



2020-2021

HANDBOOK

www.wfcaforensics.org



Handbook Highlights: *What's New*

Category Changes and 2021 Topics

- **Moments in History** – This season has two time periods; each student has the choice of **1600-1699** and / or **1920-1929**.
- **Special Occasion Speaking** – This season's occasions are:
 - A. **A new product launch announcement**
 - B. **A rally speech focused on a cause/issue**
 - C. **A speech arguing against school program budget cuts**
 - D. **A eulogy for a political figure**
- **Storytelling** – This season's topics are:
 - A. **A fable**
 - B. **A story about finally being heard**
 - C. **A story involving ghosts/vampires/zombies/other undead**
- In **Storytelling**, the number of stories has changed from four to three. Students advancing to the elimination rounds will select the story of their choice. At a tournament with multiple elimination rounds, students must select a different story for each elimination round.

Other changes

- The **Deviations from WHSFA Rules** page was edited to reflect recent rule changes: Demonstration Speaking in WHSFA now allows for the use of audience volunteers (not applicable for virtual contests).

PLEASE REMEMBER TO USE RULES / EVALUATION SHEETS DATED "2020-21."



Elected Executive Board 2020-2021

President Paul Miller Appleton East High School 2121 E Emmers Dr Appleton, WI 54915 president2021@wfcaforensics.org	President-Elect Michael Traas Wrightstown High School president2022@wfcaforensics.org	Secretary Anna-Lisa Dahlgren Cardinal Heights Upper Middle School 220 Kroncke Drive Sun Prairie, WI 53590 secretary@wfcaforensics.org
Treasurer Burton Davis Franklin HS PO Box 070754 Milwaukee, WI 53201 (414) 526-1253 treasurer@wfcaforensics.org	Past-President Shelly Uttke Port Washington High School 427 W Jackson St Port Washington, WI 53074 president2020@wfcaforensics.org	



Appointed Committee Chairs & Directors 2020-2021

<p>Category</p> <p>Ben Kroll Sheboygan South HS 1240 Washington Ave Sheboygan, WI 53081</p> <p>(920) 803-7825</p> <p>category@wfcaforensics.org</p>	<p>Communications</p> <p>Cole Pankratz</p> <p>Eau Claire North High School 1801 Piedmont Rd Eau Claire, WI 54703</p> <p>communications@wfcaforensics.org</p>	<p>Program Assistance (New Coaches)</p> <p>Malyssa Gabrielson</p> <p>Sheboygan South HS 1240 Washington Ave Sheboygan, WI 53081</p> <p>program- assistance@wfcaforensics.org</p>
<p>Tournament Practices & Procedures</p> <p>John Rademacher Madison West HS 30 Ash St Madison, WI 53726 (920) 803-7825</p> <p>tpp@wfcaforensics.org</p>	<p>State Tournament Director</p> <p>Michael Traas Wrightstown High School</p> <p>state-tournament@wfcaforensics.org</p>	<p>State Congress Director</p> <p>Tim Scheffler James Madison Memorial High School</p> <p>Home: 908 Arden Lane Madison, WI 53711</p> <p>(608) 628-3114</p> <p>state-congress@wfcaforensics.org</p>
<p>Grant Research / Funding ad-hoc committee</p> <p>Rayen Elmergreen</p> <p>elmergreen@arrowheadschoools.org</p>	<p>Webmaster</p> <p>Scott Peterson Eau Claire North HS</p> <p>Home: 1224 Dartmouth Rd Madison WI 53705</p> <p>(608) 345-4556</p> <p>webmaster@wfcaforensics.org</p>	

*The Executive Board, committee chairs and directors comprise the **Executive Committee**.*



Code of Conduct

The code of conduct establishes the expected behavior of participating coaches, judges and students in order to help build a better world through communication.

Student Conduct

1. All participants should dress appropriately for competition. Students can use school expectations as a guideline. Finalists are expected to remain in their contest attire for the awards presentation.
2. Behavior should be attentive, courteous and supportive at all times.
3. Students should refrain from mouthing words, shuffling papers, making negative comments, or putting their heads down during other competitors' performances.
4. Students should clap, laugh, listen attentively, and support fellow competitors.
5. Students should be quiet in hallways and should enter contest rooms only before a round or during breaks between competitors.
6. The use of non-sanctioned recording devices, activated cell phones, or pagers and other distracting devices is prohibited in hallways, contest rooms, or preparation rooms unless they are part of a demonstration speech. The common courtesy of quiet behavior during rounds is expected.

Team Conduct and Awards Ceremonies

Participants are expected to remain at the festival/tournament until the conclusion of the awards ceremony. Attendance at power rounds and the awards ceremony are an integral part of the educational and social process that is forensics. The awards ceremony is a time to honor the accomplishments of fellow competitors and celebrate the hard work and growth we all strive to achieve. Contestants should honor decorum requests of the tournament hosts. Teams are expected to sit together when possible, and coaches are encouraged to be with their teams. Supporting teammates and sharing the excitement is part of the fun that draws us to participate in forensics. Over-exuberance, directing negative sentiment toward other schools, presenting oneself in an undignified manner, taunting, being unsportsmanlike, or engaging in group cheers are actions considered inappropriate.

Judge/Coach Conduct

1. Business casual is the expected dress for coaches and judges.
2. Follow all instructions and requests of the tournament host and adhere to the tournament schedule.
3. Do not give oral critique to competitors, but provide constructive written comments for all competitors.
4. WFCA time limits should be strictly enforced (allowing a 15-second grace period). Entries exceeding the grace period may not be ranked first in a round. A contestant going overtime does not warrant disqualification. All judges should have a stopwatch for the timing of performances.
5. There shall be no distracting noises or devices, activated cell phones or pages in hallways, contest rooms, or preparation rooms. The common courtesy of quiet behavior during rounds is expected.
6. Small children are not to be allowed in the coaches'/judges' rooms during festivals and tournaments sanctioned by the WFCA.

Violations

1. On the spot: The Tournament Director will talk with parties involved with infraction of rules or unethical conduct. Should circumstances warrant, the chairperson of the Tournament Practices & Procedures (TPP) Committee should follow up the incident with a telephone call.
2. TPP Committee: If unethical behavior continues, a referral to the TPP Committee will occur. The committee will send a letter to the coach.
3. Executive Committee: If the matter is still not resolved or if the matter is deemed severe and in need of immediate attention, the Executive Committee will send a letter to the coach, principal and offending person (if she/he is not the head coach).
4. Probation: Schools and/or coaches placed on probation by the Executive Committee will be excluded from WFCA participation for one forensic season. *(Adopted September 21, 2002 in Bylaws, Article III)*



Deviations from WHSFA Rules

Category	WFCA – Wis. Forensic Coaches' Assoc.	WHSFA – Wis. High School Forensic Assoc.
Demonstration	❖ A second person may assist or be the object of demonstration, but may not speak.	❖ There may be one or two speakers. ❖ Contestants may arrange volunteers from the audience in their room before the round starts, but should be prepared to present without a volunteer.
Extemporaneous		❖ Optional speaker's stand.
Farrago	❖ Platform movement should be minimal and non-intrusive to the performance. ❖ Adaptations to material should be for purposes of continuity, for gender changes, or to avoid potentially offensive language; lines attributed to one character may not be attributed to another. ❖ Manuscript / binder may be used as a prop. ❖ Manuscript <i>may</i> be memorized.	❖ Optional reading stand. ❖ The participant may not walk, except during the introduction and transitions. ❖ Contestants presenting a transitionless program must announce as such.
Group Interpretive Reading	❖ Chairs and stools are not allowed. ❖ The introduction must be the original work of the speaker. ❖ Time limit 10 minutes. ❖ Manuscript / binder may be used as a prop.	❖ Chairs and stools are allowed. ❖ Optional reading stands. ❖ Time limit 12 minutes.
Informative Speaking		❖ Optional speaker's stand.
Moments in History		❖ Optional speaker's stand.
Oratory	❖ Notes are not permitted.	❖ One 4 x 6 note card is allowed. ❖ Optional speaker's stand.
Play Acting	❖ When using more than one scene, transitions must make the theme of the presentation clear. ❖ See Adaptations in "Farrago." ❖ Time limit 10 minutes	❖ Must be from a single work of drama ❖ Time limit 12 minutes
Poetry, Interpretation of Prose, Interpretation of	❖ Manuscript <i>may</i> be memorized. ❖ See Adaptations in "Farrago." ❖ Platform movement should be minimal and non-intrusive. ❖ Manuscript / binder may be used as a prop.	❖ Category is called Poetry Reading or Prose Reading. ❖ Optional reading stand. ❖ The participant may not walk except during the introduction and transitions.
Radio Announcing	❖ Speaker must present the radio broadcast in one professional/newsreader voice. Multiple voices are not permitted apart from the commercial.	❖ Category is called Radio News Reporting.
Solo Acting	❖ See Adaptations in "Farrago." ❖ Category is divided into Humorous and Serious, each with a different set of criteria.	❖ A single, stationary chair is allowed. ❖ Students will enter either Humorous or Serious divisions.
Special Occasion		❖ Optional speaker's stand.
Storytelling	❖ Students advancing to elimination rounds will select the story of their choice, using a different story for multiple elimination rounds. ❖ The introduction must be the original work of the speaker.	
Multiple Events	❖ There is no requirement to provide a printed works cited list.	❖ A printed works cited list is to be handed to each adjudicator by contestants in Informative, Moments in History, Oratory, and Public Address, in addition to citing sources contextually during the speech.
Additional Categories Offered	❖ Duo Interpretation of Literature ❖ Oral Interpretation of Literature ❖ Student Congress	❖ Public Address
Category Enrollment Limitations (for State Tournament / State Festival Series)	❖ Up to four in each category, including in each of Solo Acting Humorous and Serious. (Individual invitational tournament hosts <i>may</i> allow junior varsity entries beyond limitations). ❖ 25 entries per school at the State Tournament	❖ 30 entries (unlimited entries in 2021) per school in the State Festival Series, with the top 25 counting for the Excellence in Speech / Distinction in Speech Awards



CONSTITUTIONAL BYLAWS

ARTICLE I. NAME AND PURPOSE

SECTION I. The name of this corporation shall be The Wisconsin Forensic Coaches' Association, Inc. (WFCA).

SECTION II. The purpose of this organization shall be to promote interscholastic forensics in Wisconsin by sanctioning invitational tournaments and festivals and hosting the WFCA State Tournament. The WFCA shall maintain standards and practices that apply to all events sanctioned by the organization.

ARTICLE II. MEMBERSHIP

Membership in this organization shall consist of school or individual membership.

SECTION I. School Membership. All forensic coaches of any Wisconsin or surrounding state high school shall be eligible for membership. Upon payment of the annual dues, all the forensic coaches of the school receive membership standing. Each school will be allowed one vote in the legislative body.

SECTION II. Individual Memberships.

- 1. Professional Membership.** Upon payment of annual dues, any person at least 18 years old and not enrolled in a K-12 program may become a professional member. A professional member may serve in an executive board position if the member was a coach in a WFCA member school when he/she was elected. A professional member has a voice but may not vote in the legislative body.
- 2. Affiliate Membership.** If no forensic team exists at a student's school, s/he may apply for an affiliate membership. An affiliate member will be eligible to participate at the WFCA State Tournament as an independent participant.

SECTION III. Termination of Membership. The WFCA, by affirmative vote of two-thirds of all members, may suspend or expel a member for cause after an appropriate hearing, and, by a majority vote of those present at any regular meeting, may terminate membership of any member who becomes ineligible for membership, or suspend or expel any member who shall be in default in the payment of dues, assessment or other charges.

SECTION IV. Resignation. Any member may resign by filing a written resignation with the President, but that resignation shall not relieve the member school of the obligation to pay any dues, assessments or other charges accrued and unpaid.

SECTION V. Reinstatement. Upon written request signed by a former member and filed with the President, the Executive Board may reinstate such former member to membership with a majority vote.

SECTION VI. Transfer of Membership. Membership in the WFCA is not transferable or assignable.

ARTICLE III. DUES

SECTION I. School Dues. There shall be an annual fee. The WFCA Treasurer must receive application with payment or requisition by December 1 to be included in membership mailings. After December 1, dues plus an additional late fee must be received by the Treasurer to be eligible to participate in the WFCA State Tournament.

SECTION II. Individual Dues. There shall be an annual fee. The Treasurer must receive application with payment to be included in membership mailings.



ARTICLE IV. EXECUTIVE BOARD

SECTION I. The WFCA Executive Board shall be made up of the following: the President, President-Elect, Past-President, Treasurer and Secretary.

1. The Board shall have the authority to act on behalf of the WFCA on matters demanding immediate attention.
2. The quorum for board meetings shall be a minimum of three members.
3. The President shall call a meeting of this board whenever he/she deems necessary.

SECTION II. Selection and Terms of Office. The President-Elect shall be elected by the membership at the spring meeting. The President-Elect shall become President in the second year and Past-President in the third year of service. The Secretary and the Treasurer shall be elected by the membership at the spring meeting to alternating two-year terms of service. Election of the Secretary shall be held in odd numbered years and of Treasurer in even numbered years.

SECTION III. Incomplete Term. In the event an officer cannot complete his/her term, the President shall appoint a replacement for the remainder of the term. In the event the President-Elect cannot complete his/her term, an election for both President and President-Elect shall be held at the spring meeting.

ARTICLE V. MEETINGS

SECTION I. Frequency. The WFCA shall hold semi-annual meetings in the fall and spring for the transaction of business as may come before the meeting. The election of Executive Board members shall be held annually at the spring meeting.

SECTION II. Notice. The President shall determine the dates of all regular meetings of the WFCA. The Secretary will notify all members of said meetings. Written or printed notice stating the place, day and hour of any meeting of the members shall be delivered to each member entitled to vote at such meeting, not less than three weeks before the date of such meeting.

SECTION III. Special Meetings. The Executive Board may call special meetings of the WFCA. In case of a special meeting, the purpose for which the meeting is called shall be stated in the notice to membership.

SECTION IV. Quorum. A quorum for each meeting shall be the members present after three weeks notice of said meeting has been given to all members.

ARTICLE VI. ORGANIZATION & PROCEDURES

SECTION I. The Executive Committee shall consist of the Executive Board, the chairs of standing committees, the State Tournament Director and the State Congress Director. The Executive Committee shall meet to report to the President and advise the Officers.

SECTION II. Responsibilities of Officers.

1. The **President** shall preside at all general and special meetings and shall chair the Executive Board and the Executive Committee. The President shall appoint committee chairpersons each year following the Spring general meeting, but before the summer executive committee meeting, and shall become an ex-officio member of all committees. The president shall collect (by June 1) and present all applications for State Tournament Director, the State Site Director, the State Congress Director and the Webmaster at a summer session of the executive board (which shall convene prior to the summer executive committee meeting). The **President-Elect** shall assume the duties of the President in his/her absence. The President-Elect shall assist the President and become an ex-officio member of all committees. The President-Elect shall coordinate the spring convention and the election of officers.
2. The **Past-President** shall become a resource to the President and chair the Awards and Scholarship Committee. The Past-President will be responsible for updating the bylaws as approved during his/her term of office.



3. The **Treasurer** shall handle all financial matters and submit a report at each meeting. The Treasurer will maintain a current high school membership list. The Treasurer shall update the State of Wisconsin and the Internal Revenue Service of constitutional changes as needed.
4. The **Secretary** shall record and distribute the minutes of meetings to the membership and the Executive Board. The Secretary shall be responsible for creating, updating and distributing the calendar of WFCA sanctioned events.

SECTION III. Standing Committees. The standing committees shall be: Category, Program Assistance, Communications, and Tournament Practices and Procedures.

1. The standing committees shall each consist of a Chairperson appointed by the President following the annual spring meeting, and members appointed by the chair of each committee.
2. Each committee shall represent at least three different member schools that are geographically representative of the membership to the extent feasible.

SECTION IV. Responsibilities of Standing Committees.

1. The **Category Committee** shall propose category revisions, rule changes, and speech topics for categories that change annually to the membership.
2. The **Tournament Practices and Procedures Committee** shall oversee judging procedures and ethical standards. Members of this committee shall advise tournament and festival directors in resolving judging complaints and at the state tournament the TPP Committee shall have power to disqualify a contestant per the Operating Bylaws.
3. The **Program Assistance Committee** shall assist tournament and festival directors, provide mentorship for new coaches, and coordinate the Fall Workshop(s).
4. The **Communications Committee** shall publish and distribute changes to the *WFCA Handbook & Category Rules*, maintain the Web site, maintain historical records and materials, and publicize the activities of the WFCA. The webmaster shall be a member of this committee.

SECTION V. Tournament Directors. The Executive Board shall appoint the State Tournament Director, the Site/Facilities/Preparations Director and State Congress Director for a one-year term. Persons interested in holding the position of State Tournament Director, the State Site Director, the State Congress Director or the Webmaster shall submit their initial application or a letter of their intent/desire to continue in one of these positions to the President by June 1 of any given year for duties to be performed from July of that year to June of the next. The Directors shall be responsible for coordinating their tournaments in accordance with WFCA rules and policies.

ARTICLE VII. CONTRACTS, CHECKS, DEPOSITS AND FUNDS

SECTION I. Contracts. The Executive Board may authorize any officer or agent of the WFCA to enter into any contract or execute and deliver any instrument in the name of and on behalf of the WFCA, and such authority may be general or confined to specific instances.

SECTION II. Checks, Drafts, Etc. All checks, drafts, or orders for payment of money, notes or other indebtedness issued in the name of the WFCA shall be signed by the treasurer.

SECTION III. Deposits. All funds of the WFCA shall be deposited from time to time to the credit of the WFCA in such banks, trust companies, or other depositories as the Executive Board may select.

SECTION IV. Gifts. The Executive Board may accept on behalf of the WFCA any contribution, gift bequest or device for the general purposes or for any special purpose of the WFCA.

ARTICLE VIII. BOOKS AND RECORDS

The WFCA shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members, Executive Board, and committees having any of the authority of the Executive Board, and shall keep at the registered or principal office a record giving the names and addresses of the



members. All books and records of the WFCA may be inspected by any member for any proper purpose at any reasonable time.

ARTICLE IX. FISCAL YEAR

The fiscal year of the WFCA shall begin on the first day of July and end on the last day of June in each year.

ARTICLE X. WAIVER OF NOTICE

Whenever any notice is required to be given under the provisions of the Non-Profit Corporation Act of Wisconsin or under the provisions of the Articles of Incorporation or the By Laws of the WFCA, a waiver thereof in writing signed by the person entitled to such notice shall be deemed equivalent to the giving of such notice.

ARTICLE XI. AMENDMENTS TO BYLAWS

Amendments to all articles of these constitutional bylaws may be made if proposed and published on the WFCA website stating the specific wording of the change to be given to the members entitled to vote at a general meeting of the WFCA not less than three weeks before the date of such meeting. Amendments to the constitutional bylaws must be passed by 2/3 vote of the membership present at two consecutive general meetings.

Amendments to all articles of the operational bylaws may be made if proposed and published on the WFCA website stating the specific wording of the change to be given to the members entitled to vote at a general meeting of the WFCA not less than three weeks before the date of such meeting. Amendments to the operational bylaws must be passed by majority vote of the membership present at that general meeting.

ARTICLE XII. RATIFICATION

The original constitution became law when ratified by 3/4 of the forensic coaches at the May 2, 1970 general meeting at Wisconsin Dells, Wisconsin. This constitution was revised by 2/3 of the coaches present at the September 9, 2000 senior high meeting at West Bend, Wisconsin and by 2/3 of the coaches present at the October 14, 2000 middle level meeting at Whitefish Bay, Wisconsin. The Middle Level Division became a separate organization, the Middle Level Forensic Association, in spring of 2002.

Articles of Incorporation were adopted at the Spring 2002 meeting, and were filed with the State of Wisconsin on May 15, 2002. They are available for inspection upon request from the Treasurer of the organization.

