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| CCIU FORENSICS HANDBOOK  Debate, Speech and Discussion Guides  3/15/2017  Dr. Eileen Weaver  Susan L. Hayes  Rev 2.0 |

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6. **Eligibility and general rules**
   1. **Eligibility**: Any public/private/parochial/home middle school in Chester County is eligible to participate at no charge. Starting in 2018, the field will be opened to middle schools in surrounding counties for $5.00 per entry slot, payable to Chester County Intermediate Unit. Space will be limited to first come/first serve for non-Chester County middle schools.
   2. **General rules:** 
      1. **Registration**: Required to be done online at Tabroom.com. The coach for the school must register before access is given. Registration deadlines will be shown on the Tabroom page, in addition to the invitation, fees, schedule, entry signup and judge signup.
      2. **Entry Limits**: Maximum 4 students per event per school. If a school has more entries, they must provide a judge for every 2 debate teams and every 4 speech/discussion slots. All slots above the 4 will be waitlisted pending judges being provided.
      3. **Judge Requirements**: For Chester County teams, judges will be provided by CCIU for the maximum 24 speech/congress and 4 maximum debate teams. For non-Chester County schools and schools exceeding the maximum entry, judges must be provided in the following algorithm: 1 judge/2 debate teams; 1 judge/ 4 speech and discussion students. If a school fails to provide that judge, students will be denied the opportunity to compete, up to and including the day of the tournament. Therefore, if a judge fails to appear the day of the tournament, up to 4 students will be barred from competing. Judges must be trained by the coach in either speech/discussion or debate prior to the tournament.
      4. **Forfeit**: If a student/team is more than 15 minutes late, they will automatically forfeit that round (debate) or receive last in that round (speech/discussion).
      5. **Protests**: The tournament directors will have the sole responsibility for adjudicating any protests. Protests are not to be made public to students/parents/ non-coaches. They must be made within 30 minutes of the round’s completion. Remedies will include overturning ranks in a particular round, up to disqualification for plagiarism/falsifying evidence/connectivity.
      6. **Internet connectivity**: No connectivity is allowed in any event! All materials, including evidence, in-round notes on cases, must be on the hard drive. No phones will be allowed- timing will either be on the computer, by watch, or stopwatch.
      7. **Observers/ coaching**: Observers are only allowed to watch their school compete. Under no circumstances will in-round coaching be allowed. Observers must remain silent and may not access phones or computers. Any violators will be dismissed from the room. No scouting of competitors’ cases is allowed- violation will result in disqualification of the specific public forum team.
      8. **Tournament adjustments**: Under no circumstances will the tournament or part of the tournament be re-run because of a violation. In the case of disqualification, all previous ranks or decisions of other contestants will stand without change.
      9. **Tabulation errors**: If there is a Tab room error in the announcement of awards, no contestant’s rank will be lowered; those whose ranks justify a higher position will be awarded the correct place and award- ties may result.
7. **Tournament procedures**
   1. **Debate**
      1. **Codes:** Teams will be identified by school and initials of last names of the two team members. If a student drops the day of the tournament, the team is dropped and cannot compete.
      2. **Advancement/elimination**: Every team will have 3 preliminary rounds. There will be a semi-final round (4 teams) and final round (2 teams).
      3. **In-round prompting:** Teammates may prompt during cross-examination but at a minimum. Students who “hog the floor” while their partner is being cross-exed will have reduced speaker points.
      4. **Timekeeping:** Each team is responsible for timing themselves. The judge or timekeeper will keep official time of all speeches and prep, but will not be responsible for announcing time. Prep time is two minutes.
      5. **Sharing case**: Teams have the option of sharing their cases via thumb drive or paper. The judge may also ask to see a copy of the cases.
      6. **Evidence:** 
         1. For each piece of evidence cited, the author’s last name and the date of the article MUST be stated prior to reading the verbatim quote. The additional source information, including the publication and/or online citation must be made available upon request by either the opposing team or judge.
         2. Each team is responsible for proving the validity of their evidence. If asked to product the source document, they must be able to do so.
         3. If a team or judge believes evidence has been falsified, they may turn a complaint into the tab room immediately following the round. If the accused team cannot provide the source document, and no verification of said evidence can be found in an online search, the protesting team will win the round and the offending team will be disqualified.
         4. No evidence can be entered into the debate that has been accessed via smartphone during the debate. All evidence must be printed in advance and available upon demand.
         5. A piece of evidence can be highlighted for brevity, however the entire quotation must be left intact to assure that the evidence is not taken out of context.
