

**TEXAS COMMUNITY COLLEGE FORENSIC ASSOCIATION
AND
PHI RHO PI REGION V**

**GUIDELINES FOR STATE AND
REGIONAL TOURNAMENTS' ADMINISTRATION**

**Updated March 2010
(To mesh with Texas Community College Forensic Association)**

**Updated February 2015
(To add IPDA rules and clean up Sweepstakes and Top Speaker
Criteria)**

**Updated January 2019
(To clarify Sweepstakes points determination)**

**Updated March 2024
(To reflect new PRP Regions)**

**Texas Community College Forensic Association and Phi Rho Pi Region V
Guidelines
For
State and Regional Tournament Administration**

Phi Rho Pi Region V consists of member schools from Alabama, Mississippi, Florida, Georgia, Kentucky, North Carolina, South Carolina, Tennessee, West Virginia, Arkansas, Louisiana, Oklahoma and Texas. Any accredited two year undergraduate school may join if they teach courses on only the Freshman/Sophomore level. Phi Rho Pi Region V is affiliated with the national Phi Rho Pi forensic association, which hosts a national tournament each year. Therefore, Regionals is an official qualifying tournament for nationals; however, each school should recognize that winning at regionals is not the only way to qualify for competition at nationals. (Note: Schools may set up their own qualification system according to Phi Rho Pi national rules.)

Phi Rho Pi's philosophy is that forensic competition is an educational tool for the advancement of students' training in all areas of speaking and performance. Therefore, all coaches and judges are encouraged to write complete and constructive ballots to aid in the educational value of the competition. Phi Rho Pi follows the **AFA Code of Ethics**.

The following shall be the authority for the administration and operation of the Region V yearly tournament. The Executive Board and designated voting representatives of member schools in attendance at the tournament shall have the power to interpret the rules and regulations and make decisions as required. As these prescribed guidelines are based on Phi Rho Pi and AFA rules, this set of Guidelines shall be automatically amended if national rule changes occur.

- I. **ELIGIBILITY:** Tournament competition shall be limited to those contestants who meet the national eligibility requirements (condensed and listed here :)
 - A. A student must be enrolled for a minimum of six (6) semester hours, or its equivalent, in a community/junior college with an active Phi Rho Pi chapter. (Verification of each student's credit-unit eligibility may be requested by the tournament Host and such documentation must have the Registrar's signature and official college seal. Note: This qualification system is required for Phi Rho Pi nationals.)
 - B. No student may participate in the tournament who has already participated in more than (5) semesters of college competition. A semester shall be defined as the time period of July 1-December 31, and January 1-June 30. A semester shall not count unless the student competed in three or more tournaments during that semester. In addition,

- a student may not compete in national collegiate championship tournaments (two-year or four-year) in more than two different years.
- C. No student may compete who is competing for two or more college forensics programs concurrently.
 - D. Academic qualifications for participants shall be set by the local chapter.
 - E. Students who graduate from their college through spring term commencement in the same calendar year as the National Tournament but preceding the Tournament are eligible to represent their college, provided they meet the all eligibility requirements during the spring term.
 - F. Each college must meet its judging requirements for its students to enter, or remain in, competition.
 - G. Ineligible students entered into competition in the Tournament shall be removed from competition by the Executive Board as soon as the ineligibility has been established.

II. TOURNAMENT ADMINISTRATION

A. EXECUTIVE BOARD:

1. EXECUTIVE BOARD: The officers for these organizations shall be the President of TCCFA, the Governor of PRP Region V, and the Secretary.
2. The President of the Texas Community College Forensic Association shall serve as the presiding officer at the State Meet.
 - a. The President is elected for a two year term.
 - b. TCCFA Presidents are elected in odd years and assume responsibilities of the office at the end of the tournament where they are elected.
3. The Host for the Region V tournament is the current Regional Governor.
 - a. The Regional Governor is elected for a two year term.
 - b. Regional Governors are elected in even years and assume responsibilities of office at the current year's national tournament.
4. SECRETARY: The Secretary for Region V is also elected for a two year term.
 - a. The Secretary should keep a permanent record of all past minutes, beginning with 1992, through the current year (if at all possible.)
 - b. The Secretary should keep minutes at all regular and specially called meetings and distribute copies to all member schools.
 - c. The Secretary shall also keep a complete set of all past tournament cum records, including event and sweepstake winners.

