

Hosting a Q.S.D.A. Tournament

1. Invitation

- see sample on website
- send to QSDA members as listed on website (the President can also easily distribute)
- email is sufficient for invitation
- send out 6 weeks in advance ideally
- invitation to be posted on website
- approval by principal/administration is usually a good idea

2. Major Items to decide on

- junior or senior event
- “dream debate” or not
- style of debate, how many rounds of each (usually 3 parliamentary)
- prepared or impromptu, how many of each (topics need QSDA approval)
- will debate take place on school day, if so, will it be in front of classes?
- will debate take place on ped. day, or late in the afternoon/evening?
- number of teams per school (usually guarantee 2, 3 is space permits)
- registration deadline (10 days in advance and then invite third teams)

3. Judges

- plan for three judges per room (competing teams should account for half)
- parents, teachers, former debaters
- try for most experienced people possible
- do not underestimate this task! (parents association can usually find volunteers)
- need to be assigned to rooms so that they don't judge own school, if possible (do after draw is completed)
- judge's briefing can usually be done by a member of the Executive

4. Logistics at host school

- need to map out rooms for debating (do well in advance, especially if classes need to be moved or if they are watching debates)
- where to gather upon arrival / location for briefing(s)
- registration location with lots of space
- location for students and judges lunch
- plan tournament schedule, keeping in mind school schedule, prep time, etc.

5. Registration in advance

- best to do by email, keep careful track of all registrations!
- follow-up with schools who do not respond to confirm they are not coming
- after deadline invite third teams as space permits
- confirm attendance day or two in advance
- need to clarify that all registered teams are active members
- try to get as many names of debaters and judges as possible in advance to put on computer

6. Registration at tournament

- debaters table - have list of names as already entered in computer so that corrections can be made or blanks filled in
- collect registration fees if not already received
- judges registration (make sure all rooms have adequate judges!)
- make receipts if needed
- distribute registration packages

7. Financial

- set registration fee (\$50 a team is now common)
- cheques usually payable to host school
- financial responsibility lies with host (some schools break even, some spend some money - this depends on size of school and how nice a meal they want to put on)

8. Food

- refreshments upon arrival - coffee for adults plus snacks / juice for all
- could do refreshments at a break also or instead depending on timing
- lunch for judges - nicer spread - sandwiches, salads, could have some hot food if money allows
- more basic lunch for debaters - pizza and pop works well
- don't forget about vegetarians and nut allergies
- this is the most expensive item and needs to be planned and budgeted carefully

9. Awards

- must give to 2 top teams and top 10 speakers (can give more - often top 4 or 5 teams receive awards)
- need to decide whether a team award will be shared, or one for each debater on the team
- could be plaques or trophies - once again budget carefully (around \$200 - \$250 is normal for awards)

- 6th to 10th could be simpler awards, medals or even certificates
- students win awards as listed on standings regardless of any participation in the final debate

10. Speakers/Timers

- need 1 per room, well trained and/or debate knowledgeable
- set up room (timer instructions on web)
- need to know where to bring ballots each round

11. Packages for people in folders/envelopes

- need packages for judges/coaches, teams and speakers/timers.
- resources on web
- map for all
- tournament schedule for all
- judges ballots for judges only (one per round - print on LEGAL size)
- judging guidelines and evaluation criteria for judges and teams
- scrap paper for all
- rule of debate for all
- order of speaking for all
- welcome letter for all (optional)
- pens (optional)
- timer cards / maybe stopwatches for timers
- draw for all, with team codes (may want to distribute separately)
- judges assignments for judges

12. Draw

- debaters debate by school code
- criteria depends on event, but in general is random so that teams debate 3 different teams, not from their own school. Teams switch sides in prepared round and could be placed anywhere in round 3.
- QSDA has a computer program, and if unsure should ask for help since we can do it in 10 minutes!

13. Results

- need computer room with Microsoft Excel (with printer)
- spreadsheet for results (on website), with names entered ahead of time
- 2 or 3 students to collect ballots, enter results, and identify issues with ballot to show the host or Executive to deal with
- photocopy results to hand out on the day off
- photocopy ballots to distribute, perhaps at a later date
- consult executive for help if issue arise!

14. Odds and Ends

- certificates (optional)
- name tags
- water bottles
- parking could be an issue for judges / schools
- publicize at host school
- spectators (if schools are sending, they should register in advance and be charged)
- coat rack
- thank you letters after the fact
- involve principal / Head with welcome or awards