

## TASK LIST FOR Provincial Tournament Host

Provincial Host	ADSA EXECUTIVE
<p><b>Prior to the tournament</b></p> <ul style="list-style-type: none"> <li>○ Decide on a 2 day or a one day tournament</li> <li>○ Provide ADSA Coordinator with the number of rooms available</li> </ul> <p><b>Connect with School Officials:</b></p> <ul style="list-style-type: none"> <li>○ Coordinate with school Admin</li> <li>○ Message to the school teachers</li> <li>○ Confirmation of caretaker</li> </ul> <p><b>Invitations:</b></p> <ul style="list-style-type: none"> <li>○ Determine registration fee</li> <li>○ Set deadline for registration</li> <li>○ Prepare invitation</li> <li>○ Send to ADSA to distribute to coaches</li> </ul> <p><b>Paperwork (Download from <a href="http://albertadebate.com/resources/teachers/debate.html">http://albertadebate.com/resources/teachers/debate.html</a> Under Canadian Nationals List - you'll find ballots, etc.):</b></p> <ul style="list-style-type: none"> <li>○ Preparation of Judges folder</li> <li>○ Preparation of Timer/chairs folder</li> <li>○ Preparation of Debaters folder</li> <li>○ Preparation of Judges assignment sheets for Junior Open, Junior Beginner.</li> </ul> <p><b>Food:</b></p> <ul style="list-style-type: none"> <li>● Catering (meals and snacks)</li> </ul> <p><b>Stats Room:</b></p> <ul style="list-style-type: none"> <li>● Recruitment of Chief Statistician (to be approved by ADSA office) Basically: who's going to be in charge of stats for the day?</li> <li>● Recruitment of volunteers for the stats room (for data entry)</li> <li>● Preparation of Draw</li> </ul> <p><b>Recruitment of volunteers for:</b></p> <ul style="list-style-type: none"> <li>● Registration</li> <li>● Logistics</li> <li>● Timer/Chair for each room.</li> <li>● Photos during the day and awards,</li> <li>● Recording of finals</li> </ul> <p><b>Preparation of signs and banners</b></p> <ul style="list-style-type: none"> <li>● Room numbers</li> <li>● Direction signs (example: "Judges' Briefing in Library")</li> </ul> <p><b>Ordering of tournament medals:</b></p> <ul style="list-style-type: none"> <li>● JH Beginner Speaker (1 medal each) – gold, silver, bronze</li> <li>● JH Beginner Team (2 medals each) – gold, silver, bronze</li> <li>● SH Beginner Speaker (1 medal each) – gold, silver, bronze</li> <li>● SH Beginner Team (2 medals each) – gold, silver, bronze</li> </ul> <p><b>Update PA Script (Fill in the blanks)</b></p>	<p><b>Prior to the tournament</b></p> <ul style="list-style-type: none"> <li>○ Negotiate rate with closest Hotel and send notice to teams advancing to Provincials</li> <li>○ Providing all coaches with agenda and pertinent documents for the