# Tournament

# Administration

# Handbook

# Introduction

Stoa WA exists to assist Christian homeschool families in developing godly, effective communication and critical thinking skills, through competitive and community speaking opportunities. We do this by promoting development of homeschool speech and debate clubs across the state, and by facilitating competitive tournaments. The Stoa WA Board is made up of representatives from Stoa clubs in the state, and meets regularly to serve the needs of Stoa members.

This tournament administration handbook is designed to be a guide for directors and staff who would like to host a NITOC-modeled tournament in Washington. A NITOC modeled tournament is one that endeavors to follow Stoa's "National Invitational Tournament of Champions" policies as closely as possible, including the requirements that are listed on the Stoa USA website. We believe that following NITOC policies and models at our local tournaments will give our students and parents the best preparation for the tournament experience they will encounter at NITOC. We appreciate the flexibility that Stoa affords us at local tournaments, and we affirm the benefits of following NITOC guidelines for the above purposes. To that end, we have tried to reflect NITOC guidelines in this tournament handbook, as well as policies and procedures that have been historically successful at Washington tournaments.

Extensive supplementary information can be found on the Stoa WA Dropbox website, which can be accessed with permission from the Stoa WA Board. As with most training guides, this document is a work in progress, and will be updated from time to time as new methods and information are discovered that will enhance the process of running a tournament.

We wish to express appreciation to Suzanne Nasser for permission to use her tournament handbook information as a starting point for this guide. We all benefit from each other's experience, and this guide is no exception.

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Jill Bell
Susan Danielson
2015

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# Stoa Tournament Requirements

Stoa seeks to encourage forensics competition among Christian home-schooled students by recognizing achievements from a wide spectrum of tournament models.  The types of tournaments supported by Stoa are as follows:

- **NITOC - <u>The National Invitational Tournament of Champions</u>**

- **NITOC Modeled Tournament**
    - 6 criteria
        - 1.  Debate and/or IE events with the minimum number of rounds for <u>SpeechRanks</u>
        - 2.  More than one club participation
        - 3.  <u>Transparent tabulation procedures</u>
        - 4.  All participants must be Stoa USA members
        - 5. <u>Stoa USA resolutions are used</u>
        - 6. <u>Follow all Stoa USA event rules</u>

- **Stoa Tournament**
    - 4 criteria
        - 1.     Debate and/or IE events with the minimum number of rounds for <u>SpeechRanks</u>
        - 2.     More than one club participation
        - 3.     <u>Transparent tabulation procedures</u>
        - 4.     The Tournament Director must be a Stoa USA member

**All Stoa tournaments and NITOC Modeled tournaments are open to all Stoa members.**

Additionally, these tournaments need to comply with <u>Speechranks</u> Standards, as follows.

## Speech Ranks Policy:

A "tournament" must meet the following minimum standards to be posted on Speechranks.

**Dates:**  October 1 through the end of season tournaments in May/June.

**Tournament Announcement:** The tournament should be announced at least a month in advance, and to a sizable audience (for the particular region of the country) including multiple clubs.

### Speech Events
**At least three rounds must be competed at the tournament.**
*- All students do not need to compete this many rounds as some students may be eliminated*

*during the course of the tournament.*
*- Please do not attempt Semifinal rounds as the last round as this may lead to unbreakable ties that Speechranks cannot accommodate.*


## Debate Events:
**At least six rounds must be competed.** (Minimum of four preliminary rounds.)
*- All students do not need to compete this many rounds as some students may be eliminated during the course of the tournament.*
*- A minimum of 7 teams must participate in the debate event (team = student in Lincoln Douglas and Individual Policy debate)*
*- For events with a limited number of students, plan the number of rounds carefully as no student/team should receive more than one bye recorded as a win.*
*- (Please note: There is no Parli exception to the six round minimum this year. (2015-2016 and future seasons))*


## Additional Standards:
**1. Any attempt to alter event participation for the purpose of earning Points or Green Check Marks is illegitimate and not in keeping with the Purpose of the website.**

**2. Points and Green Check Marks are assigned after the completion of the entire event - not after preliminary rounds.**
- Students should be available and are expected to participate through to the completion of the tournament.

**3. Speechranks is meant to collect information from Senior or Varsity level events.**
- These events represent the highest level of competition at a tournament.
- Events that are "Novice", or "Junior", or "Junior Varsity", or "Breakout" events cannot be posted to this website as there is no way to meaningfully compare these events to Senior level or Varsity events.
- Students in Platform and Interpretive events should be presenting memorized speeches.
- "Practice events", "round robins", online events, or events where a significant percentage of students are using scripts would be examples of tournaments that cannot be posted to this website.

**4. Christian forensics training seeks to glorify God.**
- The ultimate goal should not be to earn points or Green Check Marks on this website. If that becomes the primary reason for hosting and posting an event, the Christian forensics community is missing the mark.

Speechranks can accommodate either mono (single person) or duo (two persons as partners) events. It is not possible to include events that allow for both mono or duo, or duo or trio participation in a single event. Trio (three persons as partners) events cannot by listed.

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# Tournament Director

The Tournament Director (TD) plans the tournament from start to finish. Responsibilities include:

Finding a facility
Adherence to Stoa rules and protocol
Determining tournament finances/budget, schedule, and size
Tracking the planning process
Staffing and supervising area leads/coordinators
Overseeing and directing advisory/adjudication committee
Keeping the tournament running on time!

A well-run tournament is typically the fruit of a well-planned tournament, thus the TD is the most crucial position of all the tournament roles. The TD is the coordinator of all the area coordinators.  The TD should be someone who is very familiar with tournament administration, and is responsible for the integrity of that process (esp. Tab, Ballot Admin, Ballot Check). The TD seeks to create a welcoming environment for each family to enjoy a quality competitive experience. The TD is accessible and ready to answer questions that parents and students have during the tournament. The TD is the leader of the tournament staff, and oversees the entire process to ensure each part is functioning well. The TD makes key decisions affecting the overall process of the tournament.

The TD has the big picture in mind – s/he knows what time rounds got started, what rooms started late, what issues Tab is working on etc. S/he works closely with area coordinators to make adjustments as needed to ensure a quality experience for participating families. For example, there may be times when the TD asks Tab to post a round a few minutes early, or the JO team to clip through an orientation a little faster, or Ballot Admin to hold the ballots/judges a few extra minutes, etc.  Each of these area leads must be flexible and ready to respond to TD cues to keep the tournament running smoothly.

**Tournament Rules & protocol**
The TD should be very familiar with the proper tournament flow, which is best learned by working at tournaments.  The TD should also **study the Stoa event rules**. This is especially important with the new Wild Card events. When local qualifiers do not run events according to the rules, students are at risk of making mistakes when they get to NITOC. The TD should make sure that **staff in key areas are also knowledgeable of the rules**, so that incorrect information is not given. The TD should acquaint himself/herself with the files on the Stoa WA Drop Box and be aware of past protocols and information.

**Tournament Fees**
Tournament fees are not standardized. The cost of the facility is typically the largest expense. Depending on the number of participants you can accommodate (based on the number of competition rooms) and tournament participation during previous seasons, try to estimate the number of attendees. Use the sample budget in the appendix at the end of this document to estimate expenses and base the tournament fees on the income needed for your tournament to break even. For the 2013-14 year, $30-40/debater and $15-25/speech was reasonable.

**Donations**
Try to secure donations from area wholesale stores for food and paper goods. Ask local families to provide home-cooked meals to lower tournament costs. Stoa WA is a 501(c)(3) organization.

**Thank You Gifts**
A thank you gift to the TD isn't near enough to pay him/her for their work, but it is enough to say thank you.

**Tournament Schedule**
The TD will determine which speech and debate events will be offered (e.g. TP, LD, parli, IE's) and the number of prelim and elimination rounds that can fit within the hours the facility is available each day. The TD will put together a schedule staging rounds with enough buffer to allow for unexpected delays (generally two hrs per round).  A draft version of the schedule should be sent to the Tab Director for review. Once the location and dates are determined, the tournament should be listed on the Stoa USA website's tournament calendar.  You can do this via the WA State Stoa Liaison.  Make sure to give the liaison the website address (URL) for your tournament when that becomes available, so that can be added to the Stoa USA website.

**Tournament Size**
The number of students a tournament can accommodate is directly proportional to the number of competition rooms available for each round. For example, a tournament with 30 competition rooms could be divided as follows:

> **TP/LD rounds:**
> TP 20 rooms = 40 teams (80 TP debaters)
> LD 10 rooms (double-flighted) = 40 LDers
>
> **Pattern A/Parli rounds:**
> 15 rooms = 30 parli teams (60 debaters)
> 7 rooms = Mars Hill   (56 speakers)
> 2 rooms = HI   (16 speakers)
> 2 rooms = DI   (16 speakers)
> 3 rooms = Pers   (24 speakers)
> 1 room = Storytelling (8 speakers)
>
> **Pattern B:**
> 9 rooms = Apol   (72 speakers)
> 4 rooms = OI   (32 speakers)
> 3 rooms = OO   (24 speakers)
> 7 rooms = Ext   (35 speakers)
> 3 rooms = DUO   (24 speakers)
> 1 room = Expos   (8 speakers)
> 1 room = Broadcast (8 speakers)

Assuming most competitors participate in 2-3 events, thirty rooms could accommodate ~200 competitors.

**Staffing**
Early in the planning process, the TD recruits <u>experienced</u> parents to lead each of the main areas, including Tab, Ballot Admin, Judge Orientation, Logistics, and Ballot Check, and then encourages those leads to staff their areas. Stoa WA maintains a list on Drop Box of people who have staffed different positions in the past, to help in future staffing. Staffing is one of the most important factors in providing an excellent tournament experience for participating families. Leads must be trustworthy, committed individuals with strong organizational skills, and capable of completing their responsibilities with minimal oversight. Encourage leads to recruit supporting staff from a <u>variety</u> of different clubs, so that one club does not appear to be dominating a key part of the tournament process. Make sure that leads receive a copy of the section in this handbook which addresses their job, if they have not read it already.

**Limited Prep Topics**
**Extemp**: the TD will accumulate 15-18 Extemp questions (3 per speaker) for each prelim and elimination round from several outside sources (e.g. out-of-state Extemp coaches, proven Extemp alumni). Extemp questions should be recent (current events within the last 90 days) and relevant. Questions should be worded in a way that reflects recent developments about the topic. The TD will format the questions submitted (3 per speaker) and send them to the Tab Director a week before the tournament. Note: The Extemp Room Proctor will need a copy of the Extemp questions and Extemp postings before each round to prep for Extemp check-in in the Prep room. It is usually the responsibility of tab to deliver these to the proctor.

**Mars Hill Impromptu**: The TD should decide whether to use the Stoa MHI topics or choose their own, and must make clear on the registration website ahead of time if non-Stoa topics will be used, so that students can prepare. Student prompts and judge packets should be prepared ahead of time, just like other limited prep events.

**Apologetics:** the Apologetics topics for each round, listed on the Stoa USA website, may be a mixture from all 5 categories or just one category per round. Since the questions are already written, the TD may ask the Tab Director (or out-of-state Apologetic coaches) to select 12-16 questions for each prelim and elimination round. Submit the topics to the Tab Director a couple weeks before the tournament. Sometimes Tab will prepare the envelopes for each round, but tournaments differ.

**Adjudication and Advisory Committee**
See this section in the handbook for complete information.

**Thank You Cards**
The TD is encouraged to send thank you cards to area coordinators for their time and leadership that made the tournament a success.

**Openness & Transparency**
During the course of the tournament process, the TD should be forthcoming with information s/he thinks may be of interest to attending families including: # of competitors in each debate event, how pairings are done for each round – random, power-matched within brackets, high-low etc., records breaking to out rounds, etc.

**Tab Questions**
The TD may be called upon by the Tab Director to make decisions concerning Tab options. Decisions should be made "blind" whenever possible, meaning the TD is not aware of the names of the students affected by his/her decision, in order to assure fairness and integrity in the Tab process.

For other tournament planning information, visit the Stoa USA website (tournament and tab help files).