B. DATES

1. The tournament weekends are usually the second full weekend in February for TCCFA and the second full weekend in March for PRP Regionals. The specific weekends are chosen on a yearly basis by the Executive Board based on the Host schools' availabilities.
2. The specific days of the tournament shall be determined by the governor based on his/her school's availability. Usual days are either Friday through Sunday or Thursday through Saturday.

C. HOST DUTIES FOR TOURNAMENTS: Host Tournament Director duties include (this list is not intended to be all inclusive, but is a recommendation):

- Make sure enough judges have been secured.
- Make sure enough rooms are reserved and that they will be unlocked during all competition times.
- Secure proper supplies for the Tab room including such things as a copier, pencils, paper, scissors, pens, posting materials, etc.
- Student helpers for stuffing ballots, copying, ballot check in, "go-fers".
- Business Meeting/Reception
- Extemp and Impromptu topics prepared and ready for use.
- Have a competent person prepared to do the Extemp Draws.
- Provide Tab Staff with food and/or drinks during preparation of the tournament and administering the tournament.
- Provide competitors with drinks and/or snacks during the tournament if financially possible.
- Order all trophies and have them delivered prior to the beginning of the tournament.
- Prepare Registration packets and Ballot packets.
- Arrange for reasonable rates at local hotels/motels.
- Have adequate number of ballots ready for all events:
 - The Host is responsible for designing and running off copies of individual event ballots. He/she may use the national Phi Rho Pi card stock style or an original design, so long as the points are consistent with Phi Rho Pi's.
 - The Host is also responsible for ordering enough debate ballots from the CEDA or NDT headquarters if those events are held.
 - The Host is also responsible for ordering enough Interpreters' Theatre ballots from the Pacific Coast forensic Association – or other source, so long as the points are consistent with Phi Rho Pi's.

C. TAB ROOM ADMINISTRATION

1. **Philosophy of an Open Tab Room:** It is the custom of TCCFA

and PRP Region VI to have any or all interested coaches assist with the tabulation procedures for the tournament. However, this custom assumes that ALL RESULTS ARE KEPT SECRET from the competitors. The Guidelines following are recommended for smoother implementation of this philosophy.

2. PROOF READING SECTIONS AND PAIRINGS:

- a. **INDIVIDUAL EVENTS:** The Governor/Host should request that a qualified coach (or coaches) check the sectionizing of all events for possible errors. Ideally, this proof reading should occur prior to or during registration.
- b. **DEBATE:** The Host should request that a qualified coach (or coaches) check the pairings for each division of debate. This proof reading should be limited to only the appointed coach (or coaches), as debate pairings are **CONFIDENTIAL** (even to coaches) until 30 minutes prior to the round.

3. RECORDING OF RESULTS:

- a. Two coaches should be involved in the recording process. One coach should “call out” the results from the ballots, while the other coach records the results. Double checks should also be done.
- b. Other coaches should respect the necessary privacy and quietness that the tabulation process requires. This helps insure accuracy of recording.
- c. **Tabulation of Sweepstakes Points:** The Host/Governor shall appoint someone to assist him/her in the tabulation procedure. Ideally a coach will assist the Governor in the recording of points and then a second coach double checks their recordings. **ONLY** these three coaches should be involved in this procedure to avoid confusion and inaccuracies.

