

MLFA By-Laws amended May 9, 2009

## By-Laws of the MIDDLE LEVEL FORENSIC ASSOCIATION of WISCONSIN

### **I. Financial Policies.**

#### ***A. Membership.***

1. Dues shall be \$50 for school membership and \$10 for affiliate membership. A \$25 late fee will be assessed for those who pay after November 1.

2. Schools must be paid members as of December 15 (post marked) in order to participate in the state tournament. Schools or coaches having any outstanding debts to MLFA or who owe fees to member schools are not allowed to participate in MLFA sponsored events.

3. Individual tournaments may welcome teams based on their school's policy but only participants from member schools may qualify for the state tournament.

B. ***Expenses.*** The MLFA Treasurer shall be responsible for payment of the following expenses:

#### ***1. Board authorized expenses***

a. All expenses authorized by the MLFA of Wisconsin Board of Directors.

#### ***2. Board of Director Meetings***

a. Mileage for all members whose attendance is required, and who must travel over 25 miles to the location, and who must pay for their transportation to the meeting

b. One meal for all members whose attendance is required.

#### ***3. Fall Meeting and Fall Workshop***

a. Mileage for board members who must pay for their transportation to the meeting and who must travel over 25 miles to the meeting location

b. Refreshments for those who attend, at the discretion of the President, who arranges for them.

c. Fees and expenses for workshop presenters as approved by the Board of Directors

#### ***4. Spring Meeting***

a. Mileage for board members who must pay for their transportation to the meeting and who must travel over 25 miles to the meeting location.

b. Refreshments for those who attend, at the discretion of the President, who arranges for them.

c. Fees and expenses for presenters as approved by the Executive Committee.

#### ***5. MLFA State Tournament***

a. Salary and expenses agreed upon in the terms of the contract between the MLFA and the MLFA Tournament Director, and all Tournament Coordinators.

b. Tournament expenses including awards and fees charged by the host site.

c. Mileage, one night's lodging, and two meals for any member whose attendance is required the day prior to the tournament and therefore cannot travel with his or her school due to tournament responsibilities.

#### ***6. Miscellaneous Expenses***

a. Postage for MLFA mailings.

b. Phone and mileage expenses for MLFA business by the Officers and committees.

c. Banking expenses for MLFA funds.

d. No bills shall be paid without proper documentation provided to the Treasurer.

**7. Mileage**

a. Mileage shall be paid at the current federal Standard Mileage Rate (which in 2000 was 32.5 cents per mile)

**C. Audit.**

**1. Bi-annual audit**

a. A bi-annual audit of the MLFA of Wisconsin finances will be completed during the summer of even numbered years.

b. The audit team will consist of the president, the treasurer, and two members-at-large appointed by the president.

**II. MLFA Sanctioned Contest 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 all students with a ribbon. Contestants in the same section are not ranked in order of quality versus one another. The festival provides a good opportunity to gain experience and to encourage beginning students. A festival should contain two or more rounds. (One round competitions cannot be used to qualify for the State Tournament.)

**2. Tournaments.**

Tournaments offer individual, and may offer team, competition. Students are ranked within the performance room and are awarded a final position of preference as the judge compares the presentations to one another. All contestants receive a ribbon for their performance.

**3. Power Round Tournament.**

Each student competes in a pre-determined number of preliminary rounds, usually one or two. All students are ranked within the performance room. The top students, those with the best quality and lowest rank total, advance to power rounds, a final performance which determines the individual award winners in each category.

**4. Fixed Round Tournament.**

All students compete in the same number of rounds. There is no posted power round for select students. Individual award winners are determined by adding the points awarded for each of the rounds. Highest point totals determine the placement of winners. Ties may be broken using the ranks earned in each of the rounds. The host determines which if any ties will be broken and what tie-breaking method will be employed.

**B. Determination of Ribbon Awards**

1. All students receive ribbons based on their performance. Ribbons are blue, red or white if awarded for excellence, or some other color of the host's choosing if awarded to show participation.

2. Students in a one round festival or tournament will receive a blue ribbon for a score of 36 or better on the performance, a red ribbon for a performance of 15 to 35 points, and a white ribbon for a performance for 14 points or less.

