Chapter 23

Administering a Debate Tournament

Hosting a debate tournament on a campus can provide a number of benefits for students, teachers, and the institution, but a successful tournament requires careful planning and organization. While this chapter focuses on information that is most useful for hosting a large debate tournament with judges and teams from many different schools participating, the suggestions are also applicable to intra-campus competitions or other smaller debate events with a more limited number of participants.

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Whether the tournament is large or small, sufficient planning and preparation in the months leading up to the event are necessary for the tournament to be successful. The information in this chapter is designed to provide a basic understanding of tournament preparation and operations, and contains several appendices with supplemental information to assist in the planning and running of a debate tournament. Larger debate events, in particular, demand a great deal of planning and preparation, so, information such as the “Check Sheet for Hosting a Debate Tournament” (Appendix A) should be particularly helpful for individuals planning to host larger debate events.

Benefits of Hosting a Tournament

A debate tournament provides many benefits to students, teachers, and the institution as a whole. Students can participate in a tournament in a number of ways. First and foremost, many students will have the opportunity to debate, and refine their public speaking, critical thinking, and listening skills. Students can also learn a great deal from watching others debate, so the experiences that tournaments provide for audience members should not be overlooked. For instance, a tournament might offer five to six rounds of debate in which students who are new to debate can watch and practice their listening and note-taking skills. Some advanced students may also have opportunities to serve as judges during the tournament. Students and other community members can serve as volunteers in support of the event, in roles such as timers, ballot runners, tabulation room assistants, registration assistants, and hospitality staff.

Debate tournaments also provide a number of benefits for teachers. By fostering friendly competition among schools, debate tournaments inspire students and faculty alike to practice techniques that will strengthen their ability to argue persuasively in both speaking and writing. Faculty members who serve as chairs of judging panels at debate tournaments get the added benefits of judging and developing stronger academic ties with colleagues from other institutions. Because judges have to reach a consensus about the ranking of the teams, participation in judging a tournament directly increases dialogue among faculty about issues such as effective argument construction and debate strategy. In addition, with higher demands from university students for more diversified content-based courses and increasing pressure on teachers to reform traditional oral English teaching in China, tournaments provide a platform for students to practice what they have learned in public speaking or debate classes.

With all of those benefits to students and faculty, the institution as a whole clearly gains a great deal. Additionally, student success at debate tournaments in the form of individual speaker awards and team awards for semi-finalists and finalists brings honor to a university. More importantly, debate fosters a culture of inquiry and dialogue that is an important element in all fields of academic research. Students and teachers who have regular opportunities to practice their critical thinking and speaking skills through debate become better speakers and writers, and those are skills which can be used to present and publish academic research.
Tournament Logistics

Before deciding to host a tournament, the potential host should consider logistics such as the size, location, and space requirements of the tournament. This section discusses tournament size, along with a variety of issues surrounding space requirements.

Tournament Size and Location

The size and location of a debate tournament are important because they are factors that will affect all aspects of planning, including the number of rounds offered, the number of judges required, and the number of rooms needed. For the purpose of this section, “tournament size” is defined as the number of teams participating in the event. The tournament size directly affects the number of rooms and judges that will be required.

The number of debating rooms is determined by the tournament size. A tournament requires one room for every four teams. Thus, for a tournament consisting of forty teams, ten rooms would be required. Rooms for the debate tournament should also be adequate in size to seat at least twelve people (eight debaters, three judges, and a timer). Larger rooms that can also accommodate additional audience members are desirable if they are available.

The number of judges needed depends on the size of the tournament, as does the number of judges required for each debate. The standard number of judges for a debate is 3: 1 chair judge and 2 “panelist” judges. If enough judges cannot be found, the tournament host may choose to use 2 judges (a chair and a “wing”) instead of 3. To estimate the number of judges needed, the tournament director must first project the total number of teams (N) in the tournament, then divide the total number of teams by 4 (N/4) to determine the number of debates. If the tournament has a total of 40 teams, the projected number of debates (40/4) would be 10. If the tournament has a total of 100 teams, the projected number of debates (100/4) would be 25. For tournaments using 3 judges per debate, the number of required judges is equal to the projected number of debates multiplied by 3. So, a 40-team tournament would require 30 judges, whereas a 100-team tournament would require 75 judges.