These bylaws were amended by a 2/3 vote of the membership at the following meetings: May 2, 2003 in Appleton, Wisconsin; September 20, 2003 in Greendale, Wisconsin; May 1, 2004 in Green Lake, Wisconsin; September 11, 2004 in Appleton, Wisconsin; May 3, 2008 in Fond du Lac, Wisconsin; September 20, 2008 in Milwaukee, Wisconsin; September 19, 2009 in Milwaukee, Wisconsin; September 18, 2010 in Stevens Point, Wisconsin; and May 11, 2013 in Appleton, Wisconsin.



OPERATING BYLAWS

I. FINANCIAL POLICIES

- A. Membership Dues shall be \$75 for school membership and \$10 for individual.
- B. Expenses. The Treasurer shall be responsible for payment of the following expenses:
 - 1. All expenses authorized by the Executive Board.
 - 2. Executive Meetings
 - a. Mileage for all members whose attendance is required, and who must pay for their transportation to the meeting.
 - b. One meal for all members whose attendance is required.
 - 3. Fall Meeting. Lodging for the Executive Committee for one night if necessary.
 - 4. Spring Convention. Lodging for the Executive Committee for two nights if necessary. Lodging for the Hall of Fame winner for one night.
 - a. Fees and expenses for convention presenters as approved by the Executive Board.
 - 5. State Tournament
 - a. Compensation and expenses approved by the Executive Board for the Tournament Director, Site/Facilities/Preparations Director and Congress Director.
 - b. State Tournament expenses including awards and fees charged by the host site.
 - c. Mileage and two meals for any Executive Committee member whose attendance is required and whose school is not participating in the tournament.
 - 6. Web Site
 - a. Compensation agreed upon in the terms of the contract between the WFCA and the Webmaster.
 - b. Expenses agreed upon by the WFCA and the Webmaster for Internet server/host provider services, domain name registration, software and materials.
 - 7. Miscellaneous Expenses
 - a. Postage for WFCA mailings.
 - b. Phone and mileage expenses for WFCA business by the officers and committees.
 - c. Banking expenses for WFCA funds.
 - 8. No bills shall be paid without proper documentation provided to the Treasurer.
 - 9. Mileage shall be reimbursed at the standard Internal Revenue Service rate.
- C. Audit. A biennial audit of WFCA finances will be completed in even numbered years prior to the summer executive meeting. The audit team will consist of the president, the treasurer, and two members-at-large appointed by the president.

II. RECOMMENDED TOURNAMENT PRACTICES AND PROCEDURES

- A. Types of Events
 - 1. Festivals. Festivals are intended to provide everyone with the same number of speaking opportunities and to reward as many as possible. The festival provides a good opportunity to gain experience and to encourage beginning students.
 - 2. Tournaments. Tournaments offer individual and team competition. Each student competes in three preliminary rounds. The top students advance to a power round which determines the individual award winners in each category. The preliminary ranks of up to 25 entries are combined to determine team awards.



B. Calendar

1. No tournament will be placed on the official calendar if its dues or requisition have not been received by the fall meeting.
2. No festival or tournament sanctioned by the WFCA shall take place before January 1 without the approval of the Executive Board. In order to help ensure the viability of all sanctioned tournaments, it is the policy of the WFCA not to sanction tournaments which will be geographically competitive with those previously sanctioned for the same date. The secretary shall sanction tournaments based upon the following priorities:
 - a. Anyone considering hosting a WFCA sanctioned tournament will be required to fill out, obtain all signatures required and submit the "WFCA Calendar Date request form for Tournament Hosts" to the secretary 7 days prior to the Spring Executive Board meeting. (The signed copy is due by the spring meeting) If the signed copy is not received by the beginning of the Spring Business meeting, the request will not be considered until the Summer Executive Board Meeting. (This may affect the Grandfathering Clause)
 - b. Grandfather Clause – the secretary shall sanction any tournament hosted on the same weekend as in the immediately preceding year. Under extenuating circumstances, the school may reserve its traditional weekend for one year with the approval of the Executive Board. A request must be received the secretary at least one week prior to the spring Meeting.
 - c. Any request received prior to the spring business meeting will be sanctioned for the date requested if it is not in conflict with, as judged by the secretary, a tournament which has received sanctioning under the "Grandfather Clause". If the tournament is in conflict, the secretary shall immediately notify the host of the tournament not sanctioned in order that that host may choose an alternative date.
 - d. If two tournament hosts request the same date prior to the spring meeting and are judged to be in conflict, the first request received will be sanctioned. The secretary shall immediately notify the host of the tournament not sanctioned in order that that host may choose an alternative date.
 - e. A tournament host may appeal the decision of the secretary not to sanction a tournament to the Executive Board. Such appeal must be made prior to the Executive Board Meeting, which precedes the spring business meeting. If a majority of the Executive Board determines that the tournament is not in conflict with any other tournament, it shall then be sanctioned.
 - f. Any tournament host who wished to add a tournament to the WFCA sanctioned calendar after the spring business meeting must submit in writing to the Executive board by July 15th, and receive approval of all other tournament hosts on the date in question, or approval of the Executive Board.

C. Categories

1. Each festival or tournament director has the freedom to offer categories of his/her choosing, but is encouraged to offer all categories sanctioned by the WFCA. Sanctioned categories are: Demonstration Speaking, Duo Interpretation, Extemporaneous Speaking, Farrago, Group Interpretive Reading, Impromptu Speaking, Informative Speaking, Interpretation of Poetry, Interpretation of Prose, Moments in History, Oral Interpretation of Literature, Original Oratory, Play Acting, Radio Announcing, Solo Acting Humorous, Solo Acting Serious, Special Occasion Speaking, and Storytelling.
2. Each festival or tournament director has the freedom to use category rules of his/her choosing, but is encouraged to use WFCA rules for WFCA sanctioned categories.
3. Any deviations in categories, category rules, or team entry rules from the WFCA should be included with the letter of invitation.



D. Tournament Entries

1. Each school may submit a maximum of 25 entries as a team. No more than 4 entries are permitted in any tournament category. Each Duo Interpretation team, Play Acting group and Group Interpretive Reading is regarded as one entry. If there are over 25 entries, the tournament director will eliminate the entries earning the lowest number of points so that the team will only have 25 entries.
2. Any bona fide pupil in good standing and in regular attendance in the 9th, 10th, 11th, and 12th grade of the member school shall be eligible to compete in events conducted by the WFCA. Students will participate in only those programs sponsored by the school in which they are primarily enrolled and which have primary responsibility for their curricular programs.
3. Schools are allowed to enter a second team only if they have registered 25 entries for the varsity team. The only exception is where the maximum number of entries in a category has been reached and such entries will be considered second team entries.
4. Second teams are not eligible for team awards. Contestants on these teams are eligible to compete in all rounds of competition and may earn individual awards.
5. Each attending school will be limited to providing 10 judges at member tournaments. Any judges needed beyond the limit must be hired through the host school and paid for by the attending school.
6. A coach or school-designated adult must supervise a team throughout the duration of the competition.

E. Scheduling

1. In all categories all preliminary rounds of competition shall be scheduled at random. Teammates should not meet in the same round unless there are too few competitors and not enough sections to separate them. JV contestants from a school may be scheduled to compete against that schools' varsity contestants.

F. Cancellations

1. Tournament invitations should include a cancellation policy specifying team cancellation deadlines and any fees that may be incurred by teams canceling outside the recommended deadlines.

G. Material

1. A student or group may not use the same selection, topic or original speech more than one school year regardless of the number of competitions in which it was used (e.g. WFCA, MLFA, WHSFA, NSDA, NCFL). Selection shall be defined as the use of the same main character, title or cutting. A student may not use the same topic or theme more than one school year except in Extemporaneous Speaking and Impromptu Speaking.
2. When copyrighted material is used in a WFCA event, the member school using the material is responsible for obtaining permission, waiver or paying royalties.
3. **NO** contestant may use the same script or parts of the same script or speech in more than one event at a WFCA sanctioned tournament.

H. Disqualification Procedures

1. At no time may a judge or tournament official disqualify and/or inform a contestant that he is disqualified either orally or on the written critique or ballot.
2. If a judge, coach, or tournament official suspects that some infraction of the rules warrants disqualification, he/she shall bring the concern to the tournament director when returning the ballot immediately after the round in which the infraction allegedly occurred.
3. The tournament director shall designate a minimum of three coaches from three different schools to serve along with him/her as the decision-making committee for that tournament. It is suggested that the tournament director select for this committee, if possible, coaches who host invitational tournaments.
4. The committee making the disqualification decision shall meet in a private location.
5. All reasonable attempts will be made to locate the coach of the student, before the Tournament Practices and Procedures Committee makes its decision. The coach whose entry is challenged shall inform his/her student of the committee's decision.



6. Every effort should be made to make the disqualification decision as soon as possible after the round in which the infraction allegedly occurred. If, however, the time taken for such a decision will adversely affect the flow of the tournament, it may be necessary to make the decision after the preliminary rounds are completed. The decision must be made prior to the power round postings.
7. If a contestant is disqualified in any preliminary round of competition, his/her speaker points earned during that and any previous round will not be counted toward the school's final total.
8. If a disqualification is necessary in the power round, the disqualified contestant will not receive a place award, but may receive a token award if such an award is presented to all power round contestants.
9. When a disqualification actually occurs, the tournament director shall re-tabulate points of speakers in the section in which the disqualification occurred. If the disqualification decision was made after the completion of all preliminary rounds, the tournament director must re-tabulate points of each section in which the disqualified speaker participated. The tabulation staff will eliminate **all** sweepstakes points earned by that speaker.
10. Other infractions not specifically mentioned here should be noted and referred to the chair of the Tournament Practices and Procedures Committee.

I. Awards

1. Tournament directors are encouraged to award small team trophies in a "small team" division to encourage new teams and small school programs. It is recommended that schools that regularly field large teams should not compete in the small school division. Small team sizes are left to the discretion of the director. These awards should be qualitative, based on average points scored per competitor registered for the tournament. Divisional team size limitations should be included in the invitation letter.
2. Each member of a group entry is to be given the identical award presented to competitors in the individual categories if the group qualifies for a trophy award.
3. In the event of an error at a tournament, the tournament director will rectify the situation by notifying all schools and individuals involved and awarding appropriate medals or trophies.

III. **CODE OF CONDUCT** - The code of conduct establishes the expected behavior of participating coaches, judges and students in order to help build a better world through communication.

A. Student Conduct

1. All participants should dress appropriately for competition. Students can use school expectations as a guideline. Finalists are expected to remain in their contest attire for the awards presentation.
2. Behavior should be attentive, courteous and supportive at all times.
3. Students should refrain from mouthing words, shuffling papers, making negative comments, or putting their heads down during other competitors' performances.
4. Students should clap, laugh, listen attentively, and support fellow competitors.
5. Students should be quiet in hallways and should enter contest rooms only before a round or during breaks between competitors.
6. The use of non-sanctioned recording devices, activated cell phones, or pagers and other distracting devices is prohibited in hallways, contest rooms, or preparation rooms unless they are part of a demonstration speech. The common courtesy of quiet behavior during rounds is expected.

B. Team Conduct and Awards Ceremonies. Participants are expected to remain at the festival/tournament until the conclusion of the awards ceremony. Attendance at power rounds and the awards ceremony are an integral part of the educational and social process that is forensics. The awards ceremony is a time to honor the accomplishments of fellow competitors and celebrate the hard work and growth we all strive to achieve. Contestants should honor decorum requests of the tournament hosts. Teams are expected to sit together when possible, and coaches are encouraged to be with their teams. Supporting teammates and sharing the excitement is part of the fun that draws us to participate in forensics. Over-exuberance, directing negative sentiment toward other schools, presenting oneself in an undignified manner, taunting, being un-sportsmanlike, or engaging in group cheers are actions considered inappropriate.



C. Judge/Coach Conduct

1. Business casual is the expected dress for coaches and judges.
2. Follow all instructions and requests of the tournament host and adhere to the tournament schedule.
3. Do not give oral critique to competitors, but provide constructive written comments for all competitors.
4. WFCA time limits should be strictly enforced (allowing a 15-second grace period). Entries exceeding the grace period may not be ranked first in a round. A contestant going overtime does not warrant disqualification. All judges should have a stopwatch for the timing of performances.
5. The use of non-sanctioned recording devices, activated cell phones, or pagers and other distracting devices is prohibited in hallways, contest rooms, or preparation rooms unless they are part of a demonstration speech. The common courtesy of quiet behavior during rounds is expected.
6. Small children are not to be allowed in the coaches'/judges' rooms during festivals and tournaments sanctioned by the WFCA.

D. Violations

1. On the spot: The Tournament Director will talk with parties involved with infraction of rules or unethical conduct. Should circumstances warrant, the chairperson of the Tournament Practices & Procedures (TPP) Committee should follow up the incident with a telephone call.
2. TPP Committee: If unethical behavior continues, a referral to the TPP Committee will occur. The committee will send a letter to the coach.
3. Executive Board: If the matter is still not resolved or if the matter is deemed severe and in need of immediate attention, the Executive Board will send a letter to the coach, principal and offending person (if she/he is not the head coach).
4. If no resolution is achieved in steps 1-3 of violation procedures, the Executive Board will recommend suspension or expulsion of the violating school and/or coach to the membership.

IV. STATE TOURNAMENT

- A. State Tournament Director and Site/Facilities/Preparations Director job descriptions (See Handbook, "Governance Procedures, State Tournament Job Descriptions")
- B. The Tournament Director will be paid \$599 and the Site/Facilities/Preparations Director \$300 as compensation for services. A maximum of \$250 reimbursement is available for expenses that may include, but are not limited to, mileage, hotel and meal expenses incurred before, during or after the tournament while conducting tournament business.
- C. State Tournament Practices and Procedures
 1. Entries
 - a. All participating schools must be a member of the WFCA as of February 1.
 - b. Each school will be allowed 25 entries with no more than four entries in any category.
 - c. Students are not permitted to double enter categories.
 - d. Only one team per school will be allowed in the tournament.
 - e. Any bona fide pupil in good standing and in regular attendance in the 9th, 10th, 11th, and 12th grade of the member school shall be eligible to compete in events conducted by the WFCA. Students will participate in only those programs sponsored by the school in which they are primarily enrolled and which have primary responsibility for their curricular programs.
 - f. A coach or school-designated adult must supervise a team throughout the duration of the competition.
 2. Categories: All WFCA sanctioned categories and category rules will be used.
 3. Format. The State Tournament shall consist of three preliminary rounds, a semi-final round, and a final round for each category.



4. Scheduling

In all categories all preliminary rounds of competition shall be scheduled at random. Teammates should not meet in the same round unless there are too few competitors and not enough sections to separate them. Teammates shall be separated in semi-finals as much as possible.

5. Judges. Each school will be required to furnish one judge for every five entries. Hired judges are available at a cost of \$100 per judge hired.

6. Fees.

- a. An entry fee of \$10 per individual entry, \$15 per group entry, and \$10 per congress contestant shall be charged.
- b. A fee of \$15 will be charged for any changes occurring after the posted tournament close time.
- c. Schools who have not paid fees by May 15 will be assessed a \$75 processing fee. If the fees are not received by June 15, an additional fee of \$75 will be assessed. A school will be suspended from the State Tournament for one year if fees are not received by June 30 in two consecutive years.

7. Awards

a. Semi-final and Final placements will be determined as follows:

i. in individual events

- (a) lowest accumulative rank in the semi and final round;
- (b) in the event of a tie, make use of judges' preference; (defined as – a majority of un-adjusted ranks of judges which adjudicated all competitors tied in the same round within which the tie occurred)

(c) if still tied, use reciprocals

- #1 rank = 1.00
- #2 rank = .50
- #3 rank = .33
- #4 rank = .25
- #5 rank = .20
- #6 rank = .17
- #7 rank = .14

Example:

ranks of 1 2 3 = 6 = 1.83 #2

ranks of 4 1 1 = 6 = 2.25 #1

(d) if reciprocals will not break the tie, a combination of judges' preference and reciprocals is to be used.

(e) if still tied, refer to cumulative ranks of the previous round;

if still tied, deem the tie unbreakable and award equal position(s).

b. Sweepstakes trophies will be presented to the top six Division 1, 2 and 3 schools based on State of Wisconsin Department of Public Instruction (DPI) school enrollment for that school year. Points will be given on the following basis:

i. for all events points will be given for the first three rounds of competition only on the following basis:

- five points for a first ranking
- four points for a second ranking
- three points for a third ranking
- two points for a fourth ranking
- one point for all other rankings



- c. Any Division 2 or 3 schools may participate as a Division 1 school by so informing the Tournament Director before the State Tournament begins.
 - d. Individual trophies will be awarded to all finalists. All semi-finalists will also receive awards. Individual awards will not be given on the basis of Division.
 - e. In the event of a tie for team sweepstakes, the team receives the appropriate place.
Example: 1, tie for second (2,2), 3, 4,5.... If there is a tie for one place, the next place will not be skipped.
 - f. The judge's ballot shall be considered the official report of the round for student rank and school points for sweepstakes.
 - g. In the event of an error at the tournament, the tournament practices and procedures committee will rectify the situation by notifying all schools and individuals involved and awarding appropriate trophies.
 - h. No changes (as a result of tabulation errors) can be made to the announced results later than ten days after the State Tournament.
8. Disqualification Procedures
- a. Only the TPP Committee may disqualify and/or inform a contestant that the contestant is disqualified either orally or on a written critique or ballot.
 - b. If a judge, coach, or tournament participant suspects that some infraction of the rules warrants disqualification, that person shall bring the concern to the Tournament Practices and Procedures (TPP) Committee Chair when returning the ballot or immediately after the round in which the infraction allegedly occurred.
 - c. The TPP Chair shall bring the concern to the Tournament Practices and Procedures Committee, who shall decide whether disqualification is warranted. All reasonable attempts will be made to locate the coach of the student, and possibly the student, before the Tournament Practices and Procedures Committee makes its decision.
 - d. The TPP Committee may use any legal tools necessary to ensure they understand how/what rule is being violated. Any legal tools used will be destroyed in the presence of the Executive Board immediately after the decision is finalized and the coach of record of the student has been informed. This is to ensure that students will not be disqualified based on only the word of another coach, student or judge.
 - e. If there is a conflict of interest involving the TPP Committee member(s) and the violation, Committee members should recuse themselves from the Committee and a Member(s) of the Executive Board may step in to fill the role.
 - f. The committee making the disqualification decision shall meet in a private location.
 - g. The coach shall inform the student of the committee's decision.
 - h. Going over time does not warrant disqualification.
 - i. Every effort should be made to make the disqualification decision as soon as possible after the round in which the infraction allegedly occurred. If, however, the time taken for such a decision will adversely affect the flow of the tournament, it may be necessary to make the decision after the preliminary rounds are completed. The decision must be made prior to the power round postings.
 - j. If a contestant is disqualified in any preliminary round of competition, the speaker points earned by that individual during that round will not be counted toward that school's final total.
 - k. When a disqualification occurs, the tournament director shall re-tabulate ranks of speakers in the section in which the disqualification occurred, and the disqualified student's ranks shall be eliminated.



- l. The decision of the TPP Committee may only be reconsidered if requested by the head coach or coach in charge of the disqualified contestant. Appeals will be considered by the Executive Board and the TPP Chair who must be present as a non-voting participant. The Executive Board will then decide whether disqualification is warranted, or if other action is appropriate.
- m. If the disqualification decision was made after the completion of all preliminary rounds, the tournament director shall re-tabulate ranks in each section in which the disqualified speaker participated and performed the disqualifiable offense.
- 9. Determination of semi-finalists: Within each category, total preliminary round ranks for each entry will be calculated and sorted from lowest total (best performance) to highest. All entries with the same rank total are considered tied. The cumulative of number of entries that have the same rank total or better will be noted. The number of entries selected for semi-finals will be the first achievable number which occurs in this preferred order of entry totals: 14, 13, 12, 15, 16, 17, 18, 19, 20, 21, etc. If the number selected for advancement totals more than 50% of the total field of competitors in that category, the following order of entry totals will be used: (starting at the 50% number of that category) – 15, 14, 13, 12, 11, 10, 9, 8. (if 7 or less meet that achievable number – they will advance directly to Finals.) These are factors before taking in squirrels. All squirrel entries, which are entries having two 1st rankings, will be additional advancers to semi-finals if not already included. If the total number of semi-final entries is 14 or less, there will be two sections, with the top 3 in each advancing to finals. If the total number of semi-final entries is 15 or more, there will be three sections, with the top 2 in each advancing to finals.
- 10. Power-protected pairings will be established for semi-final rounds. Rounds will be set up as prescribed by the NSDA with the amendments listed below

e.g. for 2 sections e.g. for 3 sections

1	2	1	2	3
4	3	6	5	4
5	6	7	8	9
8	7	12	11	10
9	10	13	14	15
<u>12</u>	<u>11</u>	<u>18</u>	<u>17</u>	<u>16</u>
39	39	57	57	57

Each section will be as equal as possible in total ranking. The top 1/3 to 1/2 of contestants from each semi-final section will advance to the finals. (i.e. If two sections are held, each will send 3 speakers to the finals. If three sections, each will send 2 speakers.) Teammates shall be separated in semi-finals as much as possible.

