



# Hastings College Bronco Forensic Team 2018-2019

## Hastings College Forensic Team Mission

*To produce accomplished speakers who use their voices to  
enrich their communities.*

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## **Preface**

We owe our deepest thanks to several teams and individuals for helping us compile this handbook: West Texas A&M, University of Alabama, Minnesota State University-Mankato, and many others.

## TEAM HISTORY: Hastings College Success at AFA

As shown below, Hastings College Forensics Team has had much success at American Forensic Association national competitions, including multiple All-Americans.

Year	Place	Year	Place
2019	9th	2006	12th
2018	8th	2005	12th
2017	12th	2004	20th
2016	15th	2003	18th
2015	25th	2002	9th
2014	14th	2001	15th
2013	18th	2000	3rd
2012	16th	1999	9th
2011	18th	1997	12th
2010	24th	1994	13th
2009	15th	1993	7th
2008	12th	1992	8th
2007	15th	1991	18th

### AFA Individual Sweepstakes Awards

Andrew Boge: 20th  
 Karma Chavez: 7th, 13th  
 Paige Erickson: 19th  
 Kittie Grace: 17th  
 Barbara Hanson: 7th  
 William Langford: 12th  
 Colene Lind: 16th  
 Jordan Palmer: 9th  
 Carly Spotts-Falzone: 13th  
 Amber Wormington: 9th, 12th, 12th

### AFA National Finalists since 1990

Eunice Adoukpe: Prose Interpretation  
 Andrew Boge: Persuasion  
 Jared Buskirk: After Dinner Speaking  
 Karma Chavez: Communication Analysis, Extemporaneous Speaking, Impromptu Speaking  
 Paige Erickson: Prose Interpretation (national champion), Program Oral Interpretation  
 Kittie Grace: Informative Speaking  
 Barbara Hanson: Communication Analysis (two-time national champion)  
 Cadi Kadlecek: Prose Interpretation (national champion)  
 Nancy Koch: After Dinner Speaking

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William Langford:	After Dinner Speaking, Informative Speaking
Colene Lind:	Communication Analysis, Persuasion
Caleb Merritt:	Dramatic Interpretation (national champion)
Jordan Palmer:	Dramatic Interpretation, Prose Interpretation
Corey Reutlinger:	Program Oral Interpretation
Ben Slie:	Prose Interpretation
Carly Spotts-Falzone:	Program Oral Interpretation, Prose Interpretation
Nathaniel Wilson:	Prose Interpretation
Amber Wormington:	Poetry Interpretation, Drama Interpretation, Program Oral Interpretation
Jillian Wormington:	Dramatic Interpretation, Prose Interpretation

**AFA Semifinalists**

Eunice Adoukpe, Andrew Boge, Jared Buskirk, Kelly Cacy, Curt Casper, Karma Chavez, Wendy DeBoer, Paige Erickson, Shayna Flatowicz, Kittie Grace, Barbara Hanson, Cadi Kadlecek, Christy Kennedy, Nancy Koch, John Kuehn, William Langford, Colene Lind, Caleb Merritt, Alia Mohsen, Jordan Palmer, Charles Parrot, Corey Reutlinger, Kenzie Shofner, Ben Slie, Kelly Sonderup, Carly Spotts-Falzone, Tim Steffensmeier, Amber Wormington, Jillian Wormington

**AFA Quarterfinalists**

Eunice Adoukpe, Aaron Blackman, Andrew Boge, Becca Burnett, Jared Buskirk, Kelly Cacy, Curt Casper, Karma Chavez, Tim Clarke, Laurie Crow, Wendy DeBoer, Janet Dickey, Jeff Dirksen, Mike Dvorak, Darren Epping, Paige Erickson, Sarie Fischer, Shayna Flatowicz, Kittie Grace, Barbara Hanson, Charlotte Higgins, Jeff Hunt, Sara Jones, Cadi Kadlecek, Christy Kennedy, Alli Kennon, April Kinney, Miranda Klugesherz, John Kuehn, Jen Labrie, William Langford, Colene Lind, Caleb Merritt, Alia Mohsen, Jadah Morrison, Zach Oehm, Aaron Onken, Jordan Palmer, Charles Parrot, Jerad Reimers, Corey Reutlinger, Trischia Rueckert, Jessica Schroeder, Kate Schroeder, David Sharp, Maurianna Shelbourn, Kelly Sonderup, Tim Steffensmeier, Stacey Strong, Wendy Weinhold, Nathaniel Wilson, Jessica Wolff, Amber Wormington

