

Handbook for New Coaches

Section I – Starting up

1) Your Building

- a) Principal – Meet with your principal to discuss
 - i) Number of Tournaments
OSAA has set a maximum number of tournaments per school. Determine how many you would like to attend and how many per month, and how many in a row. If you are pulling students out of classes three Fridays in a row how will the school feel?
 - ii) Funding for the program – Are you given a budget from ASB?
 - iii) Fundraising – What kinds of fundraisers are available and okay with the school? Many districts won't let you sell candy bars or other sweets.
 - iv) Competitive goals/educational goals and philosophy – Does the school expect a state championship award within 3 years? Or is the goal more educational?

- b) Forms
 - i) Field Trip forms?
 - ii) Do you get reimbursed for your meals?
 - iii) Is there a special form for overnight tournaments?
 - iv) How do you get your schedule on the schools Master Calendar?
 - v) How do you make sure the students are not marked absent when you take them out of school?
 - vi) How do you arrange to pay tournament fees?
 - vii) How do you check student eligibility for tournaments?
 - viii) Is there an existing Parent Information form you can adapt for your program?
 - ix) Emergency Contact/Parent Permission form?
 - x) Who do you contact when the bus won't start at 5 am?

- c) Transportation
 - i) How do you arrange for busses?
 - ii) Is there a transportation budget for your program?
 - iii) Does the school have an activity bus?
 - iv) Are you expected to drive the activity bus?
 - v) How do you get a license to drive the activity bus?

- d) What are your responsibilities to the teachers in the building when you take students out?
 - i) Can students use team practice time to make up work for other teachers?
 - ii) If you have a Speech and Debate class, can students use it to make up work?
 - iii) Can your students be a resource for other teachers to use? Announcements, demonstration speeches, etc.

e) Eligibility for State Speech Championships

Your school must pay the OSAA to participate in the State Championships. This means that they tell the OSAA that they have a speech program. Usually this is done by the Athletic Director or the Athletic Director's secretary or assistant. In some larger schools it may also be done by the Activities Director.

2) Finding Tournament Information

a) Speech Oregon <https://www.speechoregon.org/> has a tremendous amount of information for you. Patrick Leahy manages it for us. He posts Tournament Invitations, maintains the Coaches' list with contact information, maintains the tournament calendar, posts helpful resources, etc. Although we are under the umbrella of the Oregon School Activities Association we are to a great extent autonomous.

b) OSAA District: There are currently 14 Speech districts in Oregon. There is a list in the handbook.

c) The OSAA Speech Handbook <http://www.osaa.org/docs/handbooks/spehandbook.pdf> gives you the State rules for all the individual events as well as all the information about the Oregon High School Speech League and how we run the State Speech Championships in April. Brad Garrett is the individual in charge of Speech.

d) National Speech and Debate Association: <https://www.speechanddebate.org/> NSDA hosts the national Speech and Debate Tournament in June. If you are in the north half of the State Michael Curry, Sprague HS, is the District Chair. If you are in the south or eastern part of the state Tori Marshall of Grants Pass HS is the District chair.

e) Ask a coach. We all work together to try to build the whole state. We are a bit unique. Not all states are able to balance the competition and the collegiality that we have here. We encourage and support one another.

Section 2 – Tournament Pre-Planning

1) Tabroom: <https://www.tabroom.com/index/index.mhtml/> Tabroom is a free program that helps run many tournaments. It is currently the program used to run the OSAA State Speech Championships. You should set up an account for your program

- It allows you to enter the students' name directly into the tournament (spelled correctly) and the students' topics, selections as well
- It provides the opportunity to spell the student's name phonetically for awards purposes
- It links directly to the NSDA account for each student and automatically records scores for NSDA points so you don't have to do it.
- It allows you to add and drop competitors right up to the deadlines the tournament has established

- It shows you whether or not you have enough judges for your entries
- 2) When you go through the list of available tournaments you can select the tournaments that are most appropriate for your program.
 - 3) When you fill out the tournament registration information be as complete as possible
 - Enter carefully. Be sure to include your cell phone number.
 - Spell correctly
 - If asked for Titles of Selections be accurate
 - In most original events (ADS, Oratory, Informative, etc.) you will be asked for a topic area. We try not to put the same selections or topics together at OSAA tournaments, so be sure the information you provide lets us know what the speech is about.
 - 4) As coach you should have copies of your student presentations with you. Or have access to them electronically so you can retrieve it when the student loses the speech.
 - 5) Have emergency supplies with you:
 - Extra pens, paper
 - Bandaides
 - Safety pins
 - Granola bars
 - 6) Arrange
 - Transportation,
 - Payment to the tournament
 - Parent, Student, and School Information
 - Judging
 - Lodging, if necessary
 - 7) Consequences – determine in advance what happens if a student doesn't show up for the trip, or does not go to all of the students' scheduled rounds, or violates school policies, or your directions.

Section 3 – At the Tournament

- 1) Be on time or early. Decide how long you will wait for late students. It doesn't hurt to leave on time and leave a student behind. They will then know you expect them to be there and ready to go.

