Tournament.

8) Two weeks prior to District competition, the Executive Director will send verification to each member school and District Chairperson for all Policy teams who qualified throughout the season at PDQ Tournaments.

9) Notification of which teams the school intends to enter in the State Tournament must be received by the District Chairperson on the official District Tournament registration form at least one week prior to the start of the District Tournament. Any debater who has PDQ'd will lose PDQ status as a state qualifier if s/he competes at the District Tournament. Policy teams entered in the State Tournament must consist of students who qualified together as a team.

10) A school qualifying one or more team(s) through a PDQ may enter no more than a total of four teams in the District Tournament, including the PDQ teams. A school qualifying four teams through PDQ Tournaments may not enter any Policy Debaters in the District Tournament.

11) Hosting a PDQ Tournament carries a \$50.00 service fee, which is to be mailed to the League Office within one week following the tournament.

12) If the PDQ Debate Chair determines that the tournament host and/or a given team has not fulfilled the requirements necessary for a valid PDQ tournament, the PDQ status will be nullified. The PDQ Debate Chair will immediately notify the coaches of the attending schools that their teams/debaters have not been granted a state-qualifying berth through that tournament. Appeals to the decision must be made directly to the Executive Committee within one week.

b. Through the National Forensic League Tournament

- 1) Any NFL National Qualifier who has not qualified to the OHSSL State Tournament may compete at the OHSSL State Tournament.
- 2) If the National Qualifier(s) has (have) qualified to the OHSSL State Tournament through the OHSSL District Tournament or through a PDQ Tournament, up to and only two, additional State Qualifiers will be accepted from each event at the NFL District Tournament provided that
 - a) the competitor(s) has (have) advanced to the final round in Individual Events or placed in the final eight in Debate.
 - b) the competitor's (s') placement would qualify him/her to the State tournament based on the number of entries in that event in relation to the ratio as prescribed by the OHSSL District Tournament printed on District 2 in the OHSSL District Tournament Manual. If the entry in U.S. Extemp, at the NFL District Tournament, for example, is sixteen competitors, the number of additional State Qualifiers in U.S. Extemp would be determined from only the top five finishers in the final round in U.S. Extemp.
- 3) State qualification from the OHSSL District Tournament will take precedence over NFL District qualification. If a competitor qualifies in Prose/Poetry, for example, at the OHSSL District tournament and then switches events at the NFL District tournament, his/her qualification to the State Tournament remains with his/her OHSSL District Tournament event. The only exception to this stipulation that will be granted is if a member of a duo team, a public forum team, or a Policy team is unable to attend the OHSSL State Tournament and has notified, in writing, his/her OHSSL District Chair and the Executive Director of such intent, the remaining member may enter the NFL District tournament and may qualify to the OHSSL State Tournament. In this case, the alternate team from the OHSSL District Tournament will move "up" and become a state qualifying team as well.

B. Tournament Fee

1. A suitable registration fee, determined by the Executive Committee, must be mailed in addition to the school's registration form by the established deadline for that year. Fees not received by the established deadline must be accompanied by a \$10.00 late registration fee. (See Appendix D)
2. No fee shall be refunded for cancellation of a tournament entry.
3. All fees including late fees must be paid prior to the beginning of the tournament or participation shall be denied.

C. Judges:

1. All judges must have experience judging in their respective pools prior to the OHSSL State Tournament. The Executive Committee will make judge assignments as it deems necessary for the good conduct of the tournament.
2. Judging ratios will be established early in the school year, and schools will be notified at the District Tournament what their allotment will be.
3. If a judge in Individual Events is a first-year high school graduate, s/he may not judge the event(s) in which s/he competed. It is the school's responsibility to note this information on the Judge Qualification Form. This rule does not apply to Debate.
4. Immediate family members may not judge the event in which a related student has qualified for the State Tournament. It is the school's responsibility to note this information on the Judge Qualification Form. This rule does not apply to Debate.
5. No school judge will be released until Final Round judge panels are announced, unless the judge is dismissed by the appropriate judge committee. A school will be fined \$25.00 for every round a school's judge fails to complete his or her scheduled rounds.
6. Failure to pay the fine by June 1 of said year shall bar the school from League membership the following school year.

