

MFA Coaches' Regulations And Procedures

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The MFA Categories

Acting VS. Interpretation

Prose and Poetry Reading (including novice)

Oratorical Declamation

Original Oratory

Humorous and Dramatic Interpretation

Duo Interpretation

Ensemble

Storytelling

Extemporaneous Speaking

Original Works

Appendices

Coaches' Regulations and Procedures

Introduction

This Handbook is designed to be an aid to all Maine Forensics Association (MFA) Coaches. It is the codification of the methods and strategies as they were explained to me in interviews with Maine's most successful Speech coaches. As such, it illustrates how to create and stimulate a new team, what coaching strategies to use within each of the MFA Categories, and where to obtain resources and source material for each of the MFA Categories.

That being said, this is not an in-depth analysis of each category, but rather an attempt to assemble some of the tips of the trade. As each section is designed to stand on its own, the reader will notice a similarity in approach between many of the categories.

It should also be noted that these techniques/suggestions are not meant to be definitive – if you have something that works for you, great! Or, if you prefer, adapt what is contained herein to suit you, your style, and your team. Always remember the old theater adage - "steal the best and make up the rest!"

Suggestions from those who use this are strongly encouraged. Methodologies and practices are in a state of constant change, as is the focus of each category. Therefore, please report any corrections – or indeed any feedback at all – to:

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They all took personal time to sit through interviews and to compile materials to assist in this compilation. Most of what is contained in this handbook is the procedures and strategies developed by these coaches over years of creating a record of excellence at both the State and National level. Their willingness to share their “tricks of the trade” – their secrets of excellence – are a large part of what made them so very successful. Truly, their willingness to share demonstrates that, in Maine, the methodology is NOT to have secrets – but rather to strive to make each and every one of us better. It is in this spirit that I share the following with you.

Respectfully,

John Blanchette

Coaches' Regulations and Procedures

Becoming A Forensics Coach

Qualifications A person wishing to become a forensics coach should ideally have a strong forensics background, either through high school or collegiate participation. However, many of the MFA's best coaches have had little to no prior experience in Speech or Debate. In addition, many MFA coaches are not even classroom teachers! To be successful, the potential coach should have some combination of the following elements: a literary background, an interest in current events; a theatrical background; an eye for creativity in performance. That being said, the most important qualification is the desire to work with young people and foster their intellectual and creative growth. As such, the potential coach should be willing to do a considerable amount of research and preparation so as to become better versed in the various forensics offerings within Maine.

MFA Membership

Membership The MFA, or Maine Forensics Association, is Maine's governing body for high school forensics. Its goal is to encourage participation and excellence in Speech, Debate and Student Congress for schools throughout Maine. The MFA annually sponsors an average of eight to ten Speech/Debate/Stuco tournaments per year. In addition to tournament participation, membership in the MFA provides each participating school with a vote on all MFA issues at both the Fall and Spring Coaches' Conferences.

Dues To participate in MFA sponsored tournaments, a school must pay dues of \$ 75.00. These dues must be paid to the MFA Treasurer prior to December 1st or else an additional \$ 25 late fee will be assessed.

Categories At present time, the MFA sanctions 13 different categories of Speech competition. They are as follows: Novice Prose and Novice Poetry Reading, Prose and Poetry Reading, Oratorical Declamation, Dramatic and Humorous Interpretation, Duo Interpretation, Ensemble, Storytelling, Extemporaneous Speaking, Original Oratory, and Original Works. An in-depth description of each is contained within the second half of this book under, "The MFA Categories."

Officers

MFA officers are elected for a 2 year term directly from the coaching membership by the coaches themselves. The President is responsible for the running of the Fall and Spring Coaches Conferences. The Vice President is responsible for the President's duties should the President prove unable to serve as well as serving as the liaison to the Maine Principals Association. The Treasurer manages all financial matters for the organization, including collecting of dues and filing of taxes with the IRS. The Secretary is responsible for the minutes of the Fall and Spring Coaches Conferences as well as for maintaining a current directory for all MFA members. Finally, the President-Elect is named with the express purpose of serving a year under the tutelage of the current president. At the end of the year, he or she will assume the duties of the Presidency for a two year term.