- 11. WFCA time limits will be strictly enforced (allowing a 15-second grace period). Those contestants who do exceed the grace period may NOT be ranked first in their round.
- 12. If a contestant is a "no show" in one or two rounds (for reasons other than disqualification), he/she does earn team points for the rounds in which he/she competed.
- 13. Any school that leaves early and wishes to receive the tournament results must pay a \$10 fee before leaving the tournament. No results will be released prior to the conclusion of the awards ceremony.
- 14. Ranking in all rounds will go from 1 through the number of students in the round. For tabbing purposes ranks of 6 and above in the prelims will be recorded as 5's.
- 15. Any high school may sell WFCA items at the State Tournament upon approval of the Executive Board.



V. STATE CONGRESS

- A. State Congress Director's Job Description (See Handbook, "Governance Procedures, State Tournament Job Descriptions")
- B. The Congress Director will be paid \$300 as compensation for services.
- C. State Congress Practices and Procedures
 1. Entries: Each school may register up to 16 entries and will be charged a fee of \$7 per contestant. A unicameral model (with no delineation between Senate or House) of chamber apportionment will place 13 -25 delegates per section, with sections balanced equally, and students and/or student groups assigned randomly. Once the Congress Director determines the number of preliminary chambers, the Director shall inform the registered coaches who may designate balanced groups of students to be assigned together by a deadline fixed by the Director.
 2. Judges: Each school is required to furnish one qualified judge or pay \$150 for a hired judge. Schools with a large quantity of entries resulting in a student in each chamber are asked to recommend an unaffiliated judge. The name of the judge(s) and years of experience should be indicated on the registration. A student who has participated in Congress may not judge Congress until s/he has been out of high school at least 18 months. The Congress Director will place two scorers in each preliminary chamber. At the Congress Director's discretion based upon available judges, scorers may remain in the same chamber for the duration of the preliminary session or may change at the mid-point of the session. A panel of five scorers will be used for the final session. The Congress Director must find qualified, unaffiliated scorers above and beyond those provided by the participating schools. A refusal to accept an assignment to score the final session will result in that school incurring a full hired judge fee.
 3. Legislation: Students at participating schools may write legislation following National Forensic League guidelines (see the "Student Congress Rules" section of the *WFCA Handbook* for details and examples.)
 - a. Each school may submit up to three items of legislation (bill or resolution) by the deadline established on the annual WFCA calendar. When submitting legislation, each school shall identify which item (if any) shall be given priority on the preliminary session agenda under V.C.5.c.i below. The Congress Director shall select 3-5 non-priority items of legislation to be used in the final session, however, the authoring school will not be guaranteed a authorship/sponsorship speech on the legislation.
 - b. A docket of legislation will be posted on the WFCA web site for download at least one week prior to the State Congress. The docket shall identify the priority and final session legislation.
 - c. No legislation (other than written amendments) may be introduced from the floor during any session of the State Congress.
 4. An adult (coach/judge) shall serve as parliamentarian and shall serve in an advisory capacity relative to the presiding officer's practice of parliamentary procedure and serve as a legislative clerk in the business of the chamber. Parliamentarians will not allow "open houses". Preliminary session parliamentarians shall rank students at the conclusion of the session but will not score individual speeches or provide critiques.



5. Parliamentary Practice
 - a. Students will receive placards that correspond to the specific room of the chamber in which they are members. Students may not use their own placards,
 - b. Presiding Officers. Each chamber shall elect a student presiding officer for each session. Coaches should indicate to the Congress Director students who are interested in serving as P.O. on the registration form. If there are less than four volunteers the parliamentarian may take nominations from the floor to fill the vacancy(ies), with pre-designated volunteers guaranteed the opportunity to preside. If there are only four volunteers, each will be given the opportunity to preside and may decide the order among themselves. If there are more than four volunteers, the following guidelines shall be used:
 - i. No more than one representative from each school.
 - ii. The nominee (or designee) may deliver a one-minute nomination speech.
 - iii. Students will vote for the top four using a preferential ballot, with one student per school voting. Each school should rank the candidates 1 to last (with the most preferred candidate first).
 - iv. The parliamentarian should encourage the students to consider the following when voting: the nominating speech, experience, geographic and gender mix, authorship speeches prepared, etc. This is not an exclusive list, but suggestions from which to give students some direction.
 - v. The parliamentarian will tally votes (based upon the cumulative sum of all scores given to each candidate) and announce the results.
 - c. Agenda. The parliamentarian will construct a committee consisting of one member from each school represented in the chamber. This group will convene in a separate area to determine the agenda, bearing the following in mind:
 - i. Each school represented should have the opportunity to have a pre-designated item of legislation at the top of the agenda before any non-priority item of legislation is introduced.
 - ii. Legislation that does not have an author or sponsor in the chamber should be placed later in the agenda.
 - iii. A school may choose to not place their priority legislation early in the agenda.
 - iv. Care should be taken to make sure that prepared speeches have an opportunity to be heard, so that legislation need not be tabled.
 - v. Students should choose legislation that will provide the greatest opportunity for the largest number of students to participate in giving speeches.
 - d. Sessions.
 - i. There shall be a preliminary session of four hours of floor debate, divided into two segments for the purposes of judging, with four possible segments for presiding.
 - ii. There shall be a final session of approximately two hours, with each student guaranteed two opportunities to speak. No speaker will be recognized to speak for a third time prior to the introduction of the final item of legislation. Finalists will caucus to set the agenda immediately prior to convening the session. The final session will be presided over by an adult appointed by the Congress Director who may also serve as a judge. A fifth scorer may alternatively be scheduled instead of utilizing a presiding officer/judge.
 - e. Speaker Precedence. In both the preliminary and final session the Congress Director shall provide a randomized list of students. The first presiding officer shall use this list to determining initial precedence to speak for all speeches except for authorship speeches. The parliamentarian shall ensure the list is used. Precedence and recency shall not reset during the preliminary session.



6. Awards:
 - a. a. Students will be evaluated for each speech and session of presiding.
 - b. b. Upon conclusion of the final preliminary session, members will vote for best presiding officer, using one preferential ballot per school. The Tab Room will tabulate these and determine the winner using an instant run-off method. If a tie results, the most natural 1's shall be the first tie breaker, followed by the most natural 2's, etc. Each winner will receive a gavel at the awards ceremony on Saturday.
 - c. Awards will be determined by cumulative ranks and awarded in the following manner:
 - i. All preliminary chambers will advance an equal number of delegates to the Final Congress, up to a total of 8-12. Judges shall rank all students 1st through last. The tab room shall convert all ranks lower than 8 to 8. In the event of a tie in cumulative rank, judges preference shall be used, looking to original rankings if any scores are 8's. If still tied, use reciprocals, then a combination of reciprocals and judges preference. If still tied the highest ranked student by the parliamentary shall advance.
 - ii. The top six students will receive plaques, and the other finalists will receive semi-finalist awards. Judges shall rank all students 1st through last. The tab room shall convert all ranks lower than 8 to 8. In the event of a tie in cumulative rank, judges preference shall be used, looking to original rankings if any scores are 8's. If still tied, use reciprocals, then a combination of reciprocals and judges preference. If still tied preliminary round score shall be used.
7. Etiquette. Civility and proper parliamentary practice go a long way toward maintaining decorum during the proceeding of the Student Congress. Both the presiding officer and the parliamentarian should ensure that improper and condescending behavior is avoided and that fair and equitable recognition of all members is made.
8. CANCELLATIONS. SAME AS BYLAW II.F.

VI. AWARDS

- A. The Awards Committee shall be chaired by the Past-President and shall include the three most recent recipients of the William Hintz Award.
 1. THE WILLIAM HINTZ MEMORIAL AWARD FOR COACHING EXCELLENCE is an annual award that will be given once a year to an active WFCA coach.
 - a. The previous recipient will present the award to the winning coach at the WFCA Coaches' Tournament. No coach may receive the award more than once. The names of previous winners shall be published in official publications.
 - b. Candidates must be active in WFCA, be supportive of the WFCA, demonstrate enthusiasm for forensic activities, have a high regard and respect for the students he/she works with, have a high regard and respect for fellow coaches, work toward the improvement of WFCA, promote interest in interscholastic forensic activities through the strength of his/her own program, have acquired the respect of students he/she works with, and be involved in a supportive way or a member of other speech organizations, i.e., WDCA, NSDA, WCA, WHSFA, CFL.
 - c. The process of election will be as follows: Nominations from the membership postmarked no later than February 15 will be accepted by the Past-President. A ballot of the three coaches receiving the most nominations will then be forwarded to all members. The winner shall be the person receiving the most votes. Each candidate on the ballot must meet the predetermined criteria. If there are less than three nominations, the Awards Committee will select additional candidate(s) to fill the ballot.



2. THE HALL OF FAME AWARD is a special award presented to deserving forensic coaches. The award will be presented by the President at the Spring Convention. This award will be bestowed as follows:
 - a. Nominations from the membership postmarked no later than February 15 will be accepted by the Past-President.
 - b. Nominees must serve for at least 20 years to be considered. A brief recommendation must be included with the nomination.
 - c. The Awards Committee shall review the nominations and determine the winner if an award is warranted
 - d. None, one, or more of these awards would be made each year.
 - e. Hall of Fame inductees shall be awarded free WFCA Professional Membership for life.
3. MILESTONE AWARDS. Any member of this Association who serves for the designated periods of time shall receive formal recognition. These awards will be bestowed as follows:
 - a. It shall be the responsibility of the coach to declare on their annual registration the number of years for which he/she has served as a coach of forensics.
 - b. Coaches shall be recognized after their first year of coaching within the WFCA and for every five years of coaching. (E.g. five, ten, fifteen, etc.).
 - c. For the sake of the Milestone Awards, years served coaching outside the WFCA shall be honored, and years served need not be consecutive.
 - d. The Past-President shall send letters to the coach's principal & school board commemorating the coach's years of service.
 - e. Recipients of the Milestone Award shall be honored at a ceremony to be held during the weekend of the Spring Meeting.
4. SCHOLARSHIP. Any senior on a WFCA affiliated forensic team is eligible to apply for a scholarship. The Awards Committee will select scholarship recipients. Scholarship forms must be submitted to the Past-President postmarked no later than February 15. The scholarships will be announced and presented at the State Tournament. The criteria for selection will be as follows:
 - a. Acceptable grade point average;
 - b. Extra-curricular speech/drama participation, especially in WFCA sponsored events;
 - c. Community/school service
 - d. Completion of the scholarship application



Governance Procedures Meetings, Mailings & Communications

Date of Meeting	Who Attends	Where Held
1. Summer, as announced by the President	Executive Committee	President finds location
2. Saturday in September	Membership	President finds location
3. Saturday, prior to the General Meeting	Executive Committee	President finds a room
4. Second Sunday in February	Executive Committee	President finds location
5. Thursday night of Spring Convention	Executive Committee	Room arranged by President-Elect
6. Friday of Convention	Membership	Room arranged by President-Elect
7. After General Meeting of WFCA Convention (Optional)	Executive Committee	President finds a room

When	Mailing or Communication	To Whom	Responsibility Of
May	Spring Executive meeting minutes; site & date of summer meeting.	New Exec. Cmte.	Previous Secretary
Mid June	Agenda and summer Executive Meeting reminder.	Executive Cmte.	President
Early August	Fall Meeting time, location & agenda; Invite WHSFA Representative	Exec. Cmte., WHSFA Rep.	President
Mid August	<i>Newsletter</i> : Fall Meeting invitation (by President), Tentative Tournament Calendar and Spring General Meeting minutes (prepared by secretary), and Membership Dues Forms (prepared by treasurer)	Membership	Secretary/ Communications Committee
	Minutes of Executive Meeting	Executive Cmte.	Secretary
	Proposed constitutional amendments carried forward from Spring Membership meeting to be re-voted on at Fall Membership Meeting	President	Secretary
October	List of new members; current members; members not joined	President	Treasurer
October - December	<i>Handbook</i> ; Membership List; <i>Newsletter</i> : Tournament Calendar, Fall Meeting minutes, Formal Committee Reports (prepared by Committee Chairs), "Welcome" letter (by President)	Paid Membership	Treasurer/ Communications Committee
	Judges' Handbook; New Coach's Handbook	Applicable Coaches	Treasurer
November	"Reminder to Join" letters by President	Unpaid Schools	President/ Treasurer
Early December	Tournament Mailing Labels	Host Schools	Treasurer
January	Announcement of February Meeting and Agenda	Executive Board & Chairs	President
Mid February	Minutes of February meeting of Executive Board and Committee Reports	Executive Board & Chairs	Secretary
Early March	<i>Newsletter</i> : Spring Convention information, award nomination reminder, membership form for next season, state tournament reminder	Membership	Secretary/ Communications Committee
Early March	State High School Tournament registration information	Membership	State Tournament Director
Late March	Letter to invite WHSFA Representative to Spring Executive Board and General Meeting	WHSFA Representative	President
Late March	Proposed constitutional amendments carried forward from Fall Membership meeting to be re-voted on at Spring Membership Meeting	Secretary	President



Governance Procedures Officer Duties

For meetings and communication, see previous page.

Secretary

1. Attend all Executive Board, Executive Committee and General Membership Meetings.
2. Keep the minutes of all aforementioned meetings.
3. Communications as indicated on previous page.
4. Obtain letters, invitations or other correspondence from Executive Committee/Board to include in mailing.
5. Solicit, maintain and publish Invitational Tournament Calendar.
6. Send expressions of sympathy, congratulations, etc.

Treasurer

1. Attend all Executive Board, Executive Committee and General Membership Meetings.
2. Solicit dues. Maintain membership records.
3. Create a membership directory.
4. Maintain accurate records of income, payments and receipts.
5. Publish treasurer's report every business and Executive Committee meeting.
6. Communications as indicated on previous page.
7. Send a list of unpaid membership dues to President.

President

1. Conduct all Executive Board, Executive Committee and General Membership Meetings. Prepare agenda and letter to the membership.
2. Conduct unfinished business at Spring Meeting.
3. Conduct Executive Meeting after the General Meeting. Obtain all new Executive Committee names, addresses, phone numbers and e-mail addresses.
4. Publish letterhead stationery (may be done with publication services of Communications Committee).
5. Communications as indicated on previous page.
6. Attend committee meetings as an ex-officio member as necessary.

President-Elect

1. Attend all Executive Board, Executive Committee and General Membership Meetings.
2. Duties to prepare for Spring Convention:
 - 2a. Submit a proposal for the spring meeting date, location and agenda at the winter executive board meeting.
 - 2b. Publicize the spring meeting via email, social media, and tournament flyers.
 - 2c. Arrange for materials and media needs with the spring meeting venue.
 - 2d. Reserve lodging for Executive Board and Committee Chairs.
3. Assume responsibility for nominations and election of officers for the upcoming year. Contact nominees for acceptance. Committee Chairs are usually chosen in consultation with the Executive Board at the Spring Executive meeting of new officers. Nomination ballots should be ready for voting members at the Spring General Meeting. Make sure you make enough in case there is a second vote. Each school is entitled to one vote. Have someone help count the ballots. The office of President-Elect is voted upon yearly, Treasurer is voted upon in odd numbered years and the Secretary is voted upon in even numbered years.
4. Assist in setting up hospitality at Spring and Fall meetings.
5. Assist with registration at the State Coaches Tournament and in any other capacity needed.
6. Communications as indicated on previous page.
7. Attend committee meetings as an ex-officio member as necessary.



Governance Procedures

Officer Duties (Continued)

Past-President

1. Attend all Executive Board, Executive Committee and General Membership Meetings. See previous page for details.
2. Remind the membership to complete application/nomination forms for the four awards given by the WFCA (coaching awards and student scholarship, as found in the *Handbook*). This may be done in the *Newsletter* and on the Web site.
3. **Add recipients to the master list.** The recipients of these awards should be added to the cumulative list as soon as they are known so that the WFCA records stay current.
4. Nominations should be checked against past recipients as listed in the *Handbook* and verified that they meet the criteria.
5. As coaches are nominated for retirement awards, their names should also be checked. Some coaches are nominated who have already received the plaque.
6. **Purchase plaques.** The plaques for William Hintz Memorial Award, Hall of Fame, and milestones should be ordered from Trophies and Treasures, Clintonville, (1-800-823-1245). These are standardized and on file. Charge to the WFCA.
7. **Past-President's Report.** A report is given by the past-president 4 times a year to the general membership in September and May and to the Executive Board in August and February.
8. Communications as indicated on previous page.

Selection of Recipients for Awards

9. The awards committee which selects the Hall of Fame and Scholarship recipients consists of the past-president and the previous three winners of the Hintz award.
10. The nominations for the William Hintz Memorial Award for Coaching Excellence are submitted by the membership. Nominations must be postmarked by February 15 and sent to the past-president. A ballot is then prepared and sent to the membership in the convention mailing in March.

Presentation of Awards

11. **Scholarship:** These are given at the WFCA State Tournament. It was suggested that the coach be notified so that parents may attend this presentation if they wish. It is still advisable to let the recipients be surprised. The past-president or another designee should present these awards. The students are given a check from the WFCA.
12. **William Hintz Memorial Award for Coaching Excellence:** This award is given at the WFCA State Tournament. The previous recipient presents the award. It is a plaque obtained from Trophies and Treasures.
13. **Hall of Fame:** This award is presented at the Spring Convention by a person chosen by the Awards Committee. It was suggested that this recognition could also be added to the awards at the WFCA State Tournament.
14. **Milestones.**



Governance Procedures State Tournament Job Descriptions

The incumbent for each of the following three positions shall create and maintain an operations manual, delineating respective responsibilities, delegation of duties, contact people, etc.

State Tournament Director

1. Obtain mailing list of current members from Treasurer for invitations. Envelopes can be addressed early. Update mailing list as members join the organization.
2. Prepare tournament invitation, specifying date/time, site, entry information, lodging information, phone / FAX numbers and e-mail address of Director. Invitations should be mailed 4-5 weeks prior to the tournament date to permit Congress legislation to reach the Congress Director before the deadline.
3. Appoint a chairperson for any consolation events, as well as Extemp/Radio draw personnel.
4. Prepare forms in mass quantities, including: rules forms, ballots and evaluation forms for each category, official welcome and guidelines for judges, a.k.a. the "day-of" sheet.
5. Tabulate entries as they arrive. Once registration deadline has passed, determine number of sections required for each event with the following considerations: 7 contestants in 4, 6 and 8 minute categories and 6 contestants (groups) in 10 and 12 minute categories. Schedule the tournament's preliminary rounds.
6. List judges by school code, note judge preferences and prepare judges' folders.
7. Return confirmation to all registered schools including times / sites for competition, map, listing of contestant codes and judges required.
8. Schedule categories in same building or closest buildings possible. Check again with Site Coordinator for last minute room changes.
9. Hand schedule judges for all rounds beginning with Final rounds and working backwards to preliminary assignments. Rotate judges within a certain area of the site. This is crucial toward maintaining tournament schedule!!
10. Run schedules approximately 2 days prior to the tournament to allow for drop/add adjustments.
11. Stuff judges' packets and team folders, including student schedules, agenda, map, judging

- instructions, ballots and critiques for preliminary rounds only, and rules for each judging assignment.
12. Prepare TAB Room folders including event schedules, tie-breaking rules, room change forms, semi-final and final round ballots.
13. Have materials ready for registration including school packets with storytelling cards.
14. Oversee the running of the tournament, including conducting Judge's Meeting, maintaining communication with ballot drop-off sites and Site Coordinator, overseeing semi-final and final postings and tabulation, and serving as emcee for the awards ceremony.
15. Following the tournament, assess any required fines and prepare a report for the WFCA Spring Meeting.
16. Tournament Director is a member of the WFCA Executive Committee. Tournament Director's stipend: \$599.

