

Middle Level Forensic Coaches Association
of Wisconsin

2018 State Championship Tournament

**March 24th, 2018
West Bend High School
1305 E Decorah Rd, West Bend, WI 53095**

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Dear Forensic Coach:

Here is the state registration for the Middle Level Forensic Association State Tournament. Please read through all the information and complete registration on the last page of this packet.

You will not be registered for state until you have completed

1. [online registration](http://mlfawisconsin.org/login2.aspx) <http://mlfawisconsin.org/login2.aspx>

and

2. [Google Form linked here.](#)

All entry registrations will be done on-line via the [tournament scheduler](http://mlfawisconsin.org/Login2.aspx?)
<http://mlfawisconsin.org/Login2.aspx?>

REGISTRATION DEADLINES: The deadline for registration and to order meals will be Monday, March 12th, 2018.

Registrations and tournament inquiries by coaches should be directed to:

Sarah Lichey

7600 W. North Ave

Wauwatosa, WI 53213

(414) 773-2420 (fax)

(414) 773-2459 (phone)

licheysa@wauwatosa.k12.wi.us (email)

Coaches: Parent concerns and inquires should be directed to you and not to the tournament directors. If the head coach will be on vacation or otherwise unavailable to meet the needs of your parents, then it is your responsibility to find a replacement contact. Please do not give the director's contact information to your students and parents. Annually, over 2500 students, coaches, volunteers and judges attend the State Tournament. As you can easily imagine, our time the week before the tournament is taken up exclusively by preparations for the event.

Food and volunteer inquiries by coaches should be directed to:

Kathleen Wiesner

dkwies@gmail.com

ELIGIBILITY: All eligible schools with paid MLFA membership by December 1, 2017 may register participants who have met the qualifications for State. Entrants qualify in the following ways:

- Earning an average score of **62.0** (without rounding up) or above at **THREE** (3) separate festivals or tournaments, or earning a total of **186** points (sum of 3 highest averages without rounding) at **THREE** (3) separate festivals or tournaments **OR** Earning an average score of 62.0 or higher at **TWO separate** meets and earning a medal or going to a power round at a **THIRD SEPARATE** meet.
- As has been the rule for many years, the tournaments or festivals used to qualify must be listed on the official 2018 MLFA Calendar, or be WHSFA sanctioned Level I or Level II meets. (A student who uses WHSFA meets as a means to qualify, a blue ribbon must be earned at **both** Level I and Level II. Level I & II will only count as ONE of the three qualifying blues for MLFA state qualification.) In-school or single school festivals can not be used for qualifying.
- Per the procedure adopted at the Fall, 2002 business meeting, schools who do not participate in three qualifying events in a season may petition the Board of Directors for an exemption from the three tournament rule by submitting a letter from the coach and the school principal explaining the circumstances with the entry materials. For clarification, the exemption procedure is for PROGRAMS (TEAMS) that do not attend three qualifiers in a season, NOT individual students or entries who did not compete in three sanctioned qualifiers, or for students who did not earn three qualifying scores.

ENTRY LIMITS: Each school may enter **up to six (6) entries** in each category with the exception of Group Interpretation and Group Acting. Group Interpretation and Group Acting may have a combined total of **not more than eight (8) entries**. It is permissible for all 8 entries to be in one of the categories; no entries would then be allowed in the other.

RULES AND CRITIQUES: All MLFA rules apply. Only the MLFA categories and rubrics will be used. Even for contestants who will have qualified for State competition in WHSFA Level I and II meets, only MLFA rules will be used to evaluate performances at the State tournament.

DEADLINES: On-line Registration **must be COMPLETED no later than Monday, March 12, 2018**. Meal orders **must also be made by Monday, March 12, 2018**. Money for meals may be mailed with your registration fees.

CONFIRMATIONS:

All Registration Confirmations will be sent electronically by the scheduling program. You MUST make sure you have accurately entered everything on your registration, especially your e-mail address, or you will not receive the schedule! You will receive one e-mail by Monday, March 19. The e-mail will have your school's number, codes and rooms-please note that it will look like a three round meet- it is not, but the third round is for judge assignments for power. Only give your kids round one and two.