In addition to the aforementioned duties, the MFA officers are responsible for administering the State Championship Speech, Debate and Stuco Tournament.

FMI

For more information, contact one of the officers of the MFA or go to the MFA Website at www.maineforensic.com

National Forensic League Membership

Membership

The National Forensics League, or NFL, is a nationally-recognized organization dedicated to fostering participation and excellence in speaking throughout the country as well as to serve as an honor society for excellence in forensics. The NFL currently endorses the following Speech categories: Domestic and Foreign Extemporaneous Speaking, Dramatic and Humorous Interpretation, Duo Interpretation and Original Oratory. Membership in the NFL is quite prestigious and is often of great benefit to students in the college application process. All NFL members receive copies of the NFL monthly publication, the Rostrum.

Maine Students from participate in local MFA forensics tournaments and each ranking is converted to points which earn each student degrees of recognition. The NTL carefully delineates the apportionment of points for student participation. These degrees are then totaled at each school, the to determine how many students from each school may participate in the District Tournament. Students finishing in the top echelons at the Maine NFL District Tournament then qualify for the National Tournament, hosted in late June wherein students from around the country participate to determine the top speakers in the country.

Dues The NFL Currently charges \$ 99.00 per year for membership fees. In addition, a fee of \$ 10.00 is assessed for each new student member. Participation in the NFL District Tournament requires a fee of \$ 7.00 per participating student. Registration fees for the NFL National Tournament can approximate up to \$ 200.00 per person, and airfare and room expenses can be expected to approximate nearly \$600.00 per person.

FMI Contact the Maine NFL District Chairperson or go to the NFL Website at www.nflonline.org. It should be noted that use of the website is available to members and non-members alike.

The NFL Chapter Handbook can be downloaded at the NFL website. This is a comprehensive document stating the rules and regulations for participation in the NFL.

National Catholic Forensic League Membership

Membership The National Catholic Forensics League, or NCFL, is a nationally-recognized organization dedicated to promoting participation and excellence in Speech, Debate and Stuco throughout the country. Regional CFLs are organized around the local catholic diocese. The Maine CFL District is known to the NCFL as the “Portland Diocese.” However, it is not required that any school or student have any religious affiliation whatsoever. At present time, the NCFL recognizes 6 Speech Categories: Oral Interpretation (alternative rounds of Prose and Poetry Reading), Extemporaneous Speaking, Original Oratory, Oratorical Declamation (Freshmen and Sophomores only), Dramatic Performance (Humorous and Dramatic Interpretation combined), and Duo Interpretation.

Maine NCFL members are automatically entitled to participate in the Portland Diocese NCFL National Qualifier. Member schools may bring up to 4 students per category to this tournament. The number of National Qualifiers is based on the number of member schools within the Portland Diocese according to a set formula. All National Qualifiers are then entitled to participate in the NCFL Grand National Tournament held on Memorial Day weekend, wherein students from around the country compete for top honors.

Dues The NCFL Currently charges \$ 75.00 per year for membership fees. Participation in the NCFL District Tournament requires a fee of \$ 7.00 per participating student. Registration fees for the NCFL Grand National Tournament are \$ 35.00 per person, and airfare and room expenses can be expected to approximate nearly \$ 600.00 per person.

FMI

Contact the Maine NCFL District Moderator or go to the NCFL Website at www.ncfl.org. A copy of the NCFL handbook can be downloaded directly from the website. This is a comprehensive document stating the rules and regulations for participation in the NCFL.

Mentor

Definition

A mentor is an expert coach that serves as both a resource person and as a role model to a first year (novice) Speech coach. He or she is meant to be relied upon by the novice coach as a source of information, guidance, and coaching strategies.