# Admin Coordinator/Document Manager

The Administrative Coordinator is responsible for the following:
    Office supplies/ballot paper/printing
    Student Packets – nametag (with schedule on back), table tents, lunch/dinner tickets
    Nametags - parents, judges
    Copies – Debate & IE ballots, flow sheets, time sheets

**Refer to the Stoa website and the Stoa WA Drop Box files for complete information.**

**Supplies**
The Admin Coordinator should get a list of the needed supplies from the TD and purchase them before the tournament.  Supplies needed usually include copier paper, legal size copy paper (flows), manila envelopes (enough for each competitor and extra), plastic nametag holders, paper clips, toner, pens, sharpies, staples/stapler, colored markers, blue painter's tape, ballot sorters/bins (**Check the Stoa WA bins** to see what supplies are already available before you purchase more). Be sure to submit your receipts to the Stoa WA Treasurer for reimbursement.

**Nametags**
Make color-coded nametags for competitors, parent judges, community judges, and tournament staff. After registration closes, the registration coordinator will provide the names of all the participants & parent judges. The judge coordinator will provide a list of the community judges and the TD will provide a list of tournament staff. The Admin Coordinator should print all nametags double-sided, with the information *below* on the front and the tournament schedule on the back:

    Name of individual (first names only for JO staff)
    Position of the individual (Judge/Competitor/Tournament Staff); color-coding works too.
    Name, date, and location of the Tournament
    A small graphic (a unique logo can be added to the front of the nametag representing the
        tournament theme)

A nametag template can be set up to mail merge student, parent & judge names from the registration spreadsheet for printing nametags. Note: in some cases the judge coordinator may prefer to print the judge's nametags since that data tends to be fluid. Once the nametags are printed, they are cut and inserted in the plastic badge holders. Student nametags are then placed in the Student Packets. Staff and Judge nametags are laid out at the judge welcome table where parent/community judges check-in the first day of the tournament.

## Student Packets

The Admin Coordinator is responsible for making the Student Packets, which include student nametags, tent-cards, and meal tickets for the tournament (often). These all go into a manila envelope, big enough to hold the student's ballots at the end of the tournament.

The first morning of the tournament, participants will receive their Student Packets (in a manila envelope) containing: nametag, tent card (for debaters only), and meal tickets. Student packets

can be sorted alphabetically or by club, and should be labeled with the student's name, club affiliation, and full name of partners in any paired events (TP, Duo, Parli). The packets should be delivered to the student check-in coordinator the day before the tournament begins, during facility setup.

**Tent-cards**
Tent-cards (or name placards) are for debaters to use during their rounds and should be placed in each debater's Student Packet. The Admin Coordinator receives the list of registered debaters from the Registration coordinator and prints a tent-card for each.

**Meal Tickets**
Families will purchase meals when they register for the tournament online. The Registration Coordinator will provide a list of families who ordered lunch/dinner tickets and the quantity of each.  Include family meal tickets in one family member's Student Packet.  Use bright colored paper for meal tickets, so they will be easy to find inside the Student Packet. Sometimes the group doing student food will coordinate this, so be sure to check first to see who is doing it.

## Copies

Most of the tournament forms to be copied are located on the Stoa USA website.  After registration closes, the Registration Coordinator will send the list of debate and IE competitors to the Tab Director, who will determine the number of ballots needed for each event and an estimate of the number of timer sheets and flow-sheets needed.

**Debate Ballots**
Lincoln-Douglas, Parliamentary and Team Policy
Ballot PDFs are on the Stoa USA website. There are several versions of the ballots, so check with the Tab Director to be sure to print the correct ballots. All LD, Parli and TP ballots should be printed on white 8.5 x 11 paper before the tournament begins. Store each kind of ballot in a separate, labeled box, and deliver all documents to the Tab room before the tournament.

**Debate Flowsheets for Judges**
Lincoln-Douglas, Parliamentary and Team Policy
These documents are on the Stoa USA website. Print on white 8 ½ x 11 inch paper (parli, LD) or 8 ½ x 14 inch paper (TP) before the tournament. Flowsheets should be stored at the Ballot Administration Table and the Judge Orientation Room during the tournament.

**Debate Timer Sheets**
Lincoln-Douglas and Team Policy
Print these from the Stoa USA website on white 8 ½ x 11 inch paper. Print enough of these for each preliminary debate round and all out-rounds. Timer Sheets should be stored at the Timer Table during the tournament.

**Speech ballots**
Speech ballots should be printed on colored paper by individual event. Make sure to use the correct colors for each event according to the guidelines on the StoaUSA website.
All speech ballots need to be sorted into packets of 8 individual ballots, except Extemp ballots, which need to be sorted into packets of 5 or 6 individual ballots (check with the Tab Director to find out if Extemp will have 5 or 6 competitors per room). Do not attach the **Judges worksheet**

to the individual ballots. The Tab Director will print the student names onto the judges' worksheets, then attach them to the packets. Ballot packets are to be delivered to the Tab room before the tournament.

# Adjudication and Advisory Committee
# Guidelines 2014-15

**Adjudication Policy**

I.  **The Adjudication Committee** will be a group consisting of the tournament director, Tab director, Lead Judge Orientation staff, and experienced personnel from a variety of different clubs to represent Speech, Team Policy, Lincoln Douglas, and Parliamentary debate (as available).

A. **General Guidelines**:

1.  If an investigation or adjudication involves students from a committee member's club, or someone with a personal affiliation with a committee member, that member will be recused from serving.
2.  All information in the adjudication process is to be kept private and shared only with the other Adjudication Committee pool members.
3.  Most adjudication teams will consist of 3 members. At any time in the process, if the committee determines that they would like a wider scope for the decision at hand, two additional members may be added.
4.  All committee members, whether they participate in the adjudication or not, may be asked for input or briefed on what happened in the process, if appropriate.
5.  All complaints and concerns that are addressed by a committee should be recorded, in order to help improve consistency and clarity on future issues at Stoa WA tournaments. A briefing session should occur after a tournament to evaluate adjudications or the preliminary investigative steps that were taken to determine how to better handle situations in the future and to help refine the process.
6.  Remember our mission: we (big sinners) are helping train up competitors (young little sinners) to God's glory. We are doing it by His grace and with His help. Do not be surprised.  Education, training, discipline, and consequences are all a necessary part of the grace and mercy that we extend to build God's kingdom.

## II. Initial steps taken to determine if adjudication is warranted:

A.  The aim of addressing a complaint or concern is to reach a resolution as simply and quickly as possible, focusing on **educating with grace.**

B.  All determinations are to be made using **ONLY** the Stoa USA rules, as posted on the Stoa USA website.  No other supporting documents (like ethics standards, etc.) will be used, although they may be referred to on points of education if appropriate.

C.  When a concern/complaint is brought to the attention of any tournament staff by judges, coaches, parents, or students, the tournament staff person should direct and help the

'plaintiff' to the judge orientation room. Once there the orienter will contact another member of the Adjudication Committee member, whichever is most appropriate, to hear the concern. If the plaintiff is a student then a parent or coach MUST accompany the student. Judges are always to be directed to fill out their ballot before discussing issues of concern.

D. If the AC members determine that the complaint is a misunderstanding based on a norm or other causal factor, then he/she will attempt to explain the rules to the satisfaction of the plaintiff. If this simple answer solves the problem, a resolution has been reached.

E. If the issue is unclear to the committee members or it appears that the complaint addresses a Stoa USA rules violation or the plaintiff is not satisfied, then a team of 3 will be called together to hear the complaint/concern. The Tournament Director will be informed and involved at this point. The committee member who initially handled the complaint will brief the other 2 members prior to hearing the complaint if possible.

F. If the team of 3 members determine that investigation is warranted then the adjudication process begins.

### III. The order of the adjudication process:

A. **Investigation.** The tone of an investigation is **appreciation** for all involved parties and their participation in the tournament and the greater mission that we are trying to accomplish with Speech and Debate.

Determinations of the Adjudication Committee of 3 should be unanimous at the investigation stage or the adjudication proceeds to the next step.

1. If Interviews with students/teams are required to gather the necessary information, at least one of each of their parents/coaches/chaperones MUST be present.
2. If judges are interviewed they must be directed to reach their conclusion on the ballot prior to the interview with only the information/assistance they would normally receive while judging. While the judge is the first line of defense for violations, the ballot is unique to the round and the judge must not be tampered with.
3. If judges are interviewed, once they have answered the committee's questions they are excused from the process with the assurance that the committee will handle it from there.
4. During and after the process of gathering information about the incident, only those directly involved (students, coaches, parents) need an explanation or feedback to protect privacy of all, to proceed with the tournament, and to minimize any

potential drama. If there is a need to explain to others outside this group, it will be done with discretion and with sensitivity to all.

5. Once all information has been gathered from all sources (feel free to contact other Adjudication Committee members for input), if the committee determines that there is no case (no rules violation) against a competitor(s) then the competitor and all that were interviewed should be assured that all is well. The plaintiff should likewise be assured that the committee was conclusive and their concern appreciated. Resolution should focus on understanding and closure.

6. If the committee determines that further action is/may be required based on the data collected then the adjudication proceeds.

7. If the action can be accomplished without further deliberation (i.e. a competitor delivered an OO in their Persuasive round) the committee determines the action, and proceeds to notify those parties involved. The committee should be unanimous at this point or seeks assistance from the adjudication pool to reach a conclusion.

8. If the committee finds that the accusation levied involves an ethical violation that may require further deliberation or further interviews, or that discussions, etc., are needed for resolution, then the adjudication moves to the Deliberation and Mediation process.

B. **Deliberation and Mediation.** The committee's first decision is to determine if the deliberation will affect the tournament going forward (i.e. who will break in a speech event or which team advances in debate).

1. **IF** the deliberation will **NOT** affect the tournament moving forward (i.e. the judge gave the team a loss) then the purpose of the deliberation is clarity, discipline, and resolution. It may proceed through careful and prayerful deliberation not to exceed one meeting time. The Scheduling of that meeting time has no impact on the tournament and should not disrupt the competitor's ability to compete.

2. **IF** the deliberation **WILL** affect the tournament moving forward then the scheduling of that meeting and the speed required is of paramount importance. Communication between the committee and TAB and the TD is vital to allow the tournament to move forward as necessary. A decision should be made within the allotted time enabling TAB to move forward as necessary.

3. If the complaint/concern proceeds, then all primary players, competitors, and their parents/chaperones, must be present to hear the concerns/complaints lodged. Coaches are welcome and encouraged to participate. The plaintiff must also be present if their presence is necessary for adequate discussion and resolution. If the plaintiff does not want to participate then the committee determines if the complaint should be considered without their involvement.

4. After a meeting with all concerned parties the Adjudication Committee may recess, if necessary, for private discussion before arriving at a conclusion.

5. The Adjudication Committee will communicate its findings as appropriate to all parties involved, take the necessary action(s), make recommendations and gracefully educate all parties involved.


## IV. Recourse and Disciplinary Actions:

If a rule is **clearly** broken then some action **should** be taken.  There are 3 avenues of recourse the adjudication committee may prescribe:  **Compliance, Consequence and/or Discipline.**


**A. Compliance** will be a recourse required for all infractions.

1. Educate and require that the point in question be corrected, whether it is a script or a dress code violation, going off script, or use of props in a debate round.


**B. Consequence** will be a common recourse for the committee.


1. If a student is found guilty of breaking a rule he/she may suffer a consequence of up to a loss in that round (Debate) or last place in the room for that round (IE) if the committee determines that the infraction warrants it.  They will also be given instruction so that they do not repeat the infraction.
2. The committee determines the consequence regardless of the outcome on the ballot.
3. If the committee agrees with the ballot then no action is taken but to communicate with the concerned parties.
4. If the committee decides a loss is warranted due to the violation in the round and the ballot does not reflect that, then the committee alerts TAB to its findings and communicates the results to the interested parties. The ballot itself remains unchanged.


**C.  Discipline** is an action taken outside the bounds of the round in question and can affect the competitors standing at the tournament.

1. Disciplinary action will be rare.

    a. A disciplinary action would be levied against an ethical violation that is substantiated or an attitude of defiance and lack of respect and compliance for the dictates of Stoa (i.e. a competitor who refuses to comply and proceeds in the next round to carry out the infraction again).
    b. A disciplinary action like disqualification from an event should be considered similar to a double loss in a debate event:  extremely rare and serving the purpose of keeping everyone accountable.
    c. If a competitor deserves disqualification after investigation and deliberation, then we owe that competitor the grace and mercy to take action against him/her.