Using 3 judges per debate is clearly the preferred standard, but sometimes a tournament director may decide that he or she cannot locate that many judges and, thus, will use only 2 judges per debate (a chair and a “wing”). In that case, the number of judges needed is determined by multiplying the number of debates by 2. So, a 40-team tournament with 10 debates will require 20 (rather than 30) judges and a 100-team tournament will require 50 (rather than 75) judges.

Space Requirements. In addition to a certain number of debating rooms, which was discussed in the previous section, the following are some of the additional space requirements that a tournament host needs to provide: a central gathering area, a registration area, a ballot distribution area, and a tabulation room.
Central Gathering Area. A central gathering area is needed for all but very small tournaments because it provides a place for pre-tournament competitor and judge trainings, as well as a place for the announcement of topics and posting of the “draw.” The draw shows how the teams are matched for each round, including the names of all four teams, their positions in the debate, the names of the judges, and the room in which the debate will occur. The draw may simply be a sheet of paper posted with the listing of the debates for any given round, or it may be an electronic posting that is projected onto an overhead screen. The draw must include the names of each team and their position in the debate, as well as the names of the judges and the assigned rooms for each debate. A large central gathering location (like a lecture hall or an auditorium) provides enough space for everyone to read the draw for each round, and to sit during the announcement of the motion and during the times between rounds.

Registration Area. The tournament requires a registration area that is positioned very near the central gathering area. It should contain enough tables to comfortably accommodate the several volunteers who will conduct the registration. At tournament registration, at least three volunteers will be needed to assist with the registration process. Those volunteers will instruct each school to verify the number of teams and judges entered in the tournament and the accuracy of the participants’ names.

Ballot Area. An area needs to be provided for judges to pick up their ballots prior to each debate and return the ballots when the debate is completed. The tables used for registration can also be used for the distribution of ballots to the judges. The volunteers at the ballot distribution table will collect the ballots and take them immediately to the tabulation room. The ballots must be delivered to the tabulation room as soon as they arrive at the ballot table. If the volunteers wait to collect all the ballots before delivering them to the tabulation room, the tournament can be seriously delayed.

Tabulation Room. A tabulation room, also called a “tab room,” is an essential and important space requirement. Tournaments of all sizes require a quiet and centralized room for the tabulation of results. This room is a space for the tabulation director and the tabulation assistants to record the results of all debates. The tab room is also the place where important tournament documents, such as the schedules for each debate and the ballots for judges, will be printed. The tab room does not need to be a large space, but it should have enough room to accommodate a staff of four, a computer, and a printer. Competitors are not allowed in the tab room during the tournament in order to avoid the disclosure of tournament results (such as the top speakers) prior to the awards ceremony.
Personnel and Their Responsibilities

For a tournament to run effectively, a good staff is essential. No single model will work for every tournament, but some staff roles will be common to most events. This section will consider the most important staff and their roles.

Tournament Host and Tournament Director

The Tournament Host is responsible for advance planning and general hosting. The Tournament Director is responsible for the activities that occur when the tournament actually begins. In many cases, one person manages both of these two roles. If the roles are divided between two people, the Tournament Host needs to clearly spell out the obligations of each of the two people, and this information should then be clearly communicated to the Tournament Director. The Tournament Host and Director are responsible for overseeing all facets of the tournament—registration, topic selection, venues, tabulation, and presentation of awards. The Tournament Host usually has the final say on all questions related to rules and procedures, and should be prepared to step in to assist with any aspect of the tournament throughout the event. Some tournaments also have an Assistant Tournament Director to help with the Tournament Director’s various responsibilities.

The Tournament Host is responsible for organizing the event and sending appropriate information to all of the participants and judges. The Tournament Director also needs to prepare and send out the tournament invitations (see Appendix B - Tournament Invitation Template for an example) well in advance of the event.

Sometimes Tournament Hosts will decide to use topic areas for the tournament. Topic areas are general categories of subjects that help narrow the range of the motions to be used at the tournament so that debaters can conduct some research in advance. In some debate formats, particularly where participants have a limited amount of time to prepare after the motion is announced, debaters find that topic areas are useful to narrow the tournament to a central theme. The following statement illustrates how topic areas could be presented in an invitation to participants:

The tournament will feature debate motions focused on the following five general topic areas: rural development, education, medical care, the environment, and space exploration.

