

TAPPS Academic/Speech School Coordinator Manual

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Monthly To Do Check List

July:

_____ 1. Reserve buses for the State Academic/Speech Meet and put the State Meet on the School Master Calendar.

September:

_____ 2. Plan to attend a meeting with all schools in your district. If you have not heard from your district coordinator by the end of September, contact them about setting up a planning meeting.

_____ 3. Order practice materials for the academic events. Some suggested places for ordering materials are: UILTexas.org, Champcraft.com, Aswenterprises.com, AMT Testing Services, Hexco

October:

_____ 4. Attend the district planning meeting, prepared to sign up school personnel for proctoring/grading and/or judging speech events at the district meet.

_____ 5. Reserve buses for the District Academic/Speech Meet and put the Meet on the School Master Calendar.

_____ 6. Reserve hotel rooms for the district and state meets (if necessary).

_____ 7. Complete the Scope training and Certification Test on TAPPS.net.

January:

_____ 8. Mail Newspaper and Yearbook to district judge, if necessary.

_____ 9. Meet with school sponsors of all academic/speech events to compile a complete list of participating students.

_____ 10. Obtain a Student Acknowledgment of Rules form for each participating student. (See pages 5-6)

_____ 11. Obtain a Fine Arts Professional Acknowledgement of Rules form from each academic/speech event sponsor. (See page 7)

_____ 12. Send Speech documentation to the district speech coordinator. (See pages 8 – 9)

_____ 13. Enter all students in the district meet on tappster.com (See pages 10 – 11)

_____ 14. Have a meeting with all participating students to give them information regarding the district and state meets.

February:

_____ 15. Make any changes to participating students on tappster.com before the district deadline. (See page 12)

_____ 16. Send reminders to students/parents and faculty chaperones about the district meet.

_____ 17. Attend the district meet.

_____ 18. Sign up to bring proctor/graders and/or speech judges to the state meet.

_____ 19. Contact the state meet hotel with more exact room numbers and a rooming list.

March:

_____ 20. Have a student meeting with all state qualifiers to give them more specific information regarding the state meet.

_____ 21. If any of your state qualifying students cannot attend the state meet, notify the district coordinator before the state meet deadline.

April:

_____ 22. Attend the state meet, with all state qualifiers and proctor/graders and speech judges.

Texas Association of Private and Parochial Schools

STUDENT ACKNOWLEDGMENT OF RULES

Student Name:

Date of Birth: Current Grade:

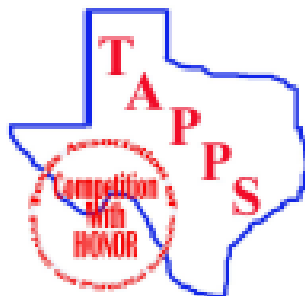
TAPPS School:

This form must be signed by both the students and parent/guardian and be on file at the TAPPS member school prior to the student participating in any inter-scholastic contest.

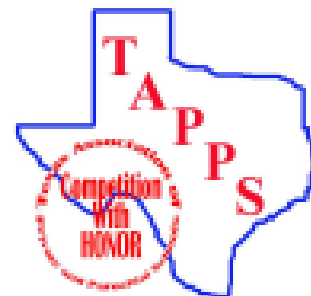
According to the rules outlined in the TAPPS Constitution and By-Laws, by initial of the following, we attest that the above named student:

- | Student | Parent | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | has not reached 19 years of age prior to September 1 on the current school year. |
| <input type="checkbox"/> | <input type="checkbox"/> | has not graduated from high school. |
| <input type="checkbox"/> | <input type="checkbox"/> | did not enroll in the NINTH GRADE more than 4 years ago, nor TENTH GRADE more than three years ago |
| <input type="checkbox"/> | <input type="checkbox"/> | is a full time day student taking at least four core courses on the campus of the TAPPS member school |
| <input type="checkbox"/> | <input type="checkbox"/> | has not represented a college in a contest |
| <input type="checkbox"/> | <input type="checkbox"/> | are not in violation of the TAPPS Awards Rule |
| <input type="checkbox"/> | <input type="checkbox"/> | is in compliance with the TAPPS academic eligibility rules as presented in the TAPPS Constitution, By-Laws, and Contest rules. |
| <input type="checkbox"/> | <input type="checkbox"/> | is living with their parents, attending an approved TAPPS Boarding School, or has been received approval to participate in TAPPS Extra-Curricular activities while living with a guardian as outlined in the TAPPS By-Laws. |

Please check each of the Fine Art contests in which the student may compete.



- Academic / Speech
- Art
- Instrumental Music
- Vocal Music



Student Name:

Parent

I hereby give my consent for the above named student to compete in TAPPS approved contests and travel with the director or other representative of the school on any trips. Neither TAPPS nor the member school assumes any responsibility in case of accident or injury.

I hereby agree to be responsible for the safe return of all equipment owned by the school and issued to the above named student.

If, in the judgment of any representatives of the school, the above named student needs immediate care and treatment as a result of injury or illness, I do hereby request, authorize, and consent to such care and treatment as may be given to said student by any physician, trainer, nurse, hospital or school representative; and do hereby agree to indemnify and save harmless TAPPS, TAPPS Staff, TAPPS Executive Board, TAPPS Representatives, the school and any school representative from any claim by any person whomsoever on account of such care and treatment of said student.

I attest that my son/daughter will abide by all TAPPS Rules as presented in the TAPPS Constitution, By-Laws and Contest Rules.

I understand that if my son/daughter is not in compliance with the TAPPS Constitution, By-Laws and Contest Rules that the eligibility of my son/daughter and the teams involved may be subject to sanctions and penalty.

I understand that the executive management, control and final authority of this association (TAPPS) rests with the TAPPS Executive Board.

We hereby attest that the information presented on this form is correct as indicated by the initials present beside each item.

Student Signature Date

Parent Signature Date

Parent Name

Parent Address:

**DO NOT SEND THIS FORM TO THE TAPPS OFFICE OR DISTRICT PRESIDENT UNLESS REQUESTED.
MUST BE KEPT ON FILE AT THE MEBER SCHOOL.**

Texas Association of Private and Parochial Schools

P. O. Box 1039
Salado, Texas 76571

Fine Arts Professional Acknowledgement of Rules

City School

Sponsor Name Date

I am in charge of students who will compete in the following activities:

- I will be familiar with the TAPPS web site (www.tapps.net) and will check the site for updates and NewsBriefs.
- I have read and am familiar with the TAPPS Constitution, By-Laws and Contest Rules as they apply to the activities I sponsor.
- I will read, understand and follow the Eligibility Rules as outlined in the TAPPS Constitution and By-Laws.
- I will understand the rules that govern the TAPPS competitions and will seek clarification if necessary from the Classification Director, Activity Committee, State Director or the TAPPS office prior to competition.
- I will complete and submit all necessary information in accordance with the deadlines set forth on the TAPPS Calendar.
- I will insure that our school will submit all necessary personnel at the District /Regional and State levels of competition.
- It is my intention to comply with all of the provisions of the TAPPS Constitution, By-Laws and Contest Rules. Further, in the event of an official rules change, or an official interpretation, I understand I will be responsible for abiding by said rules after official notification of the change or interpretation.
- It is my intention to describe to my students all applicable provisions of the TAPPS Constitution, By-Laws and Contest Rules within a TAPPS activity of which I am in charge. If I do not understand a provision of the TAPPS Constitution, By-Laws and Contest Rules, I shall seek a written clarification. If a student, parent, or any other person requests more than a description of the TAPPS Constitution, By-Laws and Contest Rules, I will refer them to my superintendent or designee, or the TAPPS staff for opinions and explanations, and to the TAPPS Executive Board for official interpretations.
- I am giving this professional acknowledgment to acknowledge the above-stated facts and the professional responsibility I freely accept with respect to my actions or omissions in activities of TAPPS, and to assure my students, the parents of my students, my school, and TAPPS officers:
 - a. I am aware of those actions and omissions that constitute violations of the TAPPS Constitution, By-Laws and Contest Rules;
 - b. I am aware of the ranges of possible penalties that may be imposed following a violation; and
 - c. I am aware of the persons against whom TAPPS may impose penalties.

- I acknowledge that I have watched the TAPPS SCOPE program for the activities listed above.
- I acknowledge that I am making this sworn statement to be filed with my Head Administrator.
- I acknowledge my understanding of the penalties that may be assessed against me should I fail to comply with the provisions of the TAPPS Constitution, By-Laws and Contest Rules.
- This Professional Acknowledgement is made solely for the purpose set forth herein and does not waive any right nor constitute any admission.

Sponsor Signature

Administrator Signature

This form must be signed annually and kept on file at the TAPPS member school.
It will be made available at the discretion and request of the TAPPS office.

[Print Form](#)

Speech Documentation Information

The District coordinator or assigned Speech coordinator for the district is responsible for collecting all speech documentation, reviewing the documentation, and working with the district schools to ensure that all pieces are appropriate and follow the TAPPS speech policies as stated in the TAPPS academic rules. The following documentation should be sent to the District Speech coordinator:

Proof that the material is printed and published must be made available to the Meet Director on the appropriate form for all contestants prior to competition for Solo, Duet, Prose and Poetry. Violation of this rule will result in disqualification.

1. Documentation must include:

- a. At least two of the following: title page, table of contents, index, and/or copyright.
- b. A full cutting of the manuscript to be performed must be submitted.
- c. Internet sources are not acceptable.

Examples of acceptable documentation include the original published source or a photocopy of the Library of Congress cataloging information. If an on-line data service is used for oratory or persuasive speaking research, the URL information must be included on the printed page. All internet sources used for persuasive speaking must be printed out, computers are not allowed for use in the research room.

2. Documentation must be photocopied and attached to the appropriate Speech Documentation Form. This documentation should be provided to the District Meet Director prior to the District Meet.

3. The District Meet Director will forward documentation for the State Qualifiers and Alternates to the State Speech Classification Coordinator.

4. The District Meet Director will forward the Speakers/Selection Annual Summary which lists each school's contestants, pieces, and authors to the State Speech Classification Coordinator.

5. The original source must be available at the district and state meet and shall be provided to the meet director/speech coordinator upon request.

The Speech Documentation Form can be found on the TAPPS.net website by choosing Forms from the tabs at the left, then scroll down to the Fine Arts – Academic list and choose Speech Certification and Documentation. This form can be filled out on the computer, but **must be printed and attached** to documentation for each piece. The next page contains a copy of this form.

Please fill out the following form. You cannot save data typed into this form.
 Please print your completed form if you would like a copy for your records.

Highlight Existing Fields

Texas Association of Private and Parochial Schools Speech Certification and Documentation Form

Contest: Solo Acting
 Classification: 4A District: 2

School Name: _____
 Sponsor Name: _____
 Sponsor E-Mail: _____
 Sponsor Cell Phone: _____

Student Name: _____
 Title of Selection: _____
 Author(s): _____

DOCUMENTATION

Part A: Student must supply a copy of at least two of the following:

- Title Page
- Table of Contents
- Index Page
- Copyright

Part B: Student must supply a copy of the final cutting to be performed at competition.

- A copy of the final cutting to be performed is attached.

- I certify that I have not used this literary selection at any prior time in my four year high school career for TAPPS competition.
- I certify that this piece and cutting are in keeping with the TAPPS contest rules.
- I certify that I understand the TAPPS contest rules and the circumstances that may lead to my disqualification.

Student Signature: _____

- As the contestant's supervisor, I verify that to the best of my ability that the above student has not used this literary selection at any prior time within his / her four year high school career for TAPPS competition.
- I certify that this piece and cutting are in keeping with the TAPPS contest rules.
- I certify that I understand the TAPPS contest rules and the circumstances that may lead to my disqualification.

Sponsor Signature: _____

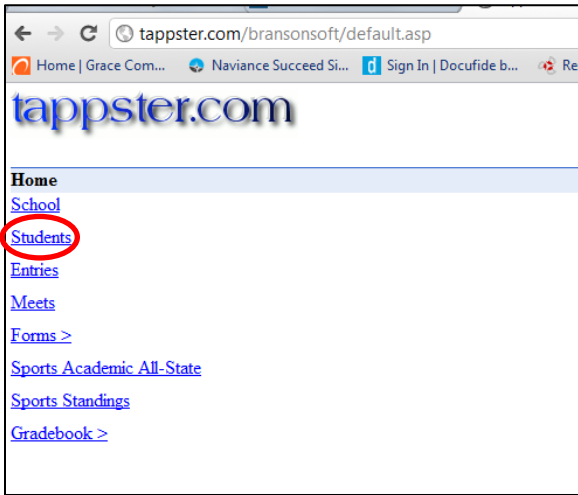
**Please complete all sections of this form prior to printing.
 Attach signed form to documentation and forward to district Speech Coordinator**

Print Form

TAPPSTER for the School Coordinator

1. Entering Students into tappster.com and adding “Academics” to the Student Participation area.

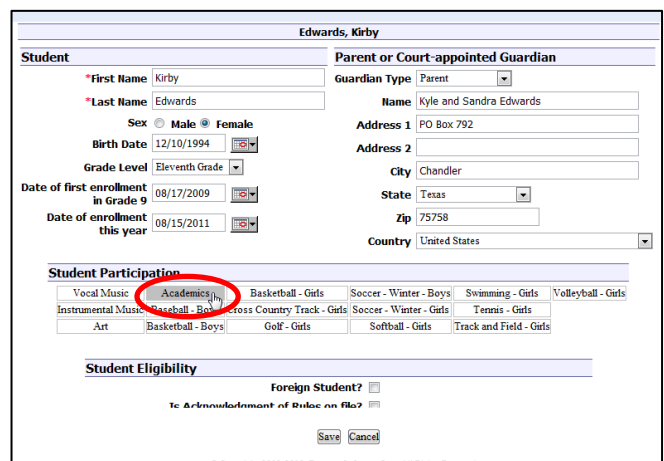
a. From the home screen, select “Students” from the options on the left.



c. To add a student, select “Add New Student” from the bottom of the page. Fill out all of the student’s personal information, then choose “Academics” under the Student Participation area.

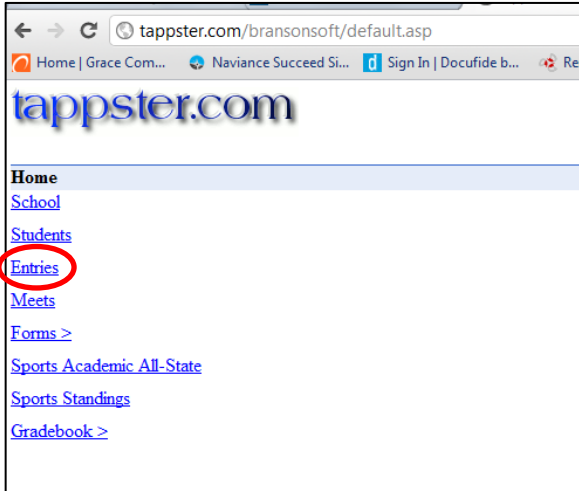


b. To add “Academics” to the an existing student’s participation list, choose “Edit Student” from the bottom of the page, and then click on “Academics” under the Student Participation area.



2. Entering Students in the District Academic/Speech Meet.

a. From the home screen, select “Entries” from the options on the left.

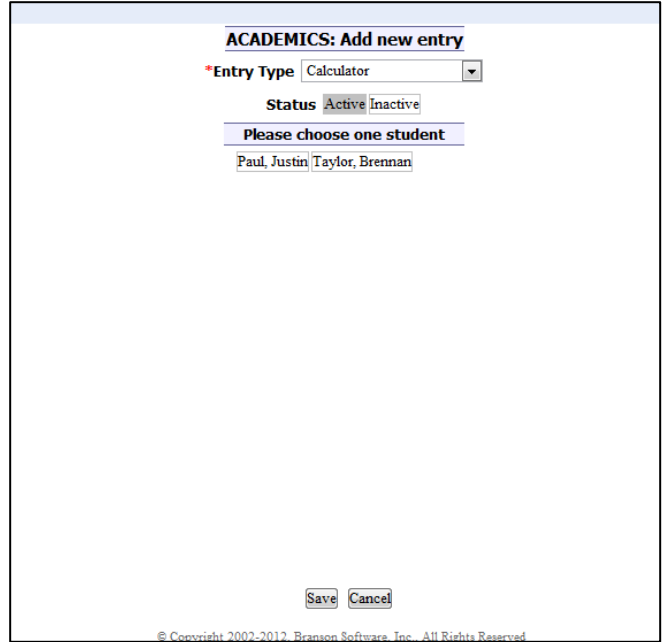


b. Select the “Academics” tab from the top. All of your current entries will show up below the participation options.

c. To add a new entry, click the “Add New Entry” icon at the bottom of the screen.



d. Select an entry type, and a list of students who have been marked as participating in academics will appear.



e. Select a student for the event, and then click save. You will have to go through this process for each participant in each entry type.

f. When you have completed your entries, you can check them by going back to the “Entries” screen. You will note that it should say “NO” under both “Registered District” and “Registered State”. This is OK. They will not be registered in the district meet until your district coordinator officially registers all the participants. You may make changes to your entries while the registered notice says “NO”. Once the district coordinator officially registers the entries you will no longer be able to make changes to your entries without help from your district coordinator.

3. Making Changes to District Entries

- a. Go to the “Entries” screen and choose “Academics”
- b. Choose the student you would like to remove from an event by selecting the circle to the left of the student’s name and then choose “Edit Entry” from the bottom of the page.

Tyler Grace Community 2011-2012

Participation: Vocal Music Academics Golf - Boys Swimming - Girls Track and Field - Boys
 Instrumental Music Cross Country Track - Boys Golf - Girls Tennis - Boys Track and Field - Girls
 Art Cross Country Track - Girls Swimming - Boys Tennis - Girls

Status: Active Inactive

One entry was found - To select an entry, click on the 'Entry Description' link

Entry Description	Type	Registered District	Registered State
<input checked="" type="radio"/> Justin Paul	8 - Calculator	NO	NO

Search Reset Add New Entry **Edit Entry**

- c. Choose the student that you would like to enter in the event in the place of the current entry by clicking on the student’s name. Then click Save at the bottom of the page. **Reminder: You will not be able to make these changes after the District Coordinator has officially registered the students for the district meet!**

ACADEMICS: Justin Paul

*Entry Type: Calculator

Status: Active Inactive

Please choose one student

Paul, Justin Taylor, Brennan

Save Cancel