It is for their eternal good.  Forms of discipline include but are not limited to disqualification from an event and disqualification from the tournament, with no awards offered.

# Awards Coordinator

The Awards Coordinator selects and purchases the awards for the tournament. The Awards Coordinator is responsible for:
>     Working with the TD to decide what awards to buy
>     Ordering & verifying the awards
>     Setting up the awards before the award ceremony per the TD

All competitors that make it into the elimination rounds are generally recognized with a trophy, a medal, or a certificate.  The TD will provide direction on the type and estimated number of awards for each level of achievement. For example, students that break to elimination rounds might receive a certificate, students that advance to the top 8 might receive a medal and the top 3 finishers might receive cups, plaques or gavels. The TD will also provide the content of the engraving on the awards.

As a model to work with, past tournaments have typically given trophies to the top 3 competitors in any speech event which breaks to semis, medals from 4-8 (those breaking to finals), and certificates through 16 (those breaking to semis).  For debate, trophies have been given for the top 4 teams (those who make it to semis), medals for 5-8 (quarters), and certificates 9- 16 (octas). Speaker awards have given trophies for the top 3, medals through 6-8, and certificates through 12, depending on the number of competitors.  Other awards such as Iron Man, Picket Fence, or Sweepstakes are up to the discretion of the TD.

Shop around to find pricing information from a few vendors.  Select trophies & medals with distinction given to higher placements (e.g., 1$^{st}$ place trophy nicer than 2$^{nd}$ or 3$^{rd}$ place).  Samples are typically available at trophy shops and most stationery or office supply stores.  Avoid trophies that have male or female characteristics, as there is no way to predict how many of each type will be needed.  Crown Trophy has done a great job in previous years and is usually a good choice (www.crowntrophy.com).

Order the awards: Depending on the prices, the TD may adjust the type of trophy and/or placements awarded. Get the final counts of each type of award (cups, gavels, medals etc) from the TD then place the order with the selected vendor 3- 5 weeks before the tournament. Remember to order two awards per Parliamentary, Team Policy and Duo team.  Notify the TD of the actual cost, to be included in the tournament budget.

Pick up the awards at least a week before the tournament to allow time to correct mistakes. Count and check each trophy for accuracy to verify that the delivery matches the order.  Ensure that they include the name and date of the tournament, the event, and the placement. For example:

**First Place Team Policy Speaker**
**PNW Challenge**
**April 14, 2014**

Bring the awards to the tournament facility the first day of the tournament and store them in the Tab room until it's time to setup for the awards ceremony. In consultation with the TD, display

the awards attractively on tables in the room designated for the awards ceremony before the final debate rounds are scheduled to begin. Place them on tables in the order that they will be announced during the ceremony.

Before the ceremony, double check with Tab the number of awards that will actually be given. Sometimes when students drop at a tournament, it changes how many awards are given. Work closely with the Tab Team and the TD on these numbers. Check with the TD before the tournament to determine who will handle certificate printing.

**Award Ceremony**
The ceremony usually begins with worship, opening prayer and announcements. The TD gives a brief flow for the awards ceremony, like the order of events, where the students should stand before receiving their award, where they should exit the stage, and a good place/opportunity for parents to take pictures. After awards are given, remember to cite the ballot party location (which someone needs to make a reservation for ahead of time)!

Plan a special thank you for the TD. Try to keep this a secret so no one feels uncomfortable. The thank you can be a simple card passed around the tournament staff for signatures and notes. You could include a gift card to a restaurant, or a floral arrangement you used on the awards table as a thank you gift. Be thoughtful and creative! These can be announced at the very end of the ceremony, before the final announcements.

Refer to the Stoa website and the Stoa WA Drop Box files for further information.

# Ballot Administration Coordinator

The Ballot Administration Coordinator is responsible for efficiently assigning/distributing ballots to judges before every round, helping to keep the tournament running on time.

**Staffing**
As with all parts of the process where ballots are being handled, it is best to staff the ballot admin team with representatives from multiple clubs, so that one club does not appear to be dominating a key part of the tournament process.

**Constraints**
TD's sometimes set forth specific parameters for balloting, but there are some general guidelines that are good to follow. The following numbered guidelines have been used at NITOC. The goal of these guidelines is to avoid the "appearance of evil," and to be above reproach in all things. If a situation arises where there is a need to contradict guidelines, the TD should be consulted for a final decision.

**Stoa WA Balloting and Judging Protocol 2015-16**

1. Do **not** judge your own children or relatives.

2. Do **not** judge a team or competitor whom you have coached (including as a parent coach) during in-club rounds during the last calendar year.

3. Do **not** judge anyone who competed at your club *concurrently with you* in the last two years, or a team you competed against in the last two years (alumni).

4. Do **not** judge close/intimate friends.

5. Do **not** judge a team or competitor who is coaching your student.

6. Do **not** judge the same **speech** event more than once at this tournament, unless asked by Ballot Administration to do so.

7. Do **not** judge the same competitor in **debate** more than once at this tournament.

8. Parents **should try not** to judge students whom they have watched debate their student(s) at this tournament.

9**.** Do **not** judge students who are partnered with your student in other events (e.g. Parli, Duo Interp, etc.).

10. Parents **should try not** to judge any students who participate in a club (speech and/or debate) with their children.

11. Parents **should try** to judge students from other states in order to facilitate a broad exchange of experience and culture (this may not always be possible).

12. Judges must be 18 years of age as of Jan 1, 2016 and graduated from high school, or have the TD's permission to judge.

Outrounds
While we hope that all parents will be able to watch their students who break to outrounds, in the early outrounds parents should be prepared to take a ballot if necessary.

1. Do not judge a Semi-Final or Final round of an event in which your child is still competing unless asked by Ballot Administration to do so.

**Parents**
If someone is uncertain about taking a particular ballot, then some questions to ask are: "Are they in your club?" "Have you coached them in this event?" "Are you buddies with that family?" Just knowing someone does not disqualify a person from judging that competitor.

**Paneling Judges**
Preliminary debate rounds have one judge per room and preliminary speech rounds generally have three judges per room. Both speech & debate out rounds should have a <u>minimum</u> of 3 judges per room. Where possible, out round panels should include a mix of experienced and inexperienced judges, male & female. Sometimes the TD will be involved in paneling out rounds, so make sure to check with them for their preferences.

If there is a shortage of judges during particular timeslots, consider asking tournament staff to judge. Judge hospitality and timer table staff may be able to trim down temporarily to fill a need. However, to preserve the integrity of the tournament, **staff that have been privy to ballot results should <u>not</u> be asked to take a ballot** – this includes Tab, ballot check and in some cases, the TD.

**Apologetics**
Community judges should be asked to read the Stoa USA statement of faith, and to agree to it before being paneled to judge Apologetics. All judges should receive the extra apologetics orientation prior to judging.

**Ballot Assignments Philosophy**
Tab usually makes ballots available 45 minutes before the scheduled beginning of a round, so begin assigning ballots then. Always remember to check the judge's "dance" card to make sure they have NOT judged the debate team or speech event before, and ask, "Do you know any of these competitors" before assigning a ballot.

Community judges should usually be given priority - they have taken time out of their day to come and serve, and we respect their time by giving them balloting priority. As much as possible, community judges should receive their ballots prior to going to orientation.

Parents from out of state should be given priority in taking a ballot, because they typically bring a different perspective to the judging pool than local judges. Students benefit from the opportunity to be judged by people with a variety of different judging experiences and perspectives, and will be better prepared for the variety they will encounter at NITOC.

Alumni students who made an effort to come and judge should also be given priority in balloting.

Speech ballots should be separated by event, and distributed between 3-4 ballot admin staff, so that judges can get into the line for the event they want to judge. Debate ballots should be distributed between 4-5 ballot admin staff. It is best to have TP parents pushing LD ballots, and LD parents pushing TP ballots, to avoid any appearance of influencing judge selection. When a parent judge comes to the table (assuming the community judges are balloted), take the top ballot

and ask if they can judge that match  (this avoids the temptation to handpick ballots).  If the judge can't take the top ballot, try the next ballot in the stack, until they have one they can take.

Write the name of the assigned judge on the ballot <u>and</u> their name and cell phone number on the ballot admin posting.  It is very important that the correct name is listed on the ballot admin posting, in case the ballot turns up missing and has to be tracked down later on. Make sure to have the judge mark their dance cards when they take a ballot.

The TD is your link to the tournament, and determines (in conjunction with Tab) when to start pushing ballots. The TD keeps a pulse on how many rooms have been cleared, then signals for the next postings to go up and ballots pushed. Once all ballots have been distributed, make copies of the ballot admin posting and give one to tab and one to the ballot check table, to be used to check off ballots as they come in.

**Pre-Assigned Ballots**
Sometimes Tab pre-assigns ballots, and their software can automatically check for constraints when doing this. However, the ballot administrators will need to re-assign ballots for judges that don't show up, or who encounter unforeseen conflicts.

**Speed Ballots** (debate only)
The TD will work together with the Tab Director to decide whether speed ballots will be used, which events they will be used for (TP, LD, Parli) and whether they will be used for prelim and/or elimination rounds. Be sure to include speed ballots with the regular ballot for the rounds speed ballots are being used for.  Note: speed ballots are used for all parli rounds so that the specific wording of the resolution can be printed in the "comment" section of the speed ballot for the judge's reference.

**Speech Ballots**
Remind judges to only spend 2 minutes between speeches filling out their ballots, and then bring them back to the judge room to finish them up after the round is over.  Timekeepers usually are trained to set a 2-minute limit between speeches. This will help keep the tournament on schedule and respect the availability of other community judges that are scheduled to judge at specific times.

**Logistical Suggestions**
Remind judges to bring their ballots back to the judge room immediately after the round is over, not to stay in the room to complete the ballot or wander off around the building. Rooms need to be cleared for the next round. The location of ballots should be known at all times.  Judges should also turn in their ballots before taking another.

It's helpful to put a large whiteboard next to ballot administration listing the times for the next orientation and when ballots will be available. This helps parents know when to return to the ballot distribution table.

Print out the judge constraints that your tournament will be following (i.e. do not judge close friends, club members, etc.), and post them clearly in the ballot administration area. These constraints can vary from tournament to tournament, so all judges, both experienced and new, will need to be informed of the requirements. Make sure that all ballot administration staff are aware of this protocol, and incorporate it into their ballot distribution.

Occasionally a judge will request a ballot for a specific speech event, and ask you ahead of time to hold a ballot for them. An example of this might be an alumnus/alumnae who is making a special effort to attend the tournament, but can't get there before the ballots start going out.  With the tournament director's approval, it is acceptable to set aside a specific ballot for that judge, as long as doing so will not delay the start of the round. In the case of TP, it is often much harder to find a replacement judge for a ballot that is being held for a "late" judge, so discretion must be used.

# Ballot Check Coordinator

The Ballot Check Coordinator is responsible for checking that judges have accurately filled out their ballots when they turn them in.

**Staffing**
The ballot check coordinator should staff the team with trustworthy individuals who will keep ballot information confidential. All results are confidential and may not be shared with anyone. Because ballot checkers will be seeing results of rounds, they should not judge rounds. An exception would be if ballot checkers are needed to judge round one before they begin checking the actual ballots.

The ballot check table should be staffed with enough checkers to process the expected number of judges, based on the size of the tournament. They should be able to maintain the accuracy & integrity of the ballot information. Ballot checkers should be trustworthy people who have enough of a grasp of speech and debate to analyze the judge's ballot for errors or discrepancies. As with all parts of the process where ballots are being handled, it is best to staff the ballot check team with representatives from multiple clubs so that one club does not appear to be dominating a key part of the tournament process.

**Training**
Before the end of the first round, the ballot check coordinator should gather the ballot check team and go through the guidelines on how to check ballots. Make sure everyone understands how the ballots need to be filled out and the things to check for:
>    The judge's signature needs to be on the ballot (Speech and Debate)
>    Addition of speaker points needed to be verified (Debate)
>    Speaker Ranks should match Speaker Point totals (Debate)
>    Verify that the judge is voting for the team whose box is checked (Debate)
>    The speaker rank on the ballot should match the overall speaker rank matrix (Speech)
>    Verify automatic rank deductions/penalties (Speech)
>    All evaluation categories are complete (Speech)

Also, remind the ballot check team that all information they learn from ballot checking regarding results should be private. The ballot checkers should not share information on results with anyone until after the tournament.