D. Timekeepers:

1. In all Debate categories, the contestants will time themselves and their competitors. A judge will be designated to monitor the timing of speeches and preparation time. All judges must have a timing device.
2. In Policy Debate, time allotments will be 8 - 3 - 5 according to prescribed NFL practice, and the preparation time will be six minutes per side. In Lincoln-Douglas Debate, time allotments will be 6 - 3, 7 - 3, 4, 6, 3 according to prescribed NFL practice, and the preparation time will be four minutes per side. In Public Forum Debate, time allotments will be 4 - 4 - 3, 4 - 4 - 3, 2 - 2 - 3, **2 - 2** according to prescribed NFL practice, and the preparation time will be two minutes per side.
3. In all Individual Events, the judges will keep time with a timing device. For each section of each contest, the State Judging Committee designates one judge as the official timekeeping judge. This judge announces the time after the contestant's presentation. The time begins with the first word and/or movement in the presentation. In Extemporaneous and Impromptu Speaking, unless otherwise requested by the contestant, the judge is to inform the contestants of their remaining time by holding up two fingers at the end of five minutes, one finger at the end of six minutes, and a ½ minute signal at six minutes and thirty seconds, and then a closed-fist indication at the seven-minute point. In all other individual events, upon student request, the timekeeping judge can give an appropriate signal when the student reaches eight minutes (two minutes remaining) and ten minutes (a closed-fist indication). A thirty-second grace period is permitted in all Individual Events. Any penalty for exceeding the grace period is left to the judge's discretion.

4. The Judging Committee will assign two judges on each Final Round panel to be the official timekeepers.

E. Sources: E-mail as a source shall not be permitted for any event.

F. Late Contestants: A contestant more than 15 minutes late for a round shall be ranked last for that I.E. round or be given a loss for that Debate round.

G. Missing A Round: If a contestant in the elimination rounds misses his round assignment, for whatever reason, no contestant may “move up” to replace that missing contestant. If a competitor or a team, because of illness or other circumstances, cannot complete his/her or their round assignments, s/he or they is/are to be given a loss in that debate round or last place in that IE round.

H. Observers: Observers will be permitted beginning with the first elimination round in all events.

I. Awards: Appropriate awards will be given to Finalists and Semi-Finalists in the Individual Events and to the Octa-Finalists and beyond in Debate, as well as any other special awards. (See Appendix S)

J. Sweepstakes: The top ten (10) schools will be recognized in the Team Championship Competition. Team rankings are based on the scoring system explained in Appendix R. In addition, the top ten (10) schools based on cumulative yearly point totals will be recognized. The first place school will receive a plaque in honor of its achievement. Once a school wins the honor, its point total returns to zero.

K. Rule Infractions: In the event a coach or adult judge engaged in the State Tournament believes that a rule infraction has occurred, s/he should immediately file a written protest with the Ombudsperson, who shall take the protest to the Event Checker or the Executive Director as per Appendix BB.

L. Appeals: In the event a rules decision is questioned, the appeal must be made immediately to the Chairperson, Executive Director, Event Checker or Ombudsperson.

II. PRE-TOURNAMENT PREPARATION

A. Extemporaneous Topic Construction: (see Appendix O)

1. All topics must be based upon significant subject matters discussed in standard publications during the current school year.
2. All topics must be numbered, typed, and reproduced.
3. The topics must be written in interrogative sentence form.
4. The topics should be answerable by conclusions that can be drawn from existing

bodies of knowledge.

B. Extemporaneous Topic Distribution:

1. Review District topics or vendor topics and sort into the various subject areas for each Extemp event.
2. Beginning with the Final round, select a subject area and twelve topics from that area. Then, select a subject area and twelve topics from that area for the Semi-Final round. Repeat this step for the Quarter-Final round. From the subject areas remaining, select an area and twelve topics for each of the four preliminary rounds.
3. Prepare seven sets of envelopes with four sets composed of as many envelopes as there are sections in the preliminary rounds for rounds I, II, III, and IV. The fifth set should have four envelopes, marked Quarter-Finals. The sixth set should have two envelopes, marked Semi-Finals. The seventh set should have one envelope, marked Finals.
4. Each envelope for each section for Round I must contain the same twelve topics representing the subject area of that round. Each of the remaining rounds shall be similarly prepared, using topics reflecting a different subject area in each round.
5. Write the event, round, and section on the outside of each envelope.

