



# SWIFT

## January 2024

**SPEECH WORKERS OF IOWA FEATURE THEMSELVES**



**EAT.  
SLEEP.  
PEAK.  
REPEAT.**



**+ YOU  
HELLO!**

- CAST TEAM
- ONLINE REGISTRATION
- DEBATE UPDATE
- CHANGE FORM
- CONTEST DEADLINES
- SPECTATOR EDUCATION
- COMMENT SHEETS
- POLICY REMINDERS
- IHSSA CALLBOARD
- + MORE!

"The philosophy of the IHSSA is built upon the belief that no form of activity is any more important than that of learning to communicate effectively."





# A Lil' Acorn

My dad is a very wise man--a caretaker of the land and of its creatures, a farmer who has spent his life planning for the upcoming season. Prepping the soil, stocking the barn, vaccinating the creatures. Fertilizing. Providing.

As a retired master of acres, he still helps others in their planning as a crop insurance auditor. One of the many, many lessons he has offered me: Look ahead. "Before you set out, know what direction you are going." "The weather will always outguess you." "Fill up your gas tank when it reaches the half-way mark."

One winter, I learned the latter best practice the hard way. With 6-month-old Scout and 3-year-old Lincoln in tow, I ran out of gas--on the interstate--at 9:00 at night. With semis zooming past, lights glaring, and two wee ones crying in the back seat, my dad's words echoed loudly: Keep the gas tank at least half-way full.

In these precious weeks right before speech contest is "on the road", here is a gentle reminder from Farmer Hansen: Plan ahead. Pack. Prepare. Get ready. Now is the time to check your gas gauge and fuel up.

Why? It gives you time *now* to revise and update the plan. It will save you the stress if you do "those" things today vs. waiting until the last minute. It also allows you to *truly* be in the moment--especially later on during rehearsals when your students' time and your time are at their peaks.

Pack the contest kit today. Run off the comment sheets now. Schedule the bus today. Re-familiarize yourself with the Constitution. Conduct that parent/guardian meeting now--informing everyone of the route ahead. Be proactive vs. reactive and check your students' academic eligibility. Meet with your administrator and AD and let them know how awesome your speech family is today. And always, always keep plenty of gas in the car.

**In the spirit of speech education,  
Stacy Hansen, IHSSA Executive Director**





# IHSSA CAST TEAM

The IHSSA CAST Team (Computer Assisted Scheduling Team) is integral in the creation and delivery of all contest schedules. CAST plans throughout the year developing and integrating technology into our IHSSA contest. MUCH , MUCH GRATITUDE to CAST!



**EMILY EINSENMEN**

NE: Waterloo West

I enjoy working on the CAST TEAM as well as helping all of the IHSSA. I've been involved with the IHSSA since 2000 as a high school student at Clinton and I hope to always be a member of this wonderful group!

**DEREK FRIEDERICH**

NE: Postville

I've been part of the CAST team since 2019 and I've really enjoyed working with this awesome group of coaches! Looking forward to implementing the new SPEECHWIRE system at contests in 2023!



**KIM KELLER**

NW: Manson-Northwest Webster

I love working with the CAST TEAM because I enjoy the challenge of making contest day as enjoyable as possible for the host and all the teams! And the CAST people are tremendous! (Pictured with GAYLE)

**JODI GRANT**

NW: Northwestern College

The IHSSA CAST TEAM is an incredible group of people--all very focused on assisting contest managers and making the IHSSA a great place for all! I'm so happy to serve!



**KEVIN HOSBOND**

SE: Grinnell

Kevin is always up for solving a good puzzle. He enjoys the challenge of making sure the schedule best fits everyone's needs. Too, he relishes learning and growing alongside the other CAST TEAM members.

**LAYNE SHEETZ**

SE: Cedar Rapids Washington

I love being on CAST because I get to learn from the best in the state make the IHSSA even better for our students!



**CARRIE TINKHAM**

SE: Cedar Rapids Washington

Carrie is a founding member of the CAST TEAM and finds great satisfaction in making sure the system supports all. Carrie enjoys the camaraderie of assisting the contest managers and is happy to help!

**TRISHA NICESWANGER**

SW: Atlantic

Trisha has been teaching since 2014 and is often times a Contest Manager. Trisha brings her experience and her enjoyment of all things IHSSA to the CAST TEAM. She enjoys the challenge.



**MATT SCHMIDT**

SW: Council Bluffs TJ

I enjoy being a member of the CAST TEAM because it means taking away some of the stress for the contest managers.



# COPYRIGHT

## Permission to do Material or Music in all IHSSA Events

Please remember you must have permission to do ANY MATERIAL that you use for contest events. We have agreements with many companies to use their materials for IHSSA contest. For example, if you use recorded music for background in Mime or One Act (unless you have purchased the BMI license) you must have permission to use it. If you are using music for Short Film or TV you must get rights from the copyright holder and get synchronization rights for that song or songs. If you are reading an interp selection from a book you must receive permission to read that selection or cutting at the contest. In Musical Theatre you cannot do cuttings unless you have permission to do so. You can NEVER cut or rearrange material without receiving permission or using material from the companies we have agreements with. Receiving permission to perform at contest is just that. It does not cover performing for other events nor does it cover videotaping. Also, NEVER allow contest selections to be placed on YouTube or the internet. YOU DO NOT HAVE PERMISSION TO DO THAT! It is the responsibility of the local school to secure all performance rights for contest selections. Be sure you have permission to do material before you start a selection for contest. The IHSSA will NOT support any school that does not secure performance rights for selections at contest. Do not put your school district in financial danger by not finding the rights to perform material. Please remember all of your titles are posted on the web and those groups will see what you are doing. Get the proper rights to do material for contest. You as a coach/school must do this! Secure permission.