Even broad topic areas, such as in the above example, give students an idea of where to focus their research and studies in advance of the tournament so that they can bring some knowledge and evidence to the debates.

Tournament Directors also must prepare a list of specific motions for the tournament. In Worlds-Style debate, a different motion is needed for each preliminary round and for each elimination round at the tournament. At some tournaments, a motions committee consisting
of a group of faculty members and possibly some advanced debate students is formed for the task of creating a list of motions for a tournament. If such a committee is used to craft the motions, a good practice is to involve some university officials in the process. Any students who serve on the motions committee should not be allowed to debate at the tournament because of the advantage they would gain from having advance knowledge of the topics.

*Tabulation Director*

The process of collecting results and determining the total ranks for each team and the speaker points for each debater is called tabulation. Tabulation should occur in a secluded room to provide a quiet space for the tabulation team. Tabulation of the tournament should be the responsibility of a small group, with the *Tabulation Director* as the leader.

The Tabulation Director, another key member of the tournament staff, is appointed by the Tournament Host or Tournament Director. In some cases, either the Tournament Host or Tournament Director may also serve as the Tabulation Director. The Tabulation Director is responsible for all of the related to tabulation, including entering information about teams, judges, and rooms; matching each of the debates; printing ballots; and, recording results at the conclusion of each debate. Most tournaments also have one or two Tabulation Assistants, who are available to help the Tabulation Director with the recording of results. Tournaments should have at least two individuals to record results for each debate so that one individual can read the scores while the other inputs the scores into the tabulation program. This makes tabulation more efficient and helps create a double check to avoid errors.

For smaller events, two people can probably handle the tabulation of results, but for a larger event, a group of four will be needed for the task. That tabulation group must post the draw for each debate, assign the judges, record the results, and determine which teams advance to elimination rounds. The tabulation group will also be responsible for keeping an accurate list of the names of all of the competitors, as well as tracking any changes during the tournament. See Appendix D for a complete list of the responsibilities of the tabulation group.

A variety of computer programs are available to run tabulation for Worlds-Style debate, and the Tabulation Director should train the other members of the tabulation staff in the use of such programs in advance of the tournament. Those computer programs not only assign rooms for debates and judges for each room, but they also determine the positions that each team will debate, and attempt to create fairly matched debates for each round. While the methods might vary slightly across different computer programs, all programs track *position constraints* (to ensure that a team gets to rotate through different speaking positions throughout the tournament) and provide some level of *power-matching* (pairing of teams that have similar scores based on their previous rounds). Links to some of the tabulation computer programs used by the authors of this text can be found at http://willamette.edu/cla/china_debate/curriculum/index.html
Some tournaments, particularly large international events like the China Open and the World Universities Debate Championships, may also appoint a Chief Adjudicator or CA. The Chief Adjudicator is responsible for overseeing the process of writing motions, leading judge-training sessions, and identifying judges who are suitable for use as chairs. The Chief Adjudicator will also judge some debates at the tournament, and should be the first person to whom any questions or complaints about judging issues are addressed. To assist with those duties, some tournaments appoint a Deputy Chief Adjudicator, or DCA.

The Chief Adjudicator will frequently offer training sessions to students and judges. Almost all tournaments offer some type of training sessions for judges. Those sessions can be conducted on the first day of the tournament, if necessary, but some advance judge orientation is beneficial. Knowledgeable judges help to ensure good debates, and participants benefit from the feedback they receive from well-trained judges. Typically, a judge-training session should include a discussion of the following topics:

- General description of the debate format
- Responsibilities of each of the speakers and time limits for each of the speeches
- Discussion about how to fill out a ballot, including rankings and speaker points
- Introduction to the “consensus judging” process
- Description of the types of comments that judges should provide to competitors during oral adjudication

In addition to conducting judge training, the Chief Adjudicator should also provide judges with general information about the process of judging. Some basic handouts that include instructions for judges should be made available when the judges pick up their ballots for the first debate. See Appendix C at the end of this chapter for a sample judge instruction handout for Worlds-Style debate. Instructional handouts can also be sent to judges in advance of the tournament to allow them to read the material and bring any questions they may have to the judge training session. Finally, at tournament registration, all judges participating in the event should be asked to share their level of experience with debate and their comfort level with judging in English, Mandarin, or the language of the tournament.