*Note: One round festivals may not be used to qualify for MLFA state.*

3. Students in two round festivals or tournaments will receive

a. A blue ribbon for a total of 72 or higher

- b. A red ribbon for a total of 29 to 71 points
- c. A white ribbon for a total of 28 points or below.
- 4. Students in three round festivals or tournaments will receive
  - a. A blue ribbon for a total of 108 points or above
  - b. A red ribbon for a total of 43 to 107 points
  - c. A white ribbon for a total of 42 points or below

### ***C. Calendar***

#### **1. Requesting Dates.**

a) Festivals and tournaments will be scheduled for each season by the past-president for the season being scheduled. Festivals and tournaments will be solicited at the state tournament and spring meeting. The past-president shall approve as a priority any contest hosted on the same weekend as in the immediately preceding year provided the tournament host confirms the tournament before the Fall Meeting.

b) Any request for a contest date received prior to the fall business meeting will be approved for the date requested if it is not in conflict, as judged by the past-president, with tournaments which has received approval based on hosting the previous year. 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 approved. If a tournament/festival is in conflict, the past-president shall immediately notify the host of the tournament not approved in order that that host may choose an alternative date.

c) Tournaments should be scheduled so that they are evenly distributed on the calendar and spread out geographically (when possible).

d) The calendar will be revised at the fall meeting. Any tournament host who wishes to add a tournament to the MLFA approved calendar after the fall business meeting must receive the approval of the past-president and all other tournament hosts on the date in question, or approval of a majority of the members of the Executive Committee.

e) No festival or tournament may be added to the calendar after **November 1<sup>st</sup>** without the approval of the Board of Directors.

f) The official calendar will be distributed/ **posted by November 15th.**

2. Right of reservation. Under extenuating circumstances, a school may reserve its traditional weekend for one year with the approval of the Board of Directors. The past-president must receive a request to hold a weekend at least one week prior to the Spring Meeting.

3. No festival or tournament may be approved for a date preceding January 15 without approval of the membership in a business meeting.

4. Dues. No tournament will be placed on the official MLFA of Wisconsin calendar if its sponsoring member school's dues, or a requisition for dues, have not been received by December 1st.

5. Member schools may appeal to the entire Board of Directors for an issue regarding scheduling of that school's tournament or festival. Such appeal

must be made prior to December 1<sup>st</sup> and must be made in writing (hard copy or electronic) to the President.

6. Sanctions. The Board of Directors shall investigate any allegations of inefficiency in running a tournament or festival. A school may be sanctioned if the Board finds that the host school demonstrated an inability to produce a successful meet thereby; depriving students of an opportunity to qualify for the state tournament, or seriously and significantly violating policies or procedures of the MLFA, or demonstrating gross inefficiency in ways outside the normal pitfalls of running a tournament/festival. That school may be sanctioned by MLFA for the following year. The sanction may include losing the right to host a tournament or festival for the following year but other options should be considered and other appropriate measures may be taken as deemed necessary. This does not pertain to schools whose tournament is affected by an act that is beyond human control, i.e. weather.

#### ***D. Categories and Rubrics***

1. Because sanctioned tournaments and festivals are used to qualify students for state tournament competition, each festival or tournament must offer all categories sanctioned by the MLFA.

2. Sanctioned categories are:

- a. Demonstration Speaking\*
- b. Group Acting\*
- c. Group Interpretation\*
- d. Humorous Solo Acting
- e. Impromptu Speaking
- f. Infomercial\*
- g. Informative Speech
- h. Moments in History
- i. News Reporting\*
- j. Non-Original Speech
- k. Interpretation of Poetry
- l. Interpretation of Prose
- m. Persuasive Speech
- n. Serious Solo Acting
- o. Special Event Presentation\*
- p. Storytelling
- q. Group Improvisation\*
- r. Farrago

\*Indicates a category where more than one performer is allowed per entry.

3. Each sanctioned (state qualifying) festival or tournament must use MLFA category rules and rubrics.

4. MLFA rubrics shall evaluate performances using an established rubric based on awarding points for the quality of a performance rather than using a letter grade.

#### ***E. Tournament Entries***

1. Each school may submit a maximum number of entries as a team, as determined by the host and announced in the invitation. The host will also

determine the number of entries permitted in any tournament category. Each group or team entered in demonstration, group acting, group interpretation, infomercial, news reporting, or special occasion is regarded as one entry.