C. Extemporaneous Preparation Room Procedure and Student Instructions:

1. In the preparation room place the Record Form on the counter. Place the corresponding topic envelope for Round I with the Record Form.
2. Each contestant draws three topics and chooses one on which to speak. Record the numbers of all topics drawn on the Record Form and, finally, the topic selected for the speech. The rejected topics should be returned to the proper envelope.
3. Contestants draw at intervals of 7 minutes, (except for Final round where the interval is twelve minutes) beginning 30 minutes before the contest starting time.
4. After drawing topics, a contestant may not confer with anyone. The contestant is NOT permitted to consult prepared notes or speeches and may NOT leave the room without permission. The contestant may use an annotated bibliography and consult publications. A supervisor should monitor the students during the preparation time to assure that there is not consultation and that only permissible material is used (See District Tournament Manual).
5. The contestants must have all sources from which they quote available in their prep room files.
6. The student must present the topic slip to the judges in each round.
7. After each round, remove the envelopes and place the next set of topic envelopes on the corresponding Record Forms

8. The Final rounds shall include a cross-examination period according to the NFL procedure (See Appendix P).

D. Original Oratory:

The District Committee is responsible for the reading of each original oration entered in the District Tournament. However, it is the responsibility of the Executive Committee to re-read those orations which have qualified to the State Tournament. Following the reading of the orations, the necessary steps are:

1. If an oration is in violation of the limitation of 150 published quoted words, excluding any clichés and trite expressions, the contestant shall be notified of disqualification from the State Tournament. The sources for all quoted words and statistics must be cited verbally within the oration itself and a complete citation must occur in the bibliography. (See Appendix K).
2. Plagiarism in an oration shall be grounds for immediate disqualification. Paraphrasing without verbal citation is plagiarism and is grounds for disqualification.
3. Each contestant must compete with the same oration used for qualification at the District Tournament.
4. All Semi-Finalists and Finalists in Original Oratory at the State Tournament must submit a copy of their oration to the League Office on a disk in "text" format, including bibliography information within two weeks after the completion of the State Tournament. If an oration is not received, it will not be included in Winning Orations.

E. Impromptu Speaking Topic Construction:

1. All topics will be quotations and must be numbered, typed, reproduced, and placed into designated section envelopes by rounds. The same list of topics shall be used for the draw in each section envelope.
2. Quotations should be randomly selected within a round, however, repetition of topics/themes should be avoided from round to round.

F. Impromptu Speaking Topic Distribution:

1. Prepare seven sets of envelopes with four sets composed of as many envelopes as there are sections in the preliminary rounds for rounds I, II, III, and IV. The fifth set should have four envelopes, marked Quarter-Finals. The sixth set should have two envelopes, marked Semi-Finals. The seventh set should have one envelope, marked Final.
2. Each envelope for each section for round I must contain the same twelve quotations. Each of the remaining rounds shall be similarly prepared, using quotations checked after random choice so as not to repeat the same subjects in each round.
3. Write the event, round, and section on the outside of each envelope. Choose one

judge per section to be in charge of the draw. Attach the envelope to that judge's ballot.

G. Impromptu Speaking Preparation Room Procedure and Student Instructions:

1. All speakers assigned to a room should report to that room at the assigned start time. All speakers will remain in the room for preparation and until all contestants have finished speaking.
2. The first speaker shall draw three quotations from the prepared envelope, choose one and return the other two to the envelope.
3. The speaker will have seven minutes with a thirty-second grace period to prepare and present his or her speech. The speaker will decide how much of that time she or he will use for preparation and how much time for speaking. The other contestants shall draw, prepare and speak in like manner.
4. It is important that the room is silent during both preparation and presentation for all speakers. Judges can volunteer verbal time signals during preparation time (for example: 30 seconds, 1 minute, etc.) but once the speaker begins, time signals should be given in the traditional non-verbal hand signals. Timing will begin when the draw judge hands the quotation back to the student after recording his or her choice. (The designated draw judge will share the quotation with other judges while the student begins preparation.) A thirty-second grace period will be permitted. These time signals should be clarified with all students before any draw begins.
5. Upon drawing a quotation, the contestants shall prepare a speech without consultation and without prepared notes or speeches. A topical index without annotation is permitted. Contestants may consult published sources, provided:
 - a. They are originals or Xeroxed copies of originals.
 - b. The original or copied article is intact and uncut.
 - c. There is no written material on the original or copied article.

The files kept for Impromptu Speaking must follow the same guidelines for Extemporaneous Speaking (See III B7). No previously prepared notes or speeches may be included in the Impromptu Speaking files.

6. Although students may write notes during prep time, not notes shall be used during the contestant's presentation. The contestants are allowed to refer or to read from the drawn quotation slip.

H. Additional Individual Events:

1. Each contestant must use the single speech, single cutting, or prose/poetry program used at the District Tournament and listed on the registration form.
2. With the exceptions of prose/poetry and original oratory, each contestant must bring to the State Tournament a copy of the speech or cutting and the original source from which

the cutting was obtained.

3. In the event an interpretation is brought into question, failure to submit the original source within thirty minutes from the time it is requested will result in disqualification.

4. All lines taken from the source must be spoken by the character the line was given to by the author. (In other words, one character may not speak a line written for another character.)

I. Judge Qualification Forms:

Each school qualifying for the State Tournament must complete Judge Qualification Forms, which must be postmarked by the deadline indicated at the time of the District Tournament. All Judge Qualification Forms are given to the Executive Committee for approval. Schools whose judges are rejected by the Executive Committee will be notified prior to the tournament.

III. SCHEDULING INDIVIDUAL EVENTS:

A. Objectives:

1. *There should be at least five students in a section. More than this number will usually be scheduled to allow for drops. There may not be more than seven students in a section.*

2. Students from the same school should not meet unless the number of the school's entries exceeds the number of sections in that event.

3. No contestant should meet any other contestant more than necessary. How often is "necessary" depends on how many rounds are in the tournament and the number of sections.

4. Students from the same District should not meet more than "necessary."

5. *#2, #3, #4, are in order of priority.*

6. The student's speaking order should vary from round to round. No students should repeat as first or last speaker in preliminary rounds.

7. Two judges will evaluate each preliminary round.

8. No student should be judged by the same person more than once.

B. Preliminary Steps:

1. Each District will be given a code letter.

2. On each Individual Event Card write the student's name, the school's name, District code letter, selection, and contestant's number. During the course of the tournament, these cards will be used for recording ranks.

3. Assign each individual event a "hundred number" such as 100, 200, 300, etc.
4. Assign contestants within each event consecutive numbers starting with 101, 201, etc. The final number will indicate the total number of contestants in that event. If the numbers have been previously assigned, check for irregularities.
5. Determine the number of sections consistent with the objective of no more than seven contestants per section and at least five in each section, if possible.

C. Tournament Scheduling:

1. Computer scheduling shall be used following the priorities as listed in III. A. 7.
2. Recording Results: Record the ranks and number of speakers in the section on each card. In any event, rank no contestant lower than the smallest section in that event. As a double check, tabulation sheets should be completed as soon as the cards are recorded.

D. Quarter-Final round:

1. Add all of each competitor's preliminary scores.
2. Determine the 24 best competitors (those with the lowest totals).
3. If there is a tie for the last spot, break it as follows:
 - a. Greatest number of 1's
 - b. Greatest number of 1's and 2's combined
 - c. Reciprocals

If there is an unbreakable tie for the last position(s), take the contestants who are tied into the Quarter-Final round, unless this will increase the number of Quarter-Finalists to 29. In that case, do not take any of the tied contestants. **(There may not be more than 7 contestants in any Quarter-Final section).**

4. Arrange the cards in order beginning with the lowest total on top. **(Remember: Break ties here by using the greatest number of ones, greatest number of ones and twos combined, etc.)**

- | | |
|----------------------------------|----------------------|
| 5. Top card goes into section A | Reciprocals: 1= 1.00 |
| Second card goes into Section B | 2 = 0.50 |
| Third card goes into Section C | 3 = 0.33 |
| Fourth card goes into Section D | 4 = 0.25 |
| Fifth card goes into Section D | 5 = 0.20 |
| Sixth card goes into Section C | 6 = 0.17 |
| Seventh card goes into Section B | 7 = 0.14 |
- Etc. The schedule runs like a "snake".

WATCH!!! If this starts to put two contestants from the same school or with the same cutting into the same section, move that contestant to the next spot, filling in the blank with the next card before continuing.