4. JUDGES AND JUDGES FEES:

- a. Each school shall be required to bring qualified judges for whatever ratio the Host deems appropriate (i.e. one judge per every six entries, one judge per every four students.)
 - (1) A qualified judge is one who holds an undergraduate degree, preferably in Communication (or some related field.) Undergraduates may not be used as judges without the full consent of the Tournament Host and the Executive Board.
 - (2) Judges are expected to provide complete, detailed, constructive, written comments on the ballots provided for all rounds that they evaluate. **ORAL CRITIQUES SHOULD ONLY BE GIVEN AFTER THE**

**COMPLETED BALLOT IS TURNED INTO THE
TAB ROOM.**

- b. No coach may code him/herself out of judging any event.
However, the Host should try to use the best qualified judges for every event as much as possible based on the judges' experience and educational background.
- c. Finding an adequate pool of "qualified debate judges" is always difficult. All participating schools should remember that few debate judging assignments are perfect unless the judging pool is extremely large. Principles for assigning debate judges should be the following:
 - (1) A judge should not hear the same school twice, but if that is impossible, then he/she should ideally hear the school on opposite sides of the topic. In small pools of judging, it will often be impossible to uphold this guideline.
 - (2) A judge must not be assigned to hear his/her own team. This is an absolute guideline.
 - (3) If at all possible, avoid assigning someone to judge the same team twice; if this not possible, then it **MUST** be on the opposite side of the topic.
 - (4) All of these conditions are removed (except for number (2)) when the elimination rounds begin. The slate is wiped clean, and it is as though all judges are starting fresh, without ever having heard any teams in the tournament.
 - (5) To insure an adequate pool of judges for the elimination rounds, it is required that **all judges remain** for the first elimination round. All judges from a school are required to remain for one round past the one in which his/her team(s) is/are eliminated. Each elimination round will be adjudicated by a three-judge panel.
 - (6) A FIFTEEN MINUTE FORFEIT RULE (in debate event only) will be strictly enforced for late teams/individuals, except in unavoidable circumstances approved by the Host Director.
- d. Students representing colleges not meeting their judging responsibilities shall not be permitted to continue in competition.
- d. A school is required to pay a \$100.00 drop fee for each judge dropped on the day of the tournament.
- e. Judges who do not pick up assigned ballots on time (within 10 minutes after the round is scheduled to begin) will be penalized \$50. If the assessed fines are not paid during the course of the tournament, the school administration will be billed. If the failure to pick up a ballot is due to tournament administration

error, an obvious exception will be made.

- g. **DEBATE JUDGING REQUIREMENTS:** One judge is required to cover two team debate entries or a portion thereof. One judge is also required to cover two or up to four LD entries or a portion thereof. The Host Director must determine the judge ratio for LD and state it in the invitation. The Host Director may charge a fee for ‘uncovered entries.’

- (1) Each school must provide qualified judges. While the Host School should also make a concentrated effort to find enough qualified hired judges to furnish a good pool of judges for assignment, it is **not** the responsibility of the Host School to furnish “hired” judges” for all schools. An “adequate number “of debate judges may be determined by the Host, but a guideline is: **THE TOTAL NUMBER OF DEBATE PAIRINGS (ALL TYPES), PLUS THE EQUIVALENT OF FOUR FULL-TIME DEBATE JUDGES.**
- (2) If the Host School Director cannot supply an adequate supply of qualified judges, then he/she may refuse debate entries at his/her discretion, following these guidelines:
 - (a) **CALL THE SCHOOLS WITH DEBATE ENTRIES.** Give the coach the option or either bringing a judge/judges to meet the school’s total requirements, or the school’s debate entries will be dropped.
 - (b) **SUGGESTED ORDER FOR CALLING SCHOOLS:**
 - (i) **FIRST, CALL THE SCHOOLS THAT FURNISHED NO DEBATE JUDGES.**
 - (ii) **SECOND, CALL THE LAST DEBATE ENTRY RECEIVED.**
- (3) The Host School may continue to call schools and force “Judge Recruitment” or “Drops of Entries” until he/she has acquired an “adequate pool of debate judges.”