**Judge Questions**
When a judge has a question regarding something in the round they saw, they should be referred to the JO representative in the judge room. JO staff are trained to answer judge questions without influencing the judge, while still giving them the information they need. Judge questions should be answered **privately**, not in a group setting, and judges should not consult other judges for answers to their questions. If ballot check staff see judges talking to each other about a round, please respectfully ask them not to do so, and remind them that if they have any questions, the JO staff will be happy to help them. All ballot check staff should be reminded of this protocol.

**Ballot Check Process**
Ideally the ballot check station should be located in the judge room so that judges cannot leave without going past ballot check.

Keep ballots face down. All ballot information is CONFIDENTIAL and should not be discussed or viewed by unauthorized personnel.

Get a list of the judges and their cell #'s from the judge coordinator in case a ballot turns up missing or an error is found after the judge has already left the ballot area. Obtain a copy of the ballot admin posting to use as a checklist for ballots as they are turned in. Check the judge's name off the ballot admin posting to track which ballots have been turned in and which ones are still out.

Ask the judge to wait while you review the ballot so that they can clarify any questions that come up about a ballot. Only the judge should make changes on the ballot, therefore it is important to catch any errors while they are waiting so they can make corrections personally.  If a judge leaves the ballot check area and the ballot had errors, it is difficult to track that judge down and it can slow down the tournament.

Verify that the judge's name on the ballot matches their nametag.

When possible, ballots should be checked and double-checked (by 2 different people of course☺).  Once the ballot has been verified, both ballot checkers can initial the ballot. This helps the tab room know who to follow up with if they have a question about a ballot.

**Debate Ballots**
Add up speaker points to ensure they were totaled correctly. Make sure speaker rankings match with the speaker point totals. If there is a tie, the judge must break the tie with the ranking. Make sure the judge circles Aff or Neg (Government or Opposition for Parli) and signs/dates the ballot. If no reason for decision or feedback is given, encourage the judge to complete that information before turning in the ballot.

**Speech Ballots**
On the judge sheet, verify that the original rank, penalties, re-ranking and final rank match the individual student ballots and have been calculated correctly. There should be 1 of each ranking (e.g. one 1$^{st}$ place, one 2$^{nd}$ place…one 7$^{th}$ place, one 8$^{th}$ place, etc) on the judge worksheet.

On the student ballots, verify that each box is completed (+ Excellent, √ Good, – Needs work), and that there is only one 1$^{st}$ – 4$^{th}$ place (the rest should be circled 5$^{th}$ & below). If no feedback is given on the individual student ballots, encourage the judge to complete that information before turning them in. Sort the ballots in speaker order (not rank order).

When all ballots for a given speech room have been double-checked, mark that room COMPLETE on the ballot admin posting and deliver the ballots to tab, along with a copy of the posting.

Ask the judge to note the speech event they just judged on their judge "dance" card. Express your appreciation to the judges for taking time out of their busy schedule to come and give our students feedback. Encourage them to stay and judge another round or come back for the next tournament.

Check the ballot admin posting to make sure all the ballots have been turned in. If a ballot is missing, use the ballot admin posting to find out the name of the judge that it was assigned to. Find the cell number for the judge in question and call them to find out whether they turned it in.

When all the ballots for a round are accounted for and turned into Tab, file the ballot admin posting in a safe place in case it is needed to resolve a ballot issue later on.

**Speed Ballots**
Speed ballots are an essential timesaver for outrounds, since this allows Tab to start processing the round results while the judges add more feedback to their ballot. Speed ballots are also used for all parliamentary rounds so that the judge will have the exact wording of the resolution for each round in the "comment" field of the speed ballot. Check with the TD to find out if speed ballots will be used for TP and LD prelim and/or out rounds.

When using speed ballots, the judge must bring both the speed ballot and the regular ballot to the ballot check table, with both filled out. Check to make sure that the speaker points, ranking and decision (AFF/ NEG or Government/ Opposition) are the same on both the speed ballot and the regular ballot. Highlight the speaker points, speaker rank, and decision on both the speed ballot and regular ballot - remind the judge that these fields are final and cannot be changed. Only comments may be added to the regular ballot after the speed ballot has been turned in. By highlighting the speaker points, rank and decision, any changes that are made to the regular ballot will be obvious because there will be new pen markings in whatever area was changed.

Be sure to turn speed ballots into Tab as they come in. Judges must turn in the regular ballot before the start of the next round. The Tab team will do the shadow/double-check off of the regular ballot. This is a second double check to catch any discrepancies between the speed ballot and the regular ballot.

There may be rare cases where a judge asks the ballot check staff about making a change to the speaker points, speaker rank, or decision after they have turned in their speed ballot, which is why it's very important to make clear to the judge when they hand in their speed ballot that they cannot come back and change their decision. Contact the Tab Director to handle these exceptions.

# Check-in Coordinator

The Check-in Coordinator is responsible for ensuring that all competitors are efficiently checked-in within the first 30 minutes of the first morning of the tournament. Check-in includes distributing student packets, and verifying the events each student will compete in (record "drops" and send immediately to Tab). **Refer to the Stoa WA Drop Box files for further information and files.**

**Staffing**
A smooth check-in is essential to getting the 1st round off on time, and in turn getting the tournament off to a great start. It's important to have enough helpers to get this task done efficiently in the allotted time. Note: Tab needs to be informed immediately about drops affecting the first round of the day since the first round is pre-set and will need to be modified before the tournament can begin. Other drops must also be recorded and submitted to Tab at the end of check-in.

**Setup**
Before the tournament, setup the check-in area near the front entry of the building that is easily assessable to tournament participants. Divide the area into 4 stations (depending on the number of students) by student last names (e.g. A-G, H-N, O-S, T-Z).
Separate the Student Packets by last name, putting them at the assigned check-in station. Put a red pen at each station for changes.

Get an updated registration list from the TD or Tab director a couple days before the tournament. Divide the list into 4 sections (by last name) to make a Registration Check-in List for each station (see sample below). The Registration Check-in List should have the list of events each student is registered to participate in.

**Check In**
When students check in, if their registration info is *not* correct, use a red pen to note the changes - strikethrough the "1" and put "0" for the events they want to drop, and add a "1" under the event they are supposed to be registered in. Put a "1" in a blank column *only* if the student claims they have *pre-registered* for an event that is not reflected on your checklist. This will be verified by Tab before adding them to that event.

Provide the competitor with the contents of the Student Packet envelope, but keep the envelope itself for Tab's later use. If a competitor has not paid all fees (including drop fees if applicable), do not release their name tag until they have done so.

After check-in closes, highlight or put a "not checked-in" note on the Registration Check-in List next to the names of anyone who did not pick up their student packet. Collect leftover student packets and the Registration Check-in List from each station (with the "drops") and turn them into Tab.

# Extemp Room Proctor

The responsibilities of the Extemp Room Proctor are to:
>Ensure the Extemp prep room is set up properly
>Conduct Extemp orientation if applicable
>Obtain Extemp questions from the Tab Room before each round
>Check students into the Extemp prep room a minute or so before their draw time
>Monitor prep times (tardiness does not extend prep time)
>Give verbal time reminders to competitors (the official clock should be visible to competitors at all times)

**Supplies**
A clock needs to be visible to all competitors (digital timers must have a seconds counter)
White board/chalk board and markers or chalk
Copy of the Extemp Rules and Protocol
Phone number of Logistics in case of a problem
Paper and pen for keeping track of time and reminders

**Extemp Orientation**
If the TD chooses, prior to the start of the first round, the Extemp room proctor will conduct a brief orientation to familiarize competitors with the rules & protocol of the Extemp room using the Extemp Rules and Prep Room Protocol found on the Stoa website.

**Room Set-Up**
The Extemp prep room should be setup with six to eight foot tables, preferably one table per club, for club boxes to sit on. Chairs should also be set up to seat competitors. For example, if there will be 8 rooms of Extemp in the tournament, there might be 24 students prepping at once. In such a case, have a minimum of 28 chairs available. 4-5 chairs per table usually works well.

**The Extemp Proctor's Process**
For each Extemp round, check with the Tab Director to find out when to pick up questions and copies of the Extemp postings (usually 15 minutes before the 1st draw time).

**List the draw times on the white/chalk board** – list speaker number and assigned prep time in 10-minute intervals.
Speaker 1     11:00 – 11:30
Speaker 2     11:10 – 11:40
Speaker 3     11:20 – 11:50

**Check-in** students
Call Speaker 1 competitors into the room approximately 1 minute prior to the first draw time.
Begin the timer when the official clock is exactly the time of the first draw.
Give competitors the slips with their 3 topics and begin their prep time.
"No Shows" should be reported to the Logistics team as soon as possible.

**Give verbal time reminders to competitors**

Once the round starts, ask the next draw to come in approximately 1 minute prior to their draw time. Announce the next draw, and give any time reminders necessary. Example: "Draw 4. Speaker 1, your time is up. Speaker 2, you have 10 minutes remaining, Speaker 3, you have 20 minutes remaining." Time reminders are given at 20 minutes, 10 minutes, 5 minutes, 2 minutes, and time. When prep time ends, speakers should leave to their assigned rooms.

**Refer to the Stoa website and the Stoa WA Drop Box files for further information.**

# Facility Coordinator

The Facility Coordinator is the liaison to the facility staff and is responsible for:
- Securing the furniture needed for the tournament (tables, chairs, podiums)
- Securing the equipment (e.g., sound system)
- Setup – before the tournament
- Oversight of the facility during the tournament
- Moving furniture during speech & debate rounds
- Take down – reset rooms after the tournament
- Indoor & outdoor signs (in conjunction with Logistics lead)

**Facility Search**
Facility searches should begin during the summer months or early in the school year since most large churches/schools book up quickly. The ideal facility would be any large building (e.g. church, school) that meets your area's requirements.

Once a location has been secured, work with the facility staff to find out:
- What rooms will be available?
- Will the rooms be available for the entire day?
- How many tables/chairs/podiums can the facility provide?
- What rooms will food be allowed in?
- Will tournament staff have access to a refrigerator, kitchen utensils, cookware, serving bowls etc?
- Will the church provide restroom supplies?
- Will tournament staff have access to a sound system for announcements in the "fellowship area" or a Sanctuary for Awards?
- Will the facility or tournament staff be responsible for setup/take down? Or a combination of both parties working together?

Secure whatever supplies the facility does not provide (additional tables, chairs, podium, bathroom supplies etc).

Check with the facility staff on the policy for taping postings/papers to walls.

As the preparation for the tournament continues, the Facility Coordinator will continue to work with the building staff to answer any questions about the facility use.

Make sure you are familiar with the facility so that you can direct others and handle facility related problems.

**Furniture & Equipment Needs**
**Event Rooms**: 2-3 tables (1-2 for debaters, one for the judges/timer), 6 chairs in each (if extra chairs are available, add more to each event room for audience members).
**Tab:** three 6 ft tables for computers/printers etc and one for speech ballot packets
**Judge Orientation:** 60 chairs, whiteboard/screen, and a small table for projector
**Judge Hospitality:** 4-5 tables (depending on size) to serve food/drinks, 8-10 large tables with ~80 chairs to seat judges while they eat and fill out ballots.

**Student area:** tables and chairs to seat all competitors and families
**Podiums:** All debate rooms need to be equipped with podiums or music stands
**Sound system:** a microphone is needed in the Student area for announcements and in the room where the awards ceremony will be held.

### Room Assignments

Work with the TD to assign the following rooms and locations:

| | |
|---|---|
| Student area | Expository speech storage location |
| Competition rooms (for speech and debate) | Timer table location |
| Tab room | Check-in table location |
| Judge Hospitality Room | Ballot Administration |
| Judge Orientation Room | Ballot Check |
| Kitchen | Wild Card Prep Room (if necessary) |
| Extemp Prep Room | Broadcasting Room Prep |
| Parli Resolution Announcement Room | |

The Student area is often a gym or large area that can accommodate most of the tournament participants and their families. It's a place for them to hang out between rounds, participate in morning devotionals, eat meals, and listen to announcements/breaks.

The Hospitality team will need access to a kitchen to keep the judges well stocked with food and drinks. If possible, it would be convenient to have room in the refrigerators and access to ovens to store & prepare food during the tournament. The Student food team may also need access to kitchen facilities.

The number of competition rooms will all depend on how many competitors you have. For debate, you need one room for every two teams (one room per four teams for double-flighted rounds). The number of speech rooms depends on the number of participants in each speech event.

The Ballot Check table should be near judge hospitality and ideally not too far away from the Tab room. If possible, Ballot Check should be physically located so that judges cannot leave the hospitality room without going past the ballot collection table.

The Timer Table should ideally be in the student area, in the main traffic flow. This will provide the Timer Coordinator the best opportunity to recruit timers for the next round.

### Facility Map

Get a Facility map for the hosting facility and label key areas such as the check-in entrance, Student area, kitchen, Judge hospitality, Extemp Prep room, etc. Distribute copies to all coordinators early in the tournament planning process.

### Setup & Cleanup Assignments

Rooms should be set up the night before the tournament, and cleaned up after the tournament on the last night, so that it is in better condition than it was before the tournament began.
The Facility Coordinator is encouraged to divide the set up/cleanup assignments among the families from the hosting clubs, or recruit students to help during out rounds. The Tab Director typically sets up and cleans up the Tab room.

**Setting up the Facility:** The Facility Coordinator works with the TD to schedule a time for local club families to set up the facility the day before the tournament. Before formatting each room, sketch a diagram of the layout or take a picture of the room to record how the room needs to be reset at the end of the tournament. The best way to do this is to bring a digital camera and take a picture, noting where the tables and chairs should be.

**During the Tournament**
On the first day of the tournament, plan to arrive at the facility about an hour before the tournament begins to open up the facility, adjust the thermostat and go through all the rooms one last time to make sure all is set up according to plan.

Talk to the TD about any facility instructions s/he needs to announce during the morning announcements. Throughout the day, keep an eye out and be available to answer questions or react to problems (e.g., overflowing toilet, bathrooms needing toilet paper or paper towels, rooms too hot/cold). Make rounds to stock all the bathroom supplies and empty trashcans. In some cases, the facility will include janitorial services in the cost of using the facility.

In rare cases, younger siblings may be found running around the facility or getting into unauthorized areas. Please close off these areas as much as possible using signs to warn families that those areas are off limits. Please also correct anyone found to be abusing the facility in any way and report this behavior to the TD.

It is a good idea to arrange with facility staff to have trash emptied prior to the tournament, and ideally once during the tournament. Depending on how many participants you have, you will probably generate a lot of trash, much more than the facility is probably used to dealing with during a normal day. Without proper planning, it is very easy for trash dumpsters to overflow quickly.

At the end of the day, debrief with the TD to see what went well or needs improvement. Review requirements for next day and agree to an arrival time. Once the preliminary rounds are finished, oversee the breakdown of rooms and begin putting them back to their original arrangement.

The Facility Coordinator is the first to arrive and the last to leave, making sure the facility is locked up, lights are off, and that the facility is left in good condition. After the tournament is over, thank the staff of the hosting facility and arrange for a follow-up meeting to get feedback and lessons learned.

**Tips**
Rooms – make sure you know how they were originally set up. A digital camera is great for this – consider posting pictures of the original room layout near the light switch in each room before formatting rooms for the tournament.

Set up/Take down – It is critical to have teams identified in advance and a list of their responsibilities. It is frustrating to have people willing to help and nothing to do.

Food – establish rules for where families can eat and where food is prohibited. Post signs to remind participating families.

Media – Make sure you have people who know how to run the equipment (microphones, computer, lights, etc…).

General Gathering – Make sure participating families know where to congregate and store their belongings. Have signs around with arrows if necessary.

Directions – Ensure that you provide good directions to the facility and within the facility.

Trash – Arrange for extra pick-up and continuously check trashcans in bathrooms during the tournament. Also keep an eye on paper towels, soap and toilet paper.

Clubs—ask clubs to take turns cleaning up the student room each day, to keep things clean.

**Refer to the Stoa website and the Stoa WA Drop Box files for further information.**

# Housing Coordinator

The Housing Coordinator is responsible for negotiating a group discount at 2-3 nearby hotels and arranging host housing for out of town families

**Hotel Group Rate**
Negotiate a discounted rate for 2-3 hotels near the tournament location **1-2 months in advance** (depending on how quickly hotels fill up). Reserve a block of rooms at each hotel for families that won't be able to get host housing or just prefer a hotel.  Discounted rates are a common practice for most hotels, for reservations of 10 or more.

Be sure not to lock in the rate with your credit card - explain to the hotel management that families will call and reserve a room with their own name/credit card - you are simply doing a service for the out of town families & reserving a block discounted rate (non-smoking rooms).

Families typically like to have choice - e.g., a hotel that provides hot vs. continental breakfast, with or without fridge & microwave in the room (rates are typically proportional to the amenities).

Families typically consider a rate between $60-$85/night a good deal. Out of town families trust us to reserve blocks at reputable hotels in a safe area of town with outside lighting/security cameras - especially since they may get back to the hotel late at night.

**Registration form**
Send the names of the hotels with the address, phone number, discounted rate and included amenities (e.g., continental breakfast, microwave/fridge in rooms etc.) to the TD at least two weeks before registration is scheduled to open. This information will be published on the tournament webpage. Also send host-housing info two weeks before registration opens. As the Housing Coordinator, your name, email address and/or phone number will be published on the tournament webpage so families can contact you directly to request host housing. Document the contact information of the guest family (name, phone number, and email address), the number in their party, gender(s) and estimated arrival day/time and any special needs their host family may need to be aware of. Match families based on the preferences of the host home and any special requirements of the guest family.  Provide both parties with each other's contact information so they can communicate directly when necessary (for driving directions etc).

**Host Housing**
Start arranging host housing two months before the tournament.  This job takes longer than you think.  Arrange for as many out-of-town families as possible by recruiting local club families, friends, church families, homeschoolers and other community members to serve as host homes.  Perhaps there is a club or church willing to "adopt" the tournament. Ensure that host families are aware that a typical tournament schedule includes early mornings and late evenings.

Avoid asking families who are already managing large tournament responsibilities to open their homes - especially those who will need to be at the tournament early each day and late at night and may not be able to provide for their guests' needs.

A week before the tournament, call or email the host families to remind them of the tournament and the family that each will be hosting. Some host's situations may have changed, and they may no longer be able to serve as a host. Be prepared to help the guest family make other arrangements.

# Judge Recruiting Coordinator

The Judge Recruiting Coordinator is responsible for helping recruit and schedule judges.

**Recruiting Judges**
Having enough judges is a key factor in keeping the tournament running on time! Find out from the TD the number of debate rooms that will be used per debate round and the number of IE rooms that will be used per speech round. Then allocate one judge per room for each prelim debate round (2 for double-flighted rounds) and three per room per speech round. This will give you the total number of judges needed per round/time slot.

Email Toastmaster clubs, local universities and colleges, local high-school teachers, and other civic-minded organizations. Contact city, district & state public servants – many of these individuals look for chances to serve their constituencies – especially students.  Ideas would include, but are not limited to City Council members, Judges and the Mayor.

Local clubs are responsible for the major recruitment effort, but the coordinator should be heavily involved in the process.

**Community Judges**
The judge coordinator typically sends an email to the Stoa WA list of community judges several times before a tournament, based on judging needs.  This list of contacts is maintained by Stoa WA leadership, so if the judge coordinator is not a part of that group, they can send their email to the appropriate person who will then email it out to the list of judges.  The purpose for this is to maintain an accurate judge database.  If multiple people use the judge list, when judges request to be removed or otherwise communicate significant information, the master list becomes inaccurate with multiple users. There is no intention to keep secrets about the list, just to maintain its integrity.

**Judge Eligibility –** in accordance with NITOC policy, judges should be at least 19 years old and not competing in any event in the league during the current season. The TD may choose to allow 18 year olds.

**Judge Caps**
The purpose of setting judge caps is to assure even distribution of judges across all events.  The judge coordinator can work with the TD to set and monitor judge caps.  Caps should be set initially, but then monitored as registrations come in. Typically parents make up the bulk of judges, so caps should be set to reflect this. A week or two before the event, if there are rounds which still need more judges, the judge coordinator can adjust the caps appropriately, and send emails encouraging more judge registration. Total caps will typically exceed 100% of needs, because it is usually necessary to over-fill rounds since some people don't show up or are unavailable.

Parents should be encouraged to go to the ballot distribution table before every round, whether they are signed up to judge or not, and see whether more judges are needed, in order to keep the tournament on time.

**Rounds Schedule**
The TD will specify the number of rooms required for each event once registration closes. With the TD, schedule the necessary number of judges for each event on the registration website (Flowpad)

based on the number of rooms per event using the tournament schedule. For example, if there are 18 rooms being used for each speech pattern and 35 rooms (10 LD, 25 TP) for debate rounds, you'll want to schedule 54 judges for each speech round and 45 judges for each Debate round (LD double-flighted).

The Tab Director will load the judge names into the Tab software a few days before the tournament.

Send the community judge names to the Admin Coordinator to print community judge name tags.

# Judge Greeter

The Judge Greeter is responsible for welcoming judges to the tournament, checking them in, and directing them to ballot administration or orientation. The greeter also works with the judge orienters to determine how many judges have yet to arrive for a scheduled orientation.

**Sign-in Sheet**
A designated Greeter should welcome community judges as they enter the tournament and ask them to sign-in, specifying their name, cell number, email address and how many rounds they plan to judge. After signing in, judges will receive their name tag and should be invited to get something to eat and drink before orientation begins. Be sure to let judges know what time their orientation is scheduled to begin and where it will be located.

The judge greeting table should get a list of the judges who are signed up for each round from the Judge Coordinator, and have that list available each day for Ballot Distribution and the TD to reference.

**Name tags**
All judges should wear a name tag so that they are easily identified throughout the tournament. This is important so the ballot collection staff can verify that the judge's name on the ballot matches the name of the judge turning in the ballot.

If name tags are color-coded and pre-printed before the tournament, this will help the Ballot Administration staff to distinguish between community and parent judges, and ensure all community judges receive a ballot before assigning the rest to parent or alumni judges.

# Judge Orientation Coordinator

The Judge Orientation Coordinator is responsible for delivering timely, accurate orientations before every round, and answering judge questions after each round in the judge room.

When possible, judge orienters should be recruited from a variety of clubs so that one club does not appear to be dominating a key part of the tournament process.

An orientation should be conducted before every speech and debate round, since new community judges come in throughout the course of the tournament. The largest group will likely be at the start of each day. The orientation slides for Speech and Debate are located on the Stoa USA website.

The purpose of the orientation is to familiarize judges with the rules and protocol governing the events offered at the tournament, as well as balloting instructions. Members of the judge orientation team can answer questions that judges have before or after their round. If the orienter does not know the answer to the question, refer the question to the JO lead, and then the TD if necessary. If a judge reports an issue or a potential violation to a member of the JO team, refer the issue to the lead JO staff person or the TD to handle.

## Reminders
For all speech events except Extemp and Broadcasting, judges are to accept speakers out of order if the next speaker in line is not available. Explain that some speakers may be delayed because they are performing other speeches in another room. Allow whoever is available to go next to keep the round on time.  Judges should be reminded to accept Extemp and Broadcasting speakers when they arrive to the room so that later speakers are not given an unfair preparation advantage.

Remind judges to return to the judge room immediately after the round to clear the room for the next event.  Do not stay in the competition room to complete the ballot or offer verbal feedback, or wander off around the building with the ballots. Don't take the ballots outside the building or linger in the hallways! Come straight from the competition room to the judge room. Return ballots to Ballot Check before the next round. Do not get another ballot until the 1$^{st}$ is turned in.

Ballots are confidential – **please do not discuss decisions with anyone during the tournament, not even your spouse or children!** This also applies to discussion with the judges next to you in the competition room. Also do not engage in conversation with the competitors, even if you know them!

## Judge Questions
When a judge has a question regarding something in the round they saw, they should be referred to the JO representative in the room. JO staff should be trained to answer judge questions without influencing the judge, while still giving them the information they need.  Be careful, when answering questions, to only answer what the judge is asking, and don't give them extra information they are not asking for. Judge questions should be answered **privately**, not in a group setting, preferably with two staff present, and judges should not consult other judges for answers to their questions. If you see judges talking to each other about a round, respectfully ask them not to do so, and remind them that if they have any questions, the JO staff will be happy to help them. The purpose of this is to make sure that accurate information is given to judges, to maintain ballot confidentiality, and to affirm the judge's ability to make their decision based on what they saw in the round.

