

TAPPS Academic/Speech  
District Coordinator/Host  
Manual

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## Monthly To Do Check List

### September:

\_\_\_\_\_ 1. Schedule a meeting with the head coach from all schools in your district to plan the district meet. (I recommend having the meeting sometime in October.)

### October:

\_\_\_\_\_ 2. Meet with the head coach from all schools in your district to plan the district meet. See Page 5 for possible meeting agenda. Have schools sign up at this meeting to bring proctors/graders for the meet. An emphasis should be placed on the Spelling caller and on the person to oversee the Persuasive Draw. See Page 5 for a sample sign-up sheet.

\_\_\_\_\_ 3. After the meeting, follow up with ordering of awards, arranging for speech judges/proctors/graders, facilities arrangements, hospitality, etc.

### January:

\_\_\_\_\_ 4. Attend the January TAPPS meeting. At this meeting you will need to pick up and **pay for (\$150)** the district tests.

\_\_\_\_\_ 5. The week after the January TAPPS meeting, contact the schools in your district to ensure they are aware of any pertinent information gained at the meeting.

\_\_\_\_\_ 6. Register the date and location of the District Meet with TAPPS through Survey Monkey.

\_\_\_\_\_ 7. Become familiarized with all the rules (both new and old) of the academic and speech events.

\_\_\_\_\_ 8. Prepare packets for each contest director/proctor. These packets should include an appropriate number of copies of the test, roster, rules to be read out loud to the students, and scratch paper where required.

\_\_\_\_\_ 9. Prepare packets for speech judges with ballots, master ballots, and rules.

\_\_\_\_\_ 10. Send a list of the Spelling words to the Spelling caller several days before the meet.

### February:

\_\_\_\_\_ 11. Send constant reminders to all schools in your district about deadlines for entries and speech documentation. \*Note, the District Speech Coordinator needs to review all the pieces and documentation, and contact any schools who have issues with their documentation or appropriateness of their pieces.

\_\_\_\_\_ 12. The day after the entry deadline, register all events on [tapster.com](http://tapster.com). See pages 6 – 7 for instructions on registering events.

\_\_\_\_\_ 13. Create speaking orders/sectioning for each speech event.

\_\_\_\_\_ 14. Provide time cards and stop watches for all speech events.

\_\_\_\_\_ 15. Hold the district meet, at which you will want to enter the results into [tappster.com](http://tappster.com). (If it is not possible to have access to a computer during the meet, you will want to enter the results ASAP.) See page 7 – 8 for instructions on entering results.

\_\_\_\_\_ 16. Return all preliminary round critique sheets (except Persuasive Speaking) to the schools at the end of the first day of the district meet. Return all final round critique sheets (except Persuasive Speaking) and yearbook rubrics to the schools at the end of the meet.

\_\_\_\_\_ 17. After the meet, ensure that the speech documentation of the qualifying pieces is sent to the speech coordinator for your division. The division coordinators are listed on the [TAPPS.net](http://TAPPS.net) website. [Choose Fine Arts from the tabs at the left, then Academic/Speech, then click the “State Contacts” link.]

\_\_\_\_\_ 18. After the meet, send qualifying yearbooks and newspapers to the State office by the date posted on the current year’s calendar.

\_\_\_\_\_ 19. After the meet, stay in continual contact with your district schools about any qualifying students who will not be able to attend the state meet. Send weekly e-mails with reminders of the deadline for adding alternates.

\_\_\_\_\_ 20. If a qualifying student cannot attend the State meet, contact the first alternate to establish if he/she will be able to attend the state meet. If not, contact the second alternate, and so on. See pages 8 – 9 for instructions on removing the state qualifier who cannot attend and adding the alternate who will attend.

**March:**

\_\_\_\_\_ 21. Continue to stay in contact with the schools from your district.

\_\_\_\_\_ 22. Attend the state meet.

## Possible Agenda for District Planning Meeting

TAPPS \_A District \_\_\_\_\_ Meeting  
Date:

- I. Dates: \_\_\_\_\_
- II. Time: \_\_\_\_\_
- III. Place: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### IV. Awards

A.Type: Decide the type of awards to be given (ribbon or medal)

B. Who will order: Decide who will order the awards

V. Newspaper/Yearbook: Discuss judges for these events.

### VI. Speaking Events:

A. Documentation: Decide who will be the District Speech coordinator responsible for collecting/reviewing the documentation for all entries. See pages 10 – 11 for documentation information.

B. Student speaking order: Decide who will be responsible for providing the speaking order (speaking order should be assigned randomly)

C. Judges: Decide how judges will be obtained, if they will be paid, and if so who is responsible for payment. In our district we have one person that arranges for and pays all judges at an agreed upon fee. The cost for the judges is then divided per speaking entry to be paid by the individual schools.

### VII. Academic Events:

A. Each student can be registered for only one event per block, with a maximum of 4 events

1. Calculator/Number Sense count as 1 event

2. Students may compete in Calculator, Number Sense, and TAPPS Advanced Math (Block II); however, this counts as 2 of their 4 events.

3. Students may not be registered for both TAPPS Advanced Math (Block II) and TAPPS Regular Math (Block IV).

B. The top 4 in each event will advance to state (only positive scores can move on to state) Additionally, the top Biology, top Chemistry, and top Physics also advance to State.

C. Students must be registered in TAPPSTER by \_\_\_\_\_

D. Students will be asked to put name, school, and classification on their test and answer sheet. Please ensure that your students put the full school name on the tests. This is particularly important at state, but should be practiced at the district meet.

VIII. Hospitality for coaches/judges: Decide who will be responsible for the hospitality.

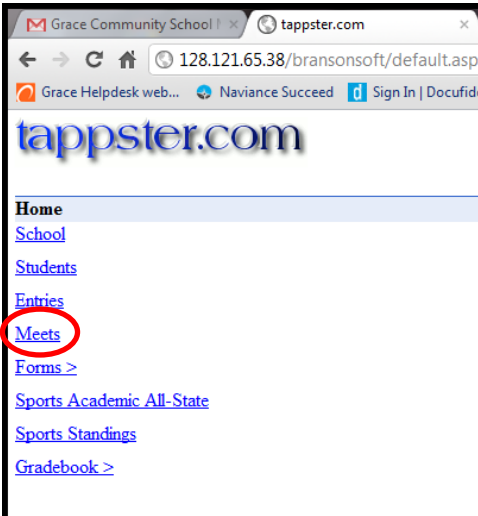
TAPPSTER for the District Coordinator

1. Registering the entries:

After the schools have entered their students for the district meet, and the deadline for entries has passed, the district coordinator must register the events. This is a fairly simple process.

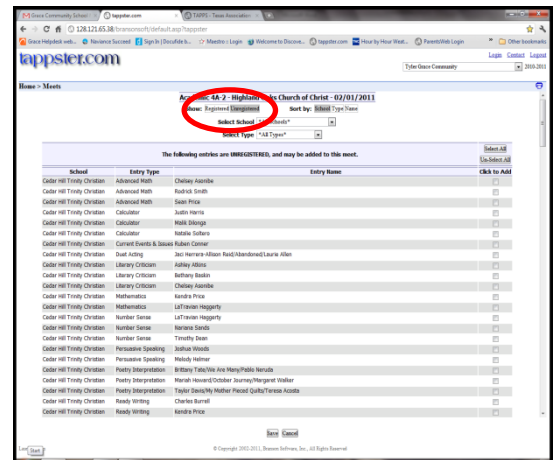
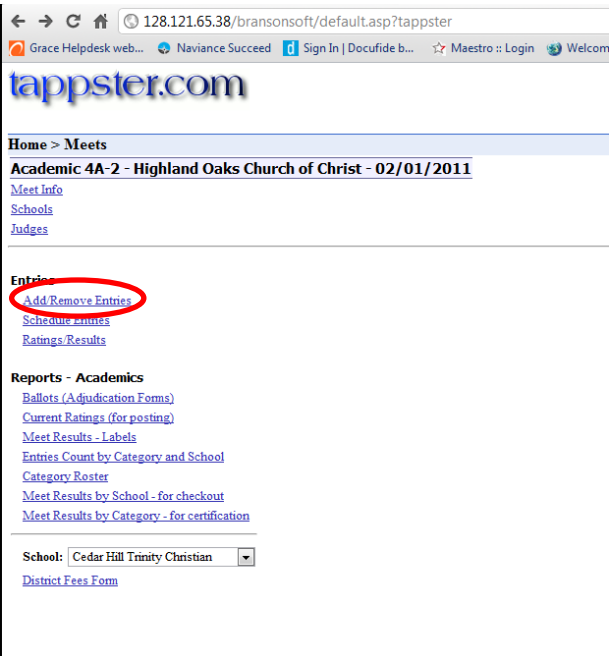
a. From the tapster.com home screen, select Meets.

b. Choose your district. (It is most probable, that your district is the only one you will be able to see.)



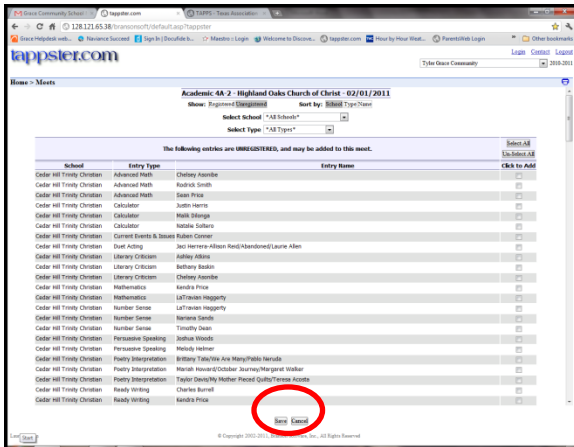
c. Choose Add/Remove Entries

d. All the entries will be listed under Unregistered.



e. Click the box that says "Select All", then "Save"

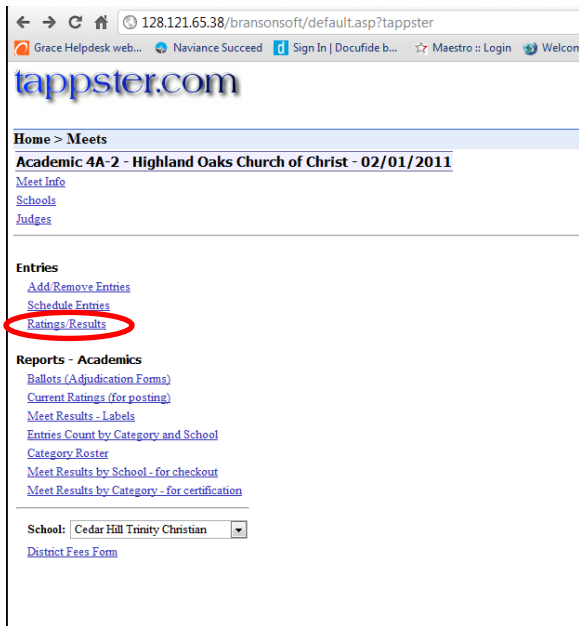
f. All entries are now registered.



## 2. Entering District Meet Results

a. From the Meet screen, select Ratings/Results

b. Select the event whose results are to be entered.



Academic 4A-2 - Highland Oaks Church of Christ - 02/01/2011

Entry Type	Number of Entries	Number of Ranked Entries	Number of Honorable Mention Entries
Ready Writing	21	6	0
Science	21	8	1
Prose Interpretation	19	8	0
Persuasive Speaking	19	8	0
Yearbook	5	5	0
Newspaper	4	4	0
Spelling	19	7	0
Current Events & Issues	18	7	0
Number Sense	21	6	0
Calculator	20	8	0
Advanced Math	22	6	0
Solo Acting	15	8	0
Literary Criticism	18	7	0
Social Studies	20	6	0
Spanish	17	6	0
Duet Acting	14	8	0
Poetry Interpretation	17	8	0
Original Oratory	11	8	0
Mathematics	20	6	0

C. Select the student who received first place by clicking on his/her name. This will bring up a box in which you can mark the place and make any necessary Notes. I recommend that the notes section be used for noting the Top Biology, Top Chemistry, and Top Physics students for the science test. Also, if there is an unbreakable tie, this can be noted in this area. Then click save. Repeat this process for the top 8 students. Anyone not listed in the results CANNOT be an alternate; therefore, it is important to enter as many of the top 8 places as possible.

**Academic 4A-2 - Highland Oaks Church of Christ - 02/01/2011**  
**Ready Writing**  
**Tyler All Saints Episcopal**  
**Jake Satterfield**

Rank	First	Third	Fifth	Seventh	Honorable Mention
	Second	Fourth	Sixth	Eighth	Unranked

Notes:

Save Cancel

Unranked	<a href="#">Kaila Lancaster</a>	Waco Reicher Catholic
Unranked	<a href="#">Kendra Price</a>	Cedar Hill Trinity Christian
Unranked	<a href="#">Mahek Vellani</a>	Waco Reicher Catholic
Unranked	<a href="#">Monica Lim</a>	Tyler Grace Community
Unranked	<a href="#">Morgan Cooper</a>	Tyler Grace Community
Unranked	<a href="#">Rachael Graham</a>	Tyler All Saints Episcopal
Unranked	<a href="#">Toby Sipes</a>	Dallas Christian School
Unranked	<a href="#">William Harrison</a>	Dallas Parish Episcopal School

### 3. Removing Qualifiers and Adding Alternates

a. From the Meet screen, select Ratings/Results

b. Select the event to be changed.



**Academic 4A-2 - Highland Oaks Church of Christ - 02/01/2011**

Entry Type	Number of Entries	Number of Ranked Entries	Number of Honorable Mention Entries
<a href="#">Ready Writing</a>	21	6	0
<a href="#">Science</a>	21	8	1
<a href="#">Prose Interpretation</a>	19	8	0
<a href="#">Persuasive Speaking</a>	19	8	0
<a href="#">Yearbook</a>	5	5	0
<a href="#">Newspaper</a>	4	4	0
<a href="#">Spelling</a>	19	7	0
<a href="#">Current Events &amp; Issues</a>	18	7	0
<a href="#">Number Sense</a>	21	6	0
<a href="#">Calculator</a>	20	8	0
<a href="#">Advanced Math</a>	22	6	0
<a href="#">Solo Acting</a>	15	8	0
<a href="#">Literary Criticism</a>	18	7	0
<a href="#">Social Studies</a>	20	6	0
<a href="#">Spanish</a>	17	6	0
<a href="#">Duet Acting</a>	14	8	0
<a href="#">Poetry Interpretation</a>	17	8	0
<a href="#">Original Oratory</a>	11	8	0
<a href="#">Mathematics</a>	20	6	0

c. Uncheck the qualifier who is not able to attend the state meet by clicking on the check next to the person's name, and check the box of the alternate who will be attending.

**Academic 4A-2 - Highland Oaks Church of Christ - 02/01/2011 Ready Writing**  
[Click on an Entry Description to change it.](#)

Ranked Entries				
Rank	Notes	Entry Description	School	Points Earned to State
First		<a href="#">Austin Green</a>	Tyler All Saints Episcopal	10 <input checked="" type="checkbox"/>
Second		<a href="#">Aza Pace</a>	Tyler Bishop TK Gorman	8 <input checked="" type="checkbox"/>
Third		<a href="#">Sarah Champ</a>	Dallas Parish Episcopal School	6 <input checked="" type="checkbox"/>
Fourth		<a href="#">Julia DeLaRosa</a>	Waco Reicher Catholic	4 <input type="checkbox"/>
Fifth		<a href="#">Philippa Tucker</a>	Dallas Parish Episcopal School	2 <input type="checkbox"/>
Sixth		<a href="#">Haleigh Smith</a>	Cedar Hill Trinity Christian	1 <input type="checkbox"/>

UnRanked Entries			
Rank	Notes	Entry Description	School
Unranked		<a href="#">Charles Burrell</a>	Cedar Hill Trinity Christian
Unranked		<a href="#">Erin Aucar</a>	Tyler Bishop TK Gorman

**Academic 4A-2 - Highland Oaks Church of Christ - 02/01/2011 Ready Writing**  
[Click on an Entry Description to change it.](#)

Ranked Entries				
Rank	Notes	Entry Description	School	Points Earned to State
First		<a href="#">Austin Green</a>	Tyler All Saints Episcopal	10 <input checked="" type="checkbox"/>
Second		<a href="#">Aza Pace</a>	Tyler Bishop TK Gorman	8 <input checked="" type="checkbox"/>
Third		<a href="#">Sarah Champ</a>	Dallas Parish Episcopal School	6 <input type="checkbox"/>
Fourth		<a href="#">Julia DeLaRosa</a>	Waco Reicher Catholic	4 <input checked="" type="checkbox"/>
Fifth		<a href="#">Philippa Tucker</a>	Dallas Parish Episcopal School	2 <input checked="" type="checkbox"/>
Sixth		<a href="#">Haleigh Smith</a>	Cedar Hill Trinity Christian	1 <input type="checkbox"/>

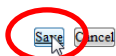
UnRanked Entries			
Rank	Notes	Entry Description	School
Unranked		<a href="#">Charles Burrell</a>	Cedar Hill Trinity Christian
Unranked		<a href="#">Erin Aucar</a>	Tyler Bishop TK Gorman

d. Be sure to click the save button!!!

**Academic 4A-2 - Highland Oaks Church of Christ - 02/01/2011 Ready Writing**  
[Click on an Entry Description to change it.](#)

Ranked Entries				
Rank	Notes	Entry Description	School	Points Earned to State
First		<a href="#">Austin Green</a>	Tyler All Saints Episcopal	10 <input checked="" type="checkbox"/>
Second		<a href="#">Aza Pace</a>	Tyler Bishop TK Gorman	8 <input checked="" type="checkbox"/>
Third		<a href="#">Sarah Champ</a>	Dallas Parish Episcopal School	6 <input type="checkbox"/>
Fourth		<a href="#">Julia DeLaRosa</a>	Waco Reicher Catholic	4 <input checked="" type="checkbox"/>
Fifth		<a href="#">Philippa Tucker</a>	Dallas Parish Episcopal School	2 <input checked="" type="checkbox"/>
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UnRanked Entries			
Rank	Notes	Entry Description	School
Unranked		<a href="#">Charles Burrell</a>	Cedar Hill Trinity Christian
Unranked		<a href="#">Erin Aucar</a>	Tyler Bishop TK Gorman
Unranked		<a href="#">Halley Platz</a>	Dallas Christian School
Unranked		<a href="#">Jacob Wallie</a>	Tyler Grace Community
Unranked		<a href="#">Jake Satterfield</a>	Tyler All Saints Episcopal
Unranked		<a href="#">Jason Pangle</a>	Dallas Christian School
Unranked		<a href="#">Joan Fernandez</a>	Tyler Bishop TK Gorman
Unranked		<a href="#">Kaila Lancaster</a>	Waco Reicher Catholic
Unranked		<a href="#">Kendra Price</a>	Cedar Hill Trinity Christian
Unranked		<a href="#">Mahek Vellani</a>	Waco Reicher Catholic
Unranked		<a href="#">Monica Lim</a>	Tyler Grace Community
Unranked		<a href="#">Morgan Cooper</a>	Tyler Grace Community
Unranked		<a href="#">Rachael Graham</a>	Tyler All Saints Episcopal
Unranked		<a href="#">Toby Sipes</a>	Dallas Christian School
Unranked		<a href="#">William Harrison</a>	Dallas Parish Episcopal School



e. Your Changes are now completed!

## 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