## PERFORMANCE RIGHTS FOR MUSICAL THEATRE + AREAS USING SHEET MUSIC (NOT TRW OR MTI) *From Dr. James Weaver of the NFHS*

You must request and receive permission to perform selections. A fee might be required. With all of these Performing Rights Organization permissions you cannot make an arrangement without the proper permission from the copyright owner. However, you may make cuts for timing purposes only, but the piece MUST remain in the same order and the cut must keep the integrity of the musical work.

If you are performing a work of music for a contest you will need to follow the guide below:  
If you are using sheet music from:

**BMI – PURCHASE** the BMI high school license for Secondary Schools (on IHSSA web site) you can do any song from the BMI catalog for contest without asking permission to perform. This is good for background music in Mime and One Act. The BMI license does not allow for any cuts/additions/different arrangements/etc. [BMI CONTRACT LINK](#)



# EDUCATE your SPECTATORS



Please share this information and video with your parents/guardians.

- 1. Are performance times exact?** No. Plan on arriving to your student's center at least 1/2 hour early. Most often, centers run ahead of time.
- 2. Is videotaping and photography allowed?** No videotaping or photography is permissible. In fact, it may disqualify the performing school.
- 3. Can local school logo (ie. a sweatshirt with school logo) be worn by spectators?** No. Refrain from all apparel that informs the judge of what school the participants are from.
- 4. Are students permitted to leave after they are finished performing?** ALL teams and students are encouraged to support other schools' performances. The big "team" is the whole "IHSSA Family."
- 5. What are the qualifications of the judges?** All IHSSA judges have gone through training and certification. Please accept your student's ratings with pride and dignity. Adhere to proper sportsmanship at all times.
- 6. How are ratings given?** At Districts, one judge critiques the performance with a I, II, III, or Disqualification IV rating. The judge also gives an oral critique. Only those receiving a I rating advance to State. At State, three judges critique the performance. No oral critique is given. Only those performances that receive at least two All-State nominations AND also are in the upper percentages of point ratings advance to All-State.
- 7. If I don't know where/when my student performs, what should I do?** DO make sure you DO know ahead of time from your local speech department your student's times and locations. Please do not rely on the contest site head office, as the contest managers are extremely busy. Students WILL know the schedule the week of the contest.
- 8. Can anyone come to contest?** Yes, all are invited. There is a \$3 donation that is asked of all audience members at the main door for Districts and State.
- 9. May I watch any group perform?** Yes, and you are encouraged to watch students from other schools as well as other categories.



# EDUCATE your SPECTATORS





# IHSSA 2024 LG DISTRICT CHANGE FORM

**Already submitted your registration?**

**Need to SUB a student?**

**Need to DROP a student?**

**Need to ADD a title?**

**Need to CHANGE an entry?**

The online "CHANGE Form" will be found under the LARGE GROUP--REGISTRATION. (Same place where you registered for contest.) All Contest Managers will also have this link available at contest. Available: January 5.

The COACH is required to complete a CHANGE FORM for any type of subbing/dropping/changing a title/etc.

Similar to past procedures, all student subs must be eligible (Article III, Section I). In Large Group, a student may sub at District or State and continue forward with that group. The student they replaced may return for State or All-State. In IE's, however, once a student subs at District contest, they must remain in that event. The student they replaced is not eligible to come back for State or All-State. (Article V, Section 8 of the By-Laws)



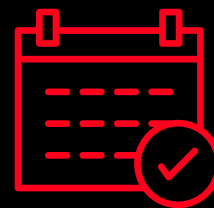


# NOTES



**Need COMMENT SHEETS? Print copies of these NOW. Use them in your rehearsals. Do not wait until the last moment to print these. Click HERE.** (District = 1 judge = 1 comment sheet. 1 Act = 3 judges = 3 comment sheets. State = 3 judges = 3 comment sheets.)

**SCHEDULES for CONTEST:** will be posted at [IHSSA.org](http://IHSSA.org). Click **CONTESTS**. Then, choose either **DISTRICT** or **STATE**. Each Contest Manager will also send the contest schedule to each director via email. Coaches should send each contest manager their email to receive the schedule. Directors: make sure you have communicated with your contest manager to receive the schedule.



**VIDEOTAPING** is not allowed at contest unless permission is secured from the State Office. This includes any type of recording device. Please pass this important information onto your parents/spectators. This policy is effective for **ALL IHSSA** contests and festivals. Make sure you have permission.

## **IHSSA ELIGIBILITY**



By directive of the Executive Board, please remember all students in all events must be academically eligible. This includes students in Short Film, Radio, and TV. All students must be eligible when the short film is given at contest. If a student was ineligible when it was filmed and is not eligible on the date of the contest, that film cannot be shown at contest. **YOU CANNOT USE AN INELIGIBLE CONTESTANT IN IHSSA ACTIVITIES.** If you need more clarification call the State Office. [HERE IS THE ELIGIBILITY POLICY.](#)



# MORE notes

**MUSICAL THEATRE:** Please note "NO UNIFORMITY of ATTIRE." Students can NOT dress the same. However, rehearsal black attire is allowed.