The judge orienter who gave an orientation should plan to be available in the ballot check area when those judges start to return, in order to answer any questions the judges might have.

**Orientation Philosophy**
Stoa has worked long and hard to create the orientation slides on the Stoa USA website. The slides are produced by a wide swath of folks from around the country, and by people with differing viewpoints on speech and debate. They are as balanced and free from personal bias as is humanly possible!

Tournament staff who want to use different judge orientation presentations should carefully consider the potential problems. What invariably happens when someone creates their own orientation (or decides to tweak the rules) is that their personal biases enter strongly into the mix. As a result, the judges who are listening get a very biased presentation. In addition, when a speech or debate coach gives a special in-depth judge orientation at a tournament, the students who have been coached by this person most likely already debate and speak toward the presenter's biases, and will thus have an unfair advantage at the tournament. This creates an un-level playing field.

By using the Stoa slides, everyone knows what is being taught to the judges. It's unlikely that one individual can produce a product superior to the one put together over the years by multiple experienced individuals. The Stoa slides are not perfect, but they are very good. If a tournament staff person feels there is something wrong with the current slides or has an idea to make them better, they are invited to contact the Stoa Debate or IE Committee with their recommendations. Input is always welcome. The product is always open for improvement, but creating a completely new version is not recommended.

## From NITOC 2012 The Role of the Orienter

The role of the orienter is to be "invisible" but accessible!  You are Stoa's representative – and often a judge's first interface with the tournament. Be memorable, easily recognizable, perhaps by wearing a fun pin or blazer. When introducing yourself, give your first name only. Tell the judges when and where they will next see you again. (Ballot Check)

VALIDATE all questions and concerns.
"I understand what you mean"
"Great question"
"I love that question"

Review the script/slides in advance; practice. Study the rules and ballots; be familiar with their verbiage.

**During the slide presentation**
Train, don't TELL; equip, don't express your own view. It's not so much WHAT you say; it's more about WHAT YOU DON'T SAY!

Field FEW questions openly; use discernment. But take ALL questions privately.
Be friendly, smile, put the judges at ease – simplify and clarify.

**When answering questions at Ballot Check**
Seek to understand what the judge already KNOWS he wants to say.

Give no EDITORIAL comments or PERSONAL examples.
Help judges use their BALLOTS to find helpful language to express their observations.
Do not answer adjudication issues; secure assistance from the tournament administration.

# Judge Hospitality Coordinator

The Judge Hospitality Coordinator is responsible for ensuring that the judge hospitality room is well stocked with a variety of food for the judges during the entire tournament. In general, this area is best staffed by people who live close to the event, since moving large quantities of food and supplies is more difficult over a longer distance, and staff typically has to come early and stay late.

**Budget**
The TD will set the budget for judge hospitality.  In order to determine how many judges to expect for the tournament, contact the Judge Coordinator, who will have access to the registration data on the tournament website.

**Supplies**
Purchase basic provisions such as water bottles, coffee, tea bags, paper goods, plastic ware etc. using the hospitality budget. Receipts should be submitted for reimbursement.

To supplement the hospitality budget, recruit parents to provide brunch, lunch and dinner food. Parents can provide a wide selection of entrees, side dishes, snacks, finger food and desserts.  Use an online signup, such as signupgenius, to keep track of the needs and providers.

**Staff**
Recruit parents to help staff the hospitality area for the duration of the tournament. This is a great area for new parents to serve in, as it is low commitment and does not require any knowledge of speech and debate!

**Donations**
Check with area grocery stores and wholesale outlets for gift card donations and/or food and drink donations. Area Starbucks locations have donated coffee & breakfast pastries the past few years. Stoa WA is a 501(c)(3), so make sure that you clarify that when you are asking for donations. You can get the number from the Stoa WA treasurer.

**Recommendations**
Purchase small water bottles to minimize waste (people often take one drink, forget which one was theirs and get another). Cut and serve large items (muffins, cake etc) in small portions to minimize waste. Provide two containers of coffee, one caffeinated and one decaf. Also remember sweeteners and cream. Coffee stirrers are less expensive than spoons and less messy - they are worth the expense.

Tea bags with a container of hot water are well received and do not require preparation time. Keep spoilable foods on ice (e.g., mayonnaise, creamer, cream cheese, dairy-based dressings). One person should be assigned to restock drinks, and straighten and restock the main tables.  Other hospitality team members can prepare and deliver food, wash dishes or empty trash.

Nuts are popular!  Peanut M&M's are the preferred "junk food".  Keep 1-2 spoons in the bowl to avoid people sticking their hands into it. Avoid pre-wrapped foods – people take them home! Chips don't go very fast unless there's dip to accompany them.   Salad and veggie trays go faster than the junk food (people are nutrition-starved at tournaments☺). Salad is the least expensive "meal" one can put out. Having pecans, cranberries, cherry/grape tomatoes, onions, baby carrots, chopped broccoli,

etc. in bowls on the side works well for those who are choosy about their salad ingredients.  People prefer pre-sliced bread over white rolls.

Never assume that the facility kitchen has knives, cutting boards, bowls, etc.  Check before the tournament to see what supplies you will need to bring. Ask club families to loan serving bowls, crock-pots, coolers, etc. to minimize outside purchases. Check with previous hospitality coordinators for other helpful information.

# Logistics Coordinator

Logistics staff are vitally important to keeping the tournament running on time. The Coordinator recruits teams of 6-8 per shift (depending on the facility size & layout), equipped with walkie-talkies or cell phones, to cover the hallways during the tournament. **Complete information and files can be found on the Stoa WA Dropbox website.**

**Responsibilities include coordinating a team to**
>   Direct people to their rooms
>   Monitor each room to make sure it has what it needs
>   Help Tab get the postings up all over the campus.
>   Be the touch point between the judges and Tab, Ballot Admin, Timers and Facilities as each round begins
>   Help recruit parent judges and student timers at the beginning of each round
>   Report to Tab when the last room starts so they can determine when the next round can begin
>   Find the Extemp and Broadcasting students at the beginning of the round to keep that room on schedule
>   Be available to find "missing" speech students
>   Make signs to help people navigate buildings
>   Make signs saying which event is in each room over the course of the weekend

**Resources needed**
- A way to communicate to all the logistic team members: texting is best, cell phones or walkie-talkies.
- A clear detailed map of each building and room numbers.
- Identifying nametags different from the rest of the leadership team to help the students and judges identify the people who can help them ("Ask Me!").
- Signs on each table with the Logistics "hotline" number to call if assistance is needed: judges, timers, equipment, students.
- Clip boards, pens, blue tape, plastic sheet covers (for map, schedule, etc. in case of rain), phone numbers of all the people on the leadership team, spreadsheet of which event is in which room throughout the weekend, a personal copy of postings each time they come out, pencils that can go with the speech posting so the students can cross off their names after they have done their event.
- Enough "runners" to cover the campus at posting time.
- Facilities room assignments

**Help others find their room**
If possible, 1-2 staff should be stationed close to where ballots are being distributed to point judges in the right direction. Staff should also be stationed in hallways where the event rooms are located to help judges, competitors, and timekeepers find their assigned rooms. The quicker everyone is in their room, the sooner the round can start. Every minute counts in the effort to keep the tournament on schedule!

**Check Rooms**
Once timekeepers and judges have been assigned and dispatched to their rooms, staff should follow up by checking every room to be sure the assigned time keeper, judge and competitors are in the room and ready to begin the round. Staff should notify the Ballot Administration staff if a judge has

not shown up to a room, the timer table if the timekeeper is missing, and the TD if one or more of the competitors are missing. If able, they should participate in trying to locate these missing people!

When all the parties involved are in their assigned rooms, the round should be started immediately. Notify Tab what time the final room begins, so they can plan accordingly.

**Clear rooms after round**
Invite judges to return to the judge room to complete their ballots and remind timekeepers to return to the timer table, to get their next assignment.

**Keep hallways quiet**
Students who are talking in the hallway and are not scheduled to compete in a room nearby should be invited to go into an event room to watch or hang out in the student area/gym during the rounds.

Students who are waiting on a speech room can whisper quietly among themselves outside their speech room. If the talking becomes too loud, please ask them to wait in silence.  Feel free to separate students if after repeated warnings you are getting no improvement.

Please keep in mind it is the nature of the job to have to repeat yourself many times – to provide gentle reminders every few minutes. Students tend to get so caught up in the excitement of socializing with friends that they lose track of the "roar" they are creating.   Do not hesitate to deal firmly with the few that might respond disrespectfully -- if this happens to you, then ask the student their name, what club they represent and their coach's name. Inform their coach and let them follow up.

**Postings**
Work with Tab to put up postings for each round at designated places. The TD and Tab will let you know where to locate these postings.

**Ballot Admin**
When ballots are being given out, keep an eye out for wandering parents who might be available to take a ballot, and direct them to the Ballot Admin table.

**Signs**
Depending on the size and layout of the facility, signs will be used to help everyone (especially judges) find their way around the facility. Specifically, signs will be needed in the following areas:
- Speech Resource Rooms (Extemp Prep, Broadcasting Prep, Expos staging)
- Hallways – specifying the direction of hard-to-find room numbers
- Quiet in the Hallways
- Tab Room – Authorized Personnel ONLY
- Judge Room – directing judges from the parking lot to the Judge Room
- Parking Lot – welcoming families and directing community judges to the Judge Room
- Other signs as needed, such as signs on the tables in each competition room, with contact information in the event of a problem.

# Parli Coordinator

The Parliamentary Debate coordinator is responsible for oversight of all aspects of parliamentary debate at the tournament including:
- Staffing the parli team
- Parli resolutions for prelim and out rounds
- Judge orientations
- Resolution announcements
- Clocking prep time
- Event rooms starting on time

## Parli Team
The Parliamentary Debate Coordinator will need a team of people to help oversee open prep, clock prep time, coordinate the judge's arrival to their rooms, ensure the rounds start on time and handle situations when a team arrives after their prep time has expired. The coordinator and team members should be very familiar with the rules governing the event. Designate a prep timekeeper, who is responsible for keeping track of the 15-minute prep time and calling out time signals to teams/coaches that are within earshot.

## Hall Monitor
It's a good idea to have an experienced parli parent monitor the hallway where parli is being held, especially to handle situations where teams arrive after the specified time that competitors are to be in their room (see late arrival protocol below).

## Resolutions
A different resolution will be announced prior to the beginning of each debate round. Parli resolutions may be about current affairs or philosophy, and should be general enough that a well-educated high school student can debate them. They may be phrased in literal or metaphorical language, and deal with questions of fact, value or policy.

Ask some experienced parli coaches and alumni outside the league to submit 6-9 topics dealing with questions of fact, value or policy, five to seven days before the tournament. Compile the topics that are submitted and select the ones that offer fairness and equal ground on both sides, with the goal of offering a balance of fact, value and policy topics at each tournament. Stage the topics so that easier resolutions are used for earlier rounds and more challenging resolutions are used as the tournament progresses (esp. in outrounds). Submit the topics to the Tab Director a day or two before the tournament so the exact wording of each resolution can be added to the comment section of the speed ballot (or on a separate sheet of paper given to judges when they receive their ballot, like with Extemp).

## Parli Participant Orientation
The Coordinator will conduct a 10-minute Parli orientation prior to the first debate round. This orientation is similar in format and purpose to the orientation that extempers receive before their rounds begin. The orientation should include the following information:

All parliamentary teams will gather in the announcement room at a scheduled time before each round.

A different resolution is announced for each round. Postings will go up a few minutes before the resolution is announced.

The specified time that debaters must be <u>in</u> their assigned debate room will also be announced right after the resolution is announced. The specified time is 15 minutes plus the amount of time needed to walk to the most distant building in which debates will occur (this travel time is called the walk-time). Immediately after the resolution is read and the specified time that debaters must be in their room is announced, the timekeeper starts the 15-minute prep time.

The Government team has the privilege to prep in their assigned debate room.

Opposition teams are encouraged to stay within earshot of the time signals that the timekeeper calls out during prep time. If the hallway where Parli debates are being held is nearby, the timekeeper will call out time signals along the hallway for Government teams prepping in their rooms.