Qualifications

To become a mentor, an MFA coach should meet as many as possible of the following requirements:

- 1) Should have at least five years of experience coaching in the MFA,
- 2) Should demonstrate proficiency, versatility and excellence in all Speech categories,
- 3) Should be willing to devote personal time to the enrichment of the novice coach, and
- 4) Should be willing to freely share information and ideas as well as creativity.

It is also suggested that the mentor live in close proximity to the novice coach so as to better facilitate communication and interaction.

Selecting A Mentor

The mentor is a volunteer from a pool of qualified coaches. As novice coaches are introduced to the MFA, they will also be introduced to their potential mentors. It is hoped that all mentors and novices will take the opportunity to become acquainted with one another. The mentor and novice coach should both agree to work together and should then develop both a set of goals and a timeline by which to accomplish these goals.

It should be noted that a novice coach is under no obligation to work with a mentor. The mentor-novice coach relationship should therefore be freely undertaken by both parties, and as in all such informal relationships, may be dissolved by either party at any time.

Resources

The mentor should share with the novice coach any and all literature, plays, poetry, and current events resources at his or her disposal. The novice coach will need to develop a base from which he or she can draw potential material for his or her students. Any pre-existing cuttings possessed by the mentor would be particularly useful to the novice coach as a template for each category. The NFL can be helpful in this regard as they have DVDs and tapes of national winners in all NFL sponsored categories, many of which are free to all members.

In addition to being a resource for MFA information, the mentor should also be well-versed in both CFL and NFL policy and procedures. The particularly critical areas include point tabulation and submission (via the NFL website). knowledge of category guidelines and requirements, and guidelines for qualification for national tournaments.

Strategies

Initially, the mentor should assist the novice coach in establishing a Speech program. Discussion and development of a budget should be an immediate priority. Next, the mentor coach should present strategies useful in enlisting students to the new team, such as writing school-wide announcements, providing live demonstrations, recruiting from other school and extra-curricular activities, and so forth. The development of methods for promoting Speech awareness within the new school is of particular importance.

It is strongly suggested that the mentor bring his or her own experienced speakers to the school of the novice coach. The novice coach might then invite interested students to observe these experienced speakers, thereby developing student interest and enlisting students to the new team. The presentations should include a wide variety of categories so as to best reflect the opportunities available within the MFA Speech categories.

The novice coach should also observe the mentor at work with his or her own team. Again, it is hoped that the novice coach will see a variety of categories and presentational formats, allowing him or her to ask questions about strategies, sources, and so forth.

Contact

Informal meetings, phone calls and email between the novice and the mentor are strongly encouraged so as to quickly deal with new questions as they arise. It is extremely important to provide as much time as possible for dialogue. As time passes, the novice coach will develop his or her own coaching style, a process which should be strongly encouraged by the mentor.

Establishing A Team

Developing Interest

Developing an initial interest within the student body is of the utmost importance to starting a forensics team. Ideally, the coach is a faculty or staff person within the school in question. This will allow the coach to personally recruit many of the potential speakers from his or her own classes. School-wide announcements can be quite effective for promoting team visibility, as are large, colorful posters. These announcements/advertisements should be cleverly written and engaging so as to capture and promote interest. Quite often, interested students are the best source for finding other interested students! Scheduling of initial meetings should be done at times that maximize student availability. An interest sheet should be made available for students who are unable to attend the first few formative meetings. This allows the coach to contact those interested students who are unable to attend the regular meetings but who may wish to participate in forensics nonetheless.

Recruiting

A particularly effective recruitment strategy is to solicit suggestions from faculty members. Social studies teachers might have useful suggestions for potential Extempers and Orators. English teachers might have insight into the particularly skilled writers for Original Works, readers for Prose and Poetry, or even interpreters for ODec, DI, HI, Duo and Ensemble. Finally, even the proverbial "class clowns" often prove to have potential as Storytellers. Another effective recruitment method is that of approaching the Drama Coach and asking for tune to speak at the next Drama Club meeting. Many thespians are often searching for short-term commitments that will develop their overall interpretive skills. Though these students often approach interpretation as acting, they have many of the requisite skills to become excellent interpreters.