Methods for determining the total number of judges required for the tournament were discussed earlier. In order to assure that the tournament actually has sufficient judges, the tournament director should instruct schools about the number of judges that each school is required to bring with their contingent. The required number of judges that a school must bring can be calculated based on the total number of teams that the school enters in the tournament. Most of the time, to ensure an adequate number of judges, tournaments require schools to follow an “N minus 1 rule” (N-1) where “N” represents the number of teams.
entered by a school. (N-1) will usually ensure that the tournament can supply 3 judges for each debate. In other words, using (N-1) a school with 4 teams entered would be required to supply 3 judges. If, on the other hand, the tournament only plans to have 2 judges evaluating a debate (1 chair and 1 wing judge), then the tournament director will impose an “N divided by 2 rule” (N/2). In that case, a school entering 4 teams would be required to bring 2 judges rather than 3. When a tournament uses N/2, schools need to round up any fractions. So, a school that enters 3 teams would calculate N-2 and get 1.5 as the result. So, that school would be required to bring 2 judges.

*Volunteers and Swing Teams*

Volunteers are needed to serve as timers, ballot collectors, and *swing teams*. The number of volunteers needed will, of course, be dictated by the size of the tournament.

For instance, if volunteers are going to serve as timers and ballot runners, then at least one timer is required for each room (10 volunteers using the previous example of 40 teams). Extra volunteers also are needed to serve as ballot collectors and runners for each different building or floor used for the competition. After the judges have rendered their decisions and completed their ballots, the timers can then hand the ballot to the designated ballot runner for the building or floor so that it can be transported quickly to the tabulation group.

In addition, some debaters from the host school need to be available to serve as “swing teams.” Since Worlds-Style debate requires 4 teams in each room, extra teams often have to be added to ensure that the total number of teams is divisible by 4. For instance, if 38 teams are registered for the tournament, 2 swing teams (4 students total) are needed to bring the total to 40 teams. Even if the number of teams registered for the event is divisible by 4, the host school should also have at least 3 swing teams available for each division of debate, since they may be needed to fill in for teams that miss their rounds due to illness or other circumstances.

*Other Staff*

Finally, tournaments also rely on assistance from other staff members to ensure a successful event. Typically, two students will be appointed to serve as tabulation room assistants, and they will help with the printing and organizing of ballots, or other tasks for which the Tabulation Director requires extra assistance. In addition, two students will also be needed to assist with tournament registration and sit at the ballot table throughout the tournament to help with the distribution of ballots to judges and the collection of ballots at the conclusion of each round of debate, if ballot runners are not being used. Finally, as noted in the previous discussion about tournament size, for larger events extra volunteers may be needed to assist with registration and hospitality throughout the event.
Tournament Invitation

One of the first and most important responsibilities of the Tournament Host is to write and distribute tournament invitations. Invitations should include the following information:

- The date, time, and location of the tournament
- The entry deadline for the tournament (the time and date by which all participants should submit their complete list of debate teams and judges)
- How to submit entries
- Contact information from the individual submitting the entry
- The types of debate being offered and the rules for each type of debate
- Topic areas, if they are to be used

The invitation should be submitted about three months prior to the entry deadline to provide schools plenty of time to decide whether or not they can attend, plan their schedule, and make their travel decisions. The entry deadline should be at least one week before the start of the tournament. A one-week entry deadline will allow the Tournament Host time to contact extra judges, if necessary, and will also provide time to enter the contestant names into a computer tabulation program.

The invitation should instruct participants how to submit their entries. Entries should include a list of names of all judges and debaters who will participate, as well as contact information for the person submitting the entries. As entries come in for the tournament, the Tournament Director should create a list of all participants. The Tournament Director needs to know how many total teams are entered because, as mentioned previously, that number determines how many judges and rooms are needed. Additional items such as the rules for the type of debate offered and topic areas, if they are to be used, may also be included as part of the invitation.

A template for a tournament invitation is provided in Appendix B at the end of this chapter. Of course, it will need to be modified according to the needs of the individual tournament.