During prep time, competitors may access any resources they have including Extemp articles, periodicals and electronic devices (unless otherwise banned by the TD). Only information handwritten during preparation time can be taken into the round. No printed materials are allowed.

The intent of parliamentary debate is to encourage extemporaneous impromptu argumentation. Debaters may only refer to information within the realm of general knowledge to support arguments. At the end of the 15-minute prep, the timekeeper will announce that all teams are to make their way to their event room. Debaters should arrive promptly in their event room at the specified time. All debaters must be <u>inside</u> their assigned room at the specified time (15 mins + walk-time).

Judges will enter the room after the 15-minute prep during the "walk-time." Debaters should state their name and speaking role (Prime Minister, Member of Government etc) clearly for the judge when they shake the judge's hand, so that the judge can circle the correct speaking role on the ballot.

Parli debate is self-timed! Each team is responsible for timing their opponent's speech to monitor when "protected time" has started and ended.

Judges and observers may provide audible feedback during the round in agreement or disagreement (e.g. "hear, hear!" or rap gently on the table) but must not interrupt or drown out the speaker.

**Resolution Announcement**
All parliamentary teams will gather in the Parliamentary Announcement Room at a scheduled time before each round. The resolution is announced by the TD or the Parli Coordinator. Resolutions may be questions of fact, value or policy about current affairs or philosophy and may be phrased in literal or metaphorical language.

The resolution should be stated clearly three times. It is helpful to have one person read the resolution, and another person hand out slips with the resolution printed on it. A copy of the exact wording will also be attached to the ballot so the judge has the exact wording in the round.

**Starting Rounds on-time**
The Hall Monitors assigned to the parli rooms should be familiar with the rules and protocol of Parli debate. Since the Government team has the privilege to prep in their debate room, in most cases the Government team will already be in the room when it's time for the round to begin.

The TD will cue the Ballot Administration team when to distribute the Parli ballots. Ideally judges with their ballots will head to their assigned rooms during the designated "walk-time" (~5 minutes before the specified time that the debaters are to be in their room). This way the judge won't interrupt the Government team prepping in the room.

If a judge gets to the room early, before the specified time, the Hall Monitor overseeing the Parli rooms should politely ask the judge to wait outside the room until the time specified for the round to begin.  After the 15 minute prep + walk-time expires, both teams and the judge should be in the room ready to begin the round.

**Late arrival protocol**
The tournament director has full discretion over what to do when a team/student arrives late to the tournament facility after a round has started, based on the director's perception of the situation. They may extend grace and allow the round to continue as scheduled, award a forfeit to the late team, move the late team into any bye position, or some other consequence.

**Complete information and files can be found on the Stoa WA Dropbox website.**

# Registration Coordinator

The Registration Coordinator works with the TD to create the online registration site (usually using Flowpad), collects registration data, and disperses relevant registration data to the appropriate areas. Sometimes the coordinator manages the financial payments as well, and forwards checks to the treasurer, or whoever is managing finances. It's usually possible to re-use a previous year's website, and avoid having to reconstruct an entire one again from scratch.

It is <u>always</u> recommended that several experienced people take a look at a website before it goes "live," so that nothing inadvertently slips through the cracks, such as making sure Paypal charges the registration fee to families and not to Stoa WA, or making sure all appropriate email settings are selected. All Stoa WA board members who request access to the website should be given prompt root access to all information.

**Registration Process**
Registration information should be posted to the tournament website well before registration opens, preferably 1 ½ months before the tournament, including the registration instructions, and what <u>time</u> registration opens and closes. Schedule registration to open 30 days before the tournament starts, so there is time to process the information and make any last-minute changes.

Families will register students online during the registration period. Typically a late fee is assessed when tournament fees are not paid by the specified date. If online payment processing is not available, the confirmation email should include instructions on where to mail payment.

If the TD wishes, publish a list of confirmed attendees and the events they are registered to participate in.

Maintain a waitlist for each event to avoid an odd number of teams/byes and to allow as many students to participate as possible in the event of last minute drops. Flowpad is set up to do this. It is up the discretion of the TD to accept late registrations.

Before Tab downloads the registration info, cleanup the registration data (correct misspelled names, make club abbreviations uniform, etc.).

Send relevant portions of the registration data to area coordinators:
    TD – all registration information
    Tab Director - student name, club, events, and partner information
    Admin Coordinator – student name, meal information
    Student food coordinator – student name, meal information
    Check-in Coordinator - student name, club, events, partner information

Send last-minute changes (drops, adds etc) to area coordinators.

For registrations paid by check, match mailed-in form and payment with online registration information. Deposit payment in the bank

*It is important that the registrar and the TD plan ahead for communications with students and parents, in order to avoid flooding inboxes with last-minute information or instructions, especially

early in the season when new families are starting out.  Maintain a warm and welcoming tone in all communications, and avoid last-minute changes or requirements.

**Miscellaneous details to address on event website:**

1. Set current year's Stoa USA membership as a requirement for registration
2. Set software to require parents to register as a judge prior to completing student registration
3. Set software to send auto email confirmations to judges when they register. Include pertinent info in email such as location, times, and thanks
4. Set registration caps on events in multiples of 8
5. Publish waitlist criteria on website
6. Include instructions in judge registration process to warn judges not to sign up for back-to-back rounds
7. A week prior to event, lift all judge caps for rounds with low judge registration
8. Set parent judge caps at approximately 75% of needs for each event, community judges at 25% of needs, and alumni at 25% of needs.
9. Include patterns on website as soon as possible.

# Script Submission Coordinator

The Script Submission Coordinator oversees a team that collects and files scripts for students' platform and interpretive speeches during check-in on the first day of the tournament. Scripts are required so students understand the importance of academic integrity. Students doing platform speeches need to give credit where it is due and guard against any form of plagiarism. Students doing interpretive pieces need to be accountable to the actual literature they are using. The objective is to train students in how to properly cite sources, put together a "works cited" page, etc.

**Script Submission Process**
The goal of the script submission process is to validate the authenticity of a piece, or its validity for use in a particular event. While all the issues of style (formatting, punctuation, etc) have their place, they are only secondary. They can be corrected at the next tournament, and the tournament after that, and the tournament after that, but should not be grounds for holding up a piece from competition. As long as the script is suitable to assist a TD or the TD's designees in adjudicatory matters, or in determining ultimate validity for entry in an event, it is fine for the tournament. This process works well during the season, helping to ensure that all scripts meet the requirements by the end of the season at NITOC. Script Submission checklists are located on the Stoa USA website. Study these lists so you are familiar with the criteria for scripts to be in compliance.

The script submission team conducts a quick overview of the student's Platform, Interp, Broadcasting or/and Storytelling script using the Script Submission Checklist. If the student's script(s) meet the requirements, their name is checked off the list. If a script has a problem due to a missing element or format issue, explain to the student how to fix their script for the next tournament. The operative word here is **grace**. The goal is always education, not adjudication.

The purpose of the script submission process is to check for format and required elements (works cited page, photocopy of source, etc.), not to check for problems with content. Scripts are only pulled for careful evaluation of the content if the judge or someone else in attendance raises a complaint or question about the script in some way. If there is an adjudication issue, the TD or a member of the Adjudication Committee takes an initial look. If there seems to be an issue, the rest of the Adjudication Committee meets to determine how the issue should be handled.

Electronic script submission is used at NITOC, and can be used at Stoa WA events, but it is not recommended early in the season. Early in the season, students benefit from the education and feedback they get during on-site script submission to bring their scripts into compliance (and they usually need every last minute to get their script ready before the tournament!), and the process tends to be more difficult and confusing when electronic script submission is used. Thus we recommend traditional script submission until late in the season.

Consult the Stoa USA website for script submission requirements, and **the Stoa WA Dropbox website** to learn the process of downloading student names and events in preparation for script submission.

# Student Food Coordinator

The Student Food Coordinator is responsible for arranging, preparing and serving lunch & dinner ordered by participating families during registration. The Coordinator will probably need several helpers. Sometimes student food is used as a fundraiser for a particular club(s), if the Stoa WA board has authorized it.  It's important that a club doing student food for profit also shares equally in the responsibility of staffing other (non-lucrative) tournament positions!

**Estimated budget**
The cost of lunch and dinner and associated expenses (food, paper goods etc) should be 100% covered by lunch/dinner ticket sales.

**Pre-Tournament**
Research volume meal discounts with restaurants near the tournament location. Arrange a $5 lunch option (e.g., Subway) and a $5-6 dinner option (e.g., pizza) for each day of the tournament.

Send lunch/dinner selections and pricing to the TD a week before registration is scheduled to open, so that meal selections can be included on the registration website.

Make arrangements for meals to be picked up or delivered. Allow for late meal orders that may come in during the tournament before finalizing the order. Purchase sodas, chips or cookies separately to cut down on cost.

Print a checklist of the meal orders per family. This will be used to verify orders when families pick up their meals at the tournament. Arrange for 2-3 helpers to handout lunch/dinner orders during the tournament.

**During Tournament**
Set up a table in the student area to distribute meals during the tournament. Make arrangements for lunch/dinner to be picked up or delivered so lunch can be served 20 minutes before the scheduled meal breaks on the tournament schedule.

**Donations**
Check with area grocery stores or wholesale outlets for food and drink donations Work with area restaurants for group pricing.

# Tab Director

The Tabulation or "Tab" room is responsible for tabbing debate and IE events, and calculating the results of each round. The Tab Director heads up the Tab room team and works with the TD to keep the tournament running on time. **Extensive supplemental information is available on the Stoa WA Dropbox website.** If a tournament is NITOC modeled, make sure to follow the NITOC requirements for Tab (i.e. transparent tab procedures, etc.).

**Tab files**
The Tab Director ensures that the Tab files/results are sent to Speechranks within 2 days of the completion of the tournament. Speechranks publishes the top 85%, keeping private the results of competitors that may have done poorly.

**Responsibilities**
    Staff the Tab team
    Review the tournament schedule with the TD
    Compile limited prep topics (Extemp, Mars Hill, Apologetics, Wild Cards i.e.Broadcasting)
    Print parli resolutions
    Load registration data into software, usually Joy of Tournaments
    Preset preliminary IE rounds
    Preset the first two debate rounds and power match subsequent rounds
    Tabulate ballots accurately (verify speed ballots)
    Print certificates (sometimes the TD or other person does this)
    Upload results to www.speechranks.com
    Provide copies of ballots to students at the end of the tournament

The Tabulation team has two challenges: speed and accuracy. The tournament cannot move forward until the Tab room is ready, so the Tab room needs to process ballots quickly to stay on schedule. More important, however, is accuracy. It is difficult to go back and correct mistakes that are made, and often takes time. The Tab room needs to ensure that the results they tabulate are accurate.

The Tab Director will put together a Tab Team to handle the following jobs:
    Joy of Tournaments – TP, LD, IE and Parli: primary & backup computers
    Certificates: print all certificates unless assigned to another
    Ballot Filer: sorts and files finished ballots

It is best to invite a variety of people from different clubs to staff the Tab room. Parents who enjoy working with computers and numbers tend to enjoy working in Tab.  The Tab Director should staff the team with trustworthy individuals who will keep Tab information confidential. All data regarding round pairings, round results, and speaker results is confidential and may not be shared with anyone outside the Tab room until the tournament is over.

**Tournament Schedule**
The Tab Director works together with the TD to ensure that sufficient time is allotted between rounds on the tournament schedule in order for the tournament to run on time. Two hours are recommended between rounds.

**Pre tournament software preparation**
A week or two before the tournament, the Tab Director loads the participant registration information into the Tab software and sets up all the events being offered at the tournament in the Tab software. This process includes:

    Formatting & loading the registration data (students, clubs, rooms, judges)
    Presetting the preliminary IE rounds
    Presetting the first two debate rounds

Sample Tab schedules are available on the Stoa WA Dropbox site, which make time management much easier.

**Speed Ballots (debate only)**
Speed ballots can be an essential time saver for outrounds since it allows Tab to start processing the round results while the judges add more feedback to their ballot. Speed ballots are also used for all Parliamentary rounds so that the judge will have the exact wording of the resolution for each round in the "comment" field of the speed ballot. Check with the TD to find out if speed ballots will be used for TP and LD prelim and/or outrounds.