6. Submit the “snake” to the Checker (**before you determine speaking order**).
7. Shuffle the cards in each section and determine speaking positions by laying them down in order. Mark cards with Section and Speaking Order.
8. Prepare Scheduling Sheet for Judges’ Committee in **duplicate** (District, School, & Competitor Codes by Section with room numbers). **Use your copy to announce from.**
9. Prepare ballots & envelopes (**3 judges in Quarters**) and give to the Judges’ Committee.
10. Prepare posting sheet for Contestants according to Section and Speaking Order. (**For Extemp and Impromptu, make two copies**)
11. Type Contestants’ Names & Schools on Quarter-Final Tab Sheets by **Section in Speaking Order.**

E. Semi-Final round:

1. The **top three** contestants from **each of the four Quarter-Final sections** advance.
2. **Using only Quarter-Final scores**, break ties as follows:
 - a. Judge’s preference
 - b. Greatest number of 1’s
 - c. Greatest number of 1’s and 2’s combined
 - d. Reciprocals

If three or more contestants are tied:

- 1) Drop the best and the worst scores.
- 2) The remaining score determines the placement.
- 3) If there are ties among the remaining scores, refer to breaking two-way ties above.
- 4) If the tie still exists, break using preliminary scores.

3. Arrange the 12 Semi-Finalist cards in order beginning with the **lowest total from the Quarter-Final scores on top**. (Break ties using prelim totals)

4. Top card goes into Section A	Reciprocals: 1 = 1.00
Second card goes into Section B	2 = 0.50
Third card goes into Section B	3 = 0.33
Fourth card goes into Section A	4 = 0.25
Fifth card goes into Section A	5 = 0.20
Sixth card goes into Section B	6 = 0.17
Seventh card goes into Section B	7 = 0.14

Etc. The schedule runs like a "snake".

WATCH!!! If this starts to put two contestants from the same school or with the same cutting into the same section, move that contestant to the next spot, filling in the blank with the next card before continuing.

5. Submit the "snake" to the Checker (**before you determine speaking order**).

6. Shuffle the cards in each section and determine speaking positions by laying them down in order. **No contestant should speak in the same order as Quarter-Finals, if avoidable**. Mark cards with Section and Speaking Order.

7. Prepare Scheduling Sheet for Judges' Committee in **duplicate** (District, School, & Competitor Codes by Section with room numbers). **Use your copy to announce from**.

8. Prepare ballots & envelopes (**3 judges in Semis**) and give to the Judges' Committee.

9. Prepare posting sheet for Contestants according to Section and Speaking Order. (**For Extemp and Impromptu, make two copies**)

10. Type Contestants' Names & Schools on Semi-Final Tab Sheets by **Section in Speaking Order**.

F. Final Round:

1. The **top three** contestants from **each of the Semi-Final sections** advance.

2. In order for a State Champion to be awarded, there must be a final round completed. If the final round is not conducted, sweepstakes points will be awarded for the last round completed.

3. Ties in determining Finalists shall be broken as follows:

a. Judge's preference

b. Greatest number of 1's

c. Greatest number of 1's and 2's combined

d. Reciprocals

If three or more contestants are tied:

- 1) Drop the best and the worst scores.
- 2) The remaining score determines the placement.
- 3) If there are ties among the remaining scores, refer to breaking two-way ties above.
- 4) If the tie still exists, break using preliminary scores.

In case of a tie for the last qualifying position in one Semi-Final section, the 7th contestant would be placed into the Final round. If a tie for the last qualifying position occurs in both Semi-Final sections, then the tie must be broken in both sections and only six contestants would be placed into the Final round.

After determining the finalists, submit the results to the Checker.

4. Shuffle the cards to determine speaking order. **No contestant should speak in the same order as Quarter-Finals or Semi-Finals, if avoidable.** Mark cards with the Speaking Order.

Watch Extemp!!! Check that no two competitors from the same school are back to back. (This is because of Cross-Ex). Check the last speaker too because s/he questions the first speaker.

5. Prepare Scheduling Sheet for Judges' Committee (District, School, & Competitor Code with room number).

6. Prepare ballots & envelopes (**6 judges in Finals**) and give to the Judges' Committee.

7. Prepare posting sheet for Contestants according to Speaking Order. (**For Extemp and Impromptu, make two copies.**)

8. Write up the Semi-Finalist / Finalist Recognition Announcement Sheet. (**Give to Chairperson.**)

9. Type Contestants' Names & Schools on Final Tab Sheet in **Speaking Order**.

10. **To determine final placement, drop the contestant's best and worst scores from the Final round. Add the remaining four scores.**

11. Break Ties in the Final round as follows:

- a. Number of 1's in the Final round

b. Number of 1's and 2's combined in the Final round.

c. Reciprocals: 1 = 1.00
 2 = 0.50
 3 = 0.33
 4 = 0.25
 5 = 0.20
 6 = 0.17
 7 = 0.14

d. If a tie still exists, consider the dropped scores.