2. The host school will determine the fees charged and the number of judges each team is required to bring. The registering team is responsible for all entry fees and judges determined at the time of the add/drop deadline as determined by the host school and announced in the invitation. After the deadline, the host school has the option to refuse to accept adds, changes, or new entries, or may charge an additional fee for them.

3. No students below 6th grade or above 8th grade are permitted on middle level teams.

#### ***F. School Cancellations.***

1. If a cancellation is necessary and is phoned in 8 days before the tournament day, no fees will be charged against the school for the team or teams canceled.

2. If a cancellation is phoned in 7 or fewer days before the tournament, or is made on the day of the tournament, the canceling school will be charged the regular fee and must provide all judges originally scheduled. The host school will send notification to the Tournament Practices and Procedures Committee of members who do not comply with this policy. Failure to pay for or provide judges may result in suspension from tournaments for the remainder of the season and the following season at the discretion of the Board of Directors. The Board of Directors will notify host schools of all suspensions. Suspension may also include being barred from state competition.

3. If a school cancellation is caused by an act that is beyond human control, the head coach must make every effort to send the judges registered for that school. If the judges also cannot attend, the tournament director may charge the actual costs of replacing judges. Every effort shall be made by the director of the tournament to utilize "stand-by" judges.

#### ***G. Meet Cancellations.***

1. When a winter travel advisory is announced or severe weather is predicted each host of a meet held that day or the next should notify the president of MLFA on the decision to delay or cancel their meet.

2. If a meet is canceled due to an act of nature or natural disaster the host needs to save receipts for losses and apply to the MLFA board at the end of the season for reimbursement. Items that can be covered would include: postage, dated plaques for trophies, copies, perishable food, DJ and building deposit.

#### ***H. 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 it was used. The same selection shall be defined as the use of the same main character, title or cutting.

2. When copyrighted material is used in a MLFA event, the member school using the material is responsible for obtaining permission, waiver or paying royalties.

## ***I. Etiquette***

1. Participants are expected to remain at the festival/tournament until the conclusion of the awards ceremony. Attendance at power rounds and the awards ceremony is an integral part of the educational and social process that is forensics.
2. When a student must leave a tournament early for another commitment, the student's coach must notify the tournament director, preferably in writing.
3. Finalists are expected to remain in their contest attire for the awards presentation.
4. There shall be no radios, music, or loud noise in the halls during festivals and tournaments sanctioned by the MLFA.
5. Students are expected to be quiet and respectful during the performances of other competitors. Talking and handling props or scripts in a noisy, distracting manner is not appropriate while other students are performing. (Please also see disqualification procedures for etiquette in section J.)
6. Videotaping of individual contestants is not **allowed** at festivals or tournaments, as it may be distracting to the other competitors in the room.
7. Electronic retrieval devices (i.e. computers, video and audio recorders) are banned from any rounds of competition unless they are a part of the demonstrative process in the category of Demonstration Speaking.
8. Laser pointers are prohibited at all MLFA events.

## ***J. Judging Practices***

1. Judges shall not ask for the title of the selection prior to the start of the performance. **Judges may not ask for name or the school of the speaker.** Judges may not provide oral critiques of any kind during the judging process.”
2. Timing
  - a. MLFA time limits should be strictly enforced (allowing for a 10-second grace period)
  - b. Judges must time all performances with a stopwatch.
  - c. Entries exceeding the grace period may not be ranked. A contestant who violates time requirements, either over or under time, must be handled according to the rules violation procedures outlined on the critique sheet and in the following procedure.
  - d. Once a student goes beyond the 10-second grace period, he or she should be allowed 15-20 seconds more. At that time, if the person has not finished, the judge should say “stop” and end the performance.
3. Eligibility
  - a. All judges shall be at least eighteen years of age and competent to judge participants, OR if a junior or senior in high school must be accompanied by an adult.
  - b. Judges must be trained before being assigned as a judge. It is up to a member school to guarantee the adequate training of their own judges.

### ***K. Sanction Procedures***

**I. Definitions.** A distinction is made between DISQUALIFICATION and INFRACTION.

a. INFRACTION. Most commonly means that a speaker has violated one of the rules of the category as enumerated on the critique sheet. Student receives a competitive penalty of being not ranked and/or loss of points for the round of infraction only.

**Bully issue here** b. DISQUALIFICATION. Disqualification is to be considered for violation of tournament rules or procedures not specifically addressed by the rules of a category, serious breeches of etiquette, inappropriate behavior, or violation of specific rules of the tournament host. Upon review by the rules committee the entry may be ruled disqualified and eliminated from further competition in the festival or tournament.

c. INFRACTIONS COMMITTEE. The meet director shall designate a minimum of three coaches from three different schools to serve as the Infractions Committee for that tournament. The meet director shall select for this committee, if possible, coaches who themselves host tournaments or festivals. This committee shall make all decisions regarding rules violations. Every effort should be made to have the committee making the rules decisions meet in a location convenient to both judges and the tab room.

**2. Infraction (No Rank) Procedure and Guidelines.**

a. If the judge suspects a violation of the rules has been committed, as outlined on the rubric sheet, the judge should circle the language on the rubrics that the judge believes was violated. This includes both category guidelines and time limits.

b. The judge should initially evaluate the performance as though no violation had occurred. Additionally, in tournament competition, the judge should initially rank the performance without consideration of penalty.

c. After finishing the judging of all contestants, and before turning in any materials to the tab room, the judge should bring all materials to the designated infractions committee as explained in the judges meeting. The judge should explain why he or she feels a violation has been committed, and show the committee the rule on the rubric sheet that the judge believes was violated.

d. If the committee decides that a rule violation has indeed occurred, then the judge will be directed to circle the response on the rubric sheet that not all of the rules have been followed. Additionally, the judge will be instructed to deduct 7 points from the total score of the performance so that the final score may not exceed 35 points. In tournament competition, after the penalty has been imposed, the judge will no longer consider the entry when determining ranks in the round and should write "Not Ranked" on the appropriate areas of both the rubric and the ballot.

e. If the committee does not feel that a rule violation has taken place, they will direct the judge to evaluate the student without penalty, award an appropriate score based on the quality of the performance, and rank the entry appropriately with the rest of the contestants in that round.

f. No score or rank data should be sent to the tab room, or included in tabulation, until after the infractions committee has rendered its decision.

g. Every effort should be made to make the 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.

h. An entry ineligible to be ranked for the round will not contribute points for sweepstakes for that round only. Assuming there is no violation in remaining rounds, the entry will earn sweepstakes points for those rounds.

i. Any entry that is in violation of the rules for a round and is not ranked as a result will be ineligible to compete in power rounds.

j. If a rules violation occurs in the power round, the entry not ranked will not be eligible to receive a place award, but may receive a token award if such an award is presented to all power round contestants.

k. Other infractions not specifically mentioned in this document should be noted and referred to the chair of the Tournament Practices and Procedures Committee. After evaluation and study, that committee will make recommendations to the organization.

l. If, after a meet has concluded, a coach believes that the Infractions Committee has incorrectly decided that a rule violation has occurred, he/she may appeal the ruling to the Executive Committee. The appeal must be sent to the president by regular mail, or by e-mail, and must be received within 10 days of the meet. The appeal should include copies of all rubrics from the meet for the entry involved, as well as a clear explanation of why the coach believes the ruling was incorrect. The president, or someone appointed by the president should find out as much as possible about the situation, either by email or phone. Possible sources of information could include members of the infractions Committee from the meet, the judge, the meet host, and others as determined by the investigator. The Executive Committee may take into account extenuating circumstances, such as an ambiguously worded rule, or a conflict between rules or a rule and the category description. If the Executive Committee decides in favor of the student(s), the entry's score will be adjusted for the purposes of state qualification. IF the change in score means the student(s) should get a different ribbon, the president should contact the meet host to make the change. No other changes will be made. In no case should the ruling of the Infractions Committee be questioned during a meet. Any ruling by the Executive Committee sets a precedent for future meets and therefore must be communicated to members as soon as possible.

### 3. Disqualification Procedure and Guidelines.

a. If a judge believes that a violation of tournament rules, etiquette, or procedure not specifically addressed by the rules of the category has occurred, he or she should make a note of the specific details involved. He or she should finish judging all contestants, then critique and rank them as if no infraction has occurred. The judge should then bring the concern to the Infractions Committee when returning the rubric and ballot immediately after the round in which the infraction allegedly occurred, or as soon as possible for violations occurring outside of a round.

b. At no time may a judge or tournament official disqualify and/or inform a contestant that he or she is disqualified, either orally or on the written rubric or ballot. This is the responsibility of the student(s) coach. All reasonable attempts should be made to find the coach, and potentially the student as well, before the committee renders its decision.

c. Every effort should be made to make the disqualification decision as soon as possible after the episode 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, at the discretion of the meet director. The decision must be made prior to the power round postings.

- d. If the committee decides that a sanction is justified, it will determine penalties, up to and including disqualification.
- e. The coach of the violator shall inform his/her student of the committee's decision.
- f. Any entry ruled disqualified will no longer be allowed to compete in that festival or tournament and will be remanded to the care of their coach for the remainder of the event.
- g. Any entry ruled disqualified will contribute no sweepstakes points to their school for that tournament. They will, however, continue to be counted in the school's total number of entries for quality sweepstakes calculation.
- h. A disqualified entry will receive no awards of any type.
- i. The Infractions Committee shall record a description of the disqualification, procedures employed, and sanction on a Disqualification Report. The meet director shall forward copies of the Disqualification Report to the Tournament Practices and Procedures Committee Chair and to the coach(es) of the student(s) involved. **(Do we need a form here)**
- j. Other possible violations not specifically mentioned in this document should be noted and referred to the chair of the Tournament Practices and Procedures Committee. After evaluation and study, that committee will make recommendations to the organization.

#### ***L. Awards***

1. At tournaments which award team trophies, the tournament director is encouraged to award 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 and large team designations are left to the discretion of the director. These awards should be qualitative, based on average points scored per entry. 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. Any appeals to the tournament director about results should be made within two weeks of receiving the results.

#### ***M. Policy for reprimanding coaches and/or schools violating MLFA rules***

1. On-the-spot: The meet director will talk with parties involved with infraction of rules or unethical conduct. Should circumstances warrant, the chairperson of the Tournament Practices & Procedures Committee should follow up the incident with a telephone call. In all cases where a formal conversation takes place between a tournament director and a coach, a brief description of the incident and the action taken should be forwarded to the chair of the Tournament Practices & Procedures Committee.
2. TPP Committee: If unethical behavior continues and additional reports are sent to the chair, a referral to the full TPP Committee will occur. The committee shall discuss the issue and will send a letter to the coach.
3. Board of Directors: If the matter is still not resolved or if the matter is deemed severe and in need of immediate attention, the Board of Directors will send a letter to the

coach, principal and offending person (if she/he is not the head coach) outlining the organizations position on the issues involved and informing the parties of any possible sanction by the organization.

### **III. MLFA of WISCONSIN STATE TOURNAMENT**

#### ***A. State Tournament Practices and Procedures***

**1. Tournament Philosophy.** While regular season invitational festivals and tournaments seek to provide experience to as great a number of students as possible, the State Tournament seeks to recognize the excellence of champion individuals and teams. As such, the state tournament holds the fair and equal administration of the tournament, and the smooth determination of a state champion, to be a higher priority than the experience needs of individual students. (As an example of the application of this philosophy, if a report is made after round one that a judge with whom a student had a previous bad experience is judging them in the next round, an appeal to substitute a different judge would not be accepted. In accordance with this philosophy, the delay would be considered to affect the smooth operation of the tournament, and also, since all entries had an equal random chance of being heard by that judge, it is competitively equal for the assignment to stand.)

**2. Tab and Awards Rooms.** In keeping with the philosophy of the state tournament, the Tab and Results rooms are closed. No coach may check results of any competitors, from their own or any other school, prior to the conclusion and release of published results. Coaches working in the Tab Room or the Awards Room are expected to focus only on their assigned tasks and refrain from sharing any results learned in the performance of their assigned tasks.

#### **3. State Qualification**

- a. All eligible schools that paid MLFA membership by February 1 may register participants who have met the qualifications for State
- b. Entrants qualify in the following ways:
  - 1) Earning an average score of 37.0 (without rounding up) or above at THREE (3) separate festivals or tournaments, or
  - 2) Earning a sum of 111 points when totaling the average score of the student's top three separate festivals or tournaments.
- c. A single evaluation of 37.0 or above may be counted as one of a student's qualifying scores only if it is earned in a meet with a single preliminary round followed by a power round. To count the score, the student must have been evaluated at 37.0 or better in the preliminary round AND HAVE **ADVANCED TO THE POWER ROUND**. Students who earn scores of 37.0 or better in the preliminary round at this meet format, and who do not advance to the power round, may not use the score to qualify for the State tournament.
- d. Schools who compete in only three meets during the course of the season may appeal for special permission to qualify using only two scores by sending the letter from the principal and the coach to the President of the MLFA.
- e. Qualifying tournaments or festivals must be listed on the MLFA Calendar, unless they are WHSFA Festivals, Level I or II, which may be used to qualify for the MLFA State Tournament.
- f. In-school festivals may not be used for qualifying.
- g. In the event that a festival or tournament is unable to offer at least two

rounds of competition, and this situation is not the result of circumstances beyond human control, the meet may not be used as a state qualifier, even if it did appear as a sanctioned meet on the official calendar.

h. In the event that a tournament or festival loses its state qualification sanction, the secretary will notify all member schools who participated in the meet of the loss of sanction as soon as possible.

i. If the loss of sanction happens after the state tournament invitation has already been distributed, the tournament director will notify school who claim the event for student qualification as registrations are received and allow a substitution of scores from another meet, if possible.

#### **4. Entries**

a. Each participating school must be a member of the MLFA as of December 15, as stated herein. The Executive Committee may grant exceptions in cases where circumstances were beyond the control of the member school's coach. The Tournament Director, with the approval of the Executive Committee, may grant exceptions. A late fee of may be assessed.

b. Each school will be allowed up to six (6) entries in each category, with the exception of Group Acting and Group Interpretation. Group Acting and Group Interpretation may have a combined total of no more than eight (8) entries, and may apportion these entries up to a maximum of 8 in a single category.

c. Students are not permitted to double enter categories.

d. Only one team per school will be allowed in the tournament. Affiliate members are allowed to enter students provided these students' schools have no forensic program. The affiliate must have approval of the Executive Committee. At such time of the approval, the affiliate member must submit full membership dues (the school rate) and be responsible for any fees connected with the tournament.

#### **5. Categories and Rubrics**

a. All MLFA sanctioned middle level categories, rules, and rubrics will be used.

b. Rubric sheets may be condensed at the state tournament in order to facilitate the smooth operation of the tournament.

#### **6. Judges**

a. Each school will be required to furnish one judge for every five entries.

b. Each judge must have judged a minimum of two rounds in the current season in order to judge at the State Meet.

c. If a school cannot provide the full judge complement, then a fee per entry not covered by school provided judges will be assessed.

d. A financial penalty will be assessed to schools that have judges who fail to appear for any part of their obligations.

#### **7. Entry Fees**

a. An entry fee per contestant, determined by the Board of Directors, shall be charged.

b. For all categories permitting more than one contestant to perform in an entry, the fee must be paid for each student in the group.

#### **8. Cancellations**

a. Competitive Penalties

1) If a team has 10 or more entries, and drops are less than 10% of the original team total entries (rounded up to the next whole entry), then there will be no penalty. Quality sweepstakes score will be based on the

number of entries actually competing.

2) If a team has 10 or more entries and drops are greater than 10% of the original team entries (rounded up to the next whole entry), then these entries will be added into the mathematical division for a team trophy.

Quality score will be based on the number of entries originally registered, less 10%.

3) Teams with 10 or fewer entries may drop one entry and still be eligible for a team trophy.

4) Dropped entries must be reported at Check-In in the manner prescribed. Unreported drops may be considered in the school's quality score for sweepstakes.

5) Eligibility for sweepstakes is determined by the number of active entries competing in the tournament in accordance with rules 1 through 3 above.

6) Any computer entry errors must be corrected when the school receives the confirmation packet. Computer entry errors will not count against the school in any way.

7) Coach errors when sending in the original entry are not considered computer errors and are subject to the penalties above.

#### b. Fees and Assessments

1) If a cancellation is made after the tournament registration deadline, the canceling school will be charged the regular fees, including those for meals ordered, and billed for any additional costs incurred in replacing the judges canceled.