**SHORT FILM:** Credits are part of the timing. Make sure you have timed your schools' short films and critically reviewed them prior to contest.

**RADIO BROADCASTING:** You may have one or more commercials for a total of 30- 45 seconds. You cannot interview an outside school person for your broadcast. You may have one of your students portray a person; however, it MUST be a high school member and an eligible member of the team that is presenting the Radio Broadcast.



**TV NEWS:** You may have one or more commercials under the total time of 120 seconds.

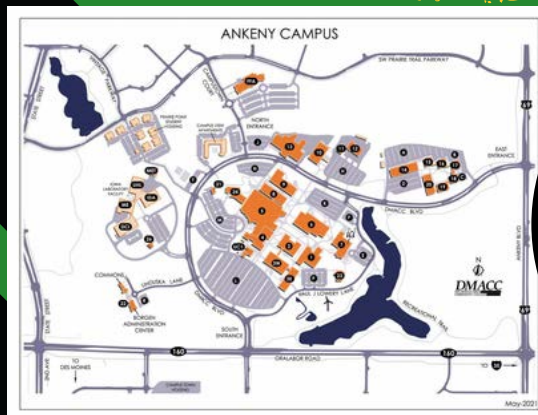
**CHORAL READING/READERS THEATRE SCRIPTS:** Scripts MUST be identifiable. Use the script with purpose. Make sure it is easily seen and serves the story.



**ONTIME:** You must be ONTIME with your REGISTRATION. If you do not submit entires by January 3, your entries may be scheduled at the end of the day.

# STATE DEBATE UPDATES

[FOOD](#)  
[MENU](#)



MAPS online  
at [ihssa.org](http://ihssa.org)

## State Debate Tournament: January 5/6, 2024: DMACC, Ankeny

**DIRECTIONS:** DMACC CAMPUS/Ankeny. Exit I-35/Exit 90. Head west on Oralabor Road. Park in the NORTH lot. The STUDENT CENTER will serve as the headquarters for contest.

**DEBATE AREAS:** All four areas (Congress, Lincoln Douglas, Policy, Public Forum)

Please remember we will debate the January topic for both Public Forum and Lincoln Douglas. [HERE ARE THE TOPICS for STATE DEBATE.](#)

Please see this [TABROOM](#) site for all the information on location and registration for the State Debate Tournament.

Here is the [DEBATE SCHEDULE.](#)

Here is the [DEBATE TABROOM.](#)

10:30 - 11:15: Registration

11:30 - 12:00: Required Meeting for PF Judges/Coaches

12:30 - 1:00: Required Meeting for Congress Judges/Students

**SPEAK  
UP!**

# IHSSA +



# ready, ready for contest?

## 1. Register your entries ON TIME.

A. Spell the students' names correctly. This helps the computer avoid scheduling issues.

B. Include the title and author of the event. Do NOT use generic names like "Team 1". Instead choose a student's last name like "Grant TV" if you don't have a specific title yet.

C. Correctly enter students who are performing in more than one event – DOUBLE CHECK!

2. If you are using both a 9th grade team and a varsity team, you cannot have a 9th grader perform in a varsity event and vice versa. Keep the teams separated.

3. Do not call the contest manager about special requests! You MUST call STACY at the state office for any special requests to be approved. ACT Testing exemptions will not be approved!

4. Send in your EMAIL ON TIME to the contest manager! Include a PDF of your entry form.

5. Once the schedule is posted, your school will be listed by ID number. Look for the entries with your ID number.

6. Check the schedule to make sure all your entries are listed.

7. If an entry is missing, contact the Contest Manager ASAP!

8. If there is an emergency (student is ill, bus broke down, weather, etc.) contact the Contest Manager.

9. If you need to drop an entry contact or change an entry, submit a CHANGE FORM. (Form is on the IHSSA website by REGISTRATION.)

10. Make sure your comment sheets are filled out correctly. (Comment sheets are found on the website). You will need 1/event for District Contest and 3/event at State Contest.

11. Bring your OWN equipment! Equipment/materials you may need:

A. Musical Theatre: Something to play the music on. You may bring your own table and uniform chairs. They are also provided at contest.