If three or more contestants are tied:

- 1) Drop the next best and the next worst scores.
- 2) The remaining score determines the placement.
- 3) If there are ties among the remaining scores, refer to breaking two-way ties above.

After determining placement, submit results to the Checker.

12. Fill out **2 Announcement Sheets** (one copy to use at the Awards Assembly and the other to the Executive Director for the files).

IV. SCHEDULING POLICY, PUBLIC FORUM, AND LINCOLN DOUGLAS DEBATE

A. Objectives:

1. There will be six debates - three rounds on each side of the question, except for Public Forum where all rounds will be flip rounds). Teams from schools with multiple entries will be treated as independent units. Teams should not meet teams from their own school.
2. Prior to the elimination rounds, no judge may evaluate the same team more than once. In the elimination rounds, a judge may evaluate a team for the second time in the tournament, if the judge gave the team a win in an earlier rounds or if the judge is mutually preferred.
3. To break ties, use the following list of priorities:
 - a. Wins accumulated.
 - b. Drop high - low speaker points and total the remaining.
 - c. Opposition strength.
 - d. Double high - low speaker points and add the remaining.
 - e. Total speaker points.
 - f. Judge-controlled variance.
 - g. Total speaker ranks (**only in Policy Debate**).
 - h. A coin flip.

4. At the conclusion of each round of debate at the State Tournament, all observers and coaches must exit the rooms until the judge or panel of judges has reached a decision and completed the ballot. Under necessary circumstances, the Executive Committee Chair or the Debate Checker may designate a tournament official to enter a room before the decision is made and/or the ballot completed.

B. Procedure:

1. If an uneven number of teams occurs, the host District will provide the "swing team." The "swing team" is the host District's alternate team. If the host District provides no "swing team," *a random draw will be conducted from the remaining Districts' first alternates to determine the swing team.*
2. In Rounds I and II, unless unavoidable, no team shall compete against a team from its own District.
3. Although pairings will be drawn at random, no team will compete against the same team twice in Rounds I and II. Rounds III, IV, V, and VI will be powered high - low within the brackets.
4. After Round II, byes will be assigned to the team at the bottom of the lowest bracket.
5. One judge will evaluate each preliminary debate.

C. Elimination Rounds:

1. Following Round VI, all teams with a winning record (4 - 2 or better) will advance up to a full double-octa bracket, a partial double-octa, or an octa-final bracket, depending on the number of teams advancing.
2. For teams meeting in all elimination rounds, sides will be determined by a computerized coin flip. If they have previously met, they shall meet on the opposite (except in Public Forum).
3. Brackets will not be broken. If contestants from the same school are scheduled to meet and if they choose not to compete, the contestants with the higher seed will advance.
4. *In order for a State Championship to be awarded, a final round must be completed. If the final round is not conducted, no Champion will be recognized and sweepstakes points will be awarded only through the last round completed.*

V. SCHEDULING INDIVIDUAL EVENTS' JUDGES

A. Procedures prior to Set-up Weekend:

1. Date incoming Judges' Qualification Forms and note late or missing forms for penalties.

2. Check all District Reports to insure that each school has the required number of judges.

3. Prepare charts:

a. One for each District

b. One for independent judges

c. Include - District Letter Code- School (s) Code - Judge's name - list of events, in preferential order - date for judging -possible debate judging - categories in which judges may not judge (i.e., relative in an event or first- year graduate's high school event(s)). (For chart design - look at the previous year's chart).

B. Procedure for the Set-up Weekend:

1. Update and check judges' charts.

2. Prepare for judge assignments with event committees.

3. Remind event committees.

a. Judging panels should be constructed with either two judges representing Districts with no contestants in that section, or two judges representing two different Districts with contestants in that section.

b. Try to avoid having two judges from the same District judging on the same panel.

4. Remember:

a. No judge should judge the same event twice.

b. Use independent judges as needed.

c. Mark the charts with the Round, Category, Section, and Room Number of an assignment.