2) Failure to pay or provide judges may result in suspension from tournaments for the following season at the discretion of the Board of Directors. The Board of Directors will notify host schools of all suspensions.

3) If a cancellation is caused by an act that is beyond human control, the tournament director may charge the actual costs of replacing judges. Every effort shall be made by the director of the tournament to utilize "stand-by" judges. The school which is forced to cancel will not be assessed the regular tournament fees.

### ***9. Etiquette***

a. All practices listed in Section II. H will apply to the MLFA State Tournament.

#### b. Release of Results

1) To encourage schools to remain for the awards ceremony, results will not be released until after the awards ceremony has concluded.

2) Schools which are able to demonstrate that they must leave before the start of the awards ceremony may receive their student awards, but only as they exit the building, and may not receive printed copies of the results except by mail.

3) Once the ceremony has begun, no student awards or results will be released until it has ended.

4) Any team that leaves without its awards and/or results will be billed for the cost of postage plus a handling fee to have them mailed.

5) Schools that leave with their student awards, but before the results, will not be sent the results unless they request them and pay postage plus a handling fee.

6) **School and Category results will be posted on the web site within 3 weeks of the end of the state tournament for all schools to see.**

**10. Judging Practices.** All judging practices and procedures listed in Section II will apply to this tournament also.

**11. Infraction / Sanction Procedures.** All infraction and sanction practices and procedures listed in Section II. J. will apply to this tournament also.

## **12. Tabulation**

### **a. General Policies**

- 1) MLFA time limits will be strictly enforced (allowing a 10-second grace period). Those contestants who do exceed the grace period may NOT be ranked. (Refer to infraction procedure outlined in sections II-I and section II-J)
- 2) Ranking in all preliminary rounds will go from 1 through 5, with all students after 4th place receiving a rank of 5.
- 3) Ranking in all power rounds will go from 1 through the number of entries in the round. No two students in the same section may receive the same rank.
- 4) The judge's ballot shall be considered the official report of the round for student rank and school points for sweepstakes.
- 5) 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 medals and trophies.

### **b. Determination of Power Round Participation**

- 1) A minimum of the top 30%, but preferably 33%, in each category will advance to a power round. In the event of unbreakable ties, the tournament director may place up to the top 40% in the power round.
- 2) A category must have at least 12 entries in order to run a power round. If a category has less than 12 entries, then all contestants will compete in a third round. The contestants should be ranked uniquely (1,2,3,4,5,6,7, etc.) for all three rounds to decrease the possibility of ties. Awards will be determined by adding the rankings for all three rounds. Trophies will be given for first, second, and third place. Medals will be given to all other contestants ranked above or at the median.
- 3) Scores may be used to break ties for advancement only if advancing all tied ranks would result in exceeding the 40% limit.

### **c. Determination of Individual Entry Final Standings. Winners will be determined as follows:**

- 1) Lowest accumulative rank in the final round;
- 2) In the event of a two-way tie, make use of judges' preference;
- 3) If a three-way tie, or still tied after judges' preference, use reciprocals  
rank 1 = 1.00  
rank 2 = 0.50  
rank 3 = 0.33  
rank 4 = 0.25  
rank 5 = 0.20

Example: ranks of 1 2 3 =  $1.00 + 0.50 + 0.33 = 1.83$  (2<sup>nd</sup>)

ranks of 4 1 1 =  $0.25 + 1.00 + 1.00 = 2.25$  (1<sup>st</sup>)

- 4) If reciprocals will not break the tie (still tied 2 ways) a combination of judges' preference and reciprocals is to be used.
- 5) If still tied, refer to cumulative ranks of preliminary rounds

d. Determination of Sweepstakes Standings

1) Points will be given on the following basis:

- a) Five points for a first ranking
- b) Four points for a second ranking
- c) Three points for a third ranking
- d) Two points for a fourth ranking
- e) One point for a fifth ranking

2) If a contestant is a NO SHOW or NOT RANKED in one of the two preliminary rounds (for reasons other than disqualification), he/she does not earn team points for the round in which he/she competed. A rank of 6 will be recorded, and thus no sweepstakes awarded, for the NO SHOW or NOT RANKED round.

