



ADMINISTRATIVE INFORMATION

Additional information available on the OSAA website, www.osaa.org/activities/spe

1. **EMERGENCY PLAN:** In the event of an emergency, natural disaster, fire, war, etc. that forces postponement or cancellation of an OSAA State Championship event, information will be posted to the home page of the OSAA website (osaa.org) and distributed to statewide media outlets. A recorded message will also be accessible by calling the OSAA office at 503.682.6722 x0.
2. **ADMISSION:** Admission is free to spectators.
3. **PARKING:** Buses will park in Lot G behind the stadium. Any personal vehicles will park in Lot G behind the stadium or in Lot H behind the Werner Center. Free event parking permits will be in coaches packets and available at the registration desk.
4. **LODGING AND VISITOR INFORMATION:** Schools are to make their own arrangements for lodging.
 - a. **Headquarter Hotel – Keizer Quality Suites:** <https://www.choicehotels.com/oregon/keizer/quality-inn-hotels/or172>
The Keizer Quality Suites is the OSAA Headquarter Hotel for Speech at Western Oregon University. Contact Mayleen Engichy at 503.390.4733 to receive special rate information. Remember to mention that you are an OSAA member school.
 - b. **WOU Dorm Option – Rates for student group visitations/school districts/recruiting events:**
 - Private bath/multiple occupancy (2-3 persons) with linen - \$16 per person, per night
 - Private bath/single occupancy with linen - \$25 per person, per night
 - Linen packs include a pillow, blankets, sheets, towel and washcloth.Required 2-week lead time for housing in order to arrange proper staffing for any overnight stays. Schools can be billed directly after the championships. Schools who want to pay with a debit or credit card can arrange payment with the Coordinator of Conference and Event Services prior to an overnight stay.
 - c. **Visitor Information:** www.travelsalem.com
Visit the Salem Convention and Visitors Bureau online or call them at 800.874.7012 for more information about dining, shopping, lodging, and more while in the area.
5. **MILEAGE REIMBURSEMENT:** www.osaa.org/docs/forms/ReimbursementFormula.pdf
Mileage reimbursement will be paid to each school by check at the conclusion of the spring season according to the 2016-17 Reimbursement Formula.

COACH INFORMATION

Additional information available on the OSAA website, www.osaa.org/activities/spe

PRE-STATE CHAMPIONSHIPS

1. **PRE – STATE CHAMPIONSHIP POSTINGS:**
 - a. The Master Entry list will be posted on Monday, April 9 on the OSAA website, www.osaa.org/activities/spe. It will also be emailed to all coaches.
 - b. District Tournament Directors and coaches are responsible for checking the accuracy of the entry information, including correct school, spelling of names, titles, etc.
 - c. For corrections, please contact Brad Garrett at the OSAA via email at bradg@osaa.org, by Wednesday, April 11 at 4pm. This will ensure that the State Championships Committee has accurate information for the State Workday.
2. **STATE CHAMPIONSHIPS – DROPS / SUBSTITUTIONS:** Schools needing to drop a student who has qualified for State should take the following action:
 - a. Contact the District Tournament Director immediately to report the drop.
 - b. The District Tournament Director should then contact the coach of the alternate to let him/her know that an opportunity to participate at State has become available.

- c. The District Tournament Director must notify Brad Garrett at the OSAA to confirm the change. Changes in the District Entry may be made only by the District Tournament Director.
- d. Please do not wait until you get to State to report a drop. That would be unfair to the alternate, and makes it much more difficult for the State Championships Committee to make the matching revisions often necessary under State rules to address the change.

3. **STUDENT CONGRESS REMINDERS:**

a. Official Agenda:

- 1) Each school with one or more State Student Congress qualifiers may submit up to two bills or resolutions as email attachments to be received by the OSAA by the Thursday prior to the Speech State Championships Workday. **Bills or resolutions shall be emailed to bradg@osaa.org by April 12, 2018.** He will acknowledge receipt of the email.
- 2) At the Speech State Championships Workday, the Student Congress Subcommittee shall select not fewer than ten bills or resolutions to be designated as the Official Agenda for each chamber per legislative day.
- 3) Bills and resolutions selected for the Official Agenda shall be posted on the OSAA website by 4pm on the Monday prior to the Speech State Championships. **Bills or resolutions will be posted on April 16, 2018.** Please remind student congress participants that they are expected to print the legislation packet and bring it with them to State. We will not be printing legislation for them at State.
- 4) Bills and resolutions on the Official Agenda shall be prioritized at the preliminary session Friday morning. At the conclusion of the preliminary session, participants shall recess to prepare for the morning and afternoon sessions.

b. Agenda Items from the Floor.

