**Place** Union High School

**Tournament Director** Jennifer Denslow

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 Cell: 918-921-4782

 Classroom: 918-443-6231

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**ENTRY AND JUDGES**

A. DEADLINE TO ENTER: February 28, 2017

B. YOU WILL ENTER ONLINE AT [www.ossaaspeech.com](http://www.ossaaspeech.com) **AND** at <http://eastokregionals.tabroom.com>

C. PAYMENT OR P.O. GOES TO OSSAA, NOT ME

D. WHEN YOU REGISTER JUDGES AT [www.ossaaspeech.com](http://www.ossaaspeech.com/) WEBSITE, THE PROCESS IS TRICKY AS YOU WILL HAVE TO BUILD A ROSTER OF JUDGES AT ONE BUTTON/TAB AND ACTUALLY FILL OUT A FORM TO REGISTER FOR REGIONALS ON ANOTHER. YOU SHOULD GET DETAILED INTRUCTIONS FROM THE OSSAA ON THIS, AND I ENCOURAGE YOU TO PAY CLOSE ATTENTION TO THEM. (YOU WILL NEED NAMES, CELL PHONE NUMBERS, E-MAIL ADDRESSES, AND AVAILABILITY ON BOTH DAYS FOR EACH JUDGE.)

Please submit a form for every judge, including yourself. All coaches are required to be available to judge at Regionals. **Judges must be available at least 75% of the rounds to be counted.** Judges are expected to judge one round past a school’s elimination, so all judges will be expected to be available for finals.

The judging requirement will be **strictly** enforced. The formula for regionals is 1 judge for each 5 entries or portion thereof, 1 CX judge per CX team, 1 judge per 2 LDers, and 1 judge per 2 PF teams.

If you fulfill only the minimum judging requirements, you will judge every round. Please bring extra judges and note on the sheets that they are being sent to give you a round off.

**Work Day**

We will have a work day on Tuesday, March 21st at Union. We will start working at 8:30. Any coach is welcome to come help; there will be plenty of work for everyone. Lunch will be provided. Please RSVP by Friday, March 10th and indicate if you would like a vegetarian option.

**Schedule**

Registration will begin at 3:00 on Friday, March 24. Registration on Saturday, March 25 will be at 8:00. Rounds will begin at 8:30. Updates, a tentative schedule, and information about parking on that Friday will be forthcoming.

**Tab Room**

The tab room will be closed to those not involved in tabulation.

**Results**

Ballots will be available to coaches as they come in. Preliminary results will be shown to coaches before finals are posted. The finals tabulation will be available for 30 minutes after awards so coaches may check results. Mistakes cannot be corrected after 9:00 a.m. of the Monday following the tournament.

**Drop Fees**

Please make drops as soon as you are aware of changes. Changes after 5:00 p.m. on the Monday of regionals week will be charged drop fees. Please consult the OSSAA manual for the fees, which get larger the later the drops are made.

**Food**

Union will have a concession stand available for students.

The judges’ lounge will also be arranged by Union. Please pay $5 for each judge you owe each day. DO NOT SEND THIS IN WITH YOUR ENTRY FEES! It would be helpful to pay ahead, but if you can’t, please be prepared to pay at registration. Cash is good.

**Reminders**

1. **Judges should plan to be the official timekeeper(s). Please do not ask contestants or audience members to do so**. (Judges in extemp: if you are keeping time, please make sure the students understand how you are keeping time and make sure you give clear signals).
2. Please be sure to bring your prepared copies of scripts (highlighted with original introductions, transitions, and conclusions typed). The script must be available if any protest if filed.
3. Please make sure your judges are familiar with the most current rules.
4. All questions and protests should be directed to the tournament director.