Summary

This chapter has considered some general guidelines about administering debate tournaments. Organizing a debate tournament requires careful planning and preparation, including consideration of the size of the tournament, tournament location, tournament logistics, preparation of judges, and tabulation of results. A debate tournament requires sufficient planning and preparation in the months leading up to the event in order to be successful.
Appendix A – CHECK SHEET FOR HOSTING A DEBATE TOURNAMENT

6 MONTHS IN ADVANCE

• Secure administrative approval from the host institution
• Send general information about the tournament to other schools
• Apply for institutional funding to help support the event

3 MONTHS IN ADVANCE

• Secure permission to use rooms for the tournament
• Make arrangements at a local hotel for judges and competitors
• Secure permission to use a large gathering area (big conference room or gym) on your campus
• Create tournament entry form (can be done in Excel or by teams entering online using a program like forensictournament.net – see sample form in Appendix E)
• Send invitations (institutions with limited rooms may need to limit the total number of entries as well as the number of entries for each school)
• Send topic areas (if providing those for the tournament)
• Order trophies or awards (not necessary if using certificates)
• Send invitations to qualified judges from outside the area
• Make arrangements for any needed food services on the campus
• Invite one or more university officials to speak at the opening ceremony

1 MONTH IN ADVANCE

• Create a list of potential motions (can be done by the Tournament Director or a committee with the Tournament Director as a member)
• Send invitations for volunteer judges from the local community (faculty, community members, special guests)
• Begin accepting entries for the tournament
• Secure commitments from the student volunteers to work during the tournament
• Contact campus security to discuss the event with them – ask whether or not visitors will need any sort of badges or identification
• Contact campus cleaning staff to find out about opening and closing buildings and about cleaning needed during the weekend
• Contact campus health clinic to let them know about the upcoming event
• Reconfirm rooms on the campus, hotel rooms, meal service arrangements
• Send confirmation letters to participating faculty from other schools
• Create publicity materials
2 WEEKS BEFORE THE TOURNAMENT

- Prepare copies of the general instruction sheet for judges
- Create a master list of all competition rooms and send to the Tabulation Director
- Create a tournament map with a clear listing of the location and numbers of all of the rooms to be used for the tournament
- Make copies of the tournament schedule and map (to distribute to all participants)
- Make copies of the evaluation forms for competitors and judges
- Send a reminder about the registration deadline to all schools
- Secure the use of a small laser printer for use in the tab room and test it with the computer to be used for printing
- Acquire other necessary supplies for the tournament (computer for tabulation, spare toner cartridge for printer, extra reams of paper, a box of pens, and four rolls of tape)
- Post publicity materials on the university campus and in the local community

THE WEEK OF THE TOURNAMENT

- Finalize the list of motions
- Post “room use” signs outside all competition rooms (indicating hours and days of tournament)
- Print a list of all teams entered (software programs do this automatically)
- Prepare invoices for subsidies (if providing subsidies for the tournament)
- Determine the number of swing teams that will be needed for each division
- Conduct a training session for volunteers
- Reconfirm entries
- Discuss responsibilities with tournament staff
- Create the schedule for the opening ceremony
- Post a “Welcome Debaters” banner on campus
- Post signs around campus with directions to rooms to be used during the tournament
- Purchase some basic first aid supplies for the tournament
THE DAY BEFORE THE TOURNAMENT

- Post several copies of the schedules and the lists of teams (in the registration area)
- Prepare a board (in the large gathering area) for posting schedules and draws for debate rounds
- Set up tables in the registration area
- Set up the tabulation room
- Create a list of phone contacts (members of the tournament staff, security, hotel, food services, etc.)
- Prepare award certificates

THE FIRST DAY OF THE TOURNAMENT

- Arrive at least 2 hours in advance to check competition rooms and make sure the registration staff is ready
- Allow adequate time at registration to account for any name changes and for the reconfirmation of team entries

THE LAST DAY OF THE TOURNAMENT

- Prepare certificates for speaker awards before elimination rounds
- Print certificates for semifinalists and finalists after the elimination rounds
Appendix B – TOURNAMENT INVITATION TEMPLATE

TOURNAMENT INFORMATION
China Debate Education Network
(name of host school)
(date of tournament)

ENTRY DEADLINE
Please complete entries by e-mailing the attached Excel entry form no later than (time) on (date). Entry fees and hired judging fees will be assessed on your entry as it stands at (time) on (date). Please report entry changes as soon as possible. It will not be possible to add any entries after the (time) deadline on (date). Contact (tournament director name, e-mail, telephone number) with any questions about registration.

FEES
The tournament does not charge an entry fee, but will charge a fee to cover extra judging. The tournament is following an N-1 rule for judges, which means that every school must provide judges equal to the total number of teams minus one (a group with four debate teams must provide three judges). For teams who are unable to provide enough judges, a charge of 300 rmb will apply for each judge (a group with four teams and one judge would have to pay for two judges for a total of 600 rmb). We genuinely want to provide all programs the chance to participate. Please contact the tournament director if you want to attend the tournament but are concerned about the fees. We may be able to waive the judge fee or negotiate a reduced judge fee of some sort.

DIVISIONS/RESTRICTIONS
The tournament will offer English and Mandarin divisions of Worlds-Style Debate. Both divisions will use a 7-7-7-7-7-7-7 format and twenty minutes to prepare (including time to walk to the debate). The topics will be centrally announced and will vary per round. Students may use any printed materials during preparation time, but Internet access and electronic access to computer files is not allowed. Students may only consult with their partner during preparation time. All competitors must be enrolled students at the institutions that they are representing. The tournament is open to secondary school students, undergraduate students, and graduate students.

AWARDS
Awards will be presented to semi-finalists and finalists in both divisions. Speaker awards will be presented to the top ten debaters in each division. Certificates will be presented to all participants.

HOTEL
The tournament hotel is (name of hotel, address of hotel, phone number).
NOTES ABOUT TOURNAMENT ADMINISTRATION
The first debate will be pre-matched, so please report drops promptly. All teams will have the opportunity to debate each of four positions (opening gov, opening opp, closing gov, closing opp) during the preliminary rounds. Power matching will be used for all rounds after round 1, but rotation through the four positions will take priority in the pairing of debates. Teams will earn points in preliminary rounds based on the following formula:

1\textsuperscript{st} place in a round = 3 points
2\textsuperscript{nd} place in a round = 2 points
3\textsuperscript{rd} place in a round = 1 point
4\textsuperscript{th} place in a round = 0 points

Participants for elimination rounds will be determined on the basis of: (1) total team points; (2) total speaker points; (3) number of first place rankings; (4) quality of competition (total number of team points of opposing teams).

TENTATIVE TOURNAMENT SCHEDULE

FRIDAY
8:30-10  Registration
10:00-12:15  Debater and Judge Training
12:15-1:30  Lunch
1:30-5:00  Debater and Judge Training
5:00-6:30  Dinner
6:30-7:00  Debate Round Zero Briefing
7:00-8:30  Debate Round Zero

SATURDAY
9:00-9:30  Registration continued (for local debaters)
9:15-9:45  Discussion about Round Zero
9:45  Roll Call of Teams
10:00-10:30  Debate Round One Briefing
10:30-12:00  Debate Round One
12:00-1:20  Lunch
1:20  Roll Call of Teams
1:30-2:00  Debate Two Briefing
2:00-3:30  Debate Two
4:00-4:30  Debate Three Briefing
4:30-6:00  Debate Three

SUNDAY
8:45  Roll Call of Teams
9:00-9:30  Debate Four Briefing
9:30-11:00  Debate Four
11:00-12:00  Lunch
12:15  Announcement of Breaking Teams
<table>
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<th>Time</th>
<th>Event</th>
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<tr>
<td>12:30-1:00</td>
<td>Semifinal Debate Briefing</td>
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<tr>
<td>1:00-2:30</td>
<td>Semifinal Debate</td>
</tr>
<tr>
<td>3:00-3:30</td>
<td>Final Debate Briefing</td>
</tr>
<tr>
<td>3:30-5:00</td>
<td>Final Debate</td>
</tr>
<tr>
<td>5:15</td>
<td>Awards and presentations</td>
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</tbody>
</table>
Appendix C – SAMPLE JUDGE HANDOUT

Worlds-Style Debate

What is Worlds-Style Debate?
Worlds-Style debate involves four two-person teams. Two teams (“government”) support the motion (the topic) and two teams (“opposition”) oppose. Worlds-Style debate is about using good speaking skills to present logical arguments, and teams are encouraged to incorporate philosophical arguments into the debate. The first six speeches in the round feature a mix of constructive arguments (new arguments for one’s side) and rebuttal arguments (refutation of the arguments presented by one’s opponents). A Worlds-Style debate concludes with two “whip” speeches in which each side summarizes the significant arguments presented throughout the debate and presents reasons why their team should win the debate.