- 5. **DROP FEES:** The Tournament Host may publish any appropriate drop fees in the invitation. The following are suggestions for him/her to consider:
 - a. From the Entry Deadline until 24 hours prior to the beginning of Registration, a \$15 Drop fee for individual events and \$20 Drop fee for any debate entry. The original entry fees should also be assessed.
 - b. From 24 hours prior to the beginning of Registration to the end of the tournament a \$20 Drop fee for individual events and \$50 Drop fee for any debate entry. The original entry fees should also be assessed.
 - b. For Adds requested after the Entry Deadline, (assuming the Host

Director and Executive Board deem them possible) in addition to the regular entry fee, a surcharge of \$10 for individual events and \$35 for any type of debate should be levied.

6. SWEEPSTAKES:

- a. For sweepstakes points to be awarded beyond first place, there must be at least two different schools entered in an event. Trophies however are awarded for all places.
- b. If there is only one school entered in an event, only sweepstakes points shall be awarded for first place.
- c. The sweepstakes points are as follows:

INDIVIDUAL EVENTS and IPDA:

1ST = 10 POINTS

2ND = 7 POINTS

3RD = 5 POINTS

Other Finalists = 2

Semi Finalists not advancing = 1

DUO and NFA LD

1st = 15 points

2nd = 11 points

3rd = 7 points

Other Finalists = 4 points

Semi Finalists not advancing = 3

LD (CEDA style)

1st = 15 points

2nd = 11 points

3rd = 7 points

Quarter Finalists not advancing = 3

Team Debate; Parli and Interpreter's Theatre

1st = 20 points

2nd = 15 points

3rd = 10 points

Quarter Finalists not advancing = 5

- 7. NUMBER AND DISTRIBUTION OF ENTRANTS:** The following are the national rules that govern the number and distribution of entrants. The governor shall determine if he/she wants to raise these numbers; but he/she cannot lower them.

- a. A college may not enter more than a total of fourteen (14) contestants into sweepstakes event competition.
- b. A combination of six (6) teams may be entered in Team Debate and

Interpreters Theatre. These entries may be apportioned in any manner among those events. A combination of six (6) slots may be entered in L-D Debate and Parliamentary Debate (Pattern E.) These entries may be apportioned in any manner among those events.

- c. No college may enter more than six (6) entries in any single event.
- d. No college may enter a student in more than 6 events. Students may not be in more than two events per IE pattern however. Only the student's top four events count toward sweepstakes.

8. **COMPLAINTS AND/OR PROBLEMS:** All questions involving alleged problems in tournament procedure should first be brought to the attention of the Governor/tournament Host by a school's forensic director or coach; if at that point it cannot be resolved, then it shall be presented to the Executive Board (or a specially appointed Grievance Committee, if deemed more appropriate) for a final ruling.

9. *****AWARDS:** Any additional awards may be given at the discretion of the Host, but PRP Region V tournaments will give the following awards:

INDIVIDUAL EVENTS: All Finalists should receive an award (plaques, trophies, medals, or some other suitable award.)

DEBATE: In each Debate Event First and Second should be awarded; two Third (Semi-Finalists if number of entries was sufficient for Semis. If a Round Robin format is used, only award one 3rd.); four Fourth (Quarterfinalist) in each event (if number of entries was sufficient for Quarters.) Each debate partner will receive an award.

SWEEPSTAKES:

INDIVIDUAL EVENTS: First through Third Places (includes Interpretative Theatre)

DEBATE: First through Third Places

OVERALL: First through Third Places.

TOP OVERALL SPEAKERS for TCCFA:

INDIVIDUAL EVENTS: First through Fifth (Includes Interpreters' Theatre). To determine the Top Speakers, only the students' top four event scores will be used (all levelled to the same amounts as individual events' scores). If there is a tie, students' scores in a fifth event would be used to break the tie (and then 6th, etc.) If students are only entered in four events and there is a tie, award the tie.

DEBATE: First through fifth in Debate (combined Speaker Point scores for all debate events.)