Finally, perhaps the most effective way to draw in potential speakers is to put on a demonstration by experienced speakers. A novice coach might invite an established coach to bring several of his or her best speakers to the school to demonstrate some of the various MFA categories. This has the added bonus of helping the novice coach to establish interest while also providing added experience to the speakers. A coach wishing to build his or her overall team size might approach teachers within his or her building and ask them for the opportunity to present speakers within the classroom.

Team Requirements

Philosophy

The coach should carefully delineate any requirements he or she may have of the students participating on the team. These might include attendance policies, expectations, school drug and alcohol policies, or any other issues which the coach would like to address. Some suggestions are listed below. They may be adapted so as to best suit the students and the school.

1. You are required to keep a 3 ring binder (for pieces, ballots, and records), and a blank videotape/DVD to record your performances.
2. You will be expected to attend all weekly meetings, with exceptions being made only for work conflicts, illness, or family crisis. Your participation in the critiquing process of your teammates is important for both you and them. Meetings are mandatory - too much homework, detentions, and other such issues are not acceptable reasons for missing a practice/meeting.
3. You must perform each piece at least twice in finished form before you may compete with it at a tournament. Also, you must perform each piece on the week of the tournament or you will not be allowed to compete. Switching pieces before the tournament begins is not allowed.
4. You must register for tournaments no later than 8:00 pm on the Tuesday before the tournament. Drops made after this time for any reason short of severe illness or family crisis will pay not only the registration fee, but also a \$10.00 nuisance fee. Failure to pay will result in A) withholding from competition B) expulsion from team C) withholding of grades.

5. You should expect to compete at all tournaments, with exceptions being granted only to activities with proven academic priority. Adjust your schedule accordingly!
6. You must compete in 3 categories throughout the year, 1 of which must include the following: Original Oratory, Original Works or Extemporaneous Speaking,. Bear in mind that the State Speech Championship and both the NFL and the NCFL District Tournament restrict the number of entries per category, so diversity allows an increased opportunity for participation.
7. Participation in limited space activities, i.e. the State Speech Championship Tournament, the NFL and the NFCL District Tournament, will be prioritized in the following ways: 1.) Highest number of NFL points on record 2) Members in best standing according to the above rules, and 3) the discretion of the coach.
8. All New Members will be assigned a Big Brother or Big Sister to help them prepare for their first few tournaments. Ideally, this will be a person who has experience selecting, preparing, and presenting pieces in the categories of interest to you. The Big Brother/Big Sister will be expected to spend at least 2 hours per week to help you locate, prepare, and perfect your piece(s).
9. You will be expected to sign a form restricting you from drug and alcohol use. Any violation of this promise while participating in a speech activity will result in immediate expulsion from the team and notification of both school officials and your parents.
10. You will be expected to exhibit good ethics, good sportsmanship, team spirit, and strong motivation at all times. Remember - participation in speech is a privilege and it may be restricted or taken away completely.

Meetings/Practice Sessions

Meetings

Meetin^gs should be used to disseminate information to the team as a whole. For a starting team, the bulk of the early gathering may be group meetings. It is particularly important to establish a regular meeting time early on. This provides the students with a consistent reference. In addition, any rules or procedures specific to participation in Speech should be made known to the students as soon as possible. It is best to create good habits early, or else the breaking of bad habits becomes even more difficult later. Master sessions in category presentation and in the basics, such as the

process of matching a student to the category featuring his or her natural strength, creating a good cutting, writing a constructive introduction and transitions, and overall presentational style should be conducted as soon as possible. This will allow students the opportunity to prepare as much as possible prior to the first scheduled competition.