The ballot collection team will check to make sure that the speaker points, ranking and decision (AFF/ NEG or Government/ Opposition) are the same on BOTH the speed ballot and the regular ballot when the judge turns the speed ballot in. They will highlight the speaker points, speaker rank, and decision on both the speed ballot and regular ballot and remind the judge that these fields are final and cannot be changed. Only comments may be added to the regular ballot after the speed ballot has been turned in. By highlighting the speaker points, rank and decision any changes that are made to the regular ballot will be obvious because there will be new pen markings in whatever area was changed.

The ballot collection team will turn the speed ballots into Tab as they come in. Tab will enter the decision, speaker points and ranking into the Tab program in order to power-match the next round. Judges must turn in the regular ballot before the start of the next round. **The Tab team will do the shadow/double-check off of the regular ballot.** This is a second double check to catch any discrepancies between the speed ballot and the regular ballot.

There may be rare cases where a judge asks the ballot collection staff about making a change to the speaker points, speaker rank, or decision after they have turned in their speed ballot. The ballot collection team will contact the Tab Director to handle these exceptions. If the request is made before the next debate round is posted, the Tab Director will ask the judge to make the changes on BOTH the speed ballot and the regular ballot and initial all changes. Then the changes are made in the Tab program on the primary and shadow Tab computers.

**Limited Prep Topics**
The TD will submit 12-15 Apologetics topics for each prelim and elimination round to the Tab Director a couple weeks before the tournament. A week before the tournament, the TD will submit 15-18 Extemp questions for each prelim and elimination round (3 questions times the max # of competitors per room). The Tab team will print 4 sheets of questions per room (one to cut into strips for the envelope and 1 for each judge). The questions and envelope is attached to the respective IE ballot stack for each round. If tab is also responsible to prep for Mars Hill and Wild Card events, those should be submitted by the TD.

**Parliamentary Debate Resolutions**
The Parli Coordinator will submit the topics to the Tab Director a few days before the tournament so the exact wording of each resolution can be added to each ballot (may be on a separate sheet of paper like Extemp). It's essential for each judge to have the exact wording in case it becomes an issue in the round.

**Special Awards**
Check with the TD to find out if any special awards will be offered at the tournament (in addition to the usual awards). Possibilities to consider include: Picket Fence award, Sweeps award which factors in speech and debate, and Iron man/woman.

**Certificates**
Tab sometimes prints award certificates for students that break to out rounds. Participation certificates can also be included in each student's ballot envelope at the end of the tournament. The TD will usually coordinate these certificates.

# Timer Coordinator

The Timer Coordinator recruits staff to provide timers during the tournament. **See the Stoa WA Dropbox website for <u>comprehensive forms and information</u>—no need to recreate them!**

Duties include:
    Assemble timepieces, pen/pencil, and timer comment cards
    Print: Timer sheets, sign up lists, timer comment cards, name tags
    Recruit timekeepers during the tournament if necessary (encourage students who are not competing)
    Create a timer incentive program if desired
    Conduct timer orientation for all tournament timekeepers
    Assign timekeepers to each event room 20-30 minutes before every round.

**Supplies needed**
Time pieces
Batteries for the time pieces
Pens
Sharpies
Facility Map
Candy, food, other incentives.  Make sure you lay out the prizes and explain how to qualify for each.

**Timer Table staff**
The Timer Coordinator will recruit a team of adults to help staff the timer table. They are responsible to get time-keepers signed up 20-30 minutes before each event, trained and in rooms ready to time **5 MINUTES** before the judge arrives. This is essential to keeping the tournament on schedule.

**Printing**
Timer sheets: Prior to the tournament, print copies of the timer sheets and guidelines for all events, which are available on the Stoa WA Dropbox website. Often these forms are already pre-printed and in the timer supply box, so check first.

**Timer Setup**
The day before the tournament set up the timer table. You can create "timer packets" by putting timesheets, instructions, a properly functioning timepiece, and sharp pencils in a plastic bag. Timer packets could be placed in each event room during setup the day before the tournament. These materials should remain in each event room during the preliminary rounds and be collected as rooms are closed out during outrounds on the last day of the tournament.

**Room Assignments**
Room assignments will be finalized after registration closes. Contact the TD to find out how many TP/LD rooms and speech rooms there will be per prelim and outround pattern (parli rounds are timed by the debaters in the round).  You will need this to decide how many timer sheets, pieces, and timekeepers you will need.

During the tournament, the Logistics team will provide you with a copy of the postings with participants and room numbers before each round. Verify that the room numbers match your pre-

made timer assignment sheets (in case changes were made during the tournament). Keep these after each round.

During outrounds, fewer rooms will be used – check with tab or logistics for the room numbers before assigning timers to rooms.  Assign the most experienced timekeepers for outrounds.

### Recruit Timekeepers
Responsible younger students (especially siblings) and adults viewing rounds are encouraged to serve as timekeepers. During announcements each morning, timekeepers will be instructed to check in at the timer table 20 to 30 minutes before each round to get a timing assignment.

### Timer Incentives
The timer budget is provided to help fund timer incentives - fun ways to recruit/reward diligent timekeepers, helping them take pride in serving with excellence in a vital tournament role. Whatever incentive program you create, it must fit within the allotted budget. Have fun with it!

### Timer Orientation
All timekeepers must receive a timer orientation before they are given a timekeeping assignment. Even people who have timed at previous tournaments should get a refresher to catch any potential errors they might have been making or to refresh their memory. Do not let a person time without an orientation. It is extremely important that timekeepers understand the hand signals they are supposed to give with each speech, so emphasize this and make sure the person understands their job. This is especially important for the new wild card speech events, which timekeepers might not be familiar with.

### Collect Timepieces
During outrounds, collect the timepieces from the rooms that are no longer being used. Please keep track of them; they are expensive.

### Handling Problems
Sometimes timekeepers may not time a round correctly and you will receive complaints. In these cases, you'll want to speak privately with the timekeeper about the issue. You will need to decide if they just need more training or if they are unable to time anymore. There are several options you can take:
> If it is just a small problem, you can just quickly clarify the timing instructions.
> You can also offer to sit with them through one round, or have them team up with an experienced timer.
> You can limit them to easier speeches (such as the prepared speeches – Just 10 minutes with no prep time)
> You may need to give them a break or dismiss them for the rest of the tournament.

If a timing mistake may have had an impact on the judging of the round (such as significant cut/increase of prep time or speaking time) you will need to speak with the TD and notify him/her of the error.

### End of the Tournament
Use experienced timekeepers to time final rounds, as they are less likely to make a mistake (there is a lot at stake at this point).  Award the most frequent timekeepers during the award ceremony.

# Appendix

# Sample Tournament Schedule

**Thursday, April 10, 2014**

7:30 – 8:00 Debate only registration and script submission
8:00 – 8:30 Speech Only Registration and Script Submission
8:00 – 9:30 Debate Round 2
9:30 – 10:00 Welcome, Worship, and Announcements
10:00 – 11:30 Speech Round 1, Pattern A
11:30 – 12:30 Lunch
12:00 – 1:30 Debate Round 3
2:00 – 3:30 Speech Round 1, Pattern B
4:00 – 5:30 Debate Round 4
5:30 – 6:30 Dinner
6:00 – 7:30 Speech Round 2, Pattern A

**Friday, April 11, 2014**

8:15 – 8:30 Worship and announcements
8:30 – 10:00 Debate Round 5
10:30 – 12:00 Speech Round 2, Pattern B
12:00 – 1:00 Lunch
12:30 – 2:00 Debate Round 6
2:30 – 4:00 Speech Round 3, Pattern A
4:30 – 6:00 Debate Octas
5:30 – 6:30 Dinner
6:30 – 8:00 Speech Round 3, Pattern B

**Saturday, April 12, 2014**

8:00 -8:30 Worship, announcements and Speech/Debate Breaks
8:30 – 10:00 Debate Quarter-Finals
10:30 – 12:00 Speech Semifinals
11:30 – 12:30 Lunch
12:30 – 2:00 Debate Semi-Finals
2:30 – 4:00 Speech Finals
4:30 – 6:00 Debate Finals
5:30 – 6:30 Dinner and clean up
6:30 –8:00 Awards Ceremony

# Sample Budget

| Income | Budget |
|---|---|
| **Income from Event Fees** | $ 5,400.00 |
| **Expenses** | **Budget** |
| **Facility Use Fees and Insurance**<br>Church, insurance | $2,800.00 |
| **Appreciation and Recognition / Tournament Coordinator Discretionary**<br>Thank you gifts for staff and facility, judge recruitment prizes, misc. supplies | $ 250.00 |
| **Registration**<br>Software/website, table tents, name tags, printing | $ 250.00 |
| **Tab Room**<br>Tab Software License, copy supplies, copier, envelopes, ink, toner, ballots, IE prompts, misc. | $ 400.00 |
| **Judge Supplies**<br>Thank you notes. stamps, printing, misc. supplies | $ 50.00 |
| **Timing**<br>timer treats, awards | $ 25.00 |
| **Facilities Supplies**<br>Signs, tape, repairs, etc. | $ 50.00 |
| **Judge and Staff Hospitality** | $ 1,500.00 |
| **Participant and Award Certificates**<br> Certificate blanks, ink | $ 50.00 |
| **Awards Ceremony**<br>trophies, medals, candy for Green Checks | $ 800.00 |
| **Social Event** | $ 250.00 |
| **Total Budgeted Expenses:** | **$ 6,425.00** |

# Job Responsibilities Summary

| ROLE | Role Responsibility |
|---|---|
| **Tournament Director** | Plan the tournament and coordinate the coordinators. Assign each of the coordinator positions below and track all the action items to completion. Keep the tournament running on time - oversight for all areas. |
| **Admin Coordinator/ Document Manager** | Copies, supplies, signs, nametags, student packets |
| **Adjudication and Advisory Committee** | Resolve issues that come up during the tournament |
| **Awards Coordinator** | Order, pickup & verify the medals and trophies before the tournament. Setup awards before the Awards Ceremony |
| **Ballot Administration Coordinator** | Distribute ballots in timely manner during the tournament |
| **Check-in Coordinator** | Coordinate a team of people to check-in students quickly the first morning of the tournament. Document last-minute drops & pass that info to Tab before 1st round |
| **Extemp Room Proctor** | Conduct Extemp orientation before the first Extemp draw time of the tournament. Check competitors into the prep room before their draw time, monitor the 30 min prep and ensure quiet in the room. |
| **Facility Coordinator** | Liaison to the hosting facility's staff. Coordinate setup, cleanup, reset rooms, furniture requirements (tables, chairs, podiums, restroom supplies etc). |
| **Housing Coordinator** | Arrange a discounted rate at local hotels (w/ varying amenities) and arrange host homes for out-of-town families. |
| **Judge Recruiting Coordinator** | Coordinate community judge recruiting effort |
| **Judge Orientation Coordinator** | Coordinate the judge orientations before every round, and answer judge questions in the judge room afterwards. |
| **Judge Greeter** | Welcome community judges, sign them in, help them find their nametag & usher them to JO |
| **Judge Hospitality Coordinator** | Coordinate food for the judge room |
| **Logistics Coordinator** | Work with TD to assign rooms to events. Coordinate a team to keep the hallways quiet, verify that the competitors, judge(s) and timekeeper are in their assigned rooms and get the rounds started on time. Assist TD with logistical issues. |
| **Parli Coordinator** | With TD, provide resolutions for all prelim and elimination rounds. Coordinate orientation for all competitors before the first round of the tournament. Announce resolutions, provide time signals during 15-minute prep time before rounds and handle late arrivals. |
| **Registration Coordinator** | Set up and monitor online registration, collect fees and provide registration data to Tab, food coordinators, admin etc. |
| **Script Submission Coordinator** | Collect scripts & submission forms during check-in. Ensure script submission forms are completed correctly & signed by student, parent/coach. |

| | |
|---|---|
| **Student Food Coordinator** | Arrange lunch & dinner selections for attending families to purchase. |
| **Tab Director** | Set up tournament software prior to tournament. Administer all events using tab software. Work with TD on issues that arise outside of the software constraints. |
| **Timer Coordinator** | Recruit, train & assign timekeepers for all rounds. Ensure well-trained timekeepers are in their rooms 10 minutes before round starts. |