Motions & Preparation Time
Worlds-Style debate is a “limited preparation” format that uses motions based on current events. Motions are generally announced at a central gathering location 15-20 minutes prior to the start of the debate. Teams prepare individually, and the Second Government and Second Opposition teams must introduce new arguments and/or new perspectives to the debate. During the preparation time, debaters may consult any research materials that they have gathered in preparation for the tournament. However, debaters should not consult with coaches, judges, or other debate teams during the preparation time.

The Structure of a Worlds-Style debate
1. First Government, Speaker 1 (Prime Minister) – 7 minutes
2. First Opposition, Speaker 1 (Opposition Leader) – 7 minutes
3. First Government, Speaker 2 (Deputy Prime Minister) – 7 minutes
4. First Opposition, Speaker 2 (Deputy Opposition Leader) – 7 minutes
5. Second Government, Speaker 1 (Member for the Government) – 7 minutes
6. Second Opposition, Speaker 1 (Member for the Opposition) – 7 minutes
7. Second Government, Speaker 2 (Government Whip) – 7 minutes
8. Second Opposition, Speaker 2 (Opposition Whip) – 7 minutes
9. Speakers have no time for preparation during the debate. Thus, when their turn to speak is announced, the next speaker should rise and immediately follow the previous speaker.

Points of Information
During any of the eight speeches (after the first minute of a speech and before the last minute of a speech), an opposing team may offer a point of information to the current speaker. Example: The prime minister is giving their speech. The opposition stands and has 15 seconds to ask a question, make an observation, or present an argument. The prime minister has the option to address or ignore point of information from the opposition, but replying immediately to the point the preferred method. Points of information cannot be raised during the first and last minute of a speaker’s speech (this is considered “protected time”).
Basic Tips for Judges

Conducting the Debate
The judge who is the chair of the round is normally addressed as “Mr. Speaker” or “Madam Speaker,” and that judge also calls each of the debaters up to the front of the room when it is their turn to speak (i.e., “The chair now recognizes the Deputy Prime Minister for a speech not to exceed 7 minutes”). At the conclusion of the debate (after the “Opposition Whip” speech), the chair typically will invite the participants to “cross the aisle and congratulate one another and then exit the room so that the adjudicators can deliberate.”

Consensus Judging
If the tournament is using a “consensus judging” approach (where all judges have to agree on one set of rankings and speaker points for the teams), then the chair should lead the post-debate discussion among the judges. Normally, the chair should provide a few minutes at the conclusion of the debate to allow all the adjudicators to look over their notes and independently decide on their initial rankings for the teams. When all the judges are ready to discuss the rankings, the chair can start the discussion by simply asking the judges to announce their initial rankings without discussing specifics about the round. In situations where there are great differences between the judges’ initial rankings, the chair should lead a productive discussion about the strengths and weaknesses of the teams with the goal of reaching some consensus about the rankings. The chair may also want to take some notes during this discussion in order to offer productive feedback to the teams. In the rare instances where consensus is not possible, the decisions about final rankings can be put to a vote with the chair’s vote serving as the final tiebreaker. Note that many tournaments have strict time limits for the deliberation period for judges.

Criteria for Ranking Teams
Judges should consider the following criteria when making decisions about how to rank teams in the rounds:

- Quality of arguments or “matter” (Were the arguments presented by the teams/speakers clearly explained, well supported, and relevant to the topic being debated?)
- Quality of delivery/rhetorical skills or “manner” (Did the speakers organize and deliver their speeches in a persuasive manner?)
- Role fulfillment (Did the teams/speakers meet their responsibilities in the debate round?) by teams and individual speakers is considered less important than the matter and manner of debaters’ presentations.

No Automatic “1” or “4” in a Round
While judges need to consider the quality of arguments presented during the debate round, they should also understand that no one argument can result in an automatic “1” in the debate round. Individual teams and speakers should be given credit for bringing convincing arguments into the debate, but adjudicators must consider the body of a team’s work when
ranking the teams. In addition, no arguments or actions in a debate (short of sexual or personal abuse) should result in an automatic “4” in a debate. Some approaches can and should hurt a team’s final ranking (e.g., a First Government or team that sets up an unclear debate or a second half team that “knifes,” contradicts, or otherwise does not support the opening team on their side), but the judges must still consider the body of a team’s work when deciding on final rankings.
Appendix D - TABULATION TASKS FOR EACH DEBATE