Priority. Bills and resolutions in the official packet will be considered first. In the event the Official Agenda has been exhausted, additional bills and resolutions will be provided by the State Championships Student Congress Subcommittee.

STATE CHAMPIONSHIPS

1. **STATE JUDGING RESPONSIBILITIES:**

- a. All coaches are expected to judge IEs and Congress if assigned. Coaches with debate entries are expected to judge debate or provide qualified judges.
- b. Coaches shall be available to judge each round. If a coach does not wish to judge during certain rounds, the coach shall bring additional judges to cover for him/her. If a coach does not fulfill assigned judging obligations without prior clearance from the Judging Committee, the school may be subject to censure and fine by the OSAA.
- c. Schools with more than eight IE entries, or two Debate entries shall provide additional judges due to the size of their State entry.
- d. Coaches shall be available to judge one round past the elimination of their last student. Coaches with students remaining in competition on Saturday must be available to judge beginning with the first Saturday morning round. If there is a need for you to leave early please:
 - 1) Be sure to check with the judging directors to see if it would be possible, and to notify them so they do not assign you a round. This is especially important Friday night for the Saturday morning Semifinal rounds.
 - 2) Check with the headquarters as to when packets will be available. Friday evening, the packets will be available after the Assembly. They will not have results masters. Saturday following Semifinals, results packets will be available after the Final Rounds have begun. (Our first priority has to be getting the Finals matched and started. Following that, we can stuff the individual events ballots from Semifinals.)

- 2. **ARRIVAL PACKETS/SCHEDULES:** School arrival packets will be available at check-in at the Werner University Center. To allow for students to enter two IE events without creating speaking time conflicts, the event sections run for all three hours scheduled for each round. If a student was double entered, every effort will have been made by the State Championships Committee to schedule the student in such a way that they speak only once each hour. Please remind your students to wait for two judges before beginning speeches in the two preliminary rounds in individual events.

- 3. **MANUSCRIPT REQUIREMENTS:** Once again this year we are requesting that coaches upload their participant's speech from the district tournament for After Dinner Speaking, Expository, Oratory and Radio Commentary. Also, per rule changes made for this year, coaches are requested to upload manuscripts for interpretation events including Dual Interpretation, LIELL, Memorized Humorous, Memorized Serious, Poetry, and Prose. Once your District Tournament results is submitted to the OSAA, each coach receives a link to the corresponding OSAA Dropbox for that event with their list of entered students. File types that can be

uploaded include PDF, DOC, DOCX, etc. Please be sure that the name of the file is the participant's school followed by first and last name (i.e. Ashland John Smith). Please email bradg@osaa.org with any questions.

4. **OHSSL COACHES MEETING:** The OHSSL Coaches Meeting is tentatively scheduled for 11:15 am on Friday. Even if you do not qualify students for State, any coach who paid the yearly OHSSLCA dues may attend and vote at the Coaches Meeting.
5. **WIRELESS INTERNET ACCESS:** Western Oregon University utilizes a self-service guest wireless access process. Instruction sheets will be available in coaches' packets and at the registration desk explaining how users create their own access account. Please note that users will need to create a new login each day as guest wireless accounts are only good for 24 hours. WOU has upgraded wireless access points throughout the Werner University Center since last year.
6. **RESTRICTED LIBRARY ACCESS:** Our hosts have requested that high school students not make use of the third floor quiet study area of the Library. This area will be marked as reserved for the use of WOU students, and we ask that our high school students honor the request to avoid that area.
7. **ON-CAMPUS FOOD:** WOU has extended the hours of on-campus food as follows:

<u>Outlet</u>	<u>Location</u>	<u>Thursday, April 19</u>	<u>Friday, April 20</u>	<u>Saturday, April 21</u>
Caffe Allegro + "E" Store - coffee, fruit smoothies, tea, juice, fresh pastries	Werner Center 2 nd Floor	7:00am – 7:00pm	7:00am – 7:00pm	7:30am – 1:00pm
Wolf Grill - breakfast, burgers, chicken, garden burger, paninis, curly fries	Werner Center 2 nd Floor	9:00am – 4:00pm	9:00am – 4:00pm	11:00am – 1:30pm
Western Deli - burritos, wraps, bowls, noodles, sandwiches, drinks	Werner Center 2 nd Floor	10:30am – 3:00pm	10:30am – 3:00pm	Closed
Valsetz Dining Hall - salad bar, deli & soup, wok & waffle, desserts, burgers, chicken strips, fries, grilled cheese	North End of Campus	7:00am – 9:00pm	7:00am – 9:00pm	8:30am – 10:00pm
The Press - first floor café in Hamersly	In Hamersly Library	8:30am – 8:00pm	8:30am – 3:00pm	Closed