Site/Facilities/Preparations Director

1. Familiarize yourself with the tournament setting, as established by the WFCA Executive Committee. Dates should be established at least two years in advance of actual competition. Visit site (requires Exec. Board final approval), obtain floor plans and determine sites for assembly of students and coaches/judges, registration (including drop table area), TAB room / ombudsman / protest areas, ballot drop-off, hospitality, copying facilities, Radio and Extemp prep room(s) and contest rooms (including Student Congress). Meet with site liaison to maintain good public relations.
2. Arrange for lodging information, lists of hotels, contacts for blocks of rooms, amenities, shuttling, etc. where applicable.
3. Order trophies including semi-finalist awards, finalist awards in each event, and team awards. Coordinate Student Congress awards with the Congress Director.
4. Sign contract with site and arrange for insurance coverage for the duration of the tournament.
5. Prepare posting sheets in each category for each semi-final (4) and final (2) round.
6. Prepare Extemp questions and Radio packets, draw room materials.
7. Arrange for runners to collect ballots and critiques from various drop-off sites.



8. Arrange for any and all hospitality needs, including judges/coaches lounge, TAB room, concessions and appropriate signage throughout tournament site.
 9. Upon consultation with Tournament Director, prepare site map, indicating location of various events.
 10. Have method of intersite communication established.
 11. Organize and set up computerized tabulation facilities, and have paper tabulation sheets on hand "just in case".
 12. Make final check with site personnel for last minute changes, verify security to have buildings and rooms opened for competition, hospitality and food service.
 13. Prepare assembly hall for the awards ceremony (including tables for awards and any necessary sound / PA systems) and assist in the distribution of awards.
 14. Site Coordinator will be responsible for any last minute announcements to the students on the morning of the tournament.
 15. Follow-up with thanks to Site host.
 16. Stipend : \$300.
-
- State Congress Director**
1. Set a date for legislation submission with the WFCA membership at the Fall Meeting.
 2. Working with the State Tournament Director,
 - a. Arrange and confirm Congress contest rooms.
 - b. Coordinate the State Congress invitation.
 - c. Consult concerning unreported registrations.
 - d. Submit all fees collected.
 3. Collect legislation for competition and draft a master list of titles of bills and resolutions.
4. Return legislation and confirmation to all registered schools including times, place, listing and chamber distribution of entered delegates, and judges required. Legislation will be sent within 24 hours of its deadline and posted on the Web site.
 5. Consult with schools who:
 - a. Send inappropriate legislation.
 - b. Send too many pieces of legislation.
 - c. Miss the deadline for submitting legislation.
 6. Create or secure a computer tabulation program or spreadsheet.
 7. Create an Oath of Office, schedule and chamber designations, judge instructions, and color-coordinated placards and signs.
 8. Hire independent judges and arrange for tabulation and support personnel.
 9. Submit an accounting of monies collected to the Treasurer.
 10. Register students and judges the day of the tournament:
 - a. Distribute rules, evaluation sheets and instructions to all judges.
 - b. Distribute schedules and chamber designations to students.
 11. Redistribute students to create balanced chambers, and enforce rules as dictated by the bylaws and rules for Student Congress.
 12. Tabulate results and report to chambers.
 13. Report Super Session results at the State Tournament.
 14. Distribute student evaluations left behind to appropriate schools, and provide printed copies of results to all schools participating in the State Tournament.
 15. Congress director is a member of the WFCA Executive Committee. Stipend: \$300.



Governance Procedures Webmaster Job Description

1. The Webmaster must have a firm understanding of Internet and networking technologies as a basis for understanding file transfer protocol (FTP), mail servers (POP and SMTP), and hypertext (HTTP and HTML). The Webmaster should understand server-side and client-side scripting and have a grasp of basic, cross-platform (Windows and Mac) Web computer programming. The Webmaster also should have sound knowledge of graphic design and user interface principles for layout of Web pages, and access to computer graphics hardware, such as scanners or digital cameras.
2. Secure an Internet host/server provider company (herein, the “hosting provider”) and domain name registration on an annual or biennial basis. Make sure that the domain name server (DNS) is registered correctly with the hosting provider.
3. Obtain current software applications for management and design of the Web site, as well as for dynamic Web-based applications of scripting, common gateway interface (CGI), PHP, Java, ASP, etc.
4. Consult with the Executive Committee and Membership through the Public Relations Committee regarding funding allocation requests. Reimbursements shall be submitted to the Treasurer with proper documentation.
5. Outline a site map strategy for organization of Web pages, including a navigation scheme and consistent colors and graphics, such as logos and buttons.
6. Work with the Public Relations Committee to determine content for Web pages:
 - a. Information pertinent to WFCA governance, such as Handbook documents, meeting information, etc. Coordinate with various committee chairs, officers and tournament directors to include relevant information, such as Category rules, Tips & Hints for coaches, and State Congress legislation.
 - b. Forensics resources for coaches and students, including appropriate external links and communication tools.
 - c. Post invitations and results as submitted by invitational tournament hosts and the State Tournament Director.
7. Keep content current and fresh as much as possible.
8. Establish e-mail accounts for WFCA points-of-contact, such as officers and committee chairs. Develop e-mail SMTP lists as appropriate.
9. Implement a discussion forum/board and administer features, threads and users as needed.
10. Engage in occasional Web site maintenance, including archiving, FTP, and hosting provider package administration. Correspond with hosting provider regarding occasional network outages and support needs.
11. Serve as an ombudsman, routing general e-mail inquiries to appropriate WFCA points-of-contact.
12. Promote the Web site with search engines, and link exchanges with relevant forensic organizations, and Web sites, directories and portals.



History

State Champion Teams

Year	Division 1
1972	West Bend West
1973	West Bend East
1974	West Bend West
1975	West Bend West
1976	West Bend East
1977	Muskego
1978	West Bend West
1979	New London
1980	Delavan-Darien
1981	Marquette
1982	Marquette
1983	Muskego
1984	Muskego
1985	West Bend West
1986	Algoma
1987	New London



Year	Division 1	Division 2
1988	New London	Hortonville
1989	New London	Hortonville
1990	Oshkosh West	Winneconne
1991	Sheboygan South	Hortonville
1992	Appleton East	Hortonville
1993	Appleton East	Hortonville
1994	Oshkosh West	Durand
1995	Milwaukee HS of the Arts	Durand
1996	Appleton East Milwaukee HS of the Arts	Durand
1997	Appleton East Marquette	Durand
1998	Milwaukee HS of the Arts	Durand
1999	Appleton East	Algoma
2000	Oshkosh West	Algoma
2001	Oshkosh West	Durand
2002	James Madison Memorial	Durand
2003	James Madison Memorial	Algoma

Year	Division 1	Division 2	Division 3
2004	James Madison Memorial	Marquette	St. Lawrence Seminary
2005	Appleton East	Marquette	St. Lawrence Seminary
2006	Appleton East and James Madison Memorial	Marquette	Algoma
2007	Brookfield East	Cedarburg	St. Lawrence Seminary
2008	James Madison Memorial	Cedarburg	Algoma
2009	James Madison Memorial	Cedarburg	St. Lawrence Seminary
2010	James Madison Memorial	Whitefish Bay	St. Lawrence Seminary
2011	James Madison Memorial	Cedarburg	Durand
2012	James Madison Memorial	Cedarburg	Durand
2013	James Madison Memorial	Appleton East	Luther Preparatory School
2014	James Madison Memorial	Whitefish Bay	Luther Preparatory School
2015	James Madison Memorial	Wauwatosa East	Durand
2016	James Madison Memorial	Ronald Reagan	St. Lawrence Seminary
2017	James Madison Memorial	Waunakee	St. Lawrence Seminary
2018	James Madison Memorial	Waunakee	Wrightstown
2019	James Madison Memorial	River Falls	St. Lawrence Seminary
2020	James Madison Memorial	River Falls	Wrightstown



History Scholarship Winners

Year	Students
1986	Gwen Connell, Cedarburg
1987	Deborah Coletti, Muskego
1988	John McKee, Premontre
1989	Pam Bernicke, <i>Eau Claire Memorial</i> Jeff Marks, Waupaca
1990	Nick Boegel, West Bend East Lori Funk, Waupaca
1991	Jason Bitiner, Hortonville Jeremy Radtke, Sheboygan South
1992	Robin Birr, Hortonville Melissa Krahn, Hortonville
1993	Wendy Roos, West Bend East Shannon Vosseller, Marquette
1994	Nicole Kralik, West Bend East Amy Witzak, New London
1995	Katie Kallstrom, Durand Julie Parmele, Waupaca
1996	Lynn Masfongelli, <i>Sheboygan South</i> Sean Waldheim, Marquette
1997	Ryan Billings, Sheboygan South Zach Schultz, Lodi
1998	Brooke Reinders, <i>Milwaukee HS Arts</i> Benjamin Schneider, Marquette Chad Richards, Waupaca
1999	Elizabeth Wautlet, Algoma† JoAnna Hix, Eau Claire North Colleen VanEpps, Waupaca* Jason Fischer, Waupaca
2000	Johnathan Blomberg, Waupaca† Emily Wacker, Brookfield East Sara Weisenbeck, Durand* B.J. Lanser, Marquette
2001	Kelley Marie Bender, New London Minette Detjen, Algoma† Tara Lynn Maus, New London Melanie Lynn Wick, Sheboygan North*
2002	Rachel Forbes, Brookfield East Nick Bubb, Sheboygan North Tessa Bysong, Durand* Frank Korf, Waupaca†
2003	Stefanie Jochman, Sheboygan North Michele Tellock, Hortonville Venus Cooper, New London Troy Vosseller, Marquette
2004	Tyler Beattie, Brookfield East Caitlin Madden, Sheboygan South Anna-Lisa Dahlgren, Madison Memorial Megan Harney, Wauwatosa West

2005	Thomas Schalmo, Brookfield East Julie Braker, Brookfield East Samuel Daly, Rufus King Mitchell Salm, St. Lawrence Seminary†
2006	Phillip Bridge, Brookfield East Emily Schwanke, Appleton East† Janani Iyangar, Madison Memorial Kelsey Palmer, Brookfield East*
2007	Asad Asad, Rufus King Amjad Asad, Rufus King Daniel Anderson, Appleton East† Rebecca Kesting, Sheboygan South*
2008	Nicholas Anderson, Eau Claire North Travis Glynn, New London† Heidi Wacker, Brookfield East Kirsten Wisniewski, Milwaukee HS of the Arts*
2009	Erin Britton, Sheboygan North Jacqueline Fuqua, Nicolet Cole Kantos, Waupaca† Jonathan Spence, Wauwatosa West Christopher Vosters, Brookfield East Bethany Zeitler, Algoma*
2010	Jared Beck, Cedarburg Katherine Burns, St. Croix Falls * Caroline Klinker, Brookfield East Ryan Manteufel, Waupaca † Valerie Shen, James Madison Memorial Alice Zhao, Sheboygan North
2011	McKenzie Bell, Appleton East Ryan Jaremczuk, St. Croix Falls Michael Meidl, Brookfield East Scott Memmel, Brookfield East Brandon Pakkebier, Sheboygan North Michelle Yang, James Madison Memorial
2012	Kaitlin Klann, Brookfield East Jordan Peschek, Hartford Union Mackenzie Ross, Sun Prairie Abhilash Sandireddy, James Madison Memorial Zackary Vrana, Brookfield East Jacob Wrasse, Durand
2013	Benjamin Bauman, Sun Prairie Eric Cummings, Waupaca Elizabeth Ehrler, Sun Prairie Kadesia Hill, Bradley Tech Kienan Knight-Boehm, Marquette University High School Kenneth Kosirowski, Marquette University High School

2014	John Ahn, Appleton East Sierra DuCharme-Hansen, Sun Prairie Nick Jungers, Waupaca Anh Le, Madison West Lauren Watchmaker, Homestead Troy Wildenberg, Appleton East
2015	Daksh Barghava, Sun Prairie Katherine Cichon, Appleton East Elizabeth Gartman, Sheboygan North Leon Pan, James Madison Memorial Cole Pankratz, Waupaca Kaleigh Pieroth, Arrowhead
2016	Alekh Kale, James Madison Memorial Jazmyn Kosier, Wauwatosa West Michaela Lemons, Appleton East Anne Liners, Ronald Reagan Diya Ramanathan, Arrowhead Union Hollis Rammer, Sheboygan South
2017	Erik Bakken, Appleton North Rachel Bednarowski, Appleton East Bailee Harper, Denmark Natalie Kasberger, Sheboygan North Erin Magoon, Sussex-Hamilton Dakota Marlega, Waupaca
2018	Urwa Ahmed, Franklin Elsbeth Bandli, Sun Prairie Isaac Hoeschen, Pius XI Tiffany Polzin, Denmark Claire Sawall, Appleton East Katherine Walsh, Madison West
2019	Madelyn Aamodt, West Bend East Emily Cash, Appleton West Emily Chu, Arrowhead Erin Gretzinger, Appleton East Garrick Hartley, Sauk Prairie Arjun Shreeekumar, Brookfield East
2020	Emily Flood, Sun Prairie Morgan Klug, Homestead Weihsang Li, Brookfield East Leah Metzger, James Madison Memorial Josef Rademacher, Madison West Rihana Zaiani, Ronald Reagan

† = Steinhorst Scholarship
* Marie Chelmo Memorial Scholarship



History Coaching Awards

Year	Hintz Memorial	Hall of Fame
1980	Ron Steinhorst, <i>New London</i>	
1981	Walter Daumler, <i>Delavan-Darien</i>	
1982	John Steinbach, <i>West Bend West</i>	
1983	John Culbertson, <i>Waterloo</i>	
1984	Tom Kaye, <i>Milwaukee Marshall</i>	Karl Kocher, <i>West Bend East</i>
1985	Maryann Katzor, <i>Muskego</i>	Robert Scott, <i>Delavan-Darien</i>
1986	Art McMillion, <i>Eau Claire Memorial</i>	Virginia Newcomb, <i>Whitewater</i>
1987	David Loos, <i>Algoma</i>	Cathy Spyles, <i>Milwaukee Madison</i>
1988	Clif Morton, <i>Hortonville</i>	Ron Pearson, <i>Lincoln</i>
1989	Dan Roskum, <i>Hartford</i>	Jim Copeland, <i>Marquette</i>
1990	Jim Berger, <i>Ripon</i>	Annabelle Dorsch, <i>Ripon</i>
1991	Bev Wicinsky, <i>Winneconne</i>	Gertrude Backhaus, <i>Badger Middle</i>
1992	Ty Wesley, <i>Sheboygan South</i>	John Culbertson, <i>Waterloo</i>
1993	Lynda Luce, <i>Waupaca</i>	Walter Daumler, <i>Delavan-Darien</i>
1994	Mark Kohl, <i>Lodi</i>	Maryann Katzor, <i>Muskego</i>
1995	Doris Sexton, <i>West Bend East</i> Jane Goffin, <i>Badger</i>	Dan Roskum, <i>Hartford</i> Ken Thames, <i>Marquette</i>
1996	Joan Boyce, <i>Whitman</i> Joan Pogrnt, <i>Kennedy Middle</i> Gerald Meier, <i>Blackhawk</i>	Michael Bergin, <i>Appleton East</i>
1997	Sue Luterbach, <i>St. Joan Antida</i>	John Steinbach, <i>West Bend West</i>
1998	Jane Witzak, <i>New London</i>	Tom Kaye, <i>Milwaukee Marshall</i>
1999	Rick Braun, <i>Waunakee</i> Carol Hardtke, <i>Marquette</i>	Art & Ruth McMillion, <i>Eau Claire Memorial</i>
2000	Kathryn Flannery-Banks, <i>Sheboygan North</i>	J. Peter Shaw, <i>WHSFA</i>

Year	Hintz Memorial	Hall of Fame
2001	Deb Weiher-Traas, <i>Appleton East</i>	Jane Witzak, <i>New London</i>
2002	Steve Sexton, <i>West Bend East</i>	Bev Wicinsky, <i>Winneconne</i>
2003	Chris Schoggen, <i>Hartford</i>	Steve Thompson, <i>Sheboygan South</i>
2004	Fr. Gary Wegner, <i>St. Lawrence Seminary</i>	
2005	Anita Fleisch, <i>Marquette</i>	Jim Berger, <i>Ripon HS</i>
2006	Adam Jacobi, <i>Rufus King</i>	Gerald Meier, <i>Black Hawk</i>
2007	Michael Traas, <i>Appleton East</i>	Diane Sabo, <i>Pulaski</i>
2008	Mary Wacker, <i>Brookfield East</i>	Clif Morton, <i>Hortonville</i>
2009	Barb Kallstrom, <i>Durand</i>	
2010	Bonni Knight, <i>Eau Claire North</i>	Chris Schoggen, <i>Hartford Union</i>
2011	Tom August, <i>DeForest</i>	
2012	John Peschl, <i>Sun Prairie</i>	
2013	Mariah Ervin, <i>New London</i> Joe Meinecke, <i>Muskego</i>	Carol Hardtke, <i>Marquette</i> Mark Kohl, <i>Lodi</i> David Loos, <i>Algoma</i> Lyn Luce, <i>Waupaca</i> Steve Sexton, <i>West Bend East</i> Ty Wesley, <i>Sheboygan South</i>
2014	Ben Kroll, <i>Sheboygan South</i>	
2015	Elliott Fischer, <i>Sun Prairie</i>	Bonni Knight, <i>Eau Claire North</i> Doris Sexton, <i>West Bend East</i> Ron Steinhorst, <i>New London and Waupaca</i>
2016	Kirt Graves, <i>Sheboygan North</i>	Deb Weiher-Traas, <i>Appleton East</i> Michael Traas, <i>Appleton East</i>
2017	Tom Hardin, <i>James Madison Memorial</i>	Tom Hardin, <i>James Madison Memorial</i>
2018	John Rademacher, <i>Madison West</i>	
2019	Scott Peterson, <i>Eau Claire North</i>	
2020	Amy Geyser, <i>Marquette University High School</i>	



Retiring Coaches

1987
Dennis Bessette, <i>Clintonville</i> Geraldine Birkholz, <i>West Bend East</i> Sally Finnegan, <i>Muskego</i> Art McMillion, <i>Eau Claire Memorial</i> David Vignale, <i>Wautoma</i>
1988
Chris Anderson, <i>Milton</i> Keith Livens, <i>St. Francis</i> Gertrude Backhaus, <i>Badger Middle</i> Joyce Schroeder, <i>Hillsboro</i> L Desormeaux, <i>Stratford</i> Diane Ditsworth, <i>Eight Street Middle</i> Annabelle Dorsch, <i>Ripon</i> Betty Leonard, <i>Milton</i>
1989
Craig Akey, <i>Clintonville</i> John Culbertson, <i>Waterloo</i> Rick Young, <i>Nicolet</i>
1990
John Bergholte, <i>Elmbrook Middle</i> Carol Bruss, <i>Bay View</i> Walter Daumler, <i>Delavan-Darien</i> Maryann Katzor, <i>Muskego</i> Fran Lindemuth, <i>Kaukauna</i> Donna Paltzer, <i>Appleton Xavier</i>
1991
Jim Berger, <i>Ripon</i> Tom Clementi, <i>Appleton West</i> Betty Dygart, <i>Beloit Memorial</i> Dan Roskum, <i>Hartford</i>
1992
Julie Beyer, <i>Winneconne</i> Peter Solkowski, <i>Delavan-Darien</i>
1993
Kay Bayczyk, <i>Roosevelt Middle</i>

