



Hosting A Tournament (World Schools Style)

Hosting a debating competition is not as much of a daunting task as it seems. One needs only to cover four essentials to hosting a successful one:

1. Registration and tab
2. Venues
3. Accommodation
4. Catering

For the purposes of this document, we have used a Provincial Tournament as the example. However, the general principles below can be applied to any kind of debating tournament such as a larger-scale National tournament or a smaller-scale Best Speaker competition.

TABLE OF CONTENTS

The OrgCom.....2

The Invitation.....5

Selecting Adjudicators7

Setting the Schedule.....8

Creating and running the tab.....8

Registration Forms.....8

Venues and Accommodation.....10

Catering10

Entertainment10

Conclusion10

THE ORGCOM

In order to give effect to these very basic goals you should set up an organising committee (OrgCom) made up of various people to do specialized tasks ensuring a productive use of your human resources and efficient running provincial tournament.

When selecting the OrgCom one should keep in mind that while not every person necessarily needs experience in running a provincial tournament (remember it's a learning experience for them too) it's important to have some experience on the team. In other words you should consider a careful balance between inexperienced people who will be developed to run the tournament in the years to come, and experienced people who won't be around forever but can impart a lot of knowledge. The intention here is not only organising one tournament but ensuring continuity in your province.

Your OrgCom while not limited these members, should at least consist of the following portfolios:

- Chairperson
 - Your chairperson should have been part of an organising committee in the past.
 - Their position is to coordinate all the functions of the OrgCom
 - Without the chair, the OrgCom risks serious disarray
 - It's important for the chair to set a task list with specific due dates and reprimand any members of the OrgCom who depart from said dates
 - Therefore it's imperative that the chair is firm and has a goal in mind
 - The chair also bears the responsibility of overseeing all the other roles in an active way. Therefore the chair is expected to have a say in all aspects of organisation from the catering to the schedule
 - The chairperson should also send out the invitations and conduct most, if not all, external correspondence.
- Contingency
 - We believe that this portfolio should act as the right hand of the chair
 - Contingency is somewhat akin to a utility player who should be expected to fill gaps in the organisation where required
 - Contingency should also be in charge of organisation the schedule and ensuring everything runs on time
 - During the tournament itself contingency should be the person on call to attend to any emergencies
 - For this reason and the amount of work it might be wise to have more than one person in the contingency portfolio (depending on the size of your tournament)
 - Your contingency person/people should be very easy going and preferably have experience in tournaments
- Catering
 - Without food, a tournament won't be considered to be successful
 - Above this good food is generally a must, debaters tend to get very judgmental about what they eat

- One should arrange with the person in charge of registration as to how many people have different dietary requirements
 - Generally it's enough to just have:
 - No Requirements
 - Vegetarian and
 - Halaal
- There should be some method of keeping tabs on who took food and such. Usually this is done by either giving tickets at the beginning of the tournament to the children/coaches. The alternative (and more advised) option would be to make provision on the children's name cards for punching a hole into the card each time a child takes a meal.
- Accommodation
 - No tournament usually runs in the space of just one day. One should therefore make provision for where the children, coaches and adjudicators are going to sleep.
 - It's important to note that by law, children need to be separated by gender. Therefore you'll need to put boys on/in a different floor/building than the girls.
 - No lavatories may be shared and the genders should have no reason to mix in the sleeping quarters.
 - There is no requirement for adults in terms of male and females so adjudicators and coaches may be placed together.
- Finance
 - Your financial officer should ensure the bank details are current and active
 - They should set up a budget and hold each other portfolio accountable to said budget
 - They should also set a realistic registration cost
 - Considering all costs
 - Price of previous nationals
 - Target market
 - Possible cross-subsidization for development speakers (considering your board's approach)
- Fundraising
 - There is one simple goal here: RAISE MONEY
 - A sponsorship proposal should be set up as soon as possible
 - Sponsors generally need many months' notice prior to giving funding so be sure to consider that
 - Fundraising should be split for various costs to accommodate a variety of sponsors if and where possible. Mostly along these lines
 - Food
 - Accommodation
 - Stationary and programmes
 - Prizes
 - A budget is also essential in this regard so the fundraising officer must work very closely with the finance office
- Entertainment
 - Usually overlooked, entertainment plays a huge role at ensuring utility at a tournament.