3) Team sweepstakes will be a quality award with each school's quality rating determined by dividing the total points earned by all eligible entries by the number of active entries to a maximum of 25 entries, unless a competitive penalty is imposed in accordance with the previous section 8a.

4) In the event of a tie for team sweepstakes, the team receives the appropriate place. Example: 1, tie for second (2,2), 3, 4, and 5.... If there is a tie for one place, the next place will not be skipped. Additional awards will be acquired and delivered to appropriate teams.

**13. Awards**

a. Individual Awards

1) A red, white and blue ribbon will be given to each contestant

b. Power Rounds

1) All power round finalists will receive a medal

2) The top three entries in each power round will receive a trophy

3) In group categories, each participant receives an individual award as earned by the group

c. Team Awards

1) Teams with 5 or more active entries are eligible for team sweepstakes awards.

2) Awards will be given in four divisions: Division I (Open Division), Division II (Large Team Division), Division III (Medium Team Division), and Division IV (Small Team Division).

3) Following the deadline for entries, the Tournament Director will balance Tournament Division team totals (by number of entries) so as to create competitive Divisions. As much as possible, teams will be placed in Divisions with similar ranges of entries. The Tournament Director will have discretion to change entry-range numbers to achieve balanced Divisions. Final determination of ranges and entries per Division must be approved by the President and President-Elect of MLFA.

4) Teams with the correct number of entries for a division, but which fail to satisfy the distribution of entries requirement may be considered for the next lower division. If the team meets the distribution requirement for that division, they may compete in the smaller division. All entries will contribute sweepstakes points toward determining the school's quality average.

#### **IV. AWARDS**

**A. Awards Committee.** The Awards Committee shall be chaired by the Past-President and shall include the three most recent recipients of the Coach of the Year Award.

#### **B. Types of Awards**

##### **1. Coach of the Year**

- a. The MLFA of Wisconsin Coach of the Year will be awarded once a year to a middle level coach.
- b. The previous recipient will present the award to the winning coach at the MLFA State Tournament.
- c. No coach may receive the award more than once. No coach may receive the award more than once. The names of active coaches who were previous winners shall be published with the ballot.
- d. The following criteria have been established:  
Candidates must:
  - 1) be active in MLFA;
  - 2) be supportive of the MLFA;
  - 3) demonstrate enthusiasm for forensic activities;
  - 4) have a high regard and respect for the students with whom he/she works;
  - 5) have a high regard and respect for fellow coaches;
  - 6) work toward the improvement of the MLFA;
  - 7) promote interest in interscholastic forensic activities through the strength of his/her own program;
  - 8) have acquired the respect of students with whom he/she works.
- e. The process of election will be as follows:
  - 1) Nominations from the membership postmarked no later than the tournament registration deadline will be accepted by the Past-President.
  - 2) A ballot of the coaches receiving the most nominations will then be forwarded to all members. Each member school will be allowed one vote.
  - 3) The winner shall be the person receiving the most votes.
  - 4) Each candidate on the ballot must meet the predetermined criteria.
  - 5) If there are less than three nominations, the Awards Committee will select additional candidate(s) to fill the ballot.

##### **2. Hall of Fame Award**

- a. The MLFA Hall of Fame Award is a special award presented to deserving former forensic coaches. It will be presented by the MLFA President at the State Tournament. This award will be bestowed as follows:
- b. Nominations from the membership postmarked no later than the state tournament registration deadline will be accepted by the Past-President.
- c. Nominees must be retired from forensic coaching for the last three years. A brief recommendation must be included with the nomination.
- d. The Awards Committee shall review the nominations and determine the winner if an award is warranted.
- e. Hall of Fame inductees will be granted permanent status as Associate Members and will receive all mailings and materials of the association.

##### **3. Retirement Award**

- a. Any member of this association who is retiring from forensic coaching after ten years of coaching shall receive a plaque of appreciation. These awards will be bestowed as follows:
- b. It shall be the responsibility of the retiring coach or his/her replacement to notify the Past-President.

- c. The Past-President shall be responsible for the procurement of these awards.
- d. The Past-President shall send letters to the retired coach's principal and the retiree to invite them to attend the presentation at the State Tournament.
- e. Should the recipient be unable to attend the presentation ceremony, the award will be sent to that individual

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