B. Group/Solo Mime: Something to play music on. You MUST have a placard! You may bring your own uniform chairs.

C. Radio News: Something to play the program on. Speakers, cords, a cart.

D. TV News/Short Film: Projector, something to play the program on, speakers, cords.

E. One Act Play: costumes, props, set pieces (basically **plan on bringing anything you need**).

F. Choral Reading/Readers Theatre: Bring your own boxes, ladders, stairs, stools, SCRIPTS.

G. Group Improvisation/Ensemble Acting: NOTHING except the comment sheet.

H. Solo Musical Theatre: Something to play your own music on. You may bring your own plain chair.

I. Expository Address: Bring your own visual aids including computer/projector/speakers/etc.

J. Individual Radio News: Bring your own scissors, paper, tape, pens, and pencils, a timer.

K. Storytelling: Bring your own stool.

L. Spontaneous Speaking: Bring your own writing utensil and notecards/notepads.

M. Reviewing: Bring your own visual aids/ projector/computer/speaker if needed.

N. All individual interp reading speakers need to bring their own scripts.

O. When in doubt, BRING YOUR OWN STUFF! It's better to be safe and overly prepared!

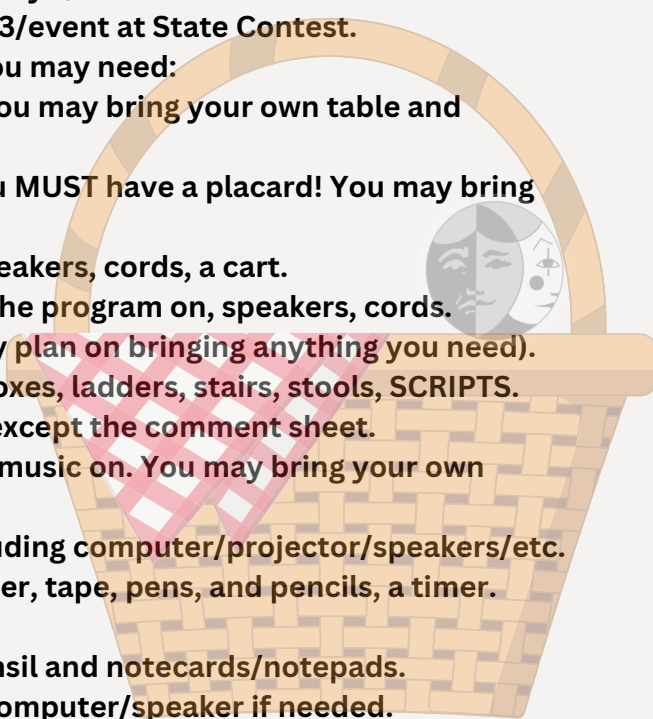
12. When you arrive at the contest site, do a sweep of each contest center to make sure the center has what you need. If something is missing (i.e. a podium or the correct number of chairs, report it right away to help solve the situation.

13. Don't ask for comments sheets in the office until all of your ratings have been posted.

14. Before you leave, count your comment sheets to make sure you them all.

15. Have your students clean up around their "camp" area. Even if the trash isn't theirs, it's nice to leave the space clean. Plus, they can take time to make sure they have everything that they brought so nothing gets left behind. It helps to have a checklist when you start and then you can check it again when you leave.

**Special thanks to JODI GRANT, CAST Team, for providing this quick check list.**





# IHSSA REGISTRATION



**You should have login/password by now. IF YOU DO NOT, contact STACY!**

## 1 PAY YOUR MEMBERSHIP

Have you... is not... You... to the... (e.)

## 2 OBTAIN LOGIN/PASSWORD

The... you... several... same as last year. If... ndy; you'll be using it

## 3 CHECK YOUR SITE LOCATION

By December... group sites will be posted on the IHSSA website. Do not register before sites are posted. You are not able to register until sites are posted.

## 4 EMAIL YOUR CONTEST MANAGER

After you find out your DISTRICT site location, EMAIL your contest manager your contact information. You must email your contest manager: [HERE ARE CONTEST MANAGERS' CONTACTS.](#)

## 5 SUBMIT ONLINE REGISTRATION DUE: Jan. 3

Complete the ONLINE REGISTRATION at the IHSSA website for DISTRICT REGISTRATION. Print 3 copies. (1) for payment to submit to the IHSSA (2) 1 to send to District Contest Manager (3) and a copy for your records. You need the log in/password for this. The form is the invoice for your contest entry fees.



## 6 SUBMIT IMMEDIATE PAYMENT \$ TO IHSSA

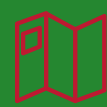
Work with your business office and secure payment to the IHSSA. Remember, a PO is not payment. Too, please remember the deadline of registration. Late entry penalized will be enforced per constitutional rules. Late entries will perform at the end of the day. Please do your part and get the form to your business office for payment.

## 7 CALL STACY 4 SPECIAL REQUESTS DUE: Jan. 4

All special requests for performances must be called to Stacy Hansen. Contest Managers will not accept special requests. Special requests are for school related events only. There ARE conflicts with SAT testing. ACT tests are Feb.10 and April 13. SAT testing is on March 9 the same day as STATE IE. NO SPECIAL REQUESTS will be accepted for ACT/SAT TESTING.



## GOT ??'s?



[USE THIS additional step-by-step handout](#) for additional support.

[WATCH THIS VIDEO](#) for additional support.



Thank you CARRIE TINKHAM, Coach at Large, for providing helpful guide and video! .