5. Prepare the ballot envelopes with:

a. Judge's Name, Event, Round, Section, and Room.

b. Designate by an asterisk (*) the official timekeeper/judge in a section. (Note that Judges with similar last names should be announced with first names.)

C. Procedure for State Tournament:

1. Check in judges - make name changes. List all changes for assessment by the League.

2. Make all changes on the charts, schedule sheets, and ballots.
3. Begin making a list of possible judges for the elimination rounds for each event, starting with the Final Round.
4. Check the time schedule, making every effort to adhere to it.
5. Keep a list of any judge penalties accrued during the tournament (i.e., missing assignments, etc.). Give the list to the Executive Director.

VI. SCHEDULING DEBATE JUDGES

A. Policy and Lincoln/Douglas Debate:

1. Compile a list of judges, including the school they are judging for.
2. Use a preferential judge system to rate judges.
3. In preliminary rounds, judges are assigned randomly, taking blocks into consideration; a single judge is used.
4. No judge shall evaluate a team more than once during preliminary rounds.
5. Three-judge panels shall be used in elimination rounds and five-judge panels shall be used in the Final Round.
6. Blocks remain in effect during elimination. In the elimination rounds, a judge may evaluate a team for a second time in the tournament if s/he gave the team a win in an earlier round or if the judge is mutually preferred.

B. Public Forum Debate:

1. Enter judges in the computer with ratings agreed upon by the Executive Committee.
2. Assign judges randomly for Rounds I and II, with District constraints.
3. Assign judges by ratings for Rounds III, IV, and V.
4. A single judge is used in each preliminary round; no judge will evaluate a team more than once during preliminary rounds.
5. Three-judge panels are used in elimination rounds with five in the Final Round.

C. Guidelines for elimination rounds in all debate events:

1. The first priority shall be that judges have not evaluated the teams/individuals previously in the tournament, unless a preferential judging system is used.
2. If a judge is to be used who has evaluated the teams/individuals previously in the

tournament, the judge in question must have given both teams/individuals a win in the earlier round, unless a preferential judging system is used.

3. If conditions require, individual judges who have favored either of the teams/individuals may be used. In such cases, every effort shall be made to balance the panel.

VII OHSSL STATE CONGRESS

A. The OHSSL State Congress shall be conducted with the OHSSL State Tournament.

B. Entries

1. Each member school shall be permitted to enter up to three (3) legislators.

2. The name of each legislator must be submitted on the official OHSSL State Registration Form by the prescribed deadline. Substitutes may be named until the conclusion of Thursday night registration.

3. Legislators from the same school and the same OHSSL District will be evenly apportioned into separate chambers as best as possible, depending upon the number of entries and the number of chambers.

4. *Students who have qualified to State in any non-team event may NOT register for or compete in Student Congress. However, one member of a team event (Policy, Public Forum or Duo) may register ONLY if his/her teammate is unable to compete at the State Tournament.*

C. Legislation

1. Each District Chair must submit ten (10) pieces of legislation, bills and/or resolutions, using the format prescribed by the National Forensic League and as exemplified in Harold Keller's "Student Congress and Parliamentary Procedure Handbook," which may be downloaded from the OHSSL or the NFL website. Legislation may be either national or state oriented in nature.

2. District Legislation must be submitted in an electronic format prescribed by the Executive Director *by the Saturday following the District Tournament* to be placed on the OHSSL website for downloading.

3. Legislation will be divided by blind draw into preliminary, semi-final and final session packets, which will be identified at the State Congress.

D. Sessions

1. There shall be three preliminary sessions. The first session shall last two and one-half hours. The *second session* will last two hours; *the third session will last one and one-half hours*. During the first half hour of the first session, an agenda of legislation shall be set and Presiding Officers shall be elected. Eighteen (18) to twenty-four (24) legislators in each preliminary session chamber is the optimum number. Twenty-five

(25) legislators in each preliminary session chamber is the maximum number.

2. There shall be one semi-final session. The length of this session shall last three and one-half hours. There shall be no more than twenty-four (24) legislators in each semi-final session chamber.

3. There shall be one final session chamber. The length of this session shall last three and one-half hours. There shall be no more than eighteen (18) legislators in the final session.