      7. **Non-disclosure**: No decisions or speaker points will be discussed with the teams.
      8. **NO Oral critiques**: Due to the short time frame between rounds, there will be no oral critiques given. Judges are required to provide a detailed critique on the ballots along with the RFD (reason for decision).
      9. **Judges:** Prelim rounds will have one judge per round; semi/finals will have 3 judge panels.
      10. **Conflicts**: If a judge has actively worked with team, they must recuse themselves from that round.
      11. **Scouting:** NOT allowed.
      12. **Coaching during the round:** NOT allowed.
      13. **Pairing**:
          1. The first two rounds will be randomly paired in advance. All subsequent rounds will be Power Match within Bracket. Each team will debate a Pro and a Con side in Rounds 1-2. Round 3 will be determined by Tab.
          2. If a bye is required, a random drawing will determine the first round bye, which is an automatic win. Subsequently, the team with the least wins/speaker point will have the bye for rounds 2 and 3.
          3. Teams from the same school will not be paired against each other UNLESS there are too many teams from one school, in which case there will be some same-school matches.
          4. Teams who have met once in the prelims will not be paired against each other a second time, unless the Elimination Bracket (semis/finals) mandates that based on record.
          5. If one school has two teams facing each other in semis/finals, the coach will decide which team advances.
   2. **Speech** 
      1. **Codes:** A school code and contestant number will be given to the coach upon registration. Students must provide both the code and their first and last name to the judge. In Prose/Poetry/ and Declamation they must indicate the author’s name and the title of the piece.
      2. **Advancement/elimination**: Every contestant will have 3 preliminary rounds. There will be a maximum of 7 students in each room. Based on students’ prelim results, there will be a final round in each event (6 students).
      3. **Timekeeping:** The judge and/or timekeeper will be responsible for timing each presentation and giving time signals to each contestant. For Impromptu, the time signals MUST be from 4 minutes down; in all other events time signals at the minimum will be at 1 minute left, 30 seconds and STOP. The students have 30 seconds GRACE at the end. If they go over time by more than :30, they cannot be ranked first; there is no other penalty.
      4. **Evidence:** In original oratory, the original speech must be turned in to the Tab room prior to the first round. All quotes or evidence in the speech must be identified in quotations, with at least the name of the author stated. The full citation must also be included, with Title, publisher, date and page number (and online address if used) in the footnotes of the speech. The maximum amount of quoted material is 150 words. The orator and coach must attest that the oratory is the original work of the contestant.
      5. **Non-disclosure**: No speaker ranks will be revealed either within or outside the round- this includes discussions with students, other competitors, coaches, teachers, parents, friends, or judges.
      6. **NO Oral critiques**: Due to the short time frame between rounds, there will be no oral critiques given. Judges are required to provide a detailed critique on the ballots.
      7. **Judges:** Prelim rounds will have one judge per round; finals will have a 3 judge panel.
      8. **Conflicts**: If a judge has actively worked with a student, they must recuse themselves from that round.
      9. **Pairing**:
         1. All 3 preliminary rounds will be randomly paired. To the extent possible, students from the same school will not be paired against each other. If the number of students from one school exceeds the number of rooms for that event, however, they may be paired against at least one of their teammates.
         2. Based on cumulative rankings and ratings, the top 6 competitors will advance to the final round. In the event there are 6 or less competitors in an event, there will be no final round.
         3. All students are expected to watch the entire round. Speaker position will be set by the Tab Room and not altered. A student’s speaker position will change each round
         4. If a student is more than 15 minutes late in arriving to the room, they will be disqualified for that round. They may still compete in the other rounds.
         5. NO DOUBLE ENTRY ALLOWED.
      10. **Tabulation of results**: Cumulative scores will be based on rankings, with ratings serving to break ties in final round.
   3. **Discussion [TBD]**
      1. Discussion groups seek to agree, if possible, upon a solution to a problem that represents the consensus of the group. One comes to a discussion group with an open mind. Discussants may disagree, but the goal is to cooperate and reach a consensus. IN THIS RESPECT IT DIFFERS FROM DEBATES WHERE THE PARTICIPANTS HAVE ALREADY REACHED A CONCLUSION ON THE ISSUE.
      2. Participants should be willing to consider and appraise their own ideas as well as the ideas of the other group members in terms of sound evidence and logical argument as the discussion evolves. While the group is looking for a solution, many possibilities for a solution exist and all options should be considered. OPPOSING VIEWPOINTS ARE ENCOURAGED FOR REVIEW.
      3. There will be three preliminary rounds and one final round, corresponding with the speech schedule.
8. **Event Rules**
   1. **Public Forum debate**
      1. **DEBATE FORMAT**