# IHSSA CONTEST ENTRY DEADLINES



**STATE DEBATE**  
**December 20, 2023**  
**All forms due**

**DISTRICT LARGE GROUP**  
**January 3, 2024**

**STATE LARGE GROUP**  
**Immediately after District**

**LG ALL STATE**  
**Immediately after notification**

**DISTRICT IE**  
**February 7, 2024**

**STATE IE**  
**Immediately after District**

**ALG ALL STATE**  
**Immediately after notification**

**EARLY is ON TIME.**  
**ON TIME is LATE.**  
**LATE is....OH NO!**



**Send in payment early. The PO is NOT payment. Communicate EARLY with your bookkeeper.**

**Please remember these deadline dates. Late entry penalties will be enforced per the IHSSA Constitution. All late entries will be placed at the end of the performance day, as per the Executive Committee. EARLY is ON TIME.**

## SPECIAL REQUESTS

**By direction of the Executive Committee, all special requests must be CALLED INTO THE STATE OFFICE by the dates listed below:**

**District LG: January 4, 2024**

**State LG: January 24, 2024**

**District IE: February 8, 2024**

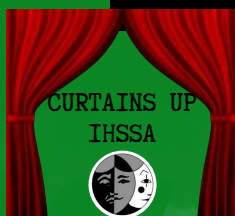
**State IE: February 28, 2024**



**Special requests after these deadlines will only be accepted on an emergency basis. Email requests or phone messages will NOT be honored. You must speak directly to Stacy Hansen, IHSSA Executive Director. Contest Managers will not accept special requests. ACT/SAT testing is not a special request. Thanks for your compliance.**

**SUBSCRIBE TO OUR YOUTUBE CHANNEL: IHSSA + YOU!**

**You  
Tube**



**LOOK for CURTAINS UP! A weekly video message about all things IHSSA on our YOUTUBE channel.**

# 2024 SPONTANEOUS SPEAKING AREAS

These 10 areas will produce the questions for the 2024 Spontaneous Speaking category for both District and State Contest. Please note these are NOT the questions, just areas for students to conduct their research.

1. National government issues and their effects on the average person in America.
2. Security issues in our schools, our nation, and in the world.
3. The economy in America and the world.
4. Laws and rules that relate to students.
5. Media's effects on our lives.
6. Health issues including mental health issues.
7. The President, Congress and the state of government in the United States.
8. Business issues including local, state, national, and international issues.
9. Educational issues facing our youth.
10. Current/past art and sporting events.



Possible questions could be:

*What is the biggest issue for our students in schools today? Is America safe from terrorism? Can we restore civility to political debate?*

## SHORT FILM, TV NEWSCASTING, RADIO BROADCASTING REMINDER

As per the IHSSA Constitution, you must provide your own media formatted presentation. The contest site will have a backup just in case something happens to your projector or computer; however, it is your responsibility to bring your own equipment. Each individual school is responsible for bringing their own AV equipment in SHORT FILM, TV NEWSCASTING, and RADIO BROADCASTING. Do not rely on the contest manager supplying these for you. Do not rely on the contest school's WIFI.

**BRING TO CONTEST:** Your own projector

Your own multiple copies of your Short Film/TV/Radio

Your own extension chords

Your own extra speakers (if you have)

Your own extra cart (if you have)



If you bring your own equipment, you will have no problems showing these events. We have had some issues with this in the past. Please bring your own equipment to show your presentations. What each site will have is a cart to set up your equipment in the hallway before each presentation. When your event is ready to go, you wheel the cart in and your presentation will be set. There will be no setting up equipment in the room. This should help those events run smoothly. If you are using music for short film, tv news, or radio broadcasting you must get rights from the copyright holder and get synchronization rights for that music. **DO NOT USE MUSIC WITHOUT THOSE RIGHTS!**

**\*\*NOTE on timing of the Short Film: Credits ARE a part of the time. If you show credits, yes, they do count as part of the time.**



# JUDGE EVALUATION FORM



Your voice is important! After every contest the Judge Certification Committee asks for your insight and assistance in completing the "Judge Evaluation Forms". Here's why ...

Each August, the Judge Certification Committee thoroughly examines each and every individual evaluation form. Judges who have earned superior feedback receive positive affirmation from the State Office. Judges that are in need of support receive extra guidance and clarification. Your assessment makes the whole process circular -- our judges "judge" our students and we "judge" our judges. Also, this is your opportunity to model and exercise "justification". Ultimately this system of giving and receiving constructive feedback is better for the whole community: judges, coaches, and most importantly -- our students. Additionally, your evaluation assists the Judge Certification Committee in collecting information for areas that are in need of training and/or areas that require more clarification. Your feedback aids in the thoughtfulness of continued education to judges on the rules as well as how to properly interpret and justify the IHSSA Constitution.

We kindly ask that you complete a judge evaluation form as close to the end of each contest day as possible. Your thoughts will be fresh in your mind before you encounter your next contest day and your next round of judges. Your Contest Manager will include a reminder and specific instructions for completing the "Judge Evaluation Forms" with your ballots.

**COACH REMINDER:** Please complete a "JUDGE EVALUATION FORM" for each of your judges.  
THANK YOU! IHSSA JUDGE CERTIFICATION COMMITTEE

1. Begin by going to [www.ihssa.org](http://www.ihssa.org)
2. Click on "Online Registration" on the right of your screen.
3. Then, continue to log in as you would normally do to register.
4. Click on "Judge Evaluation Forms" at the bottom of the IHSSA Online Forms page.
5. Next, click on "Continue to Evaluation Form".
6. Complete "Judge Evaluation Form" and finally, click submit. (Use the "List of Judges" on the back side of the sheet if you need assistance with spelling.) Complete a separate evaluation for each of the judges.