- One should ensure entertainment for both the children and adults
- This would usually involve a small party or a braai or something along those lines for the children on the last night of the tournament
- To entertain the adults is relatively simple. Directing them to the nearest public house generally suffices
- Chief Adjudicator (CA)
 - The CA plays a pivotal role in the tournament itself
 - They are to ensure that enough adjudicators of quality are selected
 - They are to conduct the adjudicator training
 - They are to set up panels with correct chairpersons for each debating and ensure teams don't land up with the same adjudicators continuously
 - They are to decide whether or not power-pairing will take place
 - They decide on the motions
 - All adjudicator complaints must be brought to them.
 - The CA also sets up and runs the tab
 - They can however, get somebody to do this on their behalf should the size of the tournament warrant it



THE INVITATION

First things first, invitations must be sent out. This is preferably done at least 2 months prior to the tournament via a medium most common to all schools (this will most likely in all instances be fax).

The invitation need not be extensive yet it should give enough detail so as to prevent the schools from calling back to enquire about anything. These details include:

- Dates
- Registration Cost
- Venue
- What to bring
- Caps on teams
- Banking details
- Contact details
- Date entries are due by (always make this earlier than required as schools tend to drop the ball on the punctuality thing, thus giving you time to follow up without stress)
- Clothing requirements (etc all children are expected to wear school uniform during the debates)
- Request food requirement specification
- An indication of what the school fees are that categorise open and development schools

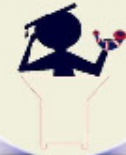
The invitation should also be written in a friendly manner to encourage participation and should be placed on a letterhead.

An example template of an invitation letter produced on the Free State letter head follows:

SA Debating

The South African Schools Debating Board

Free State Schools' Debating Board FS DEBATING



Board

FAX

Insert fax here

E-MAIL

Insert email here

BANK DETAILS

FNB

Acc Name:

Insert name here

Acc Type:

Business

Acc No:

Insert account number here

Branch

Insert branch here

Reference:

-name- 2011

Dear Debating Coordinator

SA Debating
The South African Schools Debating Board

This letter thus serves to inform you that your school has been invited to enter up to 4 teams into the 2011 annual provincial debating tournament. Of these teams, 2 must be junior (consisting of grade 7, 8, and/or 9 speakers) and the remaining 2 teams may be a mixture of learners from any grade, and will thus be classified as a senior team. A team may not consist of more than 5 members and no less than 3, while each school may be accompanied by no more than 1 coach.

The *insert tournament name here* will run from *starting date* until *finishing date*. Registration will begin at *time children are required to be there*. The tournament will be held at *venue and city*. The cost of registration will be *cost per person* who requires accommodation and cost, for those who do not require accommodation (own bedding must be provide). We cannot accept responsibility for team transport to and from the tournament.

1. Registration
 - Registration
 - Each team to consist of 3-5 pupils from the same school
 - Registration will only be seen as complete upon receipt of both the registration form and proof of payment. These can either be e-mailed or faxed (refer to panel on the left)
2. All scholars are required to wear their school uniforms during the provincials (excluding social events)
3. Schools will have to organize own travelling expenses
4. Food will be provided by private caterers. Please specify vegetarian, Halaal or non-specific.
5. No accommodation can be provided for Welkom based school pupils. If you find difficulty with this, please contact us. Accommodation will entail a cost though.
6. Upon arrival each debater will receive the essential participant's package consisting of the necessary food stamps and identification.
7. All debates and events will be held on campus at *insert venue here*.
8. With regard to schools nationals, the provincial team will be selected but only split into respective A and B categories after further trial and training.
9. Please note that the standard of this tournament is to be dramatically raised in terms of motions and adjudications so please prepare accordingly.
10. Please also indicate you average annual school fees in order for us to determine the status of your school (as per National Board regulations)

Please do not hesitate to contact us with any further queries you may have regarding the tournament. We hope to hear from you shortly.

Regards

Insert chairpersons name here

Insert Boards name here

insert date here



SELECTING ADJUDICATORS

Once the CA has been selected the process of selecting adjudicators can proceed. Tertiary institutions are always a good place to begin the hunt. If funds allow, it's also a good idea to get adjudicators external to your province which not only adds prominence to the tournament but also gives wider depth in terms of adjudicating to your speakers.

Once the adjudicators are selected, the process of selecting motions and training can begin.

It's important that all the adjudicators are well trained as well as briefed on the rules of the tournament. Even a very experienced adjudicator will have to be briefed as to what the rules are regarding headlining and timekeeping and the like.