* First Pro Speaker 4 minutes
* First Con Speaker 4 minutes
* Crossfire between 1st Pro and 1st Con 3 minutes
* Second Pro Speaker 4 minutes
* Second Con Speaker 4 minutes
* Crossfire between 2nd Pro and 2nd Con 3 minutes
* Summary – First Pro Speaker 2 minutes
* Summary – First Con Speaker 2 minutes
* Grand Crossfire between all 4 speakers 3 minutes
* Final Focus – Second Pro Speaker 2 minutes
* Final Focus – Second Con Speaker 2 minutes
* Each team will have a total of 2 minutes of preparation time throughout the debate.
  + 1. **Crossfire:** The first question must be asked by the speaker who spoke first. After that question, either debater may question and/or answer at will. In the Grand Crossfire, the first question must be asked by the speaker who gave the first summary speech. After that question, any of the debaters may question and/or answer at will. NO OPEN CROSSFIRE (i.e. partner may not intervene in the crossfire).
  1. **Oratory:**
     1. The speech can be informative or persuasive. Informative speeches tell people about something or provide them information. Persuasive speeches attempt to change one's opinion. Students need not be concerned about fine distinctions between the two categories and they will not be penalized if their speeches are a combination of the two categories.
     2. Speeches should be 5 to 7 minutes in duration. If it is shorter than five minutes or longer than 7:30, the student may not be ranked first.
     3. Students may utilize a reference card or outline as they deliver their speech. The cards or outlines must not contain more than 40 words. Students may read quotes from their references or outline; written quotes must be limited to 150 words. Students are required to show their reference card / outline to the judges.
     4. Students may prepare a speech about any subject dealing with the general topic selected for the competition.
  2. **Impromptu**
     1. On the day of the event, a student will select three topics 'from a hat'. Topics will relate to the umbrella topic but may be in the form of quotations, words, objects, or any sort of prompt. The student will then select one of these three topics as the subject of his/her impromptu speech.
     2. The student will have 2 minutes to prepare his/her speech.
     3. Students may consult published books, magazines, newspapers or journal articles provided they are originals or photocopies. There is no written material allowed on the original or copy.
     4. The speech must be 3-4 minutes in duration. If the speech is shorter than three (3) minutes or longer than 4:30 minutes, the speaker cannot be ranked first.
     5. Students should incorporate an introduction of their topic into their speech.
     6. No notes are allowed.
     7. Students will stay in the room and watch the other impromptus. Speaker order will be determined by the Tab Room.
  3. **Declamation**
     1. This event deals with any 'famous' or published speech related to the tournament theme.
     2. The presentation should be of 5 to 7 minutes in duration. If the speech is shorter than 5 minutes or longer than 7:30, the speaker cannot be placed first.
     3. Speeches should be memorized. Students may have a reference card or outline or no more than 40 words as they deliver their speech for reference, but the card should be placed on the desk to one side. Excessive reference to the card is grounds for lower ranking/rating. Students are required to share their reference card with the judges.
     4. The speeches can be cut or abridged, but there should be bridging statements to allow for continuity. The original speech must be provided at registration, with highlighting to indicate the actual areas being delivered.
     5. Presentations must be speeches by real individuals.
     6. An introduction should be provided by the student. Indicating the overall theme of the speech, the author, the venue, and the date. This can be done following a “teaser” where the student starts with the speech, then pauses after 20-30 seconds to deliver the intro, then continues back to the speech. This introduction is considered part of the speech delivery time.
  4. **Poetry**
     1. Multiple selections of poetry must be from a printed or visually produced piece of material or an original piece of poetry. Poetry refers to any type of poem.
     2. If the poem is not an original piece, the students must be able to provide the title of the poem, its author, publisher, and page numbers. A Xerox of the original poems should be brought to the tournament.
     3. Students must provide a short introduction (15 to 20 sec.) which may be delivered after a teaser (i.e. one poem or part of poem). The intro should include the theme of the program, author and title (if one poem) or “a selection of poems by various authors”. This introduction is considered part of the speech delivery time.
     4. The student can assemble the poetry selections in any way they desire. Song lyrics are permissible but actual singing is limited to 30 seconds.
     5. The poetry selections should be typed and inserted into a 5x8” binder (not a full sized binder) in plastic sleeves. The student must hold the binder throughout the presentation but should not read the poetry; rather, they use the binder as a part of the interpretation, and refer to it periodically (for instance, when they turn a page).
     6. Focal points, accents, physicalization for each character and poem should be established. The more characters the stronger the presentation. Judges should be able to readily distinguish between each character. A key criteria is the effectiveness of expressing the emotion of the poem.
     7. Poetry can consist of two or more poems which have a similar theme. Poems can be split up into sections and used as transition devices linking other poems into the common theme.
     8. The presentation should be of 5 to 7 minutes in duration. If the speech is shorter than 5 minutes or longer than 7:30, the speaker cannot be ranked first.
  5. **Prose**
     1. The selections must be from a printed or visually produced piece of material.
     2. The students must be able to provide the title of the poem/prose, its author, publisher and page numbers.
     3. Prose comes from short stories or novels. Students may cut the piece, however should bring a Xerox of the original piece to the tournament with the spoken sections highlighted.
     4. Students must provide a short introduction (15 to 20 sec.) which may be delivered after a teaser (i.e. one part of the prose). The intro should include the theme of the program, author and title. This introduction is considered part of the speech delivery time.
     5. The prose selection should be typed and inserted into a 5x8” binder (not a full sized binder) in plastic sleeves. The student must hold the binder throughout the presentation but should not read the prose; rather, they use the binder as a part of the interpretation, and refer to it periodically (for instance, when they turn a page).
     6. Focal points, accents, physicalization for each character and narrator should be established. The more characters the stronger the presentation. Judges should be able to readily distinguish between each character. A key criteria is the effectiveness of expressing the emotion of the prose.
     7. The presentation should be of 5 to 7 minutes in duration. If the speech is shorter than 5 minutes or longer than 7:30, the speaker cannot be ranked first.
  6. **Discussion**
     1. In preparing for participation in discussion groups, students should have prepared a general outline concerning the issue as follows:
        1. Define the problem and establish the limit of what the discussion should involve.
        2. Analyze and evaluate the problem:
           + Describe the present situation...what's happening?
           + How serious is the problem?
           + What are the causes?
           + What can be done to improve the present situation:
           + What solutions have been tried before?
           + Were these solutions successful...why or why not?
           + What will happen if no action is taken?
           + What are the pros and cons of each possible solution?
           + How practical is each solution?
        3. Can the group agree on a course of action:
* What standards or goals are needed to judge if the agreed action is successful?
* How should the agreed upon solution be implemented.
  + 1. Each participant should have a thorough knowledge of the subject to be discussed. Each member of the group should speak, but he or she must also be a good listener. The student needs to understand what the others are saying and be able to judge the value of what is being said. More specifically, each participant should be able to judge if:

1. The other speakers' remarks show the speakers have studied the issue.
2. The other speakers' remarks are biased or prejudiced.
3. The other speakers' remarks are based on fact...do they offer references to back up their remarks?
4. The other speakers' remarks are influencing the other group members.
5. Students should participate in discussions when:

* They have a constructive comment or suggestion to offer.
* They can clarify a point made by someone else.
* They can correct an error stated by someone else.
* They can offer useful information.
* They can ask a pertinent question.
* They can inject humor to foster interaction.

1. The best ways of participating in the group are:

* Speaking in a direct, friendly, conversational manner.
* Presenting one's point of view clearly, succinctly and fairly.
* REMEMBER THE AIM is to help the group think objectively and creatively in analyzing and solving the problem at hand.
* Maintaining attitudes of open-mindedness and objectivity. Treat disagreement and criticism of your comments with an open mind.

1. Each discussion group must have a leader who will:

* Keep the discussion moving
* Try to involve all group members
* Try to keep the group from randomly jumping from point to point
* Summarize comments made at the end of the discussion to bring it to closure.

1. EACH DISCUSSION GROUP SHOULD DISCUSS THE PROBLEM FOR AT LEAST TWENTY (20) MINUTES AND NOT MORE THAN THIRTY (30) MINUTES.
2. The problem that will be discussed in all groups will relate to the general theme of the competition.
3. Students will be allowed to look at any notes they want during the group discussion. Pencil & paper may be brought to the discussion.
4. Students will be randomly assigned to two different groups. Success will be determined by cumulative points for both discussions.
5. Students should introduce themselves.
6. **Judge Instructions and Guidelines: SAMPLES OF PHSSL BALLOTS ARE IN APPENDIX A.**
   1. We are using the Pennsylvania High School Speech League Ballots in order to mainstream our program so that students moving on to high school will be ready and able to compete without extensive retraining. The main difference is the time limits are shorter. Some rules have been modified to mimic the PHSSL rules for consistency.
   2. **Student critique sheets**- The judge will fill out one critique form per student. Judges should be filling out the form **WHILE THE STUDENT IS PRESENTING!** Do not write notes on a pad and them transcribe them- the tournament does not allow time for this practice. Do NOT attempt to rank students at this point; rather, wait until the students are done, then dismiss them, then prioritize the best to worst speakers and enter the ranking “1 out of 6” “2 out of 6” etc. at top of student critique.
   3. **Master Ballots**- After the critiques have been put in order, fill in the Master Ballot (which is retained by the Tournament- the individual critiques are given to the students). Record from 1st through 6th place with students’ names. Turn BOTH the critique sheets and master ballot in to the Tab Room.
7. **Awards**
   1. The top 3 students in each speech event and discussion will receive a trophy.
   2. The top 2 teams in debate will receive trophies (1 per student).
   3. Ballots will be distributed to coaches at the end of the awards ceremony.