8. **LOST AND FOUND:** Will be in the Championships Headquarters. Items will be held by Western Oregon University for two weeks following the championships. Items not claimed after two weeks will be donated to charity.
9. **IE and DEBATE POSTINGS ON-SITE:** Individual Event postings with room assignments will be posted in the Werner University Center about a half an hour before the first section speaks. Debate postings will go up no earlier than a half an hour before each round. Remind your students to check the postings frequently.
 - a. The location of the Extemp Prep Room will be posted at the Registration Desk. Extemp topic postings will also be in the Extemp Prep Room.
 - b. The location of the Public Debate Prep Room may vary during the championships, and will be posted in the event posting area for each round.
10. **BALLOT CHECK:** Ballots may be picked up from the Championships Headquarters Thursday and Friday evenings at the end of the day. This courtesy is intended to allow coaches to check for possible tabulation errors.
11. **ANNOUNCEMENTS:** Semifinalists will be announced following ADS Finals at the Assembly on Friday evening in the Werner University Center. After the Assembly, the individual ballots for students will be available for coaches to pick up and examine from the Championships Headquarters.
12. **FOUR-YEAR AWARDS:** Contact the OHSSL Treasurer (Steve Barth, Marist Catholic, steve@stevebarth.com) if you have a student who has qualified for recognition as a four-year State Qualifier.
13. **AWARDS:** Awards will be held as soon as possible following the final rounds on Saturday in the Pacific Room of the Werner University Center.

14. **QUESTIONS/CONCERNS:** If you have difficulties or concerns during the championships, please come to the Registration Desk in the Werner University Center.

15. **STATE CHAMPIONSHIP RESULTS:** www.osaa.org/activities/spe

Complete results, team sweepstakes scores and finalist scores by event will be posted on Saturday evening following the conclusion of the championships. Please instruct your fans and local media to go there for results.

Please direct your questions or comments regarding this material or any other pertinent information as it relates to the state championship to Brad Garrett, 503.682.6722 x229 or bradg@osaa.org.

SOUVENIR INFORMATION

Additional souvenir information available on the OSAA website, www.osaa.org/shop

1. **SPORTS U MERCHANDISE:** www.osaastore.com

- a. **Finals Site:** Sports U will be on-site at Western Oregon University with a wide variety of Speech State Championship souvenir merchandise. Stop by the merchandise booth in the Werner University Center to purchase t-shirts, sweatshirts, letterman patches, lapel pins, hats and much more. Items not sold at the event will be available for purchase online after the state championships while supplies last.
- b. **Official Letterman Patches:** Get your official OSAA State Championship letterman patch on-site or by ordering online. Forget to get one last year? You can order an official letterman patch for any year in any OSAA activity by ordering online.
- c. **Sports U Contact Information:** Sports U is the official merchandise vendor of the OSAA. For more information, contact Sports U at 888.221.2051 or via email at erics@sportsu-store.com.

2. **MINI REPLICA TROPHIES:** www.osaa.org/shop

The OSAA is proud to be able to offer mini replicas of the trophies presented at the OSAA State Championships. Mini replica trophies are 8" tall x 10" wide x 5" deep and make a great gift for coaches, students, parents, etc. Mini replicas can be produced for teams and individuals for any year in any OSAA activity. Each mini replica trophy is \$50 and that includes a personalized nameplate, shipping & handling. Order online or by calling 503.682.6722.

3. **JOSTENS CHAMPION RINGS:** www.jostens.com/osaa

Team and individual champions can now celebrate their hard work, dedication and success with an Official Champion Ring from Jostens. Champion rings come in eight stone colors with a metal choice of either White Lustrum or Yellow Sunburst. Customize the sides of your ring with your name, number, school or mascot. The OSAA logo and activity panel depicting your championship will decorate the sides of your Champion Ring. You may also order a Champion Ring from previous years. Contact your Jostens representative or call 800.839.7125 to order.