

A. Duties of the District Director

1. **ATTEND THE JANUARY STATE PLANNING MEETING.**
2. **OBTAIN DISTRICT CONTEST MATERIALS AT THE JANUARY MEETING.**
3. Determine a committee to serve in the event of protest or conflict. Each school competing in the meet should have a member on the committee.
4. Be familiar with the rules for each of the contests.
5. Secure facilities and make room assignments.
6. Arrange for all speech, newspaper, and yearbook judges, preferably not teachers at any of the schools involved. An odd number of judges should be used when judging this contest (One or Three).
7. Arrange for a hospitality room for judges and coaches.
8. Provide a place for students who are not competing.
9. Make arrangements for food/concessions for student contestants.
10. Designate a grading room.
11. Assign contest directors/graders for each event.
12. Collect entries and fees from each school and fill in the Results and Ranking Rosters for each contest.
13. Procure medals, ribbons, trophies and/or plaques as decided on at the district meeting.
14. Ascertain that all materials received from TAPPS are correct.
15. Make copies of the tests received where necessary. Use different colored ballots for each speech/drama event.
16. Check speech documentation and completed Annual Summary of Speakers Summary Form.
17. Train someone to oversee the draw for Persuasive Speaking.
18. Secure a pronouncer and verifier for the spelling test and provide them with the list in advance.
19. Prepare a packet for each contest director containing the roster, rules, tests, blank answer sheets, scratch paper, and timing device if necessary.
20. Provide time cards, stop watches, and timers for speech events.
21. Provide necessary office supplies for Contest Directors.
22. Provide containers for each school to collect tests and awards. Also, include a clean copy of each test and answer key for each contest.
23. Keep answer keys in grading room; provide copies for each grader.
24. Prepare a sheet to display team results.
25. Arrange for and train parent volunteers.
26. Enter all results in TAPPster.
27. Schools should review each contest for accuracy.
28. Send speech documentation for winners and alternates, along with district results, to the State Speech Coordinator for your classification.
29. Send speeches and statements of originality of winners and alternates for Original Oratory to the State Speech Coordinator for your classification
30. At the end of the meet return the following
 - a. Speech/drama critique sheets (except Persuasive Speaking)

b. Yearbook and newspaper rubric

31. Send qualifying yearbooks and newspapers to the State TAPPS Office by the deadline. These submissions should be free of marking and comments from previous judges
32. Return tests and answer sheets, Ready Writing materials and Persuasive Speaking ballots after all the district meets are completed. See TAPPS website for details.
- 33. Prior to the published deadline, contact district schools to determine final rosters of students going to the state competition.**
- 34. Prior to the published deadline, contact district schools to advise of any add / drops to the school rosters.**
- 35. Prior to the published deadline, make final corrections to the district results so that the State Rosters and State Fee sheets will be accurate.**

B. ENTERING DISTRICT ACADEMIC EVENTS.

1. *Entries of Contestants and Substitutes.* **Follow the instructions and make all entries on TAPPster.**
2. A student may **NOT** enter both Advanced Math in Block 2 and Mathematics in Block 4
3. Number sense and calculator together count as **ONE** contest, although a student is not required to enter both. A student may enter number sense/calculator and advanced math in Block 2, but it will count as two of the four contests permitted.
4. *Substitutions.* Substitutions but not additions will be allowed at the discretion of the meet director. Alternates must have been included on the eligibility form prior to the competition. However, coaches should make an honest effort to make their original entries as accurate as possible.