**AFA All-American**

A senior honor for students with high scholastic achievement, community service and forensics service

2018: Andrew Boge & Kenzie Shofner  
 2017: Eunice Adoukpe  
 2015: Miranda Klugesherz & Sierra Walker  
 2014: Jared Buskirk  
 2013: Trevor Brass  
 2012: Corey Reutlinger  
 2009: Alia Mohsen & Sara Ninabuck  
 2008: Melanie Hiatt  
 2007: Sarah Jones  
 2006: Cadi Kadlecek  
 2003: Jessica Wolff

## **From the Outside Looking In: How Others Should See Hastings Forensics**

1. When people see you perform, they should believe that it's one of the most unique and personal performances they've seen.
2. When people see you in the audience as they perform, they should wish they were so attentive, receptive, and supportive.
3. When people see you outside of rounds, they should be impressed with your friendliness and sincerity.
4. When people see you at awards, they should admire the way you handle the results -- whatever they may be -- with grace and dignity.
5. Hastings College Forensics should be a team others want to be a part of and wish to emulate.
6. When people see you should think, "What a professional looking group of young people."
7. When people see you in restaurants, hotels, or out with the team, they should comment on what a polite, lovely group of people you are.

The remainder of this handbook explains how we will make the above happen at each tournament we attend.

# CODE OF CONDUCT

## TEAM REQUIREMENTS

Failure to meet requirements will result in penalties including but not limited to: restrictions from traveling, financial charges, mandatory practice, study sessions, the loss of scholarships, removal from the team, and any other sanctions deemed necessary by the Director.

**NOTE:** Team rules and handbook amendments may be made by the Director at any time.

### COMMITMENT GUIDELINES

Each student must realize the commitment needed for team membership. Scheduling conflicts may occur during the year, and you will need to address each conflict with the Director of the program. Without a commitment from each of you, the program cannot function properly.

Commitment translates into the following:

1. You will be available for weekly coaching sessions.
2. You will attend weekly team meetings. (The Director must be notified prior to absence.)
3. You will be available for work weekends during the year, including but not limited to:
  - a. **Intrasquad Tournament (first or second weekend of September)**
  - b. **Re-checkoff Weekend (first weekend of J-term)**
  - c. **Prep for State (weekend before State)**
  - d. **Alumni Work Weekend (weekend before spring break)**
4. **You will have your events ready to travel by the first tournament weekend.** (First years will have 2 events and returners will have 3 events tournament ready by Monday at 3pm the first tournament weekend).
5. You will travel to at least three tournament weekends each semester. (J-Term trips count toward the spring semester.)
6. You will travel no more than three consecutive calendar weekends unless authorized by the DOF.
7. You will put in individual work hours besides coaching sessions, workshops, and tournament travel.
8. You will assist during all tournaments hosted by the team.
9. You will assist with regular weekly tasks include but are not limited to cleaning the team room, updating/cleaning the whiteboard, and updating the AFA records.
10. You will meet deadlines during the year as they are assigned.

### SPRING SEMESTER

1. Students must plan ahead, especially during the **spring semester**, from the beginning of March (districts) until mid-April; those going to AFA will invest a substantial amount of time dedicated to speech. We participate in national tournaments, host at least two college tournaments, and sometimes host high school workshops. **NOTE:** Classes are a priority. While the spring semester is busy, it is the responsibility of each student to meet academic requirements.
2. **The Thursday, Friday, and Saturday before spring break will be dedicated to nationals preparation.** This will consist of intense practices geared to refine events to as near perfection as possible. All students will be required to attend the entirety of all national preparation events. **Your spring break will not start until Sunday.** While you are encouraged to enjoy this break, keep in mind that when you return to school, speech will

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kick into high gear. We'll continuously participate in intensive nationals work. Students are responsible for maintaining academic requirements.