TOP OVERALL SPEAKERS for PRP REGIONALS: First through Fifth including all event types: Debate, IT, and Individual Events. To determine the

Top Speakers, only the students' top four event scores will be used (all levelled to the same amounts as individual events' scores). If there is a tie, students' scores in a fifth event would be used to break the tie (and then 6th, etc.) If students are only entered in four events and there is a tie, award the tie.

CUMULATIVE AWARDS: The cumulative sweepstakes awards are calculated with schools' points being carried over year to year until they win the award. Schools not attending the current tournament will be put on the inactive list and will not be eligible for winning. Inactive schools will automatically be considered "active" upon entering the next tournament and their accumulated points will be restored. Once a school wins an award, then their cum total goes back to zero and the school begins with a clean slate. A complete record of schools' winning this award should be kept by the Secretary and should be published in the yearly tournament invitation (with current sweepstakes points' totals included.)

The Cumulative Award at TCCFA State Meet

The Cumulative Award at Regionals is called the **Lone Star Award**.

- 10. RESULT RECORDS:** A complete set of result records with both event and sweepstakes winners shall be kept in the permanent records by the Secretary.

III. I. E. REGULATIONS

- A. NUMBER OF ROUNDS:** There shall be a minimum of two preliminary rounds offered in each event.

B. BALLOTS:

1. The ballots shall use a rating form from 1 to 25 points, with 1 being the lowest and 25 being the highest. The points will be grouped as follows: 0-5 Poor; 6-10 Fair; 11-15 Average; 16-20 Excellent; 21-25 Superior.
2. The ballots shall also use a ranking system from 1 to 4 with 1 being the best/highest and 4 being the lowest. If judges are allowed to rank lower than 4th place, the Tab Room will record any ranks below a 4 as a 4.

C. DETERMINING SEMI-FINALISTS AND FINALISTS:

1. Events with 35 or more contestants shall break to Semi-Finals. Total cum of rankings shall be used to qualify for elimination rounds.
2. Cums of the contestants' rankings in preliminary rounds are used to determine who 'breaks'.
3. A total panel of six contestants is the 'magic number' for either a

semi or final round. However, due to the size of the Regional Tournament, the following guidelines are followed:

- a. Take less than six if there is a 'clean break' at four or five contestants and the total number of the entire entry was less than twelve. (This is equivalent to the national 50% rule.)
- b. Take seven if there is a tie or if taking seven brings in a different school (new from the existing panel.)
- c. Take eight only if there is an unbreakable tie with the seventh contestant.
- d. Under no circumstances, should nine contestants be taken to a semi or final panel. If there is a tie for the 7-9 contestants; then only six advance, even if that means leaving out a 'new school'.

IV. DEBATE

A. DEBATE PRE-LIM SCHEDULING:

1. There will be four pre-set rounds of debate randomly set with maximum diversity assured whenever possible. There must be at least two entries to have a division.
2. Each team/individual will have an equal number of Affirmative and Negative sides whenever possible. (Example: If there are four rounds, each debater or team should ideally debate 2 Affirmative and 2 Negative rounds.-If the entries are small, it may not be possible to debate an equal number of affirmative and negative rounds. i.e. Odd number.)
3. The schedule shall allow a minimum of one hour and a half to a maximum of two hour time blocks for each round of team debate so long as the Host School has the rooms available.
4. The following are general rules in scheduling preliminary rounds for debate:
 - a. Teams/LDer from the same school should not meet.
 - b. No team or LDer will debate a team or individual for a second time whenever possible.
 - c. A team/individual should not meet more than one team/individual from each school. In small numbers of entries, this may not be possible, but should be followed whenever possible.
 - d. If letter c. is impossible to accomplish, then the second team/individual should be met on the opposite side of the question.
- e. Debates will be considered a "forfeit" if a team or individual is more than 10 minutes late for a round.
5. **ELIMINATION ROUNDS:**
 - a. Teams/Individuals will qualify for the elimination rounds according

to the following criteria:

- (1) Total Wins
 - (2) Total Points
 - (3) Adjusted Points (Drop High and Low)
 - (4) Double adjusted points (Drop the next highest and lowest)
 - (5) Total ranks
 - (6) Opposition Record
 - (7) Flip a coin
- b. Entry number requirements for eliminations:
- (1) If only two entries: 2 rounds and finals if needed. Award 1st and 2nd.
 - (2) 3-7 entries: 3 rounds and finals (or round robin) Award 1st, 2nd, 3rd.
 - (3) 8-15 entries: 4 rounds, Semis and Finals.
 - (4) 16-24 entries: 4 rounds, Quarters, Semis, and Finals.
- c. Brackets will be broken when possible to avoid schools hitting themselves. The lower seeded team/individual should be moved. If a school has 3 breaks, the top break is protected first.
- Top Speaker Awards for TCCFA will be determined by the points accumulated in the preliminary rounds. If there is a tie, it will be broken on the basis of adjusted points (drop high & low). If still tied, break on number of wins. If still tied, award the tie.
6. **DEBATE BALLOTS:** It is the Host Director's responsibility to obtain the ballots. Either CEDFA or NDT Team Debate ballots may be used, or at least ballots with a 30 point rating system. For LD and Parliamentary debate, the Host Director has several options (contact experienced tournament directors for names and phone numbers of organizations and/or individuals,) but the same ballot should be used throughout the tournament, including elimination rounds.

NUMBER OF JUDGES NEEDED:

One judge is needed for each pairing for each preliminary rounds. (Example: If there are 16 teams, 8 judges are needed for each round.)

All outbounds (quarters, semis and finals) must have a panel of judges:

12 judges for Quarters

6 (preferably fresh) judges needed for semis

3 (preferably fresh) judges needed for Finals.

8. **POWER MATCHING** is not used unless deemed necessary by the Executive Board.

9. **Byes** are only given one per school per division if at all possible.

V. INTERPRETERS THEATRE

A. SCHEDULING:

1. Generally three preliminary rounds are held.
2. If there are an odd number of teams and BYES have been assigned in prelim rounds, then a fourth round between the three BYES must be held.
3. For a specific schematic of IT pairings with BYES, refer to the TCCSTA Constitution and By-Laws' Appendix (See IT Pairings).
4. If only one entry, no Final is necessary. If only two entries, there will only be one round with a minimum of three judges.

B. JUDGES:

1. If possible, the Host should assign two judges for every preliminary round.
2. A panel of a minimum of three **MUST** be used for Finals.

C. DETERMINING OUTROUNDS:

1. Three schools generally go to Finals (assuming there are three entries).
2. If there are four or fewer entries-take all to Finals if at all possible.
3. If there are five or more entries – take 2 to finals if there is clear break between 2nd and 3rd seeded theatres. Take 3 to finals if there is a clear break between 3rd and 4th seeds. If there is a tie for 2nd or 3rd seed (in rankings and ratings), take 4 theatres to finals.
4. Under no circumstances, should 5 be taken to Finals. If there is an unbreakable tie between 3-5, then take 2 (No 3rd Place Trophy OR Sweepstakes points would be awarded).

VI. EVENT RULES AND CONFLICT PATTERNS:

- A. CONFLICT PATTERNS:** The events are the same as the National Tournament and shall be conflicted as follows (Cross entering is allowed in B, C, and D only – two events per pattern maximum):

PATTERN A:	Team Debate, Interpreters' Theatre; NFA-LD, IPDA;
PATTERN B:	Prose Interpretation, Poetry Interpretation, Extemporaneous Speaking and Communication Analysis;
PATTERN C:	Persuasive Speaking, Duo Interpretation and Impromptu Speaking;
PATTERN D:	Program Oral Interpretation, Informative Speaking, Dramatic Interpretation and After Dinner Speaking;
PATTERN E:	Parliamentary Debate and Lincoln Douglas Debate.

- B. EVENT RULES AND DESCRIPTIONS:** For complete rules, see Phirhopi.org for latest updates. All Phi Rho Pi rules and descriptions are followed.