4. *The length of the preliminary, semi-final and/or final sessions may be adjusted by the Executive Committee if the time constraints of the Tournament require.*

E. Speeches

1. A speaker's time allotment for each speech shall be a maximum of four (4) minutes, three (3) minutes for speaking and a maximum of one (1) minute for cross examination by other legislators. Cross examination shall be a factor in the scoring of a speech.

2. As legislation is district-sponsored, no authorship speeches will be given. Speeches shall follow on a PRO the CON rotation.

F. Presiding Officers

1. For the preliminary sessions, three (3) Presiding Officers shall be elected by each chamber for each session. The candidate receiving the most votes shall have priority over which session he/she shall preside. The candidate receiving the next highest votes shall have the next priority, and so on. The Presiding Officer shall be scored for his/her performance in his/her session in the same manner as the other legislators in his/her chamber. [In every preliminary session, the Presiding Officers shall serve for an equal amount of time.]

2. For the semi-final session, three (3) Presiding Officers shall be elected by each chamber to serve for *approximately* one hour each. The candidate receiving the most votes shall have priority over which hour he/she shall preside. The candidate receiving the next highest votes shall have the next priority, and so on. The Presiding Officer shall be scored for his/her performance in his/her hour in the same manner as the other legislators in his/her chamber.

3. For the final session, three (3) Presiding Officers shall be elected by the chamber to serve for one hour each. The candidate receiving the most votes shall have priority over which hour he/she shall preside. The candidate receiving the next highest votes shall have the next priority, and so on. The Presiding Officer shall be scored for his/her performance in his/her hour in the same manner as the other legislators in his/her chamber.

4. A Best Presiding Officer Award shall be voted upon by the legislators of the final session and presented at the Awards Assembly.

G. Scoring

1. Each school must submit one (1) scorer who is qualified to judge Congress.
2. Each speech and each Presiding Officer performance shall be ranked on the basis of one (1) through six (6) points by the Official Scorer (a rank of six points is the best). The Base System shall be utilized for fairness. The Base System explanation may be downloaded from the OHSSL or the NFL website.
3. Scorers:
 - a. There shall be two (2) scorers in each preliminary session chamber. No scorer shall remain in any one chamber for more than one preliminary session.
 - b. There shall be three (3) scorers in each semi-final session chamber.
 - c. There shall be six scorers in the final session chamber.
 - d. No scorer may be placed into a chamber that has one of her/her students.
 - e. The goal of placing scorers into chambers is to vary the scorers to represent the six OHSSL Districts as best as possible.
 - f. At the conclusion of the preliminary sessions, the Base System shall be used to advance the top legislators from each chamber so that up to forty-eight (48) legislators shall advance to the semi-final session. Up to twenty-four (24) legislators shall be placed into semi-final session chambers using the “snake” method, based on preliminary session base system scores.
 - g. At the conclusion of the semi-final session, the Base System shall be used to advance the top legislators from each chamber so that the top eighteen (18) legislators (nine [9] from each chamber) shall advance to the final session.
 - h. At the conclusion of the final session, using the Base System, the top six (6) legislators shall be placed on a final ballot. The scorers shall rank the slate of nominees. The parliamentarian shall also score the legislators. However, the parliamentarian’s scores shall be used only as a tie-breaker. Ties shall be broken as follows:
 1. Base system placement
 2. Judges’ preference
 3. Number of ones
 4. Number of ones and twos combined
 5. Reciprocals
 6. Parliamentarian scoring
 - i. The top six (6) in the final session shall receive OHSSL awards at the Awards Assembly. Finalists from seventh (7th) through twelfth (12th) shall receive medallions

in the final session chamber.

H. Parliamentarians

1. The Parliamentarian shall assist the Presiding Officer in the running of the chamber, to intervene in case a Presiding Officer becomes too deeply involved in parliamentary rules, to correct gross errors in procedure and to record actions taken. His/Her decision on procedure questions shall be final. Thus, he/she should have knowledge of parliamentary procedure and *Robert's Rules of Order*.
2. Each District shall identify three (3) scorers from the judging pool who are recommended for use as parliamentarians.
3. There shall be one (1) Parliamentarian for all three preliminary sessions of each Chamber; *the* Parliamentarian shall remain in that chamber for all three preliminary sessions. There shall be one (1) Parliamentarian for the semi-final session of each chamber. There shall be one (1) Parliamentarian for the final session chamber. No students from the Parliamentarian's school shall be placed into his/her chamber.