Practice One-on-one practice sessions are designed to be an intensive focus strictly on an individual student's piece or pieces. The coach should be prepared to help the student in the cutting process, vocal and physical presentation tips and global address of the needs of the piece. Sign-ups for various times during which the coach is available are often the best way to make these times available. Most coaches allow between 30 to 45 minutes, depending upon their available time and the level of expertise of the student in question. Though it is possible to conduct full-team practice sessions, these are often best saved for polishing essentially complete pieces.

Mock Tournament A full team practice session just prior to a tournament is often referred to as a mock tournament. In a mock tournament, the speakers are evaluated on their performance by their peers and the coach. If other judges are available – especially guest judges or potential team judges – so much the better! Presentations should be made in full tournament focus – requiring the students to dress appropriate often lends a gravitas to the performance not usually found in practice. Therefore, presentations under these circumstances frequently duplicate the competitive tension found in an actual tournament, thereby providing the coach with a sharper perspective on the performance level of each student. The mock tournament also has the benefit both of exposing the students to many of the different categories and of honing their critical and analytical skills. Students should only participate in the mock tournament if they are truly prepared to present. Many coaches also differ on whether all students should be used in the critiquing process. Some coaches only allow experienced students to offer any criticism.

Choosing Categories

Starting Out Try to start with your expertise. As a social studies teacher, you would be well advised to look at Oratory and Extemp. English teachers might be well suited to Prose, Poetry, and Original Works. Drama teachers might be inclined to Dramatic and Humorous Interp, Duo or Ensemble. Be realistic – tearing into all 13 categories right off is asking for trouble! Allow yourself time to develop your expertise and to broaden into the remaining categories.

Diagnostic Try to match the student with the piece. Not every student is well-matched to “the perfect cutting.” Ask the student what he or she likes, what they hope to achieve in Speech, what challenge they might like to undertake. IF they

have no idea what it is they might like to do, you could create a “diagnostic.” Take a one page selection of literature or news and ask the student to be reading. This will immediately give you an idea of the speaking tone and variety that the student has to offer in categories like ODec, Prose and Poetry. Then, you might ask the student to continue reading as a newscaster – this might indicate an aptitude for Extemp or Oratory. Then, ask the student to “be” a particular character – a child or grandparent, or perhaps a movie icon – this might indicate an aptitude for DI, HI, or Duo. Though by no means foolproof, it gives you an initial starting point in connecting the right student to the right category.

Budgeting

Tournament Expenses The process of determining an accurate budget is always difficult, but is especially so for the novice coach. First, the primary expenses in forensics are in tournament participation. Registration for a new team is \$ 3.50 per entry and \$ 7.00 per entry for an established team. The novice team will rarely have more than ten students in its first year, and few if any will enter in more than one event. So, a novice team often will have an average outlay of \$ 35.00 per tournament. As there are no more than ten MFA Speech tournaments per year, the first year budget for a forensics team will be approximately \$ 350.00. Note - participation in MFA tournaments is open to all and is not subject to any limitations, so the novice coach may elect to participate in as few or as many tournaments as he or she wishes.

Judges Other expenses in tournament participation may include judges-for-hire, the fee for which is currently established at \$ 40.00 per judge. The novice coach frequently relies upon volunteers.

Busses Transportation of students at your school may require a bus. Check with your administration to determine how to schedule these and learn whether or not this is something you must also budget.

Nationals Participation at the Nationals can be a tremendous recruitment tool and incentive for students and coaches alike. There are additional expenses needed for this and you should check with your administration to ascertain what degree of support you can expect with these expenses.

Supplies Supplies for Speech are often available directly from the school. Photocopying access is crucial.

Events

A coach may wish to sponsor certain events, such as a Speech Team dinner, an end-of-year celebration, an awards banquet, or some other such events. Fundraising is often required to defray the expenses of these events.