## **MEETINGS**

- 1. Team Meetings - Fall 2018, Mondays 4-4:45pm\*\*- All are required to attend for speech workshops and to receive tournament information.**
- 2. Peer Coaching - Fall 2018, Wednesdays 6-8pm\*\* - All are required to attend and will be run by the senior class.**
- 3. Extemp Assignments- Fall 2018, TBD by Andrew Boge- All competing in extemp are required to attend any virtual meeting and will be required to send a recorded extemp speech to Andrew Boge by Tues. evening at 9pm. All extempers are required to file 30 articles a week due Thursday by 9pm. Students will be dropped from extemp if they miss more than 2 weekly assignments.**
- 4. Impromptu Meeting - Fall 2018, Tues. noon-12:45 by Kittie Grace\*\*All competing in impromptu are required to attend and will be run by the Impromptu Chair. Students will be dropped from impromptu if they miss more than 2 weekly meetings.**

\*\*Meeting times are determined every semester. Students are prohibited from scheduling work or group projects at these times.

## ACADEMICS

Classwork is first priority- **DO NOT MISS CLASSES**. Students will attend all classes when not on team trips. It is *your* responsibility to coordinate classwork, projects, lecture notes, and/or tests with professors *before* leaving for tournaments. In the event of an illness, students should immediately go to the health center or personal physician. Neither a professor nor one of the coaches will be put in the position of conferencing regarding a student's classroom responsibility. If a student misses a class when not travelling or hosting for the team, the Director will exercise the authority to remove said student from competing in a tournament, and if the situation continues, the student will be placed on probation for the rest of the competitive semester.

Team Members...

1. ... must be enrolled in at least 6 hours to be eligible to compete.
2. ... are encouraged to enroll in COM150/250 to receive up to 4 semesters of college credit for being on the speech team.
3. ... must maintain a 2.5 cumulative GPA to be considered for travel.
4. ... if GPA falls below 2.5, will focus on classwork; arrange weekly standing appointments with the Learning Studio and Director to develop/ implement an improvement plan.
5. ... with a semester GPA of less than 2.25 will be placed on **probation** and will be ineligible to travel the next semester. Students on probation are still required to attend all team meetings and participate in team activities outside of travel. Probationary students will also turn in weekly attendance and grade checks from their professors. If a student is on probation during the spring semester it is still possible to attend the AFA district tournament and the AFA national tournament if said student has met all team requirements and can verify that his/her current GPA is a 2.25 or above.
6. ... with a semester GPA of less than 2.0 will be dismissed from the team.
7. ... must make timely progress toward the completion of a degree.
8. ... will be subject to grade/attendance checks during the year to confirm students' traveling eligibility prior to attending the AFA District tournament.
9. ... are encouraged to participate in activities to prepare them for future employment/ grad school.
10. ... when applicable, will develop an accommodation plan for educational and/or personal health purposes with the Learning Studio, along with with any other on-campus mental health counselors, and/or appropriately certified medical officials. An accommodation plan is a way of protecting your health and your rights as a student and an opportunity to stabilize and to thrive as an HC student. The directors and coaching staff are not required to provide retroactive or in the moment accommodations. Students must provide the Director an accommodation plan from the Learning Studio *before* accommodations on the speech team can occur. We strongly recommend that students develop a comprehensive accommodation plan by the end of the second week of classes (for class, campus living, and travel).
11. ... who, for any reason, are unable or unwilling to continue as a member of the Forensics Team, the student is still required to complete responsibilities for a passing grade in the forensics class. Those students **MUST** still attend and work/judge all local tournaments hosted by the HC Forensics Team. **NOTE: If you choose to no longer participate on the speech team, you must first talk to the Director.**

## COACHING PROCEDURES

Coaching is designed to help you gain the power of the spoken word and combine it with the power you possess as a person and the work ethic you choose to enact. Coaching can take place at any point in the process of creating your performance. Ideally, coaching should take place at *every* stage of event development. Coaching may include anything from discussing how an event works to finding materials for a performance to editing to rehearsing a performance. Above all, coaching is designed to help you grow as a person through your performances.