The CA should also set up some sort of universal score sheet for their adjudicators so that scoring is generally done in the same manner and held at the same standard across the board. Such a sheet should look something like this:

| SCHOOLS PROVINCIALS | | | | Standard | Best ever seen | Excellent | Good | Above average | Average | Below average | Poor | Very poor | Worst ever seen |
|---------------------|-----------|--------------|--------------|---------------|----------------|---------------|-------------|----------------|--------------------|---------------|-----------|-----------|-----------------|
| Round | Venue | | | Style [20] | | | 15 | 14.5 | 14 | 13.5 | 13 | 12.5 | 12 |
| Prop: | | | | Content [40] | | | 30 | 29 | 28 | 27 | 26 | 25 | 24 |
| Opp: | | | | Strategy [40] | | | 30 | 29 | 28 | 27 | 26 | 25 | 24 |
| Adjudication panel | | | | Total [100] | | | 74-75 | 71-73 | 70 | 67-69 | 65-66 | 61-64 | 60 |
| Motion | | | | | | | | | | | | | |
| TEAM SPEAKER | POSITION | SPEAKER NAME | | Style [20] | Content [40] | Strategy [40] | Total [100] | Time 3-4:30min | Deduction Max = -2 | Total Mark | | | |
| Proposition # 1 | Grade | | | | | | | | | (60-75) | | | |
| Notes/Ramarks: | | | | | | | | | | (60-75) | | | |
| Opposition # 1 | Grade | | | | | | | | | (60-75) | | | |
| Notes/Ramarks: | | | | | | | | | | (60-75) | | | |
| Proposition # 2 | Grade | | | | | | | | | (60-75) | | | |
| Notes/Ramarks: | | | | | | | | | | (60-75) | | | |
| Opposition # 2 | Grade | | | | | | | | | (60-75) | | | |
| Notes/Ramarks: | | | | | | | | | | (60-75) | | | |
| Proposition # 3 | Grade | | | | | | | | | (60-75) | | | |
| Notes/Ramarks: | | | | | | | | | | (60-75) | | | |
| Opposition # 3 | Grade | | | | | | | | | (60-75) | | | |
| Notes/Ramarks: | | | | | | | | | | (60-75) | | | |
| SECURE 0-2min | BANG 3min | 2xBANG 4min | STOP 4-20min | Style [10] | Content [20] | Strategy [20] | Total [50] | Time 3-4:30min | Deduction Max = -2 | Total Mark | Team mark | | |
| Opposition reply | | | | | | | | | | (30-40) | | | |
| Notes/Ramarks: | | | | | | | | | | (30-40) | | | |
| Proposition reply | | | | | | | | | | (30-40) | | | |
| Notes/Ramarks: | | | | | | | | | | (30-40) | | | |
| WINNING TEAM | | | | BEST SPEAKER | | | | | | | | | |
| GENERAL REMARKS/JUS | | | | | | | | | | | | | |



SETTING THE SCHEDULE

The schedule should be set very strictly to accommodate as many rounds as possible. It should also be set to consider time to walk between venues, briefings, prep times and meal times. Don't overdo it though. One should not pack debates on the children to such an extent that they cannot manage and thus don't have a good time. Here follows a sample schedule:

| Day 1 | | Day 2 | | Day 3 | |
|---------------|----------------|---------------|------------------|---------------|----------------------|
| 10:00 - 12:00 | registration | 07:00 - 07:45 | Breakfast | 07:00 - 07:45 | Breakfast |
| 12:00 - 13:00 | Lunch | 07:45 - 08:00 | Briefing Round 3 | 07:00 - 08:00 | Briefing Semi-Finals |
| 13:00 - 14:00 | Briefing | 08:00 - 09:00 | Round 3 Prep | 08:00 - 09:00 | Prep |
| 14:00 - 15:00 | Round 1 Prep | 09:30 - 11:00 | Round 3 | 09:00 - 10:00 | Semi-Finals |
| 15:00 - 16:30 | Round 1 | 11:00 - 11:15 | Round 4 Briefing | 10:00 - 10:15 | Briefing |
| 16:30 - 16:45 | Briefing | 11:30 - 12:30 | Round 4 Prep | 10:15 - 11:15 | Prep |
| 16:30 - 18:00 | Round 2 Prep | 12:30 - 14:00 | Round 4 | 11:15 - 12:15 | Jnr Final |
| 18:00 - 19:30 | Round 2 | 14:00 - 14:45 | Lunch | 12:15 - 13:30 | Lunch + Prep |
| 19:30 - 20:15 | Supper | 14:45 - 15:00 | Round 5 Briefing | 13:30 - 14:30 | Finals |
| 20:15 - 22:00 | Fun | 15:00 - 16:00 | Round 5 Prep | 14:30 - 15:30 | Prizegiving |
| | | 16:00 - 17:00 | Round 5 | | |
| | | 17:00 - 17:15 | Round 6 Briefing | | |
| | | 17:15 - 18:15 | Round 6 Prep | | |
| | | 18:15 - 19:15 | Round 6 | | |
| | | 20:00 - 23:00 | Break Party | | |

CREATING AND RUNNING THE TAB

The tab is a vital collection of data all programmed into an Excel document. The person running the tab should initially capture all the information of the speakers from the registration prior to the beginning of the tournament (be prepared to change it upon the registration at the beginning of the tournament as teams do tend to change at the last minute)

The tab is then used to collect data and scores and thus rank teams and speakers. One should also use the tab to highlight speakers with potential for selection to the provincial team or further development.