1. Your Contest Manager will supply you with the LIST of JUDGES at Contest.
2. Complete an evaluation for each judge.



# IHSSA POLICIES

## WEAPONS POLICY



IT IS UP TO EACH LOCAL SCHOOL DISTRICT TO DETERMINE THEIR WEAPONS POLICY FOR PROPS AT IHSSA CONTESTS. THE IHSSA'S LEGAL COUNSEL CONFERS THAT IT WILL BE THE DUTY OF AN INDIVIDUAL SCHOOL TO WRITE THEIR PARTICULAR CONTEST SITE MANAGER IF THEY HAVE A LOOK-ALIKE WEAPON IN THEIR CONTEST SELECTION. THEN THE LOCAL CONTEST SITE WILL MAKE THE DECISION IF THEY WILL ALLOW THE LOOK-ALIKE ON STAGE OR IN THE CLASSROOM ACCORDING TO THEIR OWN DISTRICT RULES. AN EXAMPLE WOULD BE: SCHOOL B IS DOING A CHORAL READING INVOLVING THE OLD WEST. THEY WILL BE WEARING TOY PLASTIC PISTOLS FOR EACH INDIVIDUAL IN THE CHORAL READING. SCHOOL B MUST THEN WRITE THEIR LOCAL CONTEST SITE MANAGER AND ASK PERMISSION TO USE THIS LOOK-ALIKE PROP WEAPON AT THAT SITE. THE CONTEST SITE MANAGER WILL THEN INFORM SCHOOL B THAT IT WILL BE 1) ALLOWED WITH NO SPECIFICATIONS, 2) ALLOWED WITH SPECIFICATIONS, OR 3) WILL NOT BE ALLOWED. BEGINNING IN THE 1996 CONTEST SEASON, EACH DISTRICT IN THE STATE WAS ENCOURAGED TO DEVELOP THEIR OWN LOCAL WEAPONS POLICY. IF YOU HAVE QUESTIONS ON THIS PLEASE CALL THE STATE OFFICE.

## TOBACCO/ALCOHOL POLICY



NO REAL TOBACCO, VAPOR PRODUCTS OR ALCOHOL WILL EVER BE USED IN IHSSA CONTEST ENTRIES. THIS INCLUDES LIVE PRODUCTIONS AT CONTEST AS WELL AS SHORT FILM/TV NEWSCASTING PRODUCTIONS THAT ARE FILMED OFFSITE. LOOK ALIKE ALCOHOL, VAPOR PRODUCTS, OR TOBACCO THAT ARE NECESSARY FOR IHSSA PRODUCTIONS AT CONTEST OR IN FILMED EVENTS SHOULD BE PROVIDED BY THE PARTICIPATING SCHOOL AND SECURED BY THE IHSSA COACH. ALL SUCH "LOOK ALIKES" WILL BE FACSIMILES OR NON-FUNCTIONING PROPS. THE IHSSA COACH IS RESPONSIBLE FOR STORING THE PROP "LOOK ALIKE" IN A LOCKED ROOM OR SECURE, CONCEALED STORAGE AREA. STUDENTS WILL CHECK OUT THESE PROPS WHEN NEEDED AND WILL BE SUPERVISED AT ALL TIMES. REAL ALCOHOL, VAPOR PRODUCTS OR TOBACCO SHOULD NEVER BE USED IN AN IHSSA PRODUCTION. USE OF REAL PRODUCTS IS A VIOLATION OF STATE LAW FOR THE STUDENT(S) AND THE SCHOOL.

STUDENTS SHOULD NOT BE ASKED TO BRING A 'LOOK ALIKE' ALCOHOL, VAPOR PRODUCT, OR TOBACCO PROP TO SCHOOL OR AN IHSSA CONTEST. ALL PROPS (EMPTY CANS, BOTTLES, FAKE TOBACCO PRODUCTS, VAPOR PRODUCTS) SHOULD BE PROVIDED BY THE PARTICIPATING SCHOOL AND SECURED BY THE IHSSA COACH. THE PROP SHOULD BE WRAPPED WHENEVER IT IS MOVED FROM ONE AREA OF THE SCHOOL/CONTEST SITE TO ANOTHER. THIS MOVING SHOULD BE DONE ONLY BY THE TEACHER/COACH. STUDENTS SHOULD NEVER CARRY THESE PROPS THROUGH THE HALLS OF A SCHOOL/CONTEST SITE. IF THE LOOK ALIKE PROP IS USED IN A REHEARSAL, AT A FILMING, OR AT CONTEST ALL ADMINISTRATORS OF PARTICIPATING SCHOOLS SHOULD BE NOTIFIED OF THE USE OF THAT ITEM.

ALL CONTEST MANAGERS SHOULD BE ALERTED IF A "LOOK ALIKE" TOBACCO, VAPOR PRODUCT, OR ALCOHOL PROP IS BEING USED IN THE IHSSA CONTEST SERIES.

**COACHES: BE AWARE OF THIS IN YOUR VIDEO EVENTS TOO!**





# WEAPONS POLICY EXAMPLE



THE FOLLOWING IS AN EXAMPLE OF A WEAPONS PROCEDURE DEVELOPED BY HOF COACH DENIS HILDRETH/HOOVER, DES MOINES DURING HIS TENURE.