1994
Jeff Brower, <i>Big Foot</i> Anne Canarie, <i>Audubon</i> Wayne Towne, <i>Milwaukee Tech</i> Kathy Wierman, <i>West Bend West</i>
1995
Luis Conicek, <i>Wilmot</i> Tom Kaye, <i>Milwaukee Marshall</i> Jan McBride, <i>Neenah</i> Bev Wicinsky, <i>Winneconne</i>
1996
Judy Mikulak, <i>Birnamwood</i> Rosemary Trettin, <i>Appleton Xavier, Menasha</i> <i>St. Mary's</i> Rev. Roger Zach, <i>St. Lawrence</i> Ed Zahn, <i>Columbus</i>
1997
Barb Meulemans, <i>Kiel</i> Steve Thompson, <i>Sheboygan South</i> Steve Timm, <i>Little Chute</i> Caroline Zagorski, <i>Elkhart Lake</i>
1998
Marion Kupsy, <i>Pulaski</i> Jane Witczak, <i>New London</i>
1999
David Valdes, <i>Milwaukee HS of the Arts</i>
2000
Linda Schieler, <i>Ripon</i> Karen Ebert, <i>Waterford</i> Kathryn Flannery-Banks, <i>Sheboygan North</i>
2002
Gerald Meier, <i>Blackhawk</i>
2003
Jim Kocovsky, <i>Milwaukee Juneau</i> Mark Kohl, <i>Lodi</i> Victoria Mattice, <i>Milwaukee Madison</i>

2005
Jim Oberwetter, <i>Burlington</i>
2006
Mary Knutson, <i>Cedarburg</i> Carol Hardtke, <i>Marquette</i> Bill McBride, <i>Neenah</i> Jan McBride, <i>Neenah</i> Kathleen Vosberg, <i>Black Hawk</i> Ty Wesley, <i>Sheboygan South</i>
2007
Chris Schoggen, <i>Hartford Union</i> Steve Thompson, <i>Sheboygan South</i>
2008
Anita Fleisch, <i>Marquette</i> David Loos, <i>Algoma</i> Ron Steinhorst, <i>New London</i> Robert Wahl, <i>New Glarus</i>
2009
Barb Kallstrom, <i>Durand</i> Gwen Pfeiffer-Young, <i>Waupaca</i>
2011
Sue Luterbach, <i>St. Joan Antida</i> Jane Steiner, <i>Fort Atkinson</i>
2012
Greg Davis, <i>Lodi</i> Sharon Easley, <i>Lodi</i> Lynda Luce, <i>Waupaca</i> Mark Kohl, <i>Lodi</i>



History - Past Officers

Year	President	Secretary	Treasurer
1970-1971	Robert Scott, <i>Delavan-Darien</i>	Bill Hintz, <i>Lake Geneva Badger</i>	Jim Copeland, <i>Marquette</i>
1971-1972	Ken Thames, <i>Marquette</i>	Cathy Seraphim, <i>James Madison</i>	John Hughes, <i>Waterford</i>
1972-1973	Karl Kocher, <i>West Bend East</i>	Elaine Schroeder, <i>Homestead</i>	Bill Mitchell, <i>Middleton</i>
1973-1974	Jim Copeland, <i>Marquette</i> President Elect: Robert Scott, <i>Delavan Darien</i>	Maryann Katzor, <i>Muskego</i>	Ron Pearson, <i>Lincoln</i>
1974-1975	Ken Thames, <i>Marquette</i>		
1975-1976	Cathy Seraphim, <i>Milwaukee James Madison</i>	Virginia Newcomb, <i>Whitewater</i>	Pat Frank, <i>Milwaukee James Madison</i>
1976-1977	Bill Hintz, <i>Lake Geneva Badger</i>	Judy Rotter, <i>Brown Deer</i>	Walter Daumler, <i>Delavan-Darien</i>
1977-1978	Craig Akey, <i>Clintonville</i>	Tom Kaye, <i>Milwaukee Marshall</i>	Ron Steinhorst, <i>New London</i>
1978-1979	Virginia Newcomb, <i>Whitewater</i>	John Culbertson, <i>Waterloo</i>	Ron Pearson, <i>Lincoln</i>
1979-1980	Walter Daumler, <i>Delavan-Darien</i>		
1980-1981	Ron Steinhorst, <i>New London</i>		David Loos, <i>Algoma</i>
1981-1982	Maryann Katzor, <i>Muskego</i>		
1982-1983	Tom Kaye, <i>Milwaukee Marshall</i>		Myron Foster, <i>Beloit Memorial</i>
1983-1984	David Loos, <i>Algoma</i>	Nan Roddy, <i>Milwaukee Pius XI</i>	
1984-1985	John Culbertson, <i>Waterloo</i>		Dan Roskum, <i>Hartford</i>
1985-1986	Claire McCain, <i>St. Mary's</i>	Dorothy Berg, <i>Pittsville</i>	
1986-1987	Rev. Joe Coopman, <i>Premontre</i>		Ty Wesley, <i>Sheboygan South</i>
1987-1988	Dan Roskum, <i>Hartford</i>	John Culbertson, <i>Waterloo</i>	
1988-1989	Jim Berger, <i>Ripon</i>		
1989-1990	Clif Morton, <i>Hortonville</i>	Lynda Luce, <i>Waupaca</i>	
1990-1991	Jeff Brower, <i>Big Foot</i>		
1991-1992	Bev Wicinsky, <i>Winneconne</i>	John Washbush, <i>Sussex Hamilton</i> Jeff Holt, <i>Sheboygan North</i>	
1992-1993	Lynda Luce, <i>Waupaca</i>	Jeff Holt, <i>Sheboygan North</i>	
1993-1994	Sue Luterbach, <i>St. Joan Antida</i>	Marie Chelmo, <i>Wautoma</i>	
1994-1995	Doris Sexton, <i>West Bend East</i>		
1995-1996	Jane Witczak, <i>New London</i>	Steve Sexton, <i>West Bend</i>	
1996-1997	Diane Sabo, <i>Pulaski</i>		Doris Sexton, <i>West Bend</i>
1997-1998	Ty Wesley, <i>Sheboygan South</i>		
1998-1999	Carol Hardtke, <i>Marquette</i>		



History - Past Officers, cont.

Year	President	Secretary	Treasurer
1999-2000	Gary Wegner, OFM, <i>St. Lawrence Sem.</i>	Diane Sabo, <i>Pulaski</i>	Doris Sexton, <i>West Bend</i>
2000-2001	Steve Sexton, <i>West Bend East</i>		
2001-2002	Mary Wacker, <i>Brookfield East</i>		
2002-2003	Jay Johnson, <i>Sheboygan North</i>		
2003-2004	Ron Steinhorst, <i>New London</i>	Chris Zoch, <i>Sheboygan North</i>	Kelsey Palmer, <i>Whitefish Bay</i>
2004-2005	Mary Knutson, <i>Cedarburg</i>		
2005-2006	Deb Weiher-Traas, <i>Appleton East</i>	Mike Traas, <i>Appleton East</i>	
2006-2007	Steve Sexton, <i>West Bend East</i>		
2007-2008	Bonni Knight, <i>Eau Claire North</i>		
2008-2009	Jodi Becker, <i>Berlin</i>		
2009-2010	Rachel Rosenthal Garza, <i>Hartford Union</i>		
2010-2011	Bonni Knight, <i>Eau Claire North</i>		
2011-2012	Gary Wegner, OFM, <i>St. Lawrence Sem.</i>		
2012-2013	Elliott Fischer, <i>Sun Prairie</i>		
2013-2014	Kirt Graves, <i>Sheboygan North</i>		
2014-2015	Joe Meinecke, <i>Muskego</i>		
2015-2016	Deb Weiher-Traas, <i>Appleton East</i>		
2016-2017	Mariah Ervin, <i>New London</i>	Amy Geyser, <i>Marquette University HS</i>	
2017-2018	Ben Kroll, <i>Sheboygan South</i>	John Peschl, <i>Sun Prairie</i>	Burton Davis, <i>Franklin</i>
2018-2019	John Rademacher, <i>Madison West</i>	Anna-Lisa Dahlgren, <i>Sun Prairie</i>	
2019-2020	Shelly Uttke, <i>Port Washington</i>		
2020-2021	Michael Traas, <i>Wrightstown</i>		

History – Other Service to the WFCA

State Tournament Director

1971-1976, 1979-1980: Ken Thames (Marquette, Eau Claire DeLong 1976-1980)
 1978, 1984-1998: Ron Steinhorst (New London)
 1981: Paul Ritchie (Eau Claire North)
 1982-1983: Cathy Spyres (Milwaukee Madison)
 1984: William Horsch (Sheboygan North)
 1999-2013: Christopher Zoch (Sheboygan North, Sheboygan South 1999-2000)
 2014-2018: Elliott Fischer & John Peschl (Sun Prairie)
 2018-present: Michael Traas

State Site Director

2005-2011: Jodi Becker (Berlin)
 2011-2014: Bonni Knight (Eau Claire North)
 2014-2015: Deano Pape (Ripon College)
 2016-2018: James Disrude (UW-Whitewater)
 2018-2019 Tom August (DeForest) & John Peschl (Sun Prairie)
 2019-2020 Scott Peterson (Eau Claire North)

State Congress Director

1994-2005: Lynda Luce (Waupaca)
 2005-2011: Adam Jacobi (Rufus King, NFL)
 2011-2012: John Knetzger
 2012-present: Tim Scheffler (James Madison Memorial)

Webmaster

1998-2000: Carol Hardtke (Marquette)
 2000-2005: Adam Jacobi (Rufus King)
 2005-2007: Mike Traas (Appleton East)
 2007-present: Scott Peterson (Eau Claire North)

Middle Level Representative

The Middle Level became its own organization, the MLFA, in 2002. (www.middlelevelforensics.org)
 1981-1982: Tom Thaney (Wisconsin Dells)
 1982-1983; 1984-1985: Gertrude Backhaus, Jane Goffin (Badger Middle)
 1983-1984: Margaret Gallagher (Burroughs Middle)
 1985-1988: Jane Goffin (Badger Middle)
 1988-1992: Kay Bajczyk (Roosevelt Middle)
 1992-1996: Joan Pogrant (Kennedy Middle)
 1996-1997: Darren Depuydt (Burroughs Middle)
 1997-2000: Marge Gengler (Holy Angels)
 2000-2002: Barb Hoppe (Whitefish Bay)



Evaluation Sheet

Please print legibly and completely fill out the following:

Speaker Code:	Name:	Rank: Best - 1	2	3	4	5 - Least
Title:					Time:	
Judge Name:		Judge School:			Judge Code:	
Round: 1 2 3 _____	Category:		Signature:			

PLEASE FAMILIARIZE YOURSELF WITH THE CATEGORY RULES AND EVALUATION CRITERIA.

Positive Aspects of Performance

Areas to Improve

Key Factor in Rank:



Evaluation Sheet

Please print legibly and completely fill out the following:

Speaker Code:	Name:	Rank: Best - 1	2	3	4	5 - Least
Title:					Time:	
Judge Name:		Judge School:			Judge Code:	
Round: 1	2	3	SF	Final	Category:	
Signature:						

PLEASE FAMILIARIZE YOURSELF WITH THE CATEGORY RULES AND EVALUATION CRITERIA.

Positive Aspects of Performance	Areas to Improve

Key Factor in Rank:

Key Factor in Rank:

Positive Aspects of Performance	Areas to Improve

PLEASE FAMILIARIZE YOURSELF WITH THE CATEGORY RULES AND EVALUATION CRITERIA.

Speaker Code:	Name:	Rank: Best - 1	2	3	4	5 - Least
Title:					Time:	
Judge Name:		Judge School:			Judge Code:	
Round: 1	2	3	SF	Final	Category:	
Signature:						

Please print legibly and completely fill out the following:

Evaluation Sheet





Rules for Demonstration Speaking

Purpose of the Category

To develop skills in expository speaking with emphasis on demonstrating a process using objects or physical activity.

Definition of the Category

A demonstration speech explains how to do something or how something works. The speech must be instructive and present valuable and significant information in a well-organized and clear manner. Visual aids, if used, should enhance the demonstration but not to take the place of objects or activity.

Rules

1. The speech must be the original work of the participant, and the speaker must demonstrate a process and/or physical activity.
2. Presentations will take place in normal-sized classrooms with normal-sized doors. A table or desk will be supplied.
3. Visual aids (charts, graphs, diagrams, maps, pictures, etc.), properties and equipment are to be supplied by the speaker. This category prohibits use of firearms, sharp knives, dangerous chemicals, animals, or anything else that may endanger the health or safety of the participant, audience, and judge.
4. One other person, and only one, not a member of the audience, may be used to assist the demonstrator by serving as the object of demonstration or by helping to set up, strike, or handle equipment. The aide will not be considered a contestant; registration fees will not be assessed on this person, nor will he/she be eligible for an award. The assistant may be a contestant in another category, but contest managers are not responsible for special handling arrangements that this may require.
5. Notes are permitted but limited to both sides of one 4" x 6" card. Use of a notecard is subject to critique.
6. Maximum time limit: 10 minutes, including set up and strike down, with an allowable 15-second grace period. There is no minimum time requirement. Any entry exceeding the grace period may not be ranked first in the round. If all entries in a round exceed the grace period no first rank shall be given in that round.

Criteria for Evaluation

1. The extent to which the topic content reflected value or significance.
2. The extent to which the use of objects and/or physical activity were incorporated into the demonstration process.
3. The extent to which the presentation: (a) achieved effective organization, and (b) employed effective language skills, including such items as use of transitions and clear, vivid and appropriate word choices. Individual judges may lower the rank due to use of profanity or vulgarity.
4. The extent to which the vocal presentation was clear and appropriate to the subject, including such items as articulation, pronunciation, volume, rate, pitch and voice quality.
5. The extent to which the physical presence contributed to the clarity and effectiveness of the presentation, including such items as facial expression, eye contact, gestures, and bodily movement.



Rules for Duo Interpretation

Purpose of the Category

To develop skills in bringing a story to life through ensemble characterization.

Definition of the Category

Duo Interpretation is performance that creates an atmosphere of time and place, emphasizing development of character and appropriate physical movement. Lines are spoken from memory using offstage focus.

Rules

1. From memory, two students present a single source of published, quality literary material that includes any number of characters. Published material is considered any material publically or commercially available in print, online, audio, or video form. Quality material is characterized by insights into human values, motivations, relationships, problems, and understandings and is not characterized by sentimentality, violence for its own sake or unmotivated endings. Original material is not allowed. Adaptations, if any, should be minimal, and may be made for the following purposes only: (1) to establish continuity; (2) for gender changes including things such as pronoun changes; or (3) to avoid potentially offensive language. Lines attributed to one character in the literary script may not be attributed to another character during the performance. The coach is responsible for providing access to a copy of the students' original source of materials to provide to the Tournament Practices and Procedures Committee, should the validity be questioned.
2. An introduction that provides the title and author and familiarizes the audience with tone and theme is required, and along with any necessary transitions, is to be presented without the use of notes. The introduction must be the original work of the speaker. The presentation may begin with a portion of selected material prior to the presenters' personal introduction.
3. It is permissible for contestants to play more than one character or to present dramatic material consisting of a series of vignettes. The performance responsibility between both actors must be as balanced as possible.
4. Movements to suggest relationships, feelings, changes, ideas, moods, locales, etc., consistent with the offstage focus of the presentation are acceptable and subject to critique. Onstage focus (direct eye contact) and physical contact (touching) between participants is prohibited, except in the introduction. Any sound effects and forms of vocal music must be an integral part of the literature and incidental to the performance and should not overwhelm the presentation.
5. Costumes and props are not allowed.
6. Maximum time limit: 10 minutes, with an allowable 15-second grace period. There is no minimum time requirement. Any entry exceeding the grace period may not be ranked first in the round. If all entries in a round exceed the grace period, no first rank shall be given in that round.

Criteria for Evaluation

1. The extent to which the introduction familiarized the audience with the tone and theme.
2. The extent to which the material chosen provided insights into human values, motivations, relationships, problems, and understandings. Individual judges may lower the rank due to use of profanity or vulgarity.
3. The extent to which the interpretation established and projected the motivations, emotions, and interrelationships of the characters through the use of vocal quality and emphasis.
4. The extent to which the interpretation established and projected the motivations, emotions, and interrelationships of the characters through physical expression and bodily movement.
5. The extent to which the performance constituted a well-paced, consistent and unified segment of characterization and action.



Rules for Extemporaneous Speaking

Purpose of the Category

To develop skills in locating and recalling information that can be brought to bear in the construction of a clear and coherent message in a limited period of time.

Definition of the Category

The extemporaneous speech should provide a direct response to the question drawn. The challenge to the speaker is to phrase a clear proposition and support it with contentions, which in turn, are supported with evidence and reasoning. Questions will be based on current events.

Rules

1. The speech is to be original with the participant, who may consult published books, magazines, newspapers and journals or articles therein, including printed or copies of information from online services as well as the original source material from the online source provided: (a) they are originals or copies of the originals; (b) that original articles or copies are intact or uncut; (c) there is no written material on that original or copy other than source attribution and date; and (d) topical index without annotation may be present. No other material shall be allowed in the prep room, including prepared speeches, handbooks, briefs and outlines. Underlining or highlighting in the prep room will be allowed. Internet enabled data storage and retrieval devices are allowed. Please review the specific guidelines for use of electronics in Extemp.
2. One-half hour before speaking, the participant will draw five questions, choose one, and return the remaining four. Identical sets of questions will be used for multiple sections. The student may not speak on the same question more than once in any contest (of more than one round), and must replace any card drawn that contains a question he/she has already spoken on.
3. Before speaking, the participant must provide the judge with the question card actually drawn.
4. Notes are permitted but limited to both sides of one 4" x 6" card. The tournament shall provide uniform, identifiable 4" x 6" cards. Use of a notecard is subject to critique. Visual aids are not permitted.
5. Maximum time limit: 7 minutes, with an allowable 15-second grace period. There is no minimum time requirement. Any entry exceeding the grace period may not be ranked first in the round. If all entries in a round exceed the grace period, no first rank shall be given in that round. Contestants may use a stopwatch, or have another student give them time signals. Judges are not required to give time signals.

Criteria for Evaluation

1. The extent to which a direct and well-defined response to the question chosen was provided.
2. The extent to which the ideas were analyzed and organized.
3. The extent to which the main ideas were supported with worthwhile evidence.
4. The extent to which the presentation reflected effective language skills, including such items as use of transitions and clear, vivid and appropriate word choices. Individual judges may lower the rank due to use of profanity or vulgarity.
5. The extent to which delivery techniques were clear and appropriate, including such items as vocal articulation, pronunciation, volume, rate, pitch, and voice quality as well as facial expression, eye contact, gesture, and bodily movement.



Extemporaneous Speaking

WFCA Guidelines for use of Electronic Devices

1. Students shall be responsible for providing their own electronic devices and power source for those devices used in the Prep Room; this includes computers, cell phones, etc. and chargers and batteries. They may plug into outlets in the room if they are readily accessible.
2. Students may connect to the internet if it is available wirelessly. Internet enabled devices may not be used for communication between contests and any other parties; devices are for the sole use of research.
3. Students cannot use electronic devices to prepare speeches. They can be used to search and read, but not to write or organize speeches.
4. Students are prohibited from accessing outlines and speeches prepared prior to their draw time.
5. Any student using an electronic device must be prepared to show prep room or tournament staff what they are accessing at any time. Any student not providing requested access to tournament officials may be disqualified.
6. Students should be aware that they are subject to extensive monitoring of their use of electronic devices.
7. Students cannot access audio, video, or other multi-media files in the prep room.
8. Students cannot use electronic devices from the time they leave the Extemp Prep Room until they have completed their speech. Students may take their electronic devices with them to their assigned speaking room, or to lunch, but cannot use them outside the Prep Room until after their speech is completed. Any student using electronic retrieval devices in the hallways or classrooms prior to their speech may be disqualified.
9. WFCA does not assume any liability for lost, stolen, or damaged electronic devices. Host schools may provide wireless internet access, but will not guarantee that contestants will be able to gain access when needed. Contestants choosing to use laptop computers and/or related devices accept the risk of equipment failure. Judges and/or contest directors will give no special consideration or accommodation, including no additional prep time, should equipment failure occur. Students, parents, and coaches should be aware that the students are bringing and using these devices at their own risk.