- 2) When you arrive at the tournament send the students to the Student Lounge Area (usually there are signs to show this) Go to the Registration area without the students. Arrange to meet them and give them maps and schedules and their codes after you register.
- 3) You are expected to judge. Some tournaments give you breaks, some do not. Bring paper, pen, laptop, notebook, whatever you are comfortable using to make notes. You are expected to judge debate if you have a debate entry. You may be asked to judge types of debate you are not familiar with. It is a good way to learn about the event, and decide if you want to coach it.
- 4) If you have an emergency with a student, let the tournament officials know. They will give away your ballots, and see if they can be of any help during the emergency.
- 5) Ballots:
 - a. You will write lots of ballots. They are a teaching tool.
 - As a judge you help coach all of the students in Oregon.
 - Try to tell the student why you ranked or rated them the way you did. It is not helpful to say "Good speech" and give the student a rank of 4th.
 - Try to tell them what they did well, and how to improve the speech.
 - b. You will pick up your students' ballots at the end of the tournament.
 - You should always help them understand that judges try to be helpful.
 - Some of the students may react with anger. If they blame the judge, they will never learn how to get a 1 from that judge.
 - It is good to go over the ballots before you give them back. Occasionally we have had judges not be professional and that has led to hurt students. Most of us have "lost" a ballot on occasion.

Section 4 - After the tournament.

- 1) Go over ballots with your students. Look for comments that are repeated among the judges.
- 2) Set up practice groups to help one another build on the suggestions and help one another improve.
- 3) If the tournament is not on Tabroom you will need to enter the NSDA points for your students.

**Sprague High School
Speech Team Parent Permission for School Trip**

_____ student name

_____ home address phone number (home, parent cell, and your cell)

Activity

Speech Tournaments for the academic year 2018-2019

Schedules and specific instructions are sent home before each specific tournament. Information will also be available on the team competition calendar link on the team website.

In order for my child, a minor above, to take part in and receive the advantages of a program planned and sponsored by Salem-Keizer School District 24J, Marion County, Oregon, I am hereby giving permission for him/her to make any or all of the trips included in the planned program of the school as shown above.

Persons authorized by the school to operate private automobiles for these activities are required to certify that they carry personal liability and property insurance in an amount satisfying the State of Oregon proof of financial responsibility requirements.

Transportation may be provided by one of the following methods:

School Bus/Van Teacher in private automobile Volunteer parent in private auto
 My student in our family automobile driven by a parent/guardian. Per District rules, students may not drive themselves or take public transportation to an activity.

My student is covered by medical insurance through the following insurance company:

Policy Number _____

First Aid

By signing below, authorization is given for the administration of first aid when necessary. I also authorize Salem-Keizer School District 24J and its employees to secure the services of a physician or hospital and to incur the expenses for necessary services in the event of accident or illness I will provide for the payment of these costs.

_____ Date

_____ Parent/Guardian

_____ Primary Emergency Contact Name and Phone Number

_____ Secondary Emergency Contact Name and Phone Number

Two copies of this form will exist. One is held in the business office. The teacher carries the other one to tournaments.

Speech Team Student Information

Name: _____

Street Address: _____

City/State/Zip: _____

Home Phone: _____

Student Cell Phone: _____

Student E-Mail: _____

Parent Cell Phone: _____

Parent E-Mail: _____

Medical Issue: _____

Grad Year: _____

Student Number: _____

NFL Member: _____

NFL Dues Paid: _____

NFL Degrees: _____

Enrolled in Class: _____

Independent Schedule: _____

After School _____

Practice Days and Times: _____

Practices Attended: _____

| | | | |
|-----------------|------------------------------|--------------------|-------------|
| Event 1: _____ | Completed Instruction: _____ | Script Done: _____ | Time: _____ |
| Event 2: _____ | Completed Instruction: _____ | Script Done: _____ | Time: _____ |
| Event 3: _____ | Completed Instruction: _____ | Script Done: _____ | Time: _____ |
| Event 4: _____ | Completed Instruction: _____ | Script Done: _____ | Time: _____ |
| Event 5: _____ | Completed Instruction: _____ | Script Done: _____ | Time: _____ |
| Event 6: _____ | Completed Instruction: _____ | Script Done: _____ | Time: _____ |
| Event 7: _____ | Completed Instruction: _____ | Script Done: _____ | Time: _____ |
| Event 8: _____ | Completed Instruction: _____ | Script Done: _____ | Time: _____ |
| Event 9: _____ | Completed Instruction: _____ | Script Done: _____ | Time: _____ |
| Event 10: _____ | Completed Instruction: _____ | Script Done: _____ | Time: _____ |
| Event 11: _____ | Completed Instruction: _____ | Script Done: _____ | Time: _____ |
| Event 12: _____ | Completed Instruction: _____ | Script Done: _____ | Time: _____ |
| Event 13: _____ | Completed Instruction: _____ | Script Done: _____ | Time: _____ |
| Event 14: _____ | Completed Instruction: _____ | Script Done: _____ | Time: _____ |
| Event 15: _____ | Completed Instruction: _____ | Script Done: _____ | Time: _____ |

Parent/Student Tournament Information Sheet – Tournament name

Date

Here is the information for _____ Tournament:

Departure: We shall leave from _____ at _____ am.

Lodging: if pertinent.

Return: We shall return at approximately _____ pm.

Attire: Dressy school clothing for the tournament. If you are in Finals, remain in your tournament clothes. If you are out, you may put on your less formal traveling clothes.

Rules: All school rules apply for the duration of the tournament. Do not get into any vehicle other than the one you came in unless we have made special arrangements with your parents and the principal.

Coach Contact Information:

Food Availability: Be sure to warn students if there are no fast food within a short walking distance or if the school is providing food they can purchase on campus. Most tournaments don't provide a dinner hour, so prepare students to bring food, or starve until the tournament is over when you can drive to food.

Special Information: Be sure to get permission to leave campus (like to get food) and notify coach when you return.

Tournament Schedule: