



2022-2023

SPEECH DEBATE & THEATRE

District Manager Manual

MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION

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Craig Long, Chief Financial Officer

Jason West, Communications Director

***MSHSAA CONTACT PERSON FOR SPEECH**

TABLE OF CONTENTS

SECTION 1: DISTRICT MANAGERS INFORMATIONAL MEMO	PAGE 2
SECTION 2: MANAGERS SUPPLEMENTAL INSTRUCTIONS	PAGE 3
SECTION 3: DISTRICT MANAGERS ONLINE-ENTRY PROCEDURES	PAGE 10
SECTION 4: SPECIAL NOTICES	PAGE 11
SECTION 5: FINANCIAL REPORT NOTES/INSTRUCTIONS	PAGE 12
SECTION 6: SUMMARY OF DISTRICT SPEECH AWARDS	PAGE 14
SECTION 7: PROTESTS FOR SPEECH, DEBATE AND DRAMA CONTESTS	PAGE 15



Missouri State High School Activities Association

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TO: District Speech, Debate and Theatre Tournament Managers
FROM: Marty M. Marsh, Assistant Executive Director
RE: District Speech Tournament
DATE: October 2022

The information included in this District Managers Manual are provided to supplement the 2022-2023 MSHSAA Speech, Debate and Theatre Manual. Please review these materials very carefully, as they will assist you in the set up and completion of your district tournament.

Enclosed in this District Manager packet are two copies of the following:

1. **2022-2023 Speech, Debate and Theatre District Manager's Manual.**
2. **2022-2023 Speech, Debate and Theatre Manual.**
3. **District Certification Report:** Email to michaelle@mshsaa.org as soon as possible at the conclusion of the District Tournament. An electronic version of this form will be emailed to you (this is a tab through form that can be completed in Word and emailed) if you prefer to use it in that form.
4. **District Ranking Form:** For use by Individual Event Judges.
5. **MSHSAA Protest Form:** Feel free to make copies as needed.
6. **District Manager Directory:** Contact information for all district managers.

The online district and state entries for all events are located on the MSHSAA website, which can be accessed by each school's director by logging onto their school's home page and clicking on "District Entries" then selecting "Speech and Debate." **The district entries link on the MSHSAA website is open on January 5, 2023.**

All awards for your district tournament are enclosed in this mailing. Upon receipt, please inventory the shipment for any damages and to ensure that you have received the correct number of plaques and medals. Please contact me immediately should there be a problem.

After reviewing the Speech, Debate, and Theatre Manual, the supplemental instructions and the enclosed supplies, please do not hesitate to contact me at 573-875-4880 ext. 135 if you have any questions.

Thank you very much for hosting a district tournament this year!

MM/lmf

MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION
SUPPLEMENTAL INSTRUCTIONS FOR SPEECH MANAGERS

Tournament Administration

1. District managers shall be appointed by the MSHSAA office with the advice and counsel of the Speech, Debate, and Theatre Advisory Committee.
2. The district manager shall administer and carry out the events as provided in the Speech, Debate and Theatre Manual. He/she shall disqualify any performance which is in violation of the provisions contained in the Manual for a particular event. The manager shall engage critics/judges for the district tournaments.
3. District managers are strongly encouraged to have a pre-tournament memo advising school directors of any specifics of your site and general reminders. If timekeepers are to be provided by schools, please advise the schools in the memo or with a schedule (Section 5, Manual).
4. The manager shall appoint a committee of three speech, debate, theatre directors from participating schools to serve on a committee to assist in the management of the tournament, to assign coaches to serve as debate judges to avoid the possibility of a conflict of interest, and to serve with him/her as a jury of appeals to rule on questions arising at the tournament. The committee shall include the MSHSAA Advisory Committee member from the district, if available, and at least one coach from one of the smaller schools participating in the tournament. Please forward the names of the coaches who will serve on the tournament committee to the MSHSAA Office prior to the tournament.
5. The manager shall appoint a Tab Committee of speech directors from participating schools which should reflect the various size schools in the district (Section 5, Manual).
6. It is suggested that the manager hold a pre-tournament meeting with participating coaches to discuss administrative procedures and problems (Section 5, Manual).
7. District manager shall make every effort to use neutral judges, if they are available (Debate/Speech event requirements for judges; Page 54, Manual). Directors are encouraged to bring extra judges to the district tournaments or to identify to the tournament manager persons who are qualified and available to judge. Hired judges must be in at least their second year after graduating from high school. However, hired judges can be in their first year after graduating from high school – if they have no association with any of the schools participating in the tournament.
8. Prior to the opening of the tournament, managers shall hold a conference with judges to explain the program and how to use critic forms and ranking forms. Attention shall be called to the event regulations and judging criteria in the MSHSAA Speech, Debate and Theatre Manual. Event regulations for individual events are listed on the reverse side of the ballots. Special Reports shall be submitted on coaches not fulfilling judging assignments.
9. All protests shall be directed to the tournament manager in writing as soon as infractions to the rules are discovered, **including prior to the tournament.** Any protest based on failure to follow the regulations contained in this manual shall be made to the tournament manager. Any performance which is in violation shall be disqualified (Section 5, Manual; Appendix D).
10. The manager shall be responsible for scheduling events and facilities and for supplying schedules and all necessary information to the schools. Whether or not to reschedule as a result of last-minute cancellations or failure to show shall be left to the discretion of the manager if not covered in the Manual.
11. In the event of inclement weather, the manager should have alternate scheduled plans. It may be necessary to keep in close contact with the weather bureau to have an up-to-date report on weather conditions.
12. The manager shall be responsible for completing the online financial report within five (5) days of the close of the district tournament.
13. Entry forms shall be kept on file by the tournament manager for one year for reference purposes in enforcing the regulation prohibiting repetition of selections by a school or an individual student from the previous year.

14. The tournament manager shall certify to MSHSAA the number of state tournament qualifiers in each event, starting with rank number one and proceeding through the number of ranks as necessary to meet the requirements. Alternates are not accepted in the state tournament and shall not be certified by the district manager.
 - a. District results shall be submitted immediately electronically on the website under "District Manager Options."
 - b. A back up "paper" District Certification Form must also be submitted immediately. Managers can choose to use the "paper" form (scan and email to michaelle@mshsaa.org) or they can use the electronic certification form (that was emailed to you on the day of this mailing) and email it to michaelle@mshsaa.org. It is very important that this form be EMAILED IMMEDIATELY after the tournament.
15. At the close of the tournament, the manager shall provide for each school represented, an envelope containing the critic evaluation forms of that school's entries as well as reminding them to verify their state entries on the MSHSAA website by going to "State Qualifiers" on their school's home page on the website. The manager may elect to mail the critic evaluation form if he/she finds it more convenient.
16. Contact Marty M. Marsh, MSHSAA Assistant Executive Director, when provisions in the MSHSAA Speech, Debate and Theatre Manual or interpretations thereof are not clear at (573-875-4880) or marty@mshsaa.org.
17. Read the MSHSAA Speech, Debate and Theatre Manual carefully to note changes from previous year.
18. Send the names and addresses of judges used at your district from which a roster of judges can be compiled by the MSHSAA Office for state tournament consideration. Indicate what event(s) judged.

Preparations for Events

1. For Extemporaneous Speaking, topics dealing with current U.S. and International problems must be prepared for drawing during the tournament as outlined in the Manual, Section 4-F. Each school entering U.S. Extemporaneous Speaking at the district shall submit five (5) topics which deal with domestic matters and each school entering International Extemporaneous Speaking at the district shall submit five (5) topics which deal with foreign matters. These topics shall have been selected from current news magazines and newspapers. There shall be several more extemporaneous topics provided than the number of participants in each event. **The due date for these topics shall be one week prior to the start of the district tournament.**
2. The One-Act Play and Readers Theatre events will require certain basic furniture. Each school is to provide its own make-up, costumes, special furniture or properties. The host school should be prepared to provide a qualified sound and light technician to operate/assist with the board, if requested. Please be certain performances are following required royalty guidelines and have submitted to you as the district manager a copy of their royalties/permission statement. **Verification of permission to alter the original script must be provided when necessary.** Refer District Schools to the state facility restrictions on the Speech/Debate/Theatre page of the MSHSAA website. Also notify them of district level facility restrictions.
3. The topic to be used for Lincoln-Douglas Debate in both the District and State Tournaments will be the topic selected by NSDA for the month in which the tournament is held.
4. The topic to be used for Public Forum debate in both the District and State Tournaments shall be that selected by NSDA for the month in which the tournament is held.
5. The Readers Theatre event shall be handled the same manner as the One-Act Play event where all entries are heard by the same judge(s). However, if the number of entries received will not permit this on your time schedule, it may be necessary for you to divide the entries into sections and hold a second round to determine the qualifiers for the state tournament. If this should be the case, you should contact the MSHSAA Office in advance of your tournament to confirm that this procedure will be followed.

Timekeepers and Timing

1. Timekeepers shall adhere strictly to the time schedule and shall notify the judge when a contestant exceeds the time limit rather than stopping the performance. Time cards should be used to indicate time remaining to the performer for all events except One-Act Plays and Readers Theatre. Contestants who exceed the time limit may be penalized by the lowering of the contestant's speaking rank by one or more places in the final rankings for that round and is to be determined by the judge's discretion.

NOTE: THERE IS NO BUILT IN 30 SECOND GRACE PERIOD. THE TIME LIMIT IS CLEARLY STATED IN EACH EVENT'S JUDGING REGULATIONS PRINTED IN THE MANUAL. In finals, judges may allow a grace period for audience reaction. EXCEPTION: Radio Speaking, US Extemporaneous Speaking and International Extemporaneous Speaking.

2. The importance of accurate time keeping shall be emphasized.
3. It is recommended that a visible clock be provided in all rooms in which timed events are held.
4. Each participating school must provide a timekeeper at the district tournament when requested by the tournament director. Coaches should receive this notification from the manager prior to the date of the tournament.

Recommended Procedures for Debate

1. Schedule: The schools that are to meet in the Policy, Public Forum, and Lincoln-Douglas debate tournament shall be determined as follows:
 - a. If a bye is necessary, the bye shall go to the remaining "B" position after all teams have drawn. District managers are authorized to utilize a "standby" debate team from a participating school in preliminary rounds to avoid bye rounds with the understanding the standby team may NOT advance to the elimination rounds. **(A "fill entry" may have to meet another team from its own school.)**

Do not start Round One of Debate with more than one fill entry.

- 1) District managers shall select a "fill entry," if needed, by conducting a blind draw from those schools that checked the box on the entry form indicating the school's desire to provide such an entry.
- 2) Once a "fill entry" becomes a part of the debate schedule it shall remain a part of the schedule until the role of the "fill entry" is terminated by rule by the completion of the preliminary rounds.
- 3) If a bye is necessary because no "fill entry" is available, all opponents receiving the bye shall have rounds scored as a forfeit.
- 4) Once competition has begun, if a vacancy occurs in the debate schedule due to an illness, injury, disqualification or emergency, the forfeit rule shall be invoked for the current round and remaining rounds where the vacancy then appears.

NOTE: District managers shall select a "fill entry," if needed, by conducting a blind draw from the schools checking the box on the entry form indicating the school's desire to provide such an entry. For further information and sample schedule, refer to Section 5 of the Speech, Debate and Theatre Manual.

2. Dispatch the judges and timekeepers for the first round.
3. Dispatch the teams for the first round.
4. The timekeeper is given charge of the envelope containing the ballot. The ballot is given to the judge by the timekeeper and received from the judge after the round. All timekeepers carry the ballot back to the manager in a sealed envelope.
5. At the conclusion of the preliminary rounds, a record of all teams' wins and losses shall be posted. Ballots shall be made available to the debate coaches immediately after the preliminary rounds for checking to avoid possible clerical errors.
6. The tab room for debate shall be open to coaches. Coaches working in the tab room will not be obligated to judge unless needed. In such cases they should judge in early rounds in order to return to tab room to complete their responsibilities. The tab room may be closed as results are returned but shall be reopened when the results are recorded.

Evaluation Forms and Results

The manager shall receive the evaluation forms for each event and post the results at the completion of each round of performance in that event.

All critic forms for individual events shall be made available for coaches to review at the completion of each preliminary round of performance. Managers may release the forms to the coaches at the completion of all preliminary rounds provided the necessary information has been recorded and the forms are no longer needed.

Suggestions for Pairing Multiple Rounds in Individual Events

The items listed below, in descending order, are general suggestions that could be utilized when setting up the individual events. In some cases, it is not possible to incorporate all of these suggestions as the number of entries, available sections, etc. will not accommodate each item below.

1. First round speaking assignments are assigned by random draw.
2. If a student is double entered, this fact should be indicated on the sectioning cards for both events. A double-entered student may have to be placed by hand for order of speaking so he/she is placed 1st or 2nd in one event and last or next to last in the second event. (This must be arranged for each round.)
3. No contestant should be heard by the same judge twice.
4. A contestant should not be heard by a judge from his/her school.
5. A contestant should not be placed in the same section with another student from his/her own school.
6. A contestant should not compete against the same opponent in more than one preliminary round.
7. After setting up your first round, be sure to check for any conflicts in scheduling before you schedule Round II.

District Managers' Online-Entry Instructions

For assistance and questions, please email Michaelle Fohey at michaelle@mshsaa.org

1. Go to www.mshsaa.org.
2. Select "Schools" and log in (you will need your e-mail address and password, which can be e-mailed to you by clicking on "send me my password" if you do not know it already).
3. Select "District Manager Options" from your school's page.
4. Select "Completion Summary" to see which schools have completed their district entries ("green checkmark" indicates that a school has completed an entry area and have selected "mark as complete" to show that entry item is finished), ("red X" indicates the school has not completed an entry area, or they have simply failed to select "mark as complete").
Help me to continue to communicate to directors to "mark as complete" when they have finished their district entries.
5. Select "District Roster" and then select either "By School" (to see the entries for every school in alphabetical order) or "By Event" (to see all entries per event).
 - a. Click on "Export to Excel" in order to be able to put the data in a different order (the information will need to be ordered by the students' last name in order to see who is double/tripled entered).
 - b. Click on "Print" to print out the information.
 - c. Email Michaelle Fohey for help in this area at michaelle@mshsaa.org.
6. Select "Readers Theatre" to get each school's event information. You can print this information and make copies for judges.
7. Select "One-Act Play" to get each school's information. You can print this information and make copies for judges.
8. Select "Extemporaneous Speaking Topics" and print off the list.
9. Select "School Information Summary" to view coaches' names, etc. (if the website only lists one coach, it may not be the head coach for all of the speech, debate, and drama areas).
10. If you need to add an event for a school after the district entry deadline for your district, go to the District Roster portion of your District Managers Options and view the results by School. To the far right of each school name there will be a link that says "Edit Entry", click this and you will see all the events for the school. Click "Edit" toward the top and you can edit or add students to any event necessary. After you make the change you may choose to return back to the District Roster summary and export a new Report.

SPECIAL NOTES

1. **Manual References** - Refer to the 2022-2023 MSHSAA Speech, Debate, and Theatre Manual (www.mshsaa.org) for: entry deadlines, entry limitations, limitations on selections, substitution policies, a list of entry fees, and judging/timekeeping requirements.
2. **District Deadline Changes/Substitutions/Additions**
 - a. **Changes/Substitutions:** After the district entry deadline, 30 days prior to each district tournament, all changes/substitutions to district entries can be made.
 - 1) The district managers will have the ability to make additions/substitutions at any time. Any additions/substitutions to district entries after the deadline must be sent directly to the district manager a minimum of seven (7) days before the start of the school's district tournament. Any changes or substitutions to district entries within seven (7) days before district must be made by the tournament manager. Tournament managers shall make sure that all name or selection changes/substitutions are corrected/updated on the MSHSAA website.
 - 2) Any alternates must come from the school's regular season "Eligibility Roster" for Speech, Debate, and Theatre, which is located on the MSHSAA website (www.mshsaa.org).
 - b. **Additions/Late Entries:** District entries submitted after the deadline date, but before the scheduling of performances is completed, may be accepted provided the school pays a late penalty of \$100 (the late fee for additional entries submitted by a school that submitted initial entries by the published deadline shall not be assessed if such additional entries are received more than seven (7) days prior to the start of the district tournament).
 - 1) **No additional entries will be accepted seven (7) days prior to the district tournament.**
 - 2) The district manager shall notify the MSHSAA in writing regarding late entries; the MSHSAA shall invoice any school(s) owing a late penalty fee; and the MSHSAA shall pay all late penalty fees to the host school(s).
 - 3) All additions and entries must come from the school's regular season "Eligibility Roster" for Speech, Debate, and Drama, which is located on the MSHSAA website (www.mshsaa.org).
3. **Royalty Selections:** For One-Act Play and/or Readers Theatre if a royalty is required for use of the selection, a permission form must be attached to the entry. **Verification of permission to alter the original script must be provided when necessary.** Please make sure you have a copy of royalties or permission statement for ALL schools entered in OAP or RT.
4. **District Entry Fees:** District entry fees are automatically calculated under the "Invoice" link on the district entry page. After the completion of your district tournament, directors in collaboration with their Activities Director, must print off the invoice and mail payment directly to the MSHSAA office for the district entry fees.

State Tournament Entries: Schools with state qualifying entries will also submit/confirm their state tournament entries online. Coaches/directors must access the State entries by selecting the "State Qualifiers" link on the schools home page on the MSHSAA website (www.mshsaa.org) and then click on "Speech and Debate." **State entries should be verified via the website prior to Friday following the close of the last district tournament.**

Contact Information

Marty M. Marsh (Assistant Executive Director): (573) 875-4880, marty@mshsaa.org

Michaëlle Fohey (Executive Assistant): (573) 875-4880, michaëlle@mshsaa.org

District Financial Report

1. Please save the District Financial Report in a file of your choice so that upon conclusion of the District Tournament you will be able to complete the Financial Report electronically. Once you complete the Financial Report electronically you will then submit the report via email attachment to michaelle@mshsaa.org.
2. The District Financial Report must be submitted to the MSHSAA office within five (5) days of the conclusion of your District Tournament.
3. Please make sure that all expenses are represented on your District Financial Report before submitting.
4. Receipts for expenses shall be scanned and sent via an email attachment for including with your District Financial Report.
5. Make sure all judges and workers are recorded and accounted for before sending your District Financial Report to the MSHSAA office.

PLEASE NOTE: The host schools of the District Tournaments will be responsible for paying all expenses and worker stipends after the approval of the District Financial Report. MSHSAA will then process and send the host schools a reimbursement check for expenses paid.

Financial Report Instructions

1. Open the workbook with filename ***Speech District 2023 Report***. Before starting any work in this file, you may wish to first do a “SAVE AS” to save this report to your desktop or network. We have found this to help our site managers avoid issues with their reports. We suggest that while doing your “**SAVE AS**” you modify the name of the file by adding part of your school name.

At the bottom of your screen, you will see that this workbook contains three labeled tabs:

- a. Report
- b. Staffing
- c. Expenses

The tabs (spreadsheets) have been designed to allow you to enter data only into selected cells. If you find a particular tab is not large enough for all of your entries, please call the MSHSAA office and we will correct that for you.

2. **REPORT:** Open the “**REPORT**” tab. This is where you will record site-specific information only on the four lines provided. All other information on this worksheet is accumulated and pulled to this report from your entries on other tabs. **Total entry fees will be entered by MSHSAA once that information is accumulated.**

After you have completed your input at the other tabs, the “**TOTAL EXPENSES**” reflected on the report tab will effectively represent the reimbursement check that we will promptly remit to you in order for you to pay the event expenses (staffing, manager’s fee, etc.). When finished, select “**FILE**” and then select “**SAVE.**”

3. **STAFFING:** Open the “**STAFFING**” tab. This worksheet is organized into two sections; the top is for site manager information and the bottom is for the information on all of your judges and workers.

Please record the manager information at both lines even if one person is serving as both the speech manager and as the debate manager. This will ensure the full \$300 manager’s fee is accurately reflected. Please record all information for each of your judges and workers. NOTE: Social Security numbers and address information is not required for this report. Enter the event fee as you have calculated for each person and the number of miles traveled, if applicable. The schedule will calculate their total stipend. When finished, select “**FILE**” and then select “**SAVE.**”

4. **EXPENSES:** Open the “**EXPENSES**” tab. Please itemize your various non-staffing costs on this worksheet, providing sufficient description for each expense listed. If additional lines are needed for information on a specific charge, please use the space needed on subsequent lines. When finished, select “**FILE**” and then select “**SAVE.**”
5. **FINALIZING THE REPORT:** Please return the report to MSHSAA via email at michaelle@mshsaa.org. Any supporting documentation can be scanned and emailed with the report. You can print the entire report by selecting “**ENTIRE WORKBOOK**” from your print options.

THANK YOU!

SUMMARY OF DISTRICT SPEECH AWARDS

INDIVIDUAL EVENTS

Dramatic Interpretation	1st - 8th Places receive Medals
Duet Acting	1st and 2nd Places receive Plaques
	1 st - 8 th Places receive Medals
Duo Interpretation	1 st and 2 nd Places receive Plaques
	1st - 8th Places receive Medals
Humorous Interpretation	1st - 8th Places receive Medals
Poetry Reading	1st - 8th Places receive Medals
Prose Reading	1st - 8th Places receive Medals
Storytelling	1st - 8th Places receive Medals
Radio Speaking	1st - 8th Places receive Medals
U. S. Extemporaneous Speaking	1st - 8th Places receive Medals
International Extemporaneous Speaking	1st - 8th Places receive Medals
Original Oratory	1st - 8th Places receive Medals
Informative Speaking	1st – 8th Places receive Medals
Overall Speech Champion	1st and 2nd Places receive Plaques

DEBATE

Policy Debate	1st and 2nd Places receive Medals
	Semi and Quarterfinalists receive Medals
Lincoln-Douglas	1 st and 2 nd Places receive Medals
	Semi and Quarterfinalists receive Medals
Public Forum	1st and 2nd Places receive Medals
	Semi and Quarterfinalists receive Medals
Overall Debate Champion	1 st and 2 nd Places receive Plaques

THEATRE

One-Act Play	1st and 2nd Places receive Plaques
Readers Theatre	1st and 2nd Places receive Plaques

BOARD POLICY FOR ON-SITE PROTESTS OF SPEECH, DEBATE AND THEATRE CONTESTS

The Board of Directors acknowledges that occasionally tournament officials at speech, debate and drama contests make mistakes. The Board adopted the following Policy, June 2000, to address protests at interscholastic speech debate, and drama events and contests.

1. The coach must request a review of an official's/judge's application of a rule through appropriate channels (only misapplications of MSHSAA By-Laws and event rules may be protested, not decisions of judgment).
2. All protests shall be resolved at the contest site by the jury of appeals before any further competition occurs in the event(s) affected.
3. Protests that are not filed within the appropriate time frame shall be automatically disallowed.
4. The MSHSAA Board of Directors and/or staff shall not review contest protests.

Application of Protest Procedure:

1. The tournament manager shall appoint a grievance committee of three speech coaches from participating schools. The grievance committee shall serve with the tournament manager as a jury of appeals to rule on questions/protests arising at the tournament.
 - a. The committee shall include the MSHSAA Speech Advisory Committee member from the district when available and at least one coach from one of the smaller schools participating in the tournament.
 - b. Should a member of the committee's school be involved in the grievance, the committee member shall be replaced with a committee alternate and if the alternate is not available someone may be appointed to serve in this capacity by the tournament manager.
2. All protests shall be directed to the tournament manager by the school coach in writing via tournament protest forms as soon as infractions to the rules are discovered, but within 20 minutes of the results of the protested event(s) becoming final. The written protest shall cite the rule(s) or By-Law(s) being protested.
3. Posting to finalize results: All results for the tournament will be posted/distributed in advance following the schedule in (a) and (b) below. Any error must be corrected at the appropriate time listed.
 - a. Following the end of preliminaries and before the elimination rounds all grids and ballots are to be available to the coaches to verify the accuracy of the results in each event during an allowed twenty (20) minute time period and that a five (5) minute time period be allowed for the purpose of verifying results between elimination rounds in debate with all results being final once the next round begins.
 - b. Results will be final 20 minutes after the posting/distribution of results.
4. Depending on the nature of a protest, the outcome to uphold or deny shall be determined by:
 - a. the tournament manager (or);
 - b. the grievance committee (or);
 - c. the jury of appeals (the tournament manager and grievance committee together).

The decision made at the tournament site by the appropriate party listed above shall be final.

MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION

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