NO REAL WEAPONS WILL EVER BE USED IN DRAMA/SPEECH CLASS OR ON STAGE. PLAY WEAPONS THAT ARE NECESSARY FOR DRAMA/SPEECH PROJECTS OR FOR PLAY PRODUCTION SHOULD BE PROVIDED BY THE SCHOOL AND SECURED IN THE DRAMA/SPEECH ROOM. ALL SUCH "WEAPONS" WILL BE FACSIMILIES (TOYS) OR NON-FUNCTIONING PROP WEAPONS. THE SCHOOL DRAMA/SPEECH PERSONNEL ARE RESPONSIBLE FOR STORING THE PROP WEAPONS IN A LOCKED ROOM OR SECURE, CONCEALED STORAGE AREA. STUDENTS WILL CHECK OUT THESE PROPS WHEN NEEDED AND WILL BE SUPERVISED AT ALL TIMES. DRAMA/SPEECH STUDENTS SHOULD BE EDUCATED ON THE PROPER HANDLING AND SAFETY TECHNIQUES OF ALL "WEAPONS" USE.

STUDENTS SHOULD NOT BE ASKED TO BRING A WEAPON-LIKE PROP TO SCHOOL. ALL DRAMA/SPEECH WEAPON-LIKE PROPS (A BLACK PLASTIC REVOLVER, AN ORANGE PISTOL, A RUBBER KNIFE, PLASTIC SWORDS) SHOULD BE PROVIDED BY THE SCHOOL AND SECURED IN THE DRAMA/SPEECH ROOM OR DRAMA PROP ROOM.

THE PROP SHOULD BE WRAPPED WHENEVER IT IS MOVED FROM ONE AREA OF THE SCHOOL TO ANOTHER. THIS MOVING SHOULD BE DONE ONLY BY THE TEACHER. STUDENTS SHOULD NEVER CARRY THESE PROPS THROUGH THE HALLS.

STARTER PISTOLS SHOULD BE STORED IN THE SCHOOL VAULT.

STUDENTS SHOULD NOT BE ALLOWED TO CHECK THESE OUT. STARTER PISTOLS USED IN PRODUCTIONS SHOULD BE DONE WITH THE BUILDING PRINCIPAL'S KNOWLEDGE AND STRICT SAFETY GUIDELINES.

IF A WEAPON-LIKE PROP IS USED IN A REHEARSAL AND THE SOUND CAN BE HEARD, ALL ADMINISTRATORS IN THE BUILDING SHOULD BE NOTIFIED OF THE TIME THAT THE SOUND WILL IN THE REHEARSAL/PERFORMANCE.

## IHSSA CONSTITUTION



Educate yourself with the IHSSA Constitution. Educate your students. Each year, District Officers are called into centers to disqualify an entry based on a constitutional violation that could have been avoided by simply familiarizing oneself with the IHSSA rules. Make sure you and your students know, understand, and adhere to the rules. Be make sure your IHSSA Constitution and by-laws are the most up-to-date editions. [HERE are the 2023 CHANGES LINK for LARGE GROUP EVENTS.](#)

# DECEMBER/JANUARY SUGGESTED COACH CALENDAR

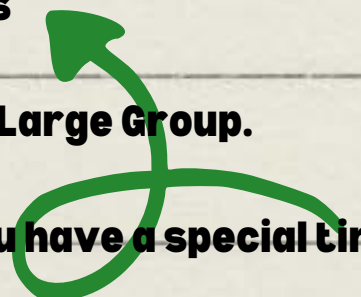
## I. DECEMBER

- A. Secure performance permissions.
- B. Hold Large Group auditions or sign-up.
- C. Hold IE auditions or sign-up.
- D. Establish Large Group rehearsal schedule.
- E. Contact LG contest manager via e-mail.
- F. Fill out Large Group/Debate entry forms (on-line) send by deadline. For Debate use web site listed on the IHSSA home page. Use password.
- G. Remember: SEND a copy of on-line registration form to District host.
- H. Send Registration FORM and PAYMENT \$\$\$ to IHSSA State Office.
- G. Decide on set pieces, costumes, etc.
- H. Check your constitution! CHECK the RULES!
- I. Encourage IE students to look for selections.
- J. Rehearse, rehearse, rehearse.
- K. Make transportation arrangements.
- L. Fill out and send in State Debate Forms.
- M. Contact Judges for State Debate Tournament.
- N. Secure Transportation/Health forms from students.



## II. JANUARY (District Large Group / State Debate)

- A. Check on transportation for district contest/State Debate.
- B. Rehearse, rehearse, rehearse.
- C. Check travel permission and health form documents for State Debate /District.
- D. Call State office by deadline if you have a special time request for Districts.
- E. Go to State Debate Tournament. Bring judges bond!
- F. Attend DISTRICT contest. BRING your COMMENT sheets
- G. Read critiques. Complete Judge Evaluations online.
- H. Encourage students and keep rehearsing for STATE Large Group.
- I. Work on IE entries.
- K. Send in STATE fees . Call State office by deadline if you have a special time request.
- L. Send a thank you note to DISTRICT contest manager.