All suggestions you receive in coaching sessions -- with the notable expectation of topic/selection choice -- are just that: suggestions. You may receive conflicting suggestions from different coaches, peers, and judges. Your role is to decide which suggestions make the most sense to you and incorporate them successfully into your performance. Even though you will receive conflicting suggestions at times, not taking any suggestions will likely limit your chances of gaining rhetorical power.

1. All new events (performances) must be checked off before the directors' meeting prior to the tournament for which they are to be entered (Monday by 3pm).
2. **TIME:** Performance is subjective, time is absolute.
  - a. Prepared events will be 8:45-9:59. For limited preparation events, a student must speak within 6:40-6:59 min range. Events outside of these times at a tournament will be ***ineligible for your next competition.***
  - b. ***To restore eligibility***, that student must fulfill the following conditions:
    - i. **Time Ticket:** The time ticket requires two students to see each overtime event. Two separate performances are needed to complete the time ticket and events must be within the time guidelines. The time ticket is due each Thurs. 11:59pm before the student takes that event to the next tournament. The time ticket goes to the Director of Forensics. Failure to complete the time ticket results in the student being dropped from the tournament and that student must pay drop fees (approx. \$20 per event per tournament).
3. **INTERP CUTTINGS:** Interp pieces AND cuttings must be approved (these can be e-mailed) before a performance is approved. Because of AFA rules, published scripts or sources must be **in hand**.
4. **SPEECH DRAFTS:** Before a speech is memorized, it must go through the draft process- at least 2 (shoot for 4) drafts that are revised and edited by yourself, teammates, and most importantly coaches before being memorized and performed for clearance. Profanity is rarely used in public address events with the exception of ADS. If there is a question about whether something is appropriate, consult a coach.
5. **LIMITED PREP:** All students competing in either extemp or impromptu are required to attend the weekly LP meetings and to fulfill weekly assignments. Failure to complete these assignments will result in the student's removal from competing in this event. Poor performance on exercises could result in not being allowed to compete in LP event(s). If information is covered by any legitimate news organization, extempers should know it. All

students entering extemp are expected to research, pull, and file articles each week, even if not competing at the next tournament. Extemp (especially) is a team event because students rely on each other to research what is assigned. If a student fails to meet this requirement, that student will be marked as ineligible for tournament entry. They will be unable to compete in the event until it is re-checked off.

6. If for any reason a student signs up for an event for a tournament and is later found to be unable or unwilling to compete in that event for any reason, they must inform the Director prior to the entry deadline (5pm Tuesday before the tournament). If a student fails to inform the Director of changes prior to the deadline, the student will be charged any fees accrued by their event(s) including but not limited to entry fees, judging fees, and drop fees.
7. How to ask a coach for help comes in three parts: the need, the proposal, & the confirmation:
  - a. **Need** - express to coach what you need with an event. Coaches will likely ignore emails contain a draft/cutting with no indication of what is needed. "Can you look at this?" is also problematic--because it does not specify a particular concern.
  - b. **Proposal** - propose a set time (at least 24 hours in advance) to meet or complete meet need. Coaches will likely ignore proposals that include "can you look at this when you get a chance?" because they lack a specified time window.
  - c. **Confirmation** - the coach must confirm the date and time for the goal/coaching session to exist. Coaches will generally not look at event after 9pm, especially the night before a deadline.
  - d. Take advantage of using a professional manner when drafting emails, see example:

"Dr. Grace,

Could you look at this draft to see if I have enough source citations in main point two? I would like to get your approval for this draft soon so I can start memorizing my speech. I see your Tues. 1:00pm slot is open this week. Could you take that hour to read my speech in Google Docs, and let me know what I need to fix to make it a solid ADS?

Let me know if that works, and I appreciate your help.

Gerald"

8. Every student is required to schedule standing weekly practice sessions with event coaches every semester. For ad hoc coaching appointments, students must sign up at least 24 hrs in advance. Peer coaching is not a substitute coaching. If you are unable to attend a coaching session, CONTACT YOUR COACH IMMEDIATELY (via text, email, & Facebook)! No-showing a coach is unacceptable. One-on-one practice sessions are a privilege, not a right. The Director will be notified of any cancellations or no shows.
  - a. A **cancellation** is canceling at least an hour prior to appointment.
  - b. A **no show** is
    - i. cancelling less than an hour prior to appointment.