The adjudicators should get the information of each debate to the person running the tab as soon as humanly possible so that the tournament can continue with no holdups.

REGISTRATION FORMS

Forms should be sent out (preferably with the invitations) that have all the information that you require, so that teachers can fill them out and get back to you so you can organise the food, accommodation and the like. Such things to include in your form should be:

SA Debating

The South African Schools Debating Board

- Name
- Contact details
- Coach
- Grade
- Gender
- Food preference

An example template follows:

| Provincial registration 2011 | | | |
|--|--------|----------------------|--------------|
| Send completed registration form & proof of payment to reach us before registration closing. | | | |
| Registration is open until <i>time and date</i> | | | |
| SCHOOL NAME: | | | |
| Fax: <i>insert number</i> / E-mail: <i>insert email</i> (Subj:Debate Provincials) | | | |
| Senior/Junior: | | | |
| Speaker # 1 information: | | | |
| Name | | | Surname |
| Contact number | | | Grade |
| Food Preference | | | Gender |
| Speaker # 2 information: | | | |
| Name | | | Surname |
| Contact number | | | Grade |
| Food Preference | | | Gender |
| Speaker # 3 information: | | | |
| Name | | | Surname |
| Contact number | | | Grade |
| Food Preference | | | Gender |
| Speaker # 4 information: | | | |
| Name | | | Surname |
| Contact number | | | Grade |
| Food Preference | | | Gender |
| Speaker # 5 information: | | | |
| Name | | | Surname |
| Contact number | | | Grade |
| Food Preference | | | Gender |
| Coach information: | | | |
| Name | | | Surname |
| Contact number | | | Grade |
| REGISTRATION COST GRID | | | |
| Non-accommodation Learners | Amount | <input type="text"/> | <i>costs</i> |
| Non-accommodation Coaches | Amount | <input type="text"/> | <i>costs</i> |
| Accommodation Learners | Amount | <input type="text"/> | <i>costs</i> |
| Coaches | Amount | <input type="text"/> | <i>costs</i> |
| Total: | | | |
| COMMENTS | | | |
| <input type="text"/> | | | |

VENUES AND ACCOMMODATION

It's important to select a venue with sufficient places to debate and a large hall to brief everybody in. As such, a school is usually a good choice where children will debate in the classes and briefing can take place in the hall. The other benefit is that schools generally have hostels so if you pick a date that falls in the holidays you may be able to make use of the school accommodation. This will avert the need for separate accommodation and thus also transport.

One should also make a wise choice in terms of considering the needs of the other portfolios such as catering and entertainment.

CATERING

Knowing the issues at hand regarding food preferences it's important to cater to that respect. One should always oversupply by about 3 people per meal to compensate for any possible issues which may occur. If hosting in a school, the school kitchen may be able to give you the cheapest option.

Beyond that it's important not to be too stingy on the catering side. As mentioned earlier, debaters are really judgmental about food they get at tournaments so it's important that the food is decent and that each meal is different.

It's not essential to splurge on delicacies but decent meals are a must. Things like hamburgers and pizza always make the children happy. Use this information to your advantage.

ENTERTAINMENT

The social aspect of a provincial competition is generally understated but should definitely be a significant consideration for the OrgCom as it tends to be one of the few times the provincial community gets together. It's therefore important to organise a good break party conducive to socializing **and the sharing of ideas**.

For the break party at a provincial level a good idea would be a social braai or getting in a local DJ and throwing a party. The advantage of a braai is that you kill two birds (party and supper) with one sjambok. One should avoid a movie evening or something like that as it doesn't give the children a chance to socialise.

CONCLUSION

It's important to be goal orientated and set your sights on what will constitute a successful tournament in your eyes. I.e. How many prizes to be handed out at the prize-giving? How many teams to invite? How many teams should you select?

This guide is of a very open and broad nature as it's important for each province to establish their own culture and way of doing things. Therefore these are simply the essentials. The rest is up to you but please feel free to contact the SASDB should you get stuck in any way, shape and form.

Good luck. Upwards and Onwards
The South African Schools Debating Board