Developing An Assistant Coach

Duties

Every coach should make an effort to cultivate an Assistant Coach. It is incumbent upon the coach to find a suitable person to assist with the coaching responsibilities, whether it be arranging transportation and judges or the coaching of specific categories. By splitting responsibilities, the coach is able to focus more upon the tasks that he or she must address. In addition, a good assistant can act in the coach's stead when he or she is unavailable, and may also serve as a sounding board for ideas and coaching strategies.

Sources

The potential assistant might be a teacher, community volunteer, or parent. Much as with the Speech Coach, the assistant should ideally have some forensics training. Barring this, he or she should be well-versed in at least one of *the* following: literature, current events, theater, or performance in general. In addition, he or she should have a strong desire to work with young people. If an assistant is found, every attempt should be made to see that the assistant receives some financial compensation for his or her work. Have the assistant keep a journal detailing everything which he or she does in service to the team. This might serve to justify the expenditures being requested.

Training Judges

Philosophy

This is among the most crucial of the obligations with which a coach must contend. If judges are poorly trained, no amount of coaching will protect the students from judging errors and misconceptions. Therefore, it is crucial that the coach create opportunities to train colleagues, parents, and community volunteers in the various MFA categories.

Category Assignment

As a rule of thumb, people with current events knowledge, or a strong philosophy, debate, or logic background, should be trained to judge Extemporaneous Speaking and Original Oratory. Those with theatrical or literary background should be trained in the Interpretive events (Prose and Poetry Reading, Oratorical Declamation, Humorous and Dramatic Interp, Duo Interp, Ensemble, and Storytelling). Finally, anyone with writing expertise should be encouraged to judge Original Works.

**Training
Methods**

The best possible training is experience. Those judges with previous forensics competition background often become the most capable judges. As such, the coach might make an appeal to graduates to return and volunteer to judge one tournament gratis. They might then earn the judge's stipend for all following tournaments.

Colleagues, volunteers, and parents not having prior forensics experience might still become very skilled judges. The coach should provide opportunities for the volunteers to observe the coach's own students in either practice sessions or mock tournaments. The volunteer should be encouraged to fill-in an actual MFA ballot which the student and the coach can then critique. Feedback is an essential part of this learning process. The speaker can indicate which comments are most helpful and why. The coach might also indicate what aspects of the performance were overlooked or improperly assessed.

As many volunteers do not have free time concurrent with Speech learn practices, videotapes are another option. Videotapes of exemplar performances can help in providing the volunteer with a basic concept of the performance criteria for each category as well as providing insight into what elements are needed to create an exemplar performance. Written critiques should be included in this videotape package so that the volunteer might compare his or her comments to those of the coach.

Under no circumstances should an inexperienced judge be thrown into the judging pool without some warning to the Tab Room. It is strongly suggested that the inexperienced judge be paired with a very experienced judge, or preferably a coach, who might have the time and inclination to help the volunteer judge understand the various components of assessment. Improper training results in the judge being uncomfortable, the students judged being improperly assessed, and the results of the entire tournament being inappropriately skewed. It simply is unfair to the coaches, students, and experienced judges to have all of their good work destroyed by someone who is unqualified

**Added
Materials**

Some elements which may assist the volunteer judges are the MFA's "Tips for Good Judging" {See Appendix}. Also, every coach should collect a packet of outstanding ballots received by his or her students. These outstanding ballots serve as models of what comments are most constructive to both the students and the coach. Finally, an in-depth reading of the second half of this handbook, the MFA categories, might also help to settle any difficulties that the volunteer judge might be experiencing.

Student Officers

Philosophy

Student officers can be very effective in helping to organize the day-to-day management of the team. It should be stressed that only the most committed students should be nominated and elected for these positions as they require strong leadership, dedication, organization, and common sense.

Duties

Officers might be expected to hold an officers meeting with the coach on a bi-weekly basis. All officers might also be expected to assume temporary duties as needed. Officers will be expected to take charge of various sub-committees for hosted tournaments. Finally, they must serve as role models to all other team members, and should therefore meet all requirements of the Speech team in a timely and exemplary manner.

What follows is a listing of potential officers and their respective duties. Variations may be made to better suit the particular school and/or student body.

I. President

- A. Inform team members of meetings and practices via Announcements, email and word of mouth
- B. Run meetings and practices
- C. Main Office and Administrative Liaison
- D. Recruit: Welcome new members
- E. Schedule/Confirm transportation for each tournament
- F. Confirm Registration for tournaments

H. Vice-President

- A. Carry out Presidential Duties when President is not available
- B. Serve as Sergeant-at-Arms and enforce order at all meetings and practices
- C. Assume any temporary: new duties as required
- D. Registration of team for tournaments
- E. Coordinate Fundraisers

III. Secretary

- A. Keep accurate records of attendance at all meetings and practices
- B. Assist Coach in preparing F L score sheets
- C. Maintain records for each member's performance at each tournament
- D. Collect registrations for each member for each tournament
- E. Maintain accurate membership with current points and phone numbers

IV. Treasurer

- A. Collect registration fees from all members for each tournament
- B. Collect money for all dinner meetings and other speech-related activities
- C. Collect school registration money for hosted tournament

V. Spirit Chair

- A. Coordinate dinners, events of interest to the team
- B. Maintain Speech Bulletin Board
- C. Report all Tournament results to Main Office for school-wide announcements

Requirements for Obtaining a Letter

Philosophy

A school letter can often serve as both an incentive and as a reward for participation in Speech. As such, the requirements should be delineated and made available to all students. These requirements should be such that they encourage speaking across a range of category styles. Also, they should be accessible to any student participating for more than one year. What follows is a sample of potential requirements. They may be adapted as needed to better suit the students and school.

Requirements

To receive a letter, a student must compete in 4 different categories, 1 of which must include the following: Original Oratory, Original Works, Extemporaneous Speaking. Also, a student must collect 25 points or more based on the following guidelines:

I. Attendance at Meetings/Practices

- A. Perfect Attendance – 3 points
- B. Each Unexcused absence – minus 1 point per practice/meeting

II. Participation at Tournaments

- A. 1 point per category per tournament
- B. Third place overall - 1 additional point; Second place overall - 2 additional points; First place overall - 3 additional points
- C. Perfect rank of “1” in one category - 1 additional point
- D. 1 Unexcused cancellation of a registration - minus 1 point per category
- F. Unauthorized switching of pieces before tournament - minus 1 point

III. Officers

- A. President - 4 points per year
- B. Vice-President - 3 points per year
- C. Secretary - 4 points per year
- D. Treasurer - 3 points per year
- E. Spirit Chair - 2 points per year

IV. Big Brother/Big Sister

- A. 3 points per half year, with a maximum of 3 per person supported.

V. Fundraising

- A. Highest fundraiser for year - 3 points; Second highest fundraiser for year 2 points: Third highest fundraiser for year - 1 point.

VI. Recruiting

- A. The recruiting person will receive 2 points when the recruit attains NFL membership.
- B. The recruiting person will receive 1 point for each degree the recruit achieves thereafter.
- C. The recruiting person will receive 3 points when the recruit achieves his/her letter.

VII. Other Items

- A. Work above and beyond the call of duty - Coach's discretion.
- B. Participation in a community school event involving speech - Coach's discretion.
- C. Other types of speech work -Coach's discretion

Hosting a Tournament

Procedure

The details of hosting a tournament are covered in full in the "TAB," or Tournament Administration Brief. Suffice it to say that no coach should undertake this process until he or she has developed a strong working knowledge of the MFA categories and of the Tabulation Procedures. It is therefore strongly suggested that the coach considering hosting a tournament first participate in at least two tournament Tab rooms.

Expenses

Expenses for an average tournament will average nearly \$1000.00. Income should offset this enough for the tournament host to see a small profit.