# FEBRUARY

## SUGGESTED COACH CALENDAR



### I. FEBRUARY

- A. Finish State preparations.**
- B. Secure proper travel permissions/health forms.**
- C. Attend State Contest. Bring COMMENT SHEETS!**
- D. Read critiques. Complete Judge Evaluations online.**
- E. Check in All-State forms (on-line)**
- F. Volunteer to be a room chair at All State.**
- G. Attend All-State to perform and to learn.**
- H. Send IE Registration FORM and PAYMENT \$\$\$ to IHSSA State Office. On TIME!**
- G. Request IE special requests by deadline.**
- H. Prepare travel information for District IE.**
- I. Rehearse, rehearse, rehearse.**
- J. Send thank you note to State Congest Manager.**



**ALL contests** are digitally scheduled. The names of entries for scheduling are taken directly from the online registration, and a computer creates the schedule, saving contest managers hours of time. There are two things coaches **MUST** be careful of when registering online:

1. It is imperative you spell your students' names **correctly** and **consistently**. For example, the computer will read "Jon Smith" and "John Smith" as two separate people, and may schedule them at the same time. If "John" and "Jon" are actually the same person and the coach just misspelled their name, that creates a mess with the schedule.
2. Do **NOT** title entries with generic titles, such as "TBA", "Improv 1", or "Untitled". When several schools do that, it creates a scheduling problem. If your entry does not have a title when you register, please use some other unique temporary title, such as "Smith Mime #2" or "Hansen Film" (something unique to your school or a student name) so your title is distinguishable from other titles. **IMPROV: Use 2 students' last names.**

**Be responsible with your registration and double check before you submit!**



## WHERE do I go for contest?

**LG DISTRICT SITE ASSIGNMENTS:** Available at [IHSSA.org](http://IHSSA.org)  
**IE DISTRICT SITE ASSIGNMENTS:** Released early JANUARY.

## WHEN do I register for contest?



District LG sites are released on [IHSSA.org](http://IHSSA.org). IE sites are released early January.



## WHERE will I register for contest?

You will register online at [ihssa.org](http://ihssa.org) using your secure login/password. Contact the IHSSA Office if you need login info.



# Contest Sites 24

### NORTHWEST

#### LARGE GROUP DISTRICT

Denison  
Northwestern College  
Sioux City East

#### LARGE GROUP STATE

Spencer

#### INDIVIDUAL EVENTS DISTRICT

MOC-Floyd Valley  
Sioux Central  
Woodbury Central

#### INDIVIDUAL STATE CONTEST

Kuemper Catholic

### NORTHEAST

#### LARGE GROUP DISTRICT

Cascade  
Decorah  
Union

#### LARGE GROUP STATE

Dubuque Senior

#### INDIVIDUAL EVENTS DISTRICT

Maquoketa Valley  
Mason City  
West Delaware

#### INDIVIDUAL STATE CONTEST

Hampton-Dumont CAL

### SOUTHWEST

#### LARGE GROUP DISTRICT

ACGC  
Clarke Osceola  
Shenandoah  
WDM Valley

#### LARGE GROUP STATE

Ankeny Centennial

#### INDIVIDUAL EVENTS DISTRICT

Bondurant-Farrar  
Council Bluffs Thomas Jefferson  
East Union  
Waukee Northwest

#### INDIVIDUAL STATE CONTEST

ADM

### SOUTHEAST

#### LARGE GROUP DISTRICT

Keota  
Iowa City Liberty  
Monticello  
Pella

#### LARGE GROUP STATE

Pleasant Valley

#### INDIVIDUAL EVENTS DISTRICT

Montezuma  
Mount Vernon  
North Scott  
South Tama

#### INDIVIDUAL STATE CONTEST

Cedar Rapids Xavier

**STATE DEBATE: Jan. 5/6**  
**ANKENY DMACC CAMPUS**

**LG.GROUP ALL STATE FESTIVAL:**  
**IOWA STATE, February 17**

**IE All STATE FESTIVAL:**  
**UNI, March 25**





# ADDRESS BOOK

[CLICK HERE FOR IHSSA CONTACTS.](#)  
Make a copy and then sort by your district.

Wish to be included in the **ONLINE**  
address book for all to view?  
**INCLUDE your EMAIL ADDRESS**  
in our **IHSSA ADDRESS BOOK.**  
**SUBMIT INFO HERE link.**

**NEED CONTEST  
MANAGER INFO?**  
[Click here for](#)  
[CM CONTACTS.](#)





# CALLBOARD

**PRINT  
THIS**

- January 3: District Large Group Registrations DUE online
- January 4: District Large Group Special Requests  
DUE to Stacy (Request only take by phone directly.  
Do not leave a phone message. Talk directly to Stacy.)
- January 5/6: State Debate at DMACC
- January 20: Large Group District Contest
- January 22: State Large Group Registrations DUE online
- January 24: State Large Group Special Requests  
DUE to Stacy (Request only take by phone directly.  
Do not leave a phone message. Talk directly to Stacy.)
- February 3: IHSSA State Large Group Contest
- February 6: Large Group All-State Festival Registrations DUE
- February 7: District IE Registrations DUE online
- February 8: District IE Special Requests  
DUE to Stacy (Request only take by phone directly.  
Do not leave a phone message. Talk directly to Stacy.)
- February 17: Large Group All-State Festival
- February 24: IHSSA District IE Contest
- February 26: State IE Registrations DUE
- February 28: STATE IE Special Requests DUE to Stacy  
DUE to Stacy (Request only take by phone directly.  
Do not leave a phone message. Talk directly to Stacy.)
- March 9: IHSSA IE State Contest

**Want YOUR EVENTS published?  
SUBMIT YOUR SPEECH/THEATRE/DEBATE DATES  
for our IHSSA Callboard at this LINK:  
[IHSSA CALLBOARD DATES \(CLICK LINK\)](#)**