Rules for Farrago

Purpose of the Category

To develop skills in identifying, selecting, combining and presenting quality literature from a variety of genres which addresses a specific theme or emotion.

Definition of the Category

The challenge of farrago is to select material from a variety of literary genres (poetry, short stories, speeches, essays, drama, novels), which addresses a central specific theme or emotion, and to interpret the material through oral presentation.

Rules

1. The contestant must choose quality material from at least two literary genres, which have a common theme or emotion. Published material is considered any material publically or commercially available in print, online, audio, or video form. Quality material is characterized by insights into human values, motivations, relationships, problems, and understandings and is not characterized by sentimentality, violence for its own sake or unmotivated endings. Adaptations, if any, should be minimal, and may be made for the following purposes only: (1) to establish continuity; (2) for gender changes including things such as pronoun changes; or (3) to avoid potentially offensive language. Lines attributed to one character in the literary script may not be attributed to another character during the performance. The coach is responsible for providing access to a copy of the student's original source of materials to provide to the Tournament Practices and Procedures Committee, should the validity be questioned. Original material is not allowed. Multiple sources may be combined and creatively woven together to create a cohesive thematic performance.
2. An introduction, which establishes the tone and theme is required, and along with any transitions, if any are used, is to be presented without the use of notes. All selections must be verbally identified by title and author. It is at the presenter's discretion where, when, and how to accomplish those identifications. The introduction must be the original work of the speaker. The presentation may begin with a read portion of the selected material prior to the presenter's personal introduction. **The student must identify the genre of each selection presented.**
3. The student must use a manuscript. The material is to be interpreted, however, the participant will not be penalized whether or not the selection is memorized.
4. Platform movement should be minimal and non-intrusive to the performance. Costumes, props, music or other audio-visual supports may not be used, with the exception of the manuscript. The manuscript and /or binder containing the manuscript may be used as a prop or in other creative ways. Use of the manuscript is subject to critique.
5. Vocal music, if used, should be incidental and not overwhelm the presentation
6. Maximum time limit: 10 minutes, with an allowable 15-second grace period. There is no minimum time requirement. Any entry exceeding the grace period may not be ranked first in the round. If all entries in a round exceed the grace period, no first rank shall be given in that round.

Criteria for Evaluation

1. The extent to which the introduction and transitions provided the listener with appropriate unifying information and identified the type of literature used.
2. The extent to which the chosen materials demonstrated literary merit. Individual judges may lower the rank due to use of profanity or vulgarity.
3. The extent to which the reader indicated an intellectual, emotional and sensory understanding of the material presented.
4. The extent to which the reader's vocal interpretation projected the imagery of the material, including such items as rhythm, cadence, diction, and phrasing, as well as the use of effective pauses, volume, rate, and pitch.
5. The extent to which the reader's physical presence was appropriate to the individual selections, including such items as eye contact, facial expression, gestures, and bodily movement.



Rules for Group Interpretive Reading

Purpose of the Category

To develop skills related to the ensemble interpretation of a literary script.

Definition of the Category

Contrary to dramatic performance, the challenge of this category is to present a literary script in such manner that the audience imagines action being described rather than witnessing it being performed. Symbolic characterization and vocal and physical action rather than a literal dramatization or pantomime is required.

Rules

1. Group Interpretive Reading is an ensemble presentation by 2-5 readers of a literary cutting, a complete work, or compiled from a variety of sources. Published material is considered any material publically or commercially available in print, online, audio, or video form. The material may be prose, poetry, or essay – or a combination of these forms – but drama is prohibited. Original material is allowed. The coach is responsible for providing access to a copy of the students' original source of materials to provide to the Tournament Practices and Procedures Committee, should the validity be questioned. Multiple sources may be combined and creatively woven together to create a cohesive thematic performance.
2. An introduction, which includes titles, authors, tone and theme is required, and along with any necessary transitions, is to be presented without the use of notes. The introduction must be the original work of the speaker. The presentation may begin with a read portion of the selected material prior to the presenter's personal introduction.
3. The selections are to be read from a manuscript or book. The material is to be interpreted, however, the participant will not be penalized whether or not the selection is memorized. Chairs or stools are not allowed.
4. Movements to suggest relationships, feelings, changes, ideas, moods, locales, etc., consistent with the offstage focus of the presentation are acceptable and subject to critique. Onstage focus (direct eye contact) and physical contact (touching) between participants is prohibited, except in the introduction. Costumes and props are not allowed, with the exception of the manuscript. The manuscript and /or binder containing the manuscript may be used as a prop or in other creative ways. Use of the manuscript is subject to critique.
5. Maximum time limit: 10 minutes, with an allowable 15-second grace period. There is no minimum time requirement. Any entry exceeding the grace period may not be ranked first in the round. If all entries in a round exceed the grace period, no first rank shall be given in that round.

Criteria for Evaluation

1. The extent to which the introduction and transitions contributed to the coherence of the presentation.
2. The extent to which the ensemble demonstrated an understanding of the intellectual, emotional, and sensory experiences inherent in the literature. Individual judges may lower the rank due to use of profanity or vulgarity.
3. The extent to which vocal aspects of the performance were appropriate and enhancing to the meaning of the literature, including such items as articulation, pronunciation, vocal clarity, volume, rate, and pitch.
4. The extent to which visual aspects of the performance were appropriate and enhancing to the meaning of the literature, including such items as the handling of scripts as well as gestures, facial expression, and bodily movement.
5. The extent to which the ensemble's interpretation constituted a well-paced and unified literary presentation.



Rules for Impromptu Speaking

Purpose of the Category

To develop the skills necessary to quickly provide a responsive statement to a variety of everyday words, phrases and topics.

Definition of the Category

The impromptu speaker should be able to quickly create and effectively deliver an original, well-organized and imaginative interpretation of the designated topic, supported by varied materials. The information presented should be well-chosen, pertinent, and sufficient to support the central thought of the topic and organized according to some logical plan to produce a complete speech within the time allowed.

Rules

1. Topics will be chosen from proverbs, objects, abstract words, events, quotations, and famous people. The speech must be original with the student and must be developed during the round. No pre-written or memorized speeches are allowed. The contestant should be held accountable for strict adherence to the topic drawn and discounted severely for shifting to some other topic of personal preference.
2. A judge in each section/room shall be provided an envelope containing a uniform set of topics, with a different subject area used for each round. The speaker will draw three topics, immediately choose one, and return the other two to the envelope. The speaker has five minutes in which to prepare and present a speech. Timing begins the moment the selection of the topic is made. When the contestant is ready to speak, the judge must be ready to listen and evaluate the speech.
3. Preparation materials are limited to one 4" x 6" note card that may be used during delivery, a writing implement, and time-keeping device. Properties and/or visual aids are not permitted. Students may not consult any pre-written material or electronic retrieval devices. Speakers may use a cell phone but only as a timing device; judges may request to verify usage. During the preparation period, the contestant shall not receive advice, information or suggestions from anyone.
4. Vocal music, if used, should be incidental and not overwhelm the presentation.
5. Maximum time limit: 5 minutes, with an allowable 15-second grace period. There is no minimum time requirement, and a contestant should not be penalized for brevity unless he/she fails to cover the subject adequately. Any entry exceeding the grace period may not be ranked first in the round. If all entries in a round exceed the grace period, no first rank shall be given in that round.

Criteria for Evaluation

1. The extent to which a direct and well-defined response to the topic chosen was provided.
2. The extent to which the ideas were analyzed and organized.
3. The extent to which the content (a) supported the response with worthwhile example, data, and personal insight; and (b) employed effective language skills including such items as the use of transitions and clear, vivid and appropriate word choices. Individual judges may lower the rank due to use of profanity or vulgarity.
4. The extent to which vocal interpretation contributed to the clarity and effectiveness of the presentation including such items as articulation, pronunciation, volume, rate, pitch, and vocal quality.
5. The extent to which the physical presence contributed to the clarity and effectiveness of the presentation, including such items as facial expression, eye contact, gestures, bodily movement, and poise.



Rules for Informative Speaking

Purpose of the Category

To develop the skill of speaking informatively on any significant issue.

Definition of the Category

The challenge to the speaker is to present well-developed material that has the primary intent of informing, although persuasive elements may be present. The speech is to be coherent, unified, and clear. A range of support materials and devices are to be used which can include quotations, statistics, examples, comparisons, and analogies.

Rules

1. The speech must be the original work of the participant.
2. Visual supporting materials may be used, but not worn. Electronic devices may not be used.
3. Notes are permitted but limited to both sides of one 4" x 6" card. Use of a notecard is subject to critique.
4. Vocal music, if used, should be incidental and not overwhelm the presentation.
5. Maximum time limit: 6 minutes, with an allowable 15-second grace period. There is no minimum time requirement. Any entry exceeding the grace period may not be ranked first in the round. If all entries in a round exceed the grace period, no first rank shall be given in that round.

Criteria for Evaluation

1. The extent to which the student justifies the worthiness of the topic and ideas of the speech.
2. The extent to which the organization of the speech was characterized by an objective presentation of accurate, well developed and unified information.
3. The extent to which the presentation reflected effective language skills, including such items as use of transitions and clear, vivid and appropriate word choices. Individual judges may lower the rank due to use of profanity or vulgarity.
4. The extent to which the vocal presentation was clear and appropriate to the subject, including such items as articulation, pronunciation, volume, rate, pitch, and voice quality.
5. The extent to which the physical presence contributed to the clarity and effectiveness of the presentation, including such items as facial expression, eye contact, gestures and bodily movement.



Rules for Moments in History

Purpose of the Category

To develop skills in research and speaking related to an historical focus.

Definition of the Category

The challenge to the speaker is to select and explore an historical topic within the limits presented each year. Students may consider (but are not limited to) using the following areas of research: archival records, diaries, personal interviews, letters, newspapers, etc. The speaker is to use this research information to compose and present a well-organized, informative speech. **This is an original informative speech category, and not an acting category.**

Rules

1. The speech must be the original work of the participant, and the topic chosen must conform to the annual focus and guidelines. The topic (person, event, trend, etc.) need not have been well publicized.

The 2020-21 season has two time periods; each student has the choice of:

1600-1699

and / or

1920-1929

Students may select a topic that focuses on any region of the world during the time period. Possible areas of consideration may include, but are not limited to: historic sites/monuments, natural disasters, inventions, medicine, arts and entertainment, education, military activity, ethnology/legends/folklore, geography, politics, fashion and fads, transportation, sports, religion, heroes, villains, and personalities.

2. Visual supporting materials may be used, but not worn. Electronic devices may not be used.
3. Notes are permitted but limited to both sides of one 4" x 6" card. Use of a notecard is subject to critique.
4. Vocal music, if used, should be incidental and not overwhelm the presentation.
5. Maximum time limit: 6 minutes, with an allowable 15-second grace period. There is no minimum time requirement. Any entry exceeding the grace period may not be ranked first in the round. If all entries in a round exceed the grace period, no first rank shall be given in that round.

Criteria for Evaluation

1. The extent to which the speech was clearly informative and well researched.
2. The extent to which the organization of the speech was characterized by an objective presentation of accurate, well-developed, and unified information.
3. The extent to which the presentation reflected effective language skills, including such items as use of transitions and clear, vivid, and appropriate word choices. Individual judges may lower the rank due to use of profanity or vulgarity.
4. The extent to which the vocal presentation was clear and appropriate to the subject, including such items as articulation, pronunciation, volume, rate, pitch, and voice quality.
5. The extent to which the speaker's physical presence contributed to the clarity and effectiveness of the presentation, including such items as the use of note card, any visual materials, facial expression, eye contact, gestures, and bodily movement.



Rules for Oral Interpretation of Literature

Purpose of the Category

To develop skill in conveying an understanding of prose and poetry through the use of body and voice.

Definition of the Category

The presenter prepares a literary program in poetry and a program in prose (short stories, cuttings from novels, monologues and soliloquies, essays, or other non-fiction work) – each centering on a theme or emotion – for interpretation in alternating rounds of competition.

Rules

1. The student should prepare two programs of literature (poetry and prose – each of which have a common theme or emotion), which are presented in alternating rounds of competition. Published material is considered any material publically or commercially available in print, online, audio, or video form. Adaptations, if any, should be minimal, and may be made for the following purposes only: (1) to establish continuity; (2) for gender changes including things such as pronoun changes; or (3) to avoid potentially offensive language. Lines attributed to one character in the literary script may not be attributed to another character during the performance. Original material is allowed. The coach must bring a photocopy of the student's original source of materials to provide to the Tournament Practices and Procedures Committee, should the validity be questioned. Multiple sources may be combined and creatively woven together to create a cohesive thematic performance.
2. An introduction, which includes titles, authors, tone and theme is required, and along with any necessary transitions, is to be presented without the use of notes. The introduction must be the original work of the speaker. The presentation may begin with a read portion of the selected material prior to the presenter's personal introduction.
3. The participant must use a manuscript. The material is to be interpreted, however, the participant will not be penalized whether or not the selection is memorized.
4. Platform movement should be minimal and non-intrusive. Costumes and props may not be used, with the exception of the manuscript. The manuscript and /or binder containing the manuscript may be used as a prop or in other creative ways. Use of the manuscript is subject to critique.
5. Vocal music, if used, should be incidental and not overwhelm the presentation.
6. Maximum time limit: 10 minutes, with an allowable 15-second grace period. There is no minimum time requirement. Any entry exceeding the grace period may not be ranked first in the round. If all entries in a round exceed the grace period, no first rank shall be given in that round.

Criteria for Evaluation

1. The extent to which the introduction and optional transitions established the theme and contributed to an understanding of the selection.
2. The extent to which the intended intellectual content (what is happening) was created. Individual judges may lower the rank due to use of profanity or vulgarity.
3. The extent to which the vocal quality, inflection, force and emotional comprehension (how it feels) of the selection was revealed through control of vocal quality, inflection, force and timing.
4. The extent to which the vocal interpretation projected the visual imagery of the selection, including such items as articulation and pronunciation, use of emphasis, effective pauses and proper volume, rate and pitch.
5. The extent to which the physical presence was appropriate to the selection, including such items as eye contact, facial expression, gestures and bodily movement.



Rules for Oratory

Purpose of the Category

To develop skill in composing and presenting a formal speech on a significant topic.

Definition of the Category

An oration is expected to be a thoroughly prepared, well-composed, persuasive speech on a topic of significance to general society. A good oration is characterized by vivid and forceful language and appropriate stylistic devices such as metaphor, comparison/contrast, irony, etc. Thoughtfulness in the choice of and approach to the topic and the quality of supporting materials is a necessary part of the good oration.

Rules

1. The speech must be the original work of the participant, fulfilling its persuasive challenge in one of three ways: 1) by alerting the audience to the existence of a problem; 2) by affirming the existence of a problem and offering a solution; 3) by urging the adoption of a policy.
2. Properties or visual aids are not permitted.
3. Notes are not permitted.
4. Vocal music, if used, should be incidental and not overwhelm the presentation.
5. Maximum time limit: 10 minutes, with an allowable 15-second grace period. There is no minimum time requirement. Any entry exceeding the grace period may not be ranked first in the round. If all entries in a round exceed the grace period, no first rank shall be given in that round.

Criteria for Evaluation

1. The extent to which the content (a) reflected a worthwhile topic, and (b) provided quality modes of support materials, including analysis, reasoning and factual information.
2. The extent to which organizational structure was both clear and effective.
3. The extent to which clear and compelling language and effective stylistic devices were used appropriately. Individual judges may lower the rank due to use of profanity or vulgarity.
4. The extent to which the vocal presentation was clear and appropriate to the subject including such items as articulation, pronunciation, volume, rate, pitch and voice quality.
5. The extent to which the physical presence contributed to the clarity and effectiveness of the presentation, including such items as facial expression, eye contact, gestures and bodily movement.



Rules for Play Acting

Purpose of the Category

To develop skill in ensemble dramatic presentation of a scene or cutting from a play.

Definition of the Category

Play Acting is a group presentation of a memorized scene or cutting from a play without costume, make-up, lights, or properties other than an available table (or desk as a substitute) and chairs, if required. Emphasis is on character development and movement, with physical actions – other than stage movement – pantomimed.

Rules

1. Play Acting is a memorized ensemble presentation by 2-5 students. Material must be from a published source. Published material is considered any material publically or commercially available in print, online, audio, or video form. Original material is not allowed. Adaptations, if any, should be minimal, and may be made for the following purposes only: (1) to establish continuity; (2) for gender changes including things such as pronoun changes; or (3) to avoid potentially offensive language. Lines attributed to one character in the literary script may not be attributed to another character during the performance. The coach must bring a photocopy of the students' original source of materials to provide to the Tournament Practices and Procedures Committee, should the validity be questioned.
2. An introduction, which includes titles, authors, tone and theme is required, and along with any necessary transitions, is to be presented without the use of notes. The introduction must be the original work of the speaker. The presentation may begin with a read portion of the selected material prior to the presenters' personal introduction.
3. It is permissible for contestants to play more than one character or for groups to present dramatic material consisting of a series of vignettes.
4. Costumes and props are not allowed, however, available tables and chairs may be used.
5. Vocal music, if used, should be incidental and not overwhelm the presentation.
6. Maximum time limit: 10 minutes, with an allowable 15-second grace period. There is no minimum time requirement. Any entry exceeding the grace period may not be ranked first in the round. If all entries in a round exceed the grace period, no first rank shall be given in that round.

Criteria for Evaluation

1. The extent to which the introduction prepared the audience for the scene being presented.
2. The extent to which the interpretation established and projected the motivations, emotions, and interrelationships of the characters through the use of voice. Individual judges may lower the rank due to use of profanity or vulgarity.
3. The extent to which the interpretation established and projected the motivations, emotions, and interrelationships of the characters through bodily movement.
4. The extent to which the interpretation had consistency among such factors as blocking, tempo, and climax.
5. The extent to which the performance constituted a well-paced and unified segment of dramatic action.



Rules for Interpretation of Poetry

Purpose of the Category

To develop skill in conveying an understanding of poetry through use of body and voice.

Definition of the Category

The student should select a poem or a group of poems centering on a specific theme or emotion.

Rules

1. Contestants may use either published or original material for Interpretation of Poetry. Published material is considered any material publically or commercially available in print, online, audio, or video form. Adaptations should be for the purpose of continuity only, and lines attributed to one character may not be attributed to another. Original material is allowed. The coach must bring a photocopy of the student's original source of materials to provide to the Tournament Practices and Procedures Committee, should the validity be questioned. Multiple sources may be combined and creatively woven together to create a cohesive thematic performance.
2. An introduction, which includes titles, authors, tone and theme is required, and along with any necessary transitions, is to be presented without the use of notes. The introduction must be the original work of the speaker. The presentation may begin with a read portion of the selected material prior to the presenter's personal introduction.
3. The participant must use a manuscript. The material is to be interpreted, however, participant will not be penalized whether or not the selection is memorized.
4. Platform movement should be minimal and non-intrusive. Costumes and props may not be used, with the exception of the manuscript. The manuscript and /or binder containing the manuscript may be used as a prop or in other creative ways. Use of the manuscript is subject to critique.
5. Vocal music, if used, should be incidental and not overwhelm the presentation.
6. Maximum time limit: 8 minutes, with an allowable 15-second grace period. There is no minimum time requirement. Any entry exceeding the grace period may not be ranked first in the round. If all entries in a round exceed the grace period, no first rank shall be given in that round.

Criteria for Evaluation

1. The extent to which the introduction and optional transitions, if used, established the theme and contributed to an understanding of the poetry.
2. The extent to which intended intellectual content (what is happening) was recreated. Individual judges may lower the rank due to use of profanity or vulgarity.
3. The extent to which the emotional comprehension (how it feels) of the poetry was revealed through control of vocal quality, inflection, force and timing.
4. The extent to which the appropriate vocal techniques, including such items as rhythm, cadence, phrasing, articulation and pronunciation, were used.
5. The extent to which the physical presence was appropriate to the poetry, including such items as eye contact, facial expression, gestures and bodily movement.



Rules for Interpretation of Prose

Purpose of the Category

To develop skill in conveying an understanding of prose through the use of body and voice.