It will be the coach's responsibility to copy and distribute these schedules and a copy of the map to each member of his/her team. **Schedules and maps will not be available on the day of the tournament.**

ADDS AND DROPS: No adds will be allowed after the **Monday, March 12, 2018** deadline. Drops made after the registration deadline, or made at the tournament, will be subject to the following penalty: *(From the MLFA BY-Laws)*

- If a team has 10 or more entries, and drops are less than 10% of the original team total entries, then there will be no penalty.
- If a team has 10 or more entries, and drops are greater than 10% of the original team entries, then these entries will be added into the mathematical division for a team trophy.
- Teams with exactly 10 entries may drop one entry and still be eligible for a team trophy with a revised total of 9 entries.
- Teams with less than 5 entries are not eligible for a team trophy.

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

FEES: The per student registration fee is \$8.00.

Please keep in mind that in all categories that allow more than one student per entry, the \$8.00 registration fee must be paid for **each student** in the group.

Make checks payable to **MLFA of Wisconsin**. If the check is not imprinted with your school name, please print the school name on the memo line of the check. **Please send all State fees for meals and registration with the form on the last page of the online registration packet.** (<http://goo.gl/forms/7mPT8JUEOs>) To alleviate long lines on the morning of state we ask that all fees be sent and received prior to the state meet. If you cannot get the fees to the treasurer prior to state please e-mail her at: sjb4n6@gmail.com

INDIVIDUAL AWARDS: Each student will receive a ribbon.

POWER ROUND: Approximately the top 33% in each category will advance to a power round. There will be at least one power round in each category. In the event of a tie in the power round, judge's preference may be used to break the tie. All power round finalists will receive a medal. The top three entries in each power round will receive a trophy. In the case of groups, each participant receives an individual award, as earned by the group.

TEAM AWARDS: The top five teams in each sweepstakes division will receive awards. Sweepstakes points from preliminary rounds will be used to determine the placement.

- 1) Teams with five 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), Division IV (Small Team Division)
- 3) Each division will determine the number of entries registered for the State Meet.
- 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.

Remember there may be a penalty for drops made or reported after Monday, March 12th 2018

JUDGES: Each team must bring one (1) QUALIFIED judge for every five (5) entries registered, or fraction thereof. **All judges must have already judged two meets this season.** If the team has drops, it is expected that the judges registered will still be present. **Please inform judges that if they miss a round assignment, a fine will be assessed.** Also, judges may be assigned supervision duty as part of their judging assignment. A fee of \$25 per uncovered entry will be assessed if teams do not provide an appropriate number of judges. Please make sure that your judges have used the rubrics for evaluation this year and have experience evaluating students using the revised standards and format for this season.

Judges and coaches are asked to stay on campus the entire day. Unassigned judges and coaches are considered on call at all times.

All judges should plan to attend the Judges' Meeting, which will begin promptly at **8:15 AM** in the East Cafeteria. Dismissal for round one will be at approximately 8:30 AM. All Judges are asked to assist in directing students to round one, as all of the students will be unfamiliar with the campus, and while they will have maps provided by their coaches, they will be able to start more speedily if assisted by coaches and judges.

Complimentary breakfast items will be available in the Judge room beginning at 7:30 AM. Coffee and tea will be available throughout the day.

Please note: A \$50 penalty will be assessed to schools who have judges who fail to appear for any part of their obligations.

COACHES' MEETING: The MLFA Coaches' Informational Meeting will be held during the first round of the tournament. **If you plan to attend the meeting but also are judging in the tournament, please indicate on the registration form that you will need a BYE during the first round. If you do not indicate the need for a bye, all of your judges may be assigned in round one.** The Coaches' Meeting will be held in the East cafeteria as well. Please assist students in moving from the Field House to the other parts of campus on your way to the Coaches' Meeting.

Please also keep in mind that this meeting is *not the Spring Business Meeting* of the MLFA. Business of the organization will be conducted at the Spring Meeting, held in April. A separate invitation and agenda will follow. Please make every effort to attend the Spring Business Meeting.

SPEAKING LOCATIONS AND NUMBER OF ROUNDS: All students and teams **check in at the Fieldhouse.** Food service, general meeting, and awards will all take place in the Field House, so please encourage parents and chaperons to stay there and help supervise students.

A map will be included with the confirmation packet posted on the [MLFA webpage under the Competitions > State Tournament Information tab](#).

(<http://www.mlfawisconsin.com/competitions-2/state-tournament-information/>) Coaches MUST copy it for students, judges, and chaperons. Schedules will also be included in the final confirmation email and will be available on the web page. **Coaches must make copies of the maps and schedules for their students. No maps or schedules will be provided on the day of the meet.**

PARKING: Buses and cars should drop off and pick up via Door 1- The Field House door.

FOOD: Several arrangements have been made for food service this year. As you plan for possible food service, please also make sure that someone is keeping an eye on postings in the Fieldhouse.

For all in the West Cafe: Silverbrook and Badgerwill provide food service throughout the day in the West Cafe, starting with breakfast during the registration period. Lunch items will be available after 10:30 AM. They will serve in the West Cafe all day long.

Students may not leave the campus under any circumstances, unless under the supervision and permission of a parent or coach. Judges and coaches are asked to stay on campus the entire day. Unassigned judges and coaches are considered on call at all times.

Pre-Paid Box Lunch from Subway \$6.00:

A BOX LUNCH includes a sandwich of your choice, chips, and a bottled water. Lunches will be available after 10:30 AM and will be distributed in the West Cafeteria. Sorry, we cannot accommodate special orders.

Box lunches are available for \$6.00 each, regardless of the type of meal.

Cheese Sandwich (vegetarian)	Ham Sandwich	Turkey Sandwich
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Please complete your order for meals registration form. Please either include the total amount for box lunches and registration in a single check with your registration fee. We are assessed fees by our bank for exceeding a certain number of checks cashed in a month, so please do not include individual checks from each student for payment of lunch orders. If individual checks are sent, they will be returned to the school for processing.

The Judges' Luncheon: So that judges may avoid the long lines, noise and crowds of the Fieldhouse, as well as be in the room where power round ballots will be released, a buffet line will be operating in the Judge's Area, East Cafeteria ALL JUDGE MEALS MUST BE ORDERED AND PAID FOR IN ADVANCE. NO TICKETS FOR THE JUDGES BUFFET WILL BE SOLD ON THE DAY OF THE MEET. If you do not order a judge buffet ticket, you will need to purchase your meal from the concessions stand.

Pre-Paid Judges - Luncheon::

**From Texas Roadhouse

BBQ Pulled Pork, Grilled Chicken Breast, House Salad w/ ranch and french dressings, Caesar salad and House Salad, Mashed Potatoes, and Rolls with Honey Cinnamon Butter. As well as tea and lemonade for drinks.

All items are served buffet style with one pass per person. Available 11:00am-12:30pm

Advance tickets for Judges Buffet are available for **\$4.00**. [Please place orders for Judges' Buffet meals on the linked order form.](#)

Other Food Options: If you would like to send someone off campus to bring food back for competitors or judges, there are a number of fast food options in the area.

Please do not take contestants or judges off campus. They should be available to begin power rounds as soon as they are posted. If they leave, they run the risk of missing competition.

T-SHIRTS: There is still time to order t-shirts and sweatshirts to be delivered at the state tournament. Coaches may access the [T-shirt pages via the website at this link](#) . A limited number of souvenir T-shirts and tote bags will be available on the day of the tournament.. **Do not send money or t-shirt orders to the state tournament coordinator. Please send them directly to the t-shirt coordinator, as instructed on the web site.**

HOUSING: [Need a place to stay prior to the MLFA State Tournament?](#) IT IS THE COACH'S RESPONSIBILITY TO BOOK HOTELS. The State Tournament directors do not complete this task for you.

Hotel Name	Address	website	Phone Number	Price per room	Ammenities
Comfort Inn & Suites Jackson - West Bend	W227 N 16890 Tillie Lake Crt, Jackson, WI 53037	choicehotels.com	(262) 423-6036	normal price dbl queen \$84.99	pool, breakfast
AmericInn West Bend	2424 W Washington St, West Bend, WI 53095	americinn.com	(262) 334-0307	normal price dbl queen \$84.99	breakfast
Quality Inn & Suites	2433 W Washington St, West Bend, WI 53095	choicehotels.com	(262) 335-6788	normal price dbl queen \$90 15%off with group reservations	breakfast
Country Inn & Suites By Carlson, West Bend, WI	2000 Gateway Ct, West Bend, WI 53095	countryinns.com	(262) 334-9400	group rate \$99	pool, breakfast
Hampton Inn & Suites West Bend	1975 S 18th Ave, West Bend, WI 53095	hamptoninn3.hilton.com	(262) 438-1500	normal price dbl queen \$109	pool, breakfast

Coaches: Please copy the next two pages and distribute them to participants and parents in advance of the tournament.

**Middle Level Forensic Association Of Wisconsin
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March 24th, 2018
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1305 E Decorah Rd, West Bend, WI 53095**

2018 TENTATIVE SCHEDULE:

- 7:30 AM Registration begins in the **West Bend High School Field House**. Volunteer Check In is also in the Field House. Concessions will be open all day in the West Cafeteria.
- 8:00 AM All Training and Orientation sessions for Volunteers begin outside the East cafeteria. Location of training sessions will be on the volunteer confirmation page posted on the website.
- 8:15 AM Judges' Meeting in the East Cafeteria, the Judges Area

Student meeting in the **Field House**.
- 8:30 AM Dismissal for Round I. Guides will escort students to locations throughout the building
- 8:45 AM Round I begins
- 10:30 AM Box Lunches are available in the West Cafeteria. Concessions continue in the West Cafe. The Coaches/Judges Buffet begins at 11am in East Cafe.
- 10:45 AM Round II begins
- 11:30 AM DJ and Photo Booth Begin in the Field House (music and dancing until awards)
- 12:45 PM Power Round postings begin. If possible, postings will start ahead of schedule. Rounds begin as soon as possible after postings.
- 4:00 PM AWARDS IN THE FIELD HOUSE
- 5:00 PM On Your Way Home!!!

***ATTENTION! ALL State Participants, Families,
Teammates and Observers!!!***

Because of the great growth of forensics at the middle level, and the wonderful qualification success of students during the season, the tournament is again in danger of exceeding the capacity of the a high school campus.

Because we are no longer in college lecture rooms for most of our competition, and are using high school classroom that are designed for smaller class sizes, there is a lack of space for observers in the competition rooms. In many cases, there are only seats enough for competitors. This means that there will be NO SPACE in the competition rooms for observers and guests.

To provide a safe and hazard free environment, we ask that only competitors, coaches, judges, tournament volunteers and chaperones be present at the event.

Parents and family members who can observe during the season or at a Parent's Night should NOT attend. Non-competing team members should NOT attend. Younger (or older) siblings should NOT attend. Small children should NOT attend.

Anyone who does not have a role in competition or in the operation of the tournament should NOT attend. If, for transportation reasons, family members must be in attendance, then please remain in the Field House, but do not add to the crowds in the competition rooms.

In order to be fair to all and allow competitors the opportunity to do their best, there will be no outside observers allowed in the rooms.

Please, take this request seriously and ask non-essential people to stay home.

We regret that we do not have the space to allow all interested parties to come and celebrate the wonder that is State with us, but the safety of all whose presence is required must be our main priority.

VOLUNTEERS-All schools must supply at least one volunteer.

The tournament can not run efficiently without the help of a cadre of committed volunteers. We are looking for volunteer support for the smooth operation of the day. If you have interested parents or very mature, reliable students who are willing to help make the State Tournament a success, please indicate that below. I will post on the website along with the final info. who the volunteers are. Also, if head coaches, especially those who have worked invitational or State tab rooms in the past, would be willing and interested in working in the tab room or infractions at state, please indicate that as well. Please note that all jobs are listed in completely random fashion, not by degree of skills, difficulty, or commitment of time.

All volunteers must be willing to arrive at the tournament in time to receive materials, be trained, and to ask any questions that they may have after reviewing the written description of duties in advance. As listed on the schedule, all volunteers check in next to the registration table and will be assigned rooms for training and orientation. All training sessions, with the exception of the Tab Room staff orientation, begin at 8:00 am and will take place in rooms 310-320 in the Link.

Volunteers Summary

Area of Need	Description of Duties	# of people
State Tab Room	Experience with recording scores and calculating students for power rounds is preferred. Tab staff records preliminary results, determines advancing students, schedules the students in power rounds, and tabulates the results of power rounds.	10
Field House Supervision	Maintain order and assist students in the Field House.	10 per 2 hour shift
West Cafe Supervision	Maintain order, make sure kids pick up after themselves	10 per 2 hour shift
Hallway Supervision	Help direct students to competition rooms and maintain quiet passing in the hallways of the competition buildings.	12
First Aid Station	Simple experience with general first-aid: band-aids, cool packs, etc.	2
Early Morning General Assistance (7am)	Please indicate names of volunteers who would be able to assist with jobs prior to the judge and student meetings: team greeters, registration/check in table assistance, etc.	6
T-Shirt Table assistance	Assist coaches picking up their orders and selling to students during breaks.	4
Runner	Collect results from the check in stations and carry them to the tab room so that results may be calculated. Carry the power round signs from the Tab Room to the Field House. Good job for young legs!	10
Check In Tables	Staff tables throughout the building. Receive the critiques and ballots from judges as they complete rounds, check that the materials have been completely filled out, prepare them for transfer to the Tab Room.	24
Impromptu Timers	Time speakers in competition rooms. Maintain the correct speaking time and display time cards for competitors, give timing information to judges.	Approx 15
Results / Ribbon Room Staff	Receive critique sheets from runners, sort them by team, record results, calculate and stuff appropriate ribbons in team folders	12
Infractions	Must be a head coach of a school. Please specify if you have had infraction table experience	9

Middle Level Forensic Association of Wisconsin CALL FOR NOMINATIONS

The Nominations and Awards Committee is seeking candidates for two positions to be elected at the Spring Business Meeting. If you are interested, or know someone who is interested, please indicate names below so that the committee may contact interested persons prior to the election at the business meeting. Additionally, the Committee is looking to recognize any coaches who are retiring after a career of ten years or more with the MLFA. If you know of any retirements, please list them on the Google Form.

I. President-Elect

- A. Term of Office: 3 year. (Year 1-President elect, Year 2-President, Year 3- Past President)
- B. Duties: Support the President in the functions of the organization, preside at meetings when the President is not available, and coordinate the Fall Workshop with the assistance of the Board of Directors

II. Secretary

- A. Term of Office: 2 years
- B. Duties: The treasurer is in charge of all minutes and communication.

COACH OF THE YEAR AWARD

The Coach of the Year Award is presented to a middle level coach who demonstrates enthusiasm toward forensic activities, holds the high regard and respect of students and fellow coaches, and works toward the improvement of the MLFA.

Former recipients include:

Joan Boyce, Whitman MS (1996); Joan Pogrart, Kennedy MS (1996)
Bob Herman, Webster TS (1997); Chris Schmidt, Fritsche MS (1998);
Brian Galineau, Woodlands School (1999); Marge Gengler, Holy Angels, West Bend (2000);
Barb Hoppe, Whitefish Bay MS (2001); Mary Washbush, Morse MS (2002)
Vicki Olsen, Glen Hills MS (2003); John Eglsaer, Oak Creek East MS (2004)
Melissa Krahn, Oconomowoc MS (2005); Patty Lynch, Whitefish Bay MS (2006)
Jacqueline Dethloff, Oak Creek West and Michelle Gurn Schlicht, Roosevelt (2007)
Sarah Lichey, Longfellow (2008); Bruce Coats, Glen Hills and Deb Diven, Greenfield;(2009),Helen
Andrews, Pilgrim Park(2010),Pam Cullen, Cudahy (2011), (2012), Patrick Russell, St
Sebastian(2013), Barbara Hallman, Neenah (2014), Regina Stingley, Rufus King (2015), LaNell Gill,
Whitefish Bay(2016), Ronda Davis(2017)

Nominations must be received by **Monday, March 12th 2018**. Once all nominations are received, a ballot will be distributed to each head coach via email and posted on the MLFA website.

Please bring this to the State Check-in Table

School Emergency Information Sheet

Please complete **two copies** and return them to the Registration / Information Table in the Field House when registering. One copy will be kept at the Information Table and the second will go to the Tab Room.

In case one of your students needs emergency attention or assistance, we need to reach someone from your school. Please list where we may look to find you at the times indicated below.

School _____

School Code _____

Coach's Name _____

Coach's Phone Number _____

If judging, your code number _____

Round 1 location _____

Round 2 location _____

Lunch location _____

Power Round location _____

Post Power Round location _____

Payment Information Registration Page

YOU MUST COMPLETE THIS!!!!

Click on the link below to complete your registration

<https://goo.gl/forms/BECJxajBKQWuIVCy2>

Fees for State Tournament go to our association treasurer.

Please make out one check payable to MLFA and mail to:

Janette Schroeder

% St. John the Baptist

116 Pleasant St.

Plymouth, WI 53073

NO LATER THAN Monday, March 12th 2018! If you are unable to mail your fees prior to March 12, please contact Janette Schroeder sjb4n6@gmail.com