- ii. showing up later than 10 minutes after appointment time. If you are more than 10 minutes late, the coach is not obligated to wait on you.
      - iii. not appearing to a scheduled coaching session with no prior notice.
    - c. **No shows** are treated as follows:
      - i. You will be *ineligible for your next competition*.
      - ii. To restore *eligibility*, you may:
        - 1. Complete a time ticket (administered by the DOF).
    - d. **Additionally...**
      - i. Three cancellations constitute as a no show.
      - ii. Two no shows and the coach must terminate the standing appointment.
9. If a coach misses a coaching appointment, the student must contact the Director. If the Director misses the coaching appointment, the student must contact the Associate Director. The same rule applies if a student has a grievance with a coach.
10. Novice (first year) students must have 2 events ready by the first tournament (one of which must be PA or extemp). Returners must have 3 events ready by the first tournament (two of which are different genres). **Every student should plan their year with the goal of qualifying 4 events to AFA.**
- a. All novices must have a PA or extemp by their first tournament.
  - b. All team members must compete in two different genres (LP, PA, or interp) by their first tournament.
  - c. **All 1st and 2nd year members must qualify an event before adding a third (for 1st years) or fourth event (for 2nd years).**
  - d. Any student joining mid-year must meet with the DOF to develop an appropriate checkoff timeline.
11. Events are never finished! During the year, speech will be a constant updating process and before nationals all events will be reevaluated.

## CHECK OFF PROCESS

1. Every event must be checked off by two coaches by 3pm Monday before it can be entered in a tournament.
  - a. Every event will be assigned at least one event coach. They will authorize check-offs.
  - b. Each event must be performed (within time) in front of two coaches—at least one of which must be an event coach. Events not checked off with at least two coaches will NOT be entered into the tournament.
  - c. An event must be checked off by the time of the directors meeting prior to the tournament weekend in which the event is to be entered (Monday by 3pm).
2. **Check Off Standards can be found [here](#).**
3. Every event that has been checked off will be listed on a sheet or board for the Director to reference. Coaches must let the Director know each time an event is checked off.

4. The Jimenez Clause: The same version of the event will be performed in competition as when it was checked off.
5. **Purgatory Clause:** Events that do not break to finals after three weekends of competition (competing one day of the weekend still counts as a full weekend) will be placed in “purgatory.”
  - a. Events in purgatory ***will not be eligible for competition*** and not count toward the minimum number of events required to travel.
    - i. For example, if you are a returner with three events and one of your events is placed in purgatory, you only have two eligible events and would not meet the minimum amount of events to travel.
  - b. To restore eligibility, the event must be performed and checked-off by two coaches, one of whom must be an event coach.
6. Rechecking off events:
  - a. If an event has a new full piece of literature added to a program; if over one page of text is added to a straight script; if more than a subpoint is changed in a PA an event has to be re-checked off.
  - b. An event does not have to be re-checked off if a program/script/PA is re-organized; has cuts made or blocking added. If the content remains the same or is cut a re-check off does not have to occur.
  - c. Coaches need to talk with the students when they believe an event needs to be re-checked off AND coaches need to notify the entire coaching staff that an event needs to be re-checked off by posting it to our FB page and tagging the event coaches and myself in the post.
7. The last day to check off any event for the season (and to be considered for the State entry) is the third Monday of January by 3pm.
  - a. Exceptions may be made for 4th, 5th, or 6th events at the discretion of the DOF.
8. See next pages for the critique sheets for checking off each event.

## Limited Prep Event Check Off Critique Sheet

### Extemporaneous Checklist

- \_\_\_\_\_ Completed filing for the week
- \_\_\_\_\_ Speech prepped and ready in 30 min.
- \_\_\_\_\_ Speech has clear organization
- \_\_\_\_\_ Speech uses at least 6 sources to back up arguments made
- \_\_\_\_\_ Speaker works to answer the question
- \_\_\_\_\_ Speaker seems knowledgeable about the topic
- \_\_\_\_\_ Speaker completes the speech between 6:40-6:59 minutes

Comments:

### Impromptu Checklist

- \_\_\_\_\_ Entries have been added to the impromptu example book
- \_\_\_\_\_ Speech is prepped in an appropriate amount of time (1:00-1:45)
- \_\_\_\_\_ Speech has clear organization
- \_\_\_\_\_ Speech has clear examples
- \_\_\_\_\_ Speaker exhibits understanding of the quotation through analysis
- \_\_\_\_\_ Speaker finishes the speech between 6:40-6:59 minutes

Comments:

## Interpretation and Public Address Event Check Off Critique Sheet

### Interpretation Checklist

- \_\_\_\_\_ Event is in the book
- \_\_\_\_\_ Event has an introduction that presents a single, clear, and supported argument
- \_\_\_\_\_ The cutting of the literature reflects the argument presented in the introduction
- \_\_\_\_\_ Introduction is memorized
- \_\_\_\_\_ Event must be verbatim to the original cut script (speaker must provide coach with a copy of the manuscript of the event)
- \_\_\_\_\_ Speaker should have such familiarity with the script that the book is not needed.
- \_\_\_\_\_ Event must be between 8:45-9:59 minutes
- \_\_\_\_\_ Blocking must be clean, justified and used to enhance the message

Comments:

### Public Address Checklist

- \_\_\_\_\_ Speaker must have a full manuscript speech
- \_\_\_\_\_ Speech should be rhetorically sound (no glaring holes, not offensive)
- \_\_\_\_\_ Speech must be between 8:45-9:59 minutes
- \_\_\_\_\_ Speech must be memorized (the speaker does not refer to the script at any point)
- \_\_\_\_\_ Speech content must be learned verbatim

Comments:

## TRAVEL & TOURNAMENT PROCEDURES

Each student represents Hastings College. Anything you do during a tournament weekend reflects upon the team/program. Each member must follow the following rules/guidelines:

### TYPICAL WEEKEND SCHEDULE

**Friday**- meet at loading spot 15 min before depart, load bags, sing alma mater, depart for tournament

-dinner (you bring or we stop on the way)→hotel check-in→team meeting→sleep

**Saturday**-breakfast (in hotel unless specified otherwise)

-meet **BEFORE LEAVE TIME** in hotel lobby

-drive to tournament→warm-ups→check schematics\*→prelims (lunch when appropriate)→postings→finals→awards

-dinner→coaches review ballots→team meeting (announce time issues)→pack/sleep

**Sunday**- Rinse and repeat.

-drive home

\*Students should have a small notebook & 2 pens to write down room numbers/assignments.

### TRAVEL GUIDELINES

1. Every team member must arrive early or on time. If you are late, we will leave you, and you will pay your entry fees and drop fees. If you have an emergency, call the **traveling coaches** as soon as possible.
2. Each tournament will have a **student leader** (decided by the coaches) who will:
  - A) be the go-to person if new students have a question
  - B) give the campfire speech
  - C) make sure team members are equally distributed to watch finals
3. Team members may need to assist with driving. Everyone eligible (21 or over) is expected to drive at tournaments or be able to relieve a driver. **NO TEXTING** while driving; let the passenger do it for you. Do not use your phone while driving. Everyone is also expected to take turns as the passenger (staying awake at ALL times) and pumping gas. This is for everyone's safety.
4. For leave-at-the-crack-of-dawn Nebraska area tournaments, we will use a phone tree. #1 calls #2, #2 calls #3, etc.
5. Coaches will decide when and where to make stops, including meals. Do not ask them.
6. Team members may not sleep on the way to tournaments for which we leave at the crack of dawn.
7. On van rides, team members are encouraged to time events & reconnect with teammates. You may text if you are a passenger. Absolutely no phone calls on the van for any team member.
8. Wear suitable clothing that represents HC well. No shirt/no shoes/no pants = no van ride. (Seriously, shoes must remain on.)

## TOURNAMENT GUIDELINES

### TOURNAMENT CONDUCT

1. All students must abide by the Hastings College Campus Policies, Sexual Harassment Policies, Policy on Possession and Use of Alcohol and Drugs, and Code of Conduct as outlined in the student handbook.
2. **Absolutely no use, possession, or distribution of alcohol, narcotic or other controlled substances** except as expressly permitted by law.
3. No alcohol or drugs will be consumed at the tournament site by any member of this team. Violation of this rule will result in immediate removal from the team and all scholarship support that entire academic year will be withdrawn no matter what time during the year the violation takes place. This means – if you break this rule during the last tournament of the year your scholarship will be withdrawn for the following school year.
4. Team members will reflect a positive attitude toward all competitors. You will never verbally, or physically, attack another individual from this team, or an individual from another team for any reason.
5. You will never say anything negative unless you are in the van with the doors and windows closed. If you need to vent or discuss something during a tournament you can tell any a coach or team member that you need to go to the van for a “pen”, this code word will let us know we need to go out to the van and talk which is sometimes necessary.
6. Any conflicts that may arise during a tournament will be reported directly to the Director/coach in charge of the team at that particular tournament. Under no circumstances are individual team members to address tournament issues without the approval of the coach in charge of a tournament.
7. You will arrive to all rounds on time (do not stall for position). You will not leave the round until it is over (unless you are cross-entered). Do NOT lie about being cross-entered. If you are cross-entered, sign-in to your second event before you perform in your first one. Available teammates are to assist with the sign-in process with no complaints. **NOTE:** Many rounds begin early. Do not enter the room while someone is performing.
8. Be cordial to judges but do not attempt to establish rapport within the context of a round.
9. Do not initiate conversation with a judge within the context of a round. If they initiate conversation with you, feel free to politely reciprocate.
10. You will be a great audience member for all performances. Even if it is the 100<sup>th</sup> time you have heard the same performance, there is no excuse for being a poor audience member. Judges will quickly inform your coach if you behave poorly. No writing or taking notes during rounds. Do not fall asleep, look at the ground, go over your piece, or look at your phone. You’ll look at every performer every second of the performance—and look like you enjoy it. (Most often you’ll actually enjoy what you watch.)
11. When you are not competing, you are watching teammate rounds. Team members will support teammates who advance to outrounds by attending those outrounds. Unless it is nationals, no one is allowed to request that a round not be watched by a fellow team member or coach. Off rounds are NOT breaks; This is not the time to do homework. This is the time to learn what it takes to make a final round. Teammates will distribute equal numbers to each final. Contact a coach if you do not know which round you should observe. Coaches may require students to watch particular rounds.

12. When outounds are posted, no one should know from looking at you whether you broke or not. In either case, act professionally. Do not comment on breaks or results. When you congratulate someone please do it professionally--NO JUMPING, NO CLAPPING, and NO SCREAMING.
13. During awards ceremonies, you are gracious and humble regardless of the outcome. Do not applaud for yourself or for the team during sweepstakes. No loud or tacky cheering/yelling during postings or awards. If there is a standing ovation, you are required to stand. \*\*\*No talking to your neighbor in between announcements of results.
14. Take time to congratulate others for their accomplishments at the tournament.
15. Cell phones will remain in airplane mode for the duration of the tournament. You may take photos with friends after finals and before the award ceremony. Absolutely no phones while waiting for awards to begin—this is prime opportunity to network and socialize!
16. Do not lay down in public... anywhere, the tournament or elsewhere! Don't swing or throw objects. Do not draw attention to oneself.
17. **Be on your best professional behavior at ALL times during a tournament. You are representing your team and Hastings College. Judges are watching!**

#### TOURNAMENT DRESS

Tournament attire must be approved by a coach before it is worn at a tournament (ask about Pretty Pretty Day). The way we dress is a direct reflection of Hastings Forensics and our level of professionalism. If you need help getting some of these items, let team members/coaches know. **NOTE:** Buy all items you will need BEFORE leaving for a tournament. Coaches will NOT take you shopping if you are unprepared.