BEFORE THE DEBATE

- Add any swing teams that are needed in each division to create a total number of teams divisible by 4
- Check the list of judges to make sure enough judges have been designated to serve as chairs (by giving them a higher rating number in the computer)
- Make sure any conflicts have been recorded if judges should not judge certain debaters (most programs will protect against school conflicts)
- Make note of any judge changes when ballots are distributed (if a different judge needs to pick up a ballot)
- Record ballots from the previous round
- Print ballots and four copies of the pairings (2 to post, one for the tabulation director, and one for the ballot table) for the next round
- Print a list of standby judges
- Post the pairings and the list of standby judges and then distribute the ballots
- Announce the motion

DURING THE DEBATE

- Input any judge changes
- Decide which motion will be used in the next round
- Stay in the tab room to deal with any problems that arise (locked rooms, missing judges or competitors, other emergencies)

AFTER THE DEBATE

- Check all ballots to make sure that ranks and speaker points are accurate (ideally the ballot runners will do this, but the tab staff needs to check this as well) – rules do NOT allow a team with higher total speaker points to get a lower rank than a team with lower total speaker points
- Input the scores on the ballots as the runners bring them in
- Organize the ballots by number to ensure none are missing (if ballots are missing, find the errant judge as quickly as possible)

BEFORE ELIMINATION ROUNDS

- Prepare slips of paper to be used by teams when drawing for positions
- Announce teams advancing to elimination rounds, the rooms to be used for these debates, and the judges who will evaluate the debates
- Announce the next team that would advance should illness or emergency prevent another team from being able to compete
- Ask one representative from each team to come forward to draw for positions
- Input the positions that the teams have drawn into the computer
- Print the pairings and the elimination round ballots to reflect the actual positions that were drawn by the teams
DURING ELIMINATION ROUNDS

• Print results sheets that include the total rank and total speaker points for all teams in the tournament
• Print lists of top speakers in each division
• Print the certificates for all debaters and judges
• Print a list of semifinalists, finalists, and the grand tournament champion
• Determine who will read the names of winners for team awards and speaker awards at the awards ceremony
# Appendix E – SAMPLE TOURNAMENT ENTRY FORM

## Tournament Entry Form

**DIRECTIONS:**
1. Fill out form by TABBING between cells
2. Save the form to your computer using your school name as file name by clicking **File: Save As . . .**
3. Print out this form for your own records
4. Attach the form to an e-mail
5. Send the e-mail (with attachment) to (insert name & e-mail of host school contact or tournament director)

<table>
<thead>
<tr>
<th>Coach/Director:</th>
<th>School:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address:</td>
<td></td>
</tr>
<tr>
<td>e-mail:</td>
<td></td>
</tr>
<tr>
<td>phone number:</td>
<td></td>
</tr>
</tbody>
</table>

All Schools are REQUIRED to use this Entry Form

All entries must be received by (insert date for entry deadline)

**Debate Judges:** The following people will accompany our team and will serve as judges (please note any times the judge is not available or other conflicts under "restrictions").

<table>
<thead>
<tr>
<th>Judge Family Name</th>
<th>Judge Given Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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</table>

**DEBATE TEAM ENTRY**

**Instructions:** Place an "X" in the box for the desired division of debate. Please include family and given names. Also, please note that due to limited room availability, we can only guarantee space for a maximum of 6 teams per school.

**DEBATE TEAMS**

<table>
<thead>
<tr>
<th>Debater #1 Family Name &amp; Given Name</th>
<th>Debater #2 Family Name &amp; Given Name</th>
<th>English</th>
<th>Mandarin</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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</tbody>
</table>

**TOTAL:** 0 0
Terms and Concepts For Chapter 23

- Swing teams
- N minus 1 rule
- N minus 2 rule
- Pairings
- Tab room
- Tournament invitation
- Entry deadline
- Topic areas
- Motions committee
- Tournament Director
- Tabulation Director
- Chief Adjudicator
- Position constraints
- Power matching

Discussion Questions For Chapter 23

- How can holding a tournament benefit the host school?
- What kind of information should be included in the tournament invitation?
- Who is responsible for creating the motions for a tournament?
- What should tournament hosts do to help to ensure that judges are adequately prepared?
- Why should the tab room be located in a secluded and quiet location?