Definition of the Category

A selection from prose literature, including short stories, cutting from novels, monologues and soliloquies, essays, or other non-fiction work centering on a specific theme or emotion, is to be interpreted.

Rules

1. Contestants may use either published or original material for Interpretation of Prose. Published material is considered any material publically or commercially available in print, online, audio, or video form. Adaptations should be for the purpose of continuity only, and lines attributed to one character may not be attributed to another. Original material is allowed. The coach must bring a photocopy of the student's original source of materials to provide to the Tournament Practices and Procedures Committee, should the validity be questioned.
2. An introduction, which includes titles, authors, tone and theme is required, and along with any necessary transitions, is to be presented without the use of notes. The introduction must be the original work of the speaker. The presentation may begin with a read portion of the selected material prior to the presenter's personal introduction.
3. The participant must use a manuscript. The material is to be interpreted, however, participant will not be penalized whether or not the selection is memorized.
4. Platform movement should be minimal and non-intrusive. Costumes and props may not be used, with the exception of the manuscript. The manuscript and /or binder containing the manuscript may be used as a prop or in other creative ways. Use of the manuscript is subject to critique.
5. Vocal music, if used, should be incidental and not overwhelm the presentation.
6. Maximum time limit: 8 minutes, with an allowable 15-second grace period. There is no minimum time requirement.. Any entry exceeding the grace period may not be ranked first in the round. If all entries in a round exceed the grace period, no first rank shall be given in that round.

Criteria for Evaluation

1. The extent to which the introduction and optional transitions established the theme and contributed to an understanding of the prose.
2. The extent to which the intended intellectual content (what is happening) was created. Individual judges may lower the rank due to use of profanity or vulgarity.
3. The extent to which the emotional comprehension (how it feels) of the prose was revealed through control of vocal quality, inflection, force and timing.
4. The extent to which the vocal interpretation projected the visual imagery of the prose, including such items as articulation and pronunciation, use of emphasis, effective pauses and proper volume, rate and pitch.
5. The extent to which the physical presence was appropriate to the prose, including such items as eye contact, facial expression, gestures and bodily movement.



Rules for Radio Announcing

Purpose of the Category

To develop the skills of selecting, editing, and organizing news items from supplied material in a limited period of time, to deliver a succinct oral newscast.

Definition of the Category

The challenge to the speaker is to present a well-organized, clearly communicated newscast. Source material provided by the tournament director of approximately 15-20 minutes in length is to be cut and edited with special efforts made to end right at 5 minutes.

Rules

1. One-half hour before the contest, the speaker will receive source material. Identical material will be provided for each contestant at six-minute intervals. The tournament should provide the judge with a copy of the packet of material given to each speaker.
2. The speaker may delete or edit any parts of items from the provided material. However, no new articles or items may be added except transition sentences, introductions and conclusions. Different material of 15 to 20 minutes in length will be provided for each round of competition. The speaker must supply his/her own stopwatch and equipment for cutting, editing, and reading the newscast.
3. The newscast will include one or more commercials advertising some product or service. Commercials will be supplied with the material, which the student may use as written or make changes to further enhance the product or service. Original commercials may not be used. The commercial(s) may be inserted at any point but must be included within the time limits.
4. Use of visual aids is not permitted. The speaker is to be seated in profile position to the adjudicator.
5. The time limit shall be five minutes and the speaker is expected to finish "on the nose;" however, if a speaker concludes the presentation within ten seconds on either side, the speaker will not be penalized. Beyond those limits, the evaluation should reflect a deduction for further deviation. If all speakers in the round finish more than 10 seconds over or under the limit, no first shall be given in that round.
6. Speaker must present the radio broadcast in one professional/newsreader voice. Multiple voices are not permitted apart from the commercial.

Criteria for Evaluation

1. The extent to which the student provided clear and logical organization of the news script, balancing the levels and types of news including international, national and state news, weather and sports.
2. The extent to which the presentation reflected effective language skills, including use of smooth transitions with clear, vivid, and appropriate word choices. Individual judges may lower the rank due to use of profanity or vulgarity.
3. The extent to which the delivery was in a clear, pleasant, and confident voice, reflecting good articulation, pronunciation, volume, pitch and voice quality. Physical presence of the contestant is not to be a consideration.
4. The extent to which the commercial(s) was incorporated as an important item in the newscast without dominating the news.
5. The extent to which the student delivered the newscast within the time limits without unnatural speeding up or slowing down.



Rules for Solo Acting Humorous

Purpose of the Category

To develop skills in bringing a humorous text to life through solo performance

Definition of the Category

By using self as a medium between the selection and the audience, the student shall use vocal and physical skills to develop a complete humorous performance, creating distinct character(s) and actions motivated by the text that are appropriate to the characterization(s) within the control of the setting.

Rules

1. Material shall be a cutting from published humorous drama or other literature adapted to the dramatic format with brief narrative transitions. Published material is considered any material publically or commercially available in print, online, audio, or video form. Original material is not allowed. Adaptations, if any, should be minimal, and may be made for the following purposes only: (1) to establish continuity; (2) for gender changes including things such as pronoun changes; or (3) to avoid potentially offensive language. Lines attributed to one character in the literary script may not be attributed to another character during the performance. The coach is responsible for providing access to a copy of the students' original source material to provide to the Tournament Practices and Procedures Committee, should the validity be questioned.
2. An introduction, which includes titles, authors, tone and theme is required, and along with any necessary transitions, is to be presented without the use of notes. The introduction must be the original work of the speaker. The presentation may begin with a portion of the selected material prior to the presenter's personal introduction.
3. The presentation is to be memorized.
4. Costumes, props (including tables and chairs), sound, lighting, and make-up are not allowed. The use of a single stationary chair is not allowed.
5. Vocal music, if used, should be incidental and not overwhelm the presentation.
6. Maximum time limit: 10 minutes, with an allowable 15-second grace period. There is no minimum time requirement. Any entry exceeding the grace period may not be ranked first in the round. If all entries in a round exceed the grace period, no first rank shall be given in that round.

Criteria for Evaluation

1. The extent to which the introduction set the tone for the performance.
2. The extent to which the material chosen provided a humorous situation with motivated action and characterization(s). Individual judges may lower the rank due to use of profanity or vulgarity.
3. The extent to which the presentation established and projected the motivations and interrelationships of the character(s) through voice.
4. The extent to which the presentation established and projected the motivations and interrelationships of the character(s) through bodily movement and facial expression.
5. The extent to which the presentation constituted a well-paced and unified segment of humorous action.



Rules for Solo Acting Serious

Purpose of the Category

To develop skills in bringing a dramatic text to life through solo performance

Definition of the Category

By using self as a medium between the selection and the audience, the student shall use vocal and physical skills to develop a complete dramatic performance, creating distinct character(s) and actions motivated by the text that are appropriate to the characterization(s) within the control of the setting.

Rules

1. Material shall be a cutting from published serious drama or other literature adapted to the dramatic format with brief narrative transitions. Published material is considered any material publically or commercially available in print, online, audio, or video form. Original material is not allowed. Adaptations, if any, should be minimal, and may be made for the following purposes only: (1) to establish continuity; (2) for gender changes including things such as pronoun changes; or (3) to avoid potentially offensive language. Lines attributed to one character in the literary script may not be attributed to another character during the performance. The coach is responsible for providing access to a copy of the students' original source material to provide to the Tournament Practices and Procedures Committee, should the validity be questioned.
2. An introduction, which includes titles, authors, tone and theme is required, and along with any necessary transitions, is to be presented without the use of notes. The introduction must be the original work of the speaker. The presentation may begin with a portion of the selected material prior to the presenter's personal introduction.
3. The presentation is to be memorized.
4. Costumes, props (including tables and chairs), sound, lighting, and make-up are not allowed. The use of a single stationary chair is not allowed.
5. Vocal music, if used, should be incidental and not overwhelm the presentation.
6. Maximum time limit: 10 minutes, with an allowable 15-second grace period. There is no minimum time requirement. Any entry exceeding the grace period may not be ranked first in the round. If all entries in a round exceed the grace period, no first rank shall be given in that round.

Criteria for Evaluation

1. The extent to which the introduction set the tone for the performance.
2. The extent to which the material chosen provided insights into human values, motivations, relationships, problems, and understandings. Individual judges may lower the rank due to use of profanity or vulgarity.
3. The extent to which the presentation established and projected the motivations, emotions, and interrelationships of the character(s) through voice.
4. The extent to which the presentation established and projected the motivations, emotions, and interrelationships of the character(s) through bodily movement and facial expression.
5. The extent to which the presentation constituted a well-paced and unified segment of dramatic action.



Rules for Special Occasion Speaking

Purpose of the Category

To develop skills related to adapting oral presentations to specific situational demands.

Definition of the Category

The challenge to the speaker is to make an appropriate presentation that responds to the constraints of the occasion, including the probable audience. In considering the "appropriateness" of the speaker's work attention will be paid to the purpose the speaker chooses, the position taken, the content, organization and general stylistic tone, and the manner of delivery. It is possible that a speech may pursue more than one of the standard general purposes of informing, persuading, and entertaining.

Rules

1. The participant must choose one of the annually presented topics to develop and present an appropriate original speech. *Situations for 2020-21 are:*
 - A. A new product launch announcement
 - B. A rally speech focused on a cause/issue
 - C. A speech arguing against school program budget cuts
 - D. A eulogy for a political figure
2. Prior to the presentation, the participant is to briefly announce which of the above situations has been chosen. This announcement is not considered part of the presentation on which the student will be evaluated.
3. Visual supporting materials may be used, but not worn. Electronic devices may not be used as a visual aid.
4. Notes are permitted but limited to both sides of one 4" x 6" card. Use of a notecard is subject to critique.
5. Vocal music, if used, should be incidental and not overwhelm the presentation.
6. Maximum time limit: 6 minutes, with an allowable 15-second grace period. There is no minimum time requirement. Any entry exceeding the grace period may not be ranked first in the round. If all entries in a round exceed the grace period, no first rank shall be given in that round.

Criteria for Evaluation

1. The extent to which the apparent specific purpose was appropriate to the occasion.
2. The extent to which the content and organization of the speech fulfilled the speaker's purpose.
3. The extent to which the presentation reflected effective language skills, including such items as use of transitions and clear, vivid and appropriate word choices. Individual judges may lower the rank due to use of profanity or vulgarity.
4. The extent to which the vocal presentation was clear and appropriate to the chosen occasion, including such items as articulation, pronunciation, volume, rate, pitch and voice quality.
5. The extent to which the physical presence contributed to the clarity and effectiveness of the presentation, including such items as the use of a notecard, any visual materials, facial expression, eye contact, gestures and bodily movement.



Rules for Storytelling

Purpose of the Category

To develop skill in presenting imaginative material in the narrative form.

Definition of the Category

To tell a story is to chronicle events. The burden of the storyteller is to chronicle those events in a coherent, unified, clear, and interesting manner. The storyteller may use vocal variation and physical movement from a seated position to suggest different characters and character relationships in order to make the story clearer and more interesting. It should be remembered throughout that the emphasis of the storyteller's art is on the teller as intermediary or narrator. The student is expected to "demonstrate a sense of audience," that is, tell the chosen story in such a manner that would be suitable for the intended audience, be it young children, teenagers, adults, or chronologically advanced.

Rules

1. The student will select material based upon the three topic areas announced each year. A student will choose and rehearse one or more stories for each topic area. Original material is acceptable.

Topic areas for the 2020-21 season are:

- A. A fable
 - B. A story about finally being heard
 - C. A story involving ghosts/vampires/zombies/other undead
2. The tournament will determine by random selection the round in which each of the three story topics will be presented. The story topics and round schedule will be announced to competitors and judges prior to the start of round one. Every contestant will perform the same story topic in a given preliminary round. Students advancing to elimination rounds will select the story of their choice (immediately prior to the start of the final round) for presentation in any such round. At a tournament with multiple elimination rounds, students must select a different story for each elimination round. Hosts of such tournaments shall provide materials to keep track of which stories a student has already told in earlier elimination rounds.
 3. An introduction, which includes titles, authors, tone and theme is required, and along with any necessary transitions, is to be presented without the use of notes. The introduction must be the original work of the speaker. The presentation may begin with a read portion of the selected material prior to the presenter's personal introduction.
 4. Notes are not permitted. The participant must sit in a chair during the performance. No costumes, props, or visual material may be used.
 5. Vocal music, if used, should be incidental and not overwhelm the presentation.
 6. Maximum time limit: 8 minutes, with an allowable 15-second grace period. There is no minimum time requirement. Any entry exceeding the grace period may not be ranked first in the round. If all entries in a round exceed the grace period, no first rank shall be given in that round.

Criteria for Evaluation

1. The extent to which the story and introduction (including comments which identify author, title and any other orienting material), as told, constituted a coherent, spontaneous and unified narrative appropriate to the topic area.
2. The extent to which the teller's choice of language was appropriate to the chosen story and audience. Individual judges may lower the rank due to use of profanity or vulgarity.
3. The extent to which nonverbal expressions, including such items as gestures, facial expression and bodily movement contributed to clarity.
4. The extent to which the vocal aspects of the performance were appropriate and enhancing to meaning of the story, including such items as articulation, pronunciation, vocal clarity, volume, rate and pitch.
5. The extent to which the suggestions of character and character relationship was appropriate to the material.



State Student Congress Procedures

Purpose of the Category

If the crux of debate is building arguments and responding to the opposition, and if the purpose of persuasive speaking is to eloquently convince and motivate an audience, and if the aim of role-playing is to understand the persona and motivation of a character within the setting and context of a given situation; then Student Congress combines these elements under the real-life structure of a model legislature, employing parliamentary procedure.

Definition of the Category

Student Congress is a mock legislative assembly for which students draft legislation, which they later debate and vote to pass into law. Prior to a Congress, students research and prepare arguments for the legislative docket. At the Congress – moderated by a student presiding officer – students support or oppose each issue by delivering brief extemporaneous speeches to establish their position, rebuild complementary arguments, and refute divergent claims.

State Congress Rules (see also WFCA Bylaws Part V. State Congress)

1. Prior to the Congress, schools may submit legislation, which is the original work of their students in the current school year. The tournament/Congress director will release a docket of legislation to all participating schools, omitting legislation lacking serious purpose, national Congressional jurisdiction or correct formatting.
2. The parliamentarian in each chamber will conduct an election for presiding officers in accordance with the Bylaws. The parliamentarian shall moderate an amicable agreement among the candidates, as to who will serve when.
3. As the Congress begins, each chamber should convene an Agenda Committee, comprised of one student from each school, who will determine an order for debate that allows each school to have an authorship speech early, and places more debatable legislation for earlier consideration.
4. Speeches must be each speaker's original work, and notes may be used. Once recognized, students may not yield any time to another speaker. Presiding officers may not give speeches during their term of service.
5. Recognition of Speakers. When more than one speaker seeks the floor, the presiding officer must first recognize students who have not spoken during the session (this will not reset), next recognizing students who have spoken fewer times, then among those few speaking an equal number of times, recognizing the student who has spoken least recently (called "recency"). Before recency is established, in both the preliminary and final session the Congress Director shall provide a randomized list of students. The first presiding officer shall use this list to determining initial precedence to speak for all speeches except for authorship speeches. The parliamentarian shall ensure the list is used. Precedence and recency shall not reset during the preliminary session.
6. Speeches introducing legislation are *up to* three minutes, followed by a mandatory, full two-minute questioning period. A student from the authoring school gets the privilege of recognition, regardless of recency; otherwise the P.O. may recognize a "sponsor" from the chamber, provided this recognition follows the recency guidelines above. Regardless, this speech of introduction must be followed by two minutes of questions. Should no student seek recognition for the authorship/sponsorship, the chamber should move to lay the legislation on the table until such time that a student is prepared to introduce it.
7. Following the speech of introduction on legislation, the presiding officer will alternately recognize negative and affirmative speakers, who will address the chamber for up to three minutes. The first negative speech is followed by a mandatory, full two-minute questioning period. All subsequent speeches are followed by a mandatory thirty-second questioning period, regardless of time left over. In the final session, subsequent speeches are followed by a mandatory one-minute questioning period. The chamber may not move for additional questioning time. There is no "minimum cycle" rule, however, if debate gets repetitive or "one-sided," the chamber may decide to move the previous question.
8. A direct questioning method shall be used in cross examination. The presiding officer shall select questioners based on questioning precedence (the number of questions already asked) to ensure roughly equal opportunities to cross examine but, for the sake of time and convenience, is not required to track or determined recency. The P.O. starts timing questioning periods when s/he has recognize the first questioner, and keeps the clock running continuously until the time has lapsed, providing each question are recognized with a continuous thirty-second period to ask the speaker questions. Presiding officers should discourage students from making statements as part of questioning since, that is an abusive use of the limited questioning time available.
9. Amendments must be presented to the presiding officer in writing, with specific references to lines and clauses that change. The parliamentarian will determine whether the amendment is "germane" – that is, it upholds the original intent of the legislation – otherwise, it is considered "dilatatory."
10. Since the rules above ensure fairness for competition, they may not be suspended; the presiding officer should rule such motions "dilatatory."

Criteria for Evaluation

1. The extent to which the content of a legislator's speech reflected a valid and convincing viewpoint, supported with illustration and appropriately documented research.
2. The extent to which the organizational structure was both clear and effective in providing responses or reactions to any previous speeches and served to advance the current debate.
3. The extent to which the student demonstrated accurate knowledge of parliamentary procedure, and appropriate decorum and interpersonal skills.
4. The extent to which the vocal presentation was clear and appropriate to the subject including such items as use of compelling language, articulation, pronunciation, volume, rate, pitch and voice quality. Individual judges may lower the rank due to use of profanity or vulgarity.
5. The extent to which the physical presence contributed to the clarity and effectiveness of the presentation, including such items as facial expression, eye contact, gestures and bodily movement.



Student Congress Evaluation Sheet

Please print legibly and completely fill out the following. Remember to give up to 6 points per hour of presiding (PO).

School Code:	Speaker Name	Chamber:	Session:	
Judge Name:	Judge School:			
Topic:	Auth / Aff / Neg / PO	Points: Superior -6 5 4 3 2 1 -Poor		

1. To what extent did the content of the legislator’s speech reflect a valid and convincing viewpoint, supported with illustration and appropriately documented research?
2. To what extent was the organizational structure both clear and effective in providing responses or reactions to any previous speeches and serving to advance the current debate?
3. To what extent did the student demonstrate accurate knowledge of parliamentary procedure, and appropriate decorum and interpersonal skills?
4. To what extent was the vocal presentation clear and appropriate to the subject including such items as use of compelling language, articulation, pronunciation, volume, rate, pitch and voice quality? Individual judges may lower the rank due to use of profanity or vulgarity.
5. To what extent did the physical presence contribute to the clarity and effectiveness of the presentation, including such items as facial expression, eye contact, gestures and bodily movement?

Please explain your evaluation and justify your ranking, providing constructive suggestions for improvement.

COMMENTS:



Student Congress Speech Evaluation

Please print legibly and completely fill out the following:

Session:	Chamber:	Affirm / Negate	Student:	School Code:
Legislation Topic:			Points: 1 2 3 4 5 6	Judge:

Please explain your evaluation and justify your rating, providing constructive suggestions for improvement.

- | | |
|--|---|
| ARGUMENT | <input type="checkbox"/> Attention-getting introduction |
| | <input type="checkbox"/> Clear claims |
| | <input type="checkbox"/> Credible evidence |
| | <input type="checkbox"/> Implications of arguments are clear |
| | <input type="checkbox"/> Signposting/transitions are clear throughout |
| | <input type="checkbox"/> Arguments respond/refute |
| DELIVERY/STYLE | <input type="checkbox"/> New arguments introduced |
| | <input type="checkbox"/> Clear and compelling language |
| | <input type="checkbox"/> Avoids redundant/unnecessary verbiage |
| | <input type="checkbox"/> Fluent vocal delivery |
| | <input type="checkbox"/> Effective use of pause and emphasis |
| | <input type="checkbox"/> Confidence physical presence |
| | <input type="checkbox"/> Use of purposeful gestures |
| | <input type="checkbox"/> Meaningful eye contact |
| <input type="checkbox"/> Responds effectively to questions (if applicable) | |

Student Congress Presiding Officer Evaluation

Please print legibly and completely fill out the following:

Session:	Chamber:	Student:	School Code:
Points: 1 2 3 4 5 6			Judge:

Please explain your evaluation and justify your rating, providing constructive suggestions for improvement.

- Knowledgeable of parliamentary procedure
- Clear in explaining procedures and rulings
- Fair and consistent in order of recognition and rulings
- Efficient and effective in moving chamber business along (avoiding unnecessary verbiage)
- Controlled the chamber and delegates (including willingness to rule dilatory motions out of order)
- Fosters a respectful, professional and collegial atmosphere

Student Congress - Amendment Form

Session:	Chamber:	Legislation Title:
----------	----------	--------------------

Submitted by _____ School _____

Line(s) affected: _____ Reviewed by Parliamentarian (Initial): _____

Specific Wording: _____

1/3 Second: _____ Tally Votes: _____ Pass _____ Fail _____



Student Scholarship General Information

At the state tournament on April 10, 2021, the Wisconsin Forensic Coaches' Association will be awarding scholarships to high school seniors from WFCA member schools. The number and amount of scholarships is determined by the executive board. All scholarships are presented to students who hold a high regard for communications and who have demonstrated advanced skills in the area.

Directions to Student Applicants:

A scholarship application form is available at www.wcaforensics.org in the Students / Scholarships section.

The deadline for applications will be February 15.



The William Hintz Memorial Award for Coaching Excellence Nomination Form

Return to the WFCOA Past President no later than February 15.

The William Hintz Memorial Award for Coaching Excellence is an annual award that will be presented once a year to a High School forensic coach. The award will be presented at the WFCOA State Coaches' Tournament.

This award will be bestowed as follows:

1. Candidates must be active in WFCOA, be supportive of the WFCOA, demonstrate enthusiasm toward forensic activities, have a high regard and respect for fellow coaches, work toward the improvement of the WFCOA, promote interscholastic forensic activities through the strength of his/her program, have acquired the respect of students he/she works with, and be supportive of or involved in other speech organizations such as the WDCA, NFL, WCA, WHSFA, or NCFL.
2. A reminder note will be sent to all members by mid-February.
3. Members should use this form to submit a nomination.
4. Unless there is an unbreakable tie, the official ballot shall include the names of the three candidates receiving the most nominations. Each nominee must meet the criteria above.
5. Each WFCOA member school will receive one official ballot.
6. The Hintz Award winner shall be the nominee receiving the most votes.
7. Previous winners of this award are ineligible. See the Handbook or Web site for a list of previous winners.

I nominate: _____

Reasons:

Signature: _____ School: _____

Return to the WFCOA Past President no later than February 15.



Hall of Fame Award Nomination Form

Return to the WFCA Past President no later than February 15.

The WFCA Hall of Fame Award is a special award presented to deserving forensic coaches with at least 20 years of service. It will be presented by the WFCA president at the spring convention.

This award will be bestowed as follows:

- A reminder note will be sent to all members by mid-February.
- Members should use this form to submit a nomination.
- A nominee shall have served as a coach for at least 20 years.
- The Awards Committee will review nominations for this award and will determine the Hall of Fame Award recipient.
- None, one, or more of these awards will be made each year.
- Previous winners of this award are ineligible. See the Handbook or Web site for a list of previous winners.

I nominate: _____

Reasons:

Signature: _____ School: _____

Return to the WFCA Past President no later than February 15.



Writing Legislation

Legislation should be typed and double-spaced with line numbers, not exceeding one page. Capitalizing the words “WHEREAS” and “RESOLVED” in resolutions, and “SECTION” in bills, as well as inverse-indenting each clause or section helps to distinguish between ideas and concepts. Conventions for written structure of legislation differ in various leagues and regions. The suggestions herein are based on a synthesis of the various formats, as well as format used by the U.S. Congress (see <http://thomas.loc.gov>).

1. **Resolutions:** Think “R” for reasons or rationale for a position on an issue. Resolutions encourage, and when passed, establish a strong conviction by a lawmaking body to do something. Any time a lawmaking body wants to take further and “higher” action (i.e., amend the Constitution, engage in a treaty, take action through the UN or some other multinational group), a resolution is the means by which this is done. Resolutions never establish the “how” of law, i.e., issues of enforcement, nor how it will work when passed.
2. **Bills -** A bill, when passed into law, has the full power of enforcement behind it, because the national Congress has jurisdiction. Therefore, a bill establishes the details and nuances behind how a particular law must work, including when it takes effect, how much of the treasury (tax levy) will be appropriated (if applicable), how infractions/violations will be dealt with, etc. A bill may answer the who, what, when, where – and most specifically how – but it will never answer “why.” Legislators must explain the rationale behind bills in their speeches.

Format

Following are samples of legislation, formatted in the proper manner. In the resolution, note the semicolon, and how it precedes the word “and” at the end of each “whereas” clause, and the phrase “now, therefore, be it” at the end of the last “whereas” clause.

A Resolution to Urge Further Action on a Specific Issue

1. **WHEREAS,** State the current problem (this needs to be
2. accomplished in one brief sentence); and
3. **WHEREAS,** Describe the scope of the problem cited in
4. the first whereas clause (this clause needs
5. to flow logically from the first); and
6. **WHEREAS,** Explain the impact and harms perpetuated
7. by the current problem (once again, the
8. clause needs to flow in a logical
9. sequence); now, therefore, be it
10. **RESOLVED,** By the Student Congress here assembled
11. that: state your recommendation for
12. dealing with the problem (the resolution
13. should be a clear call for action); and, be it
14. **FURTHER RESOLVED,** That (an *optional* additional
15. recommendation; if not used, end the
16. previous “resolved” clause with a period).

*Respectfully submitted,
Name of School*

A Bill to Establish a Specific Policy

BE IT ENACTED BY THE STUDENT CONGRESS HERE ASSEMBLED THAT:

1. **SECTION 1.** State the new policy in a brief declarative
2. sentence, or in as few sentences as
3. possible.
4. **SECTION 2.** Define any ambiguous terms inherent in
5. the first section.
6. **SECTION 3.** Name the government agency that will
7. oversee the enforcement of the bill along
8. with the specific enforcement mechanism.
9. **SECTION 4.** Indicate the implementation
10. date/timeframe.
11. **SECTION 5.** State that all other laws that are in conflict
12. with this new policy shall hereby be
13. declared null and void.

*Respectfully submitted,
Name of School*



Table of Most Frequently Used Parliamentary Motions
Adapted for use in Student Congresses

Type	Motion	Purpose	Second Required?	Debatable?	Amendable?	Required Vote	May Interrupt?
Privileged	24. Fix time for reassembling	To arrange time of next meeting	Yes	Yes-T	Yes-T	Majority	Yes
	23. Adjourn	To dismiss the meeting	Yes	No	Yes-T	Majority	No
	22. Recess	To dismiss the meeting for a specific length of time	Yes	Yes	Yes-T	Majority	No
	21. Rise to a question of privilege	To make a personal request during debate	No	No	No	Decision of the Chair	Yes
	20. Call for orders of the day	To force consideration of a postponed motion	No	No	No	Decision of the Chair	Yes
Incidental	19. Appeal a decision of the chair	To reverse a decision	Yes	No	No	Majority	Yes
	18. Rise to a point of order or parliamentary procedure	To correct a parliamentary error or ask a question	No	No	No	Decision of the Chair	Yes
	17. Division of the chamber	To verify a voice vote	No	No	No	Decision of the Chair	Yes
	16. Object to the consideration of a question	To suppress action	No	No	No	2/3	Yes
	15. Divide a motion	To consider its parts separately	Yes	No	Yes	Majority	No
	14. Leave to modify or withdraw a motion	To modify or withdraw a motion	No	No	No	Majority	No
	13. Suspend the rules	To take action contrary to standing rules	Yes	No	No	2/3	No
Subsidiary	12. Rescind	To repeal previous action	Yes	Yes	Yes	2/3	No
	11. Reconsider	To consider a defeated motion again	Yes	Yes	No	Majority	No
	10. Take from the table	To consider tabled motion	Yes	No	No	Majority	No
	9. Lay on the table	To defer action	Yes	No	No	Majority	No
	8. Previous question	To force an immediate vote	Yes	No	No	2/3	No
	7. Limit or extend debate	To modify freedom of debate	Yes	Yes	Yes-T	2/3	No
	6. Postpone to a certain time	To defer action	Yes	Yes	Yes	Majority	Yes
	5. Refer to a committee *	For further study	Yes	Yes	Yes	Majority	Yes
	4. Amend an amendment °	To modify an amendment	1/3	Yes	No	Majority	No
	3. Amend °	To modify a motion	1/3	Yes	Yes	Majority	No
Main	2. Postpone indefinitely	To suppress action	Yes	Yes	No	Majority	No
	1. Main motion	To introduce a business	Yes	Yes	Yes	Majority	No

* No. 5 should include:

1. How appointed?
2. The number
3. Report when? or to what standing committee

T = Time

° Nos. 3 and 4 by:

1. Adding (inserting)
2. Striking (deleting)
3. Substituting





Student Congress Speech Rubric

This table of evaluation standards may be used by any judge who would like assistance in determining scores for speeches. Each scorer independently (without collaborating) awards 1 to 6 points for each speech. Each speaker has up to three minutes to present arguments followed by a questioning period (the time length for which will vary, depending on specific league rules).

Points	3	4	5	6
	Mediocre	Good	Excellent	Superior
Content: Organization, Evidence & Language	The speech lacked a clear thesis and organizational structure. Claims are only asserted with generalizations and no real evidence. Language use is unclear or ineffective.	While the speaker's purpose is present, the speech lacks logical organization and/or developed ideas. Analysis of evidence, if present, fails to connect its relevance to the speaker's claims. Use of language is weak.	While a clear purpose is apparent, organization may be somewhat loose (weak introduction/conclusion; no transitions between points). Diction represents a grasp of language. Much evidence is presented, but not in a persuasive or effective manner; or the speaker relies on <i>one</i> piece of evidence, but does so effectively.	Content is clearly and logically organized, and characterized by depth of thought and development of ideas, supported by a variety of credible quantitative (statistical) and qualitative (testimony) evidence analyzed effectively to draw conclusions. Compelling language, a poignant introduction and conclusion and lucid transitions clearly establish the speaker's purpose and frame the perspective of the issue's significance.
Argument & Refutation	The speaker offers mostly unwarranted assertions, which often simply repeat/rehash previous arguments.	The speaker fails to <i>either</i> introduce new arguments (simply repeating previous arguments) <i>or</i> the speaker fails to refute previous opposing arguments; in other words, no real <i>clash</i> is present.	New ideas and response to previous arguments are offered, but in an unbalanced manner (too much refutation or too many new arguments). Questions are answered adequately.	The speaker contributes to the spontaneity of debate, effectively synthesizing response and refutation of previous ideas with new arguments. If the speaker fields questions, he/she responds with confidence and clarity.
Delivery	Little eye contact, gestures and/or movement are present. Vocal presentation is inarticulate due to soft volume or lack of enunciation.	Presentation is satisfactory, yet unimpressively read (perhaps monotonously) from prepared notes, with errors in pronunciation and/or minimal eye contact. Awkward gestures/movement may be distracting.	The presentation is strong, but contains a few mistakes, including problems with pronunciation and enunciation. The speech may be partially read with satisfactory fluency. Physical presence may be awkward at times.	The speaker's vocal control and physical poise are polished, deliberate, crisp and confident. Delivery should be extemporaneous, with few errors in pronunciation. Eye contact is effective and consistent.

Scores of **less than three (3)** are rarely encouraged, and should be reserved for such circumstances as abusive language, a degrading personal attack on another legislator, or for a speech that is extremely brief (less than 45 seconds) or delivered without purpose or dignity for the cause exhorted by the legislation. Substantial written comments and description of specific incidents should accompany such scores.



Student Congress
Rubric for Presiding Officer

This table of evaluation standards may be used by any judge who would like assistance in determining scores for a presiding officer (PO). Each scorer independently (without collaborating) awards 1 to 6 points for each hour of presiding.

Points	1-2	3-4	5-6
	Weak – Mediocre	Good	Excellent – Superior
Speaker Recognition	The P.O. needs to improve his/her communication with fellow delegates to gain their trust and respect relating to the rationale for rulings made. Frequent errors are made in speaker recognition, which lacks consistent method or impartiality.	While the P.O. does not adequately explain his/her preferences for running the chamber in advance, he/she does clearly explain rulings, when necessary. Speaker recognition may be somewhat inconsistent or biased.	Presiding preferences are clearly explained at the beginning of the session and executed consistently. The P.O. is universally respected and trusted by his/her peers, and is consistent in recognition (<i>very few errors</i>) and rulings, distributing speeches throughout the room geographically, equally between schools of the same size, and among individuals.
Parliamentary Procedure	The P.O.'s knowledge of parliamentary procedure is lacking, and he/she shows negligible effort to correct errors and/or consult written rules.	The P.O. demonstrates competency in procedure, but makes mistakes in determining the results of motions and votes, etc.	The P.O. has command of parliamentary procedure (motions) and uses this almost transparently to run a fair and efficient chamber, seldom consulting written rules and ruling immediately on whether motions pass or fail.
Delivery/ Presence	The P.O. needs to improve his/her vocal and physical presence and professional demeanor.	The P.O. displays a satisfactory command of the chamber in his/her vocal and physical presence. Word choice is usually concise.	The P.O. dynamically displays a command and relates well to the chamber through his/her vocal and physical presence. Word choice is economical and eloquent.



Selection Challenge Form

Category _____ Round _____ Student Code _____

Title or Topic of Selection _____

Nature of Challenge: _____

Date _____ Contest Site _____ *or* _____ State Tournament

Complainant Name _____ School _____

Position: ___ Coach ___ Judge → Code: _____ Other: _____

Rule Violated: _____

Corroborating Evidence and/or Witnesses: _____

If you did not witness the infraction, please indicate how this came to your attention: _____



Selection Challenge Form

~ This page for TPP Use Only ~

Received by: _____ Date: _____ Time: _____

Action Taken: _____

Recorded by: _____

Contestant's School: _____ Coach: _____

Contacted: _____

When a disqualification occurs and this form has been filled out, the tournament manager shall mail or fax a copy of the completed form to the chair of the Tournament Practices and Procedures Committee within two working days (or acted on immediately at the WFCA State Tournament).

WFCA Tournament Practices & Procedures
c/o John Rademacher
Madison West High School
30 Ash St
Madison, WI 53726
(920) 803-7825

tpp@wfcaforensics.org



Judge Tracking Form

To be filled out at the time of tournament registration by each team's coach to document judges for the tournament manager, should a question arise pertaining to an individual round.

School _____ School Code _____

Head Coach Name _____ Judging Code (if applicable) _____

Judge 1 Name _____ Code _____

Judge 2 Name _____ Code _____

Judge 3 Name _____ Code _____

Judge 4 Name _____ Code _____

Judge 5 Name _____ Code _____

Use the space below to report additional judges (i.e., if you have junior varsity entries).

Judge 6 Name _____ Code _____

Judge 7 Name _____ Code _____

Judge 8 Name _____ Code _____

Judge 9 Name _____ Code _____

Judge 10 Name _____ Code _____

Please read the following:

1. Head coaches are reminded that they are responsible for their students at all times and must be available during the course of the tournament.
2. Remind your judges that during the course of the tournament, **they are not to switch judging assignments or packets with other judges once assigned and documented above.**
3. Return this form to the registration table before the first round begins.

Coach Signature _____ Date _____



Judging Concerns Form

Use this form to report a serious concern relating to the judging of one of your students. It is always a good idea to first approach the coach for whom the judges works, and try to resolve the problem. If the situation has not been rectified to your satisfaction, copy and complete this form.

Return this form to:

WFCA Tournament Practices & Procedures

c/o John Rademacher

tpp@wfcaforensics.org

Madison West High School

30 Ash St

Madison, WI 53726

(920) 803-7825

Date: _____

Head Coach _____ School _____

School Address _____ City _____ Zip _____

Phone (_____) _____ E-mail _____

Tournament/Festival Date _____ Site (School) _____

Judge's Name _____ School _____ Code _____

Briefly state your concern: _____

Steps you have already taken to solve this problem: _____

Attach the judge's critique sheet to this form. Do not write below this line.

For TPP Use Only

Action Taken:

Letter sent to coach _____ Date _____

Letter sent to judge _____ Date _____

Letter sent to principal _____ Date _____

No action taken _____ Date _____



Student Congress Ranking Ballot

Chamber #: Senate _____ House _____ Novice House _____			Judge's Name:
Session(s):	Room:	Date:	Judge's School:
# Speeches you heard:	# Presiding Officers:	Please mark: Scorer _____ Parliamentarian _____	

INSTRUCTIONS: Please write the full names of the ten best legislators, in preferential rank order from best (1) to least best (10). ***You can include the presiding officer in your rank.***

Rank	Full Name (please print)
(Best) 1	
2	
3	
4	
5	
6	
7	
8	
9	
(Least Best) 10	

Please turn in all ballots to the TAB room immediately after the round.



Preliminary Round Ranking Ballot

Category:	Judge's Name:	Judge Code:
Round: 1 2 3 ____	Room:	Signature: _____ School:

INSTRUCTIONS: Please rank the speakers/groups in order of **best** -1 to least best (total in round). Entries exceeding the time grace period may NOT be ranked first in the round. **Write contestants in order of performance.**

Student Code <i>(in order of performance)</i>	Topic/Title <i>(call letters if Radio)</i>	Rank – through <i>total in round</i>
		1 2 3 4 5 6 7 8 9
		1 2 3 4 5 6 7 8 9
		1 2 3 4 5 6 7 8 9
		1 2 3 4 5 6 7 8 9
		1 2 3 4 5 6 7 8 9
		1 2 3 4 5 6 7 8 9
		1 2 3 4 5 6 7 8 9
		1 2 3 4 5 6 7 8 9
		1 2 3 4 5 6 7 8 9
		1 2 3 4 5 6 7 8 9

Please turn in all evaluation sheets and ballot to the TAB room after each round.



Power/Final Round Ranking Ballot

Category:		Judge's Name:	Judge Code:
Round: Power	Room:	Signature:	School:

INSTRUCTIONS: Please rank the speakers/groups in order of best to least best. Rank the **Best** as 1, the second best as 2, third best as 3, continuing through the total number in the round. Entries exceeding the time grace period may NOT be ranked first in the round. **Please write student codes in the order of their performance.**

Student Code <i>(in order of performance)</i>	Have student(s) <u>neatly</u> print <u>full</u> name(s) here	Topic/Title <i>(Group Discussion names; Radio call letters)</i>	Rank – <i>through total in round</i>
			1 2 3 4 5 6 7 8 9
			1 2 3 4 5 6 7 8 9
			1 2 3 4 5 6 7 8 9
			1 2 3 4 5 6 7 8 9
			1 2 3 4 5 6 7 8 9
			1 2 3 4 5 6 7 8 9
			1 2 3 4 5 6 7 8 9
			1 2 3 4 5 6 7 8 9

Please turn in all ballots to the TAB room **immediately after the round.**



Power Round Posting Draw Category

Category: _____ Room: _____

Judges: _____

Start Time: _____

Speaker Code

Draw Time

Speak Time



Power Round Posting

Category: _____ Room: _____

Judges: _____

Start Time: _____

Speaker Code



Awards Ceremony Announcement For Individual Categories

CATEGORY _____

SPEAKER NAME

CODE

SCHOOL

Finalist _____

Finalist _____

Finalist _____

Finalist _____

Finalist _____

Third Place _____

Second Place _____

First Place _____



Awards Ceremony Announcement For Group Categories

CATEGORY _____

SPEAKER NAMES

CODE

SCHOOL

Finalist _____

Finalist _____

Finalist _____

Finalist _____

Finalist _____

Third Place _____

Second Place _____

First Place _____



WFCA Mileage Reimbursement

Committee _____ Date _____

Location _____

Submitted by _____ *Submit to Treasurer following meeting*

	Name	Roundtrip Mileage
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		