1. Be well-groomed. Ladies-This includes hair out of your face. Gentlemen-This includes neat haircuts and cleanly shaven faces or well-groomed beards.
2. Always look professional. All tournament clothing should be cleaned and pressed. Ladies - Nylons (bring extra!) required under skirt suits.
3. You will remain in tournament attire from the time we leave the hotel for the tournament in the morning to when return to the hotel from competition that night. NOTE: The only time you may take off your jacket is during warmups.
4. Do not use backpacks to carry your belongings. Attaché, messenger bags, or briefcases are appropriate.
5. Always bring safety pins, extra pantyhose—anything to maintain your appearance.
6. No unnatural hair colors. If you are planning on coloring your hair, you must get the choice approved by the Director.

## SOCIAL MEDIA & MISCELLANEOUS

1. Team members will not use social media (Facebook, Twitter, etc.) as an outlet to reflect negatively or positively about speech tournaments, teammates, or events that may have happened. Keep ALL speech business for this team private and off Facebook or only post on the private team Facebook group. Facebook may be used to reach out to and congratulate other teams (networking is good), but you will not post about our team (good or bad). You may say that you attended a tournament and had a good time, but nothing about our team's results. (You may send such results to the Social Media Coach to post.)
2. Email & Facebook are used for most communication purposes. Team members will regularly check the "Hey, Speech Team!" group for updates. Students are encouraged to interact.
  - a. **Acceptable** posts include discussing speech-related matters, providing support for teammates, and connecting with the program.
  - b. **Unacceptable** posts include personal-related matters, providing inappropriate critique of teammates, spamming/trolling, etc.
  - c. **\*\*\*If you locate an article/topic/piece/impromptu examples that someone may be interested in, please message that person directly or post to "Hey, Speech Topics!" Facebook group.**
3. Students may communicate with coaches through a variety of media (email, facebook, text, etc.). All communication from student to coach must be clear, contextual, and consensual.
  - a. *Clear* - Messages are conveyed to reduce ambiguity and increase clarity.
  - b. *Contextual* - Messages provide necessary background information (context) to better assist the coach in understanding any situation discussed.
  - c. *Consensual* - Messages are conveyed with an appropriate degree of formality and respect that is congruent with this handbook and the HC Student Handbook.
4. **Keep the squad room clean.** This room is for everyone's use on the team, and we will not work in an unorganized environment. Do not leave trash, paper, or your homework lying around. It may be thrown away without your knowledge. The squad room is not your locker. Take advantage of your designated team box to store items. Do NOT throw food away in the trash bins in the squad room. Do NOT sleep on the couch. Lights must remain on.
5. No coach **will live with or date** a student on the team. Teammates should preferably not live together. We are together enough.
6. If you are dating a teammate, no one should be able to tell. For practical purposes, you are not dating from the time the van leaves until the van returns to Hastings. Respect your roommates. We are on the trip for a purpose. Personal arguments or celebrations happen after you arrive back in Hastings—not in hotel rooms, vans, or any other place.
7. No PDA. No public displays of affection between any people on this team with anyone else while at a tournament. We are professionals.
8. Smokers will be courteous to teammates and follow all posted smoking laws where applicable.

9. Get an outside life. Family and speech are great, but you need other people. Join other organizations. Connect with other friends to enhance your college experience.
10. To be a team, people must participate. This includes participation in mandatory fun days or hanging out in the squad room in between classes/during free time. **NOTE:** If you aren't around when something is planned, don't get your feelings hurt when you're left out.
11. While on campus, students will watch their language. HC representatives frequently lead campus tours with prospective students. Remember: You are examples.

# HASTINGS FORENSICS CONTRACT

## ACKNOWLEDGEMENT OF HC SPEECH POLICIES

I, \_\_\_\_\_, have read and understand all of the information outlined in this handbook.

I understand that HC Forensics is a community of individuals, and I will strive to work with my teammates and my coaches in a way that is beneficial to my team and my college.

I accept all of the requirements listed in the handbook, and promise to keep a level of communication with my peers and coaches if I have any questions about the aforementioned material.

I will strive to do my personal best in every aspect of this organization.

I am aware that I have the right to ask questions, offer suggestions, and be listened to, as long as I maintain a healthy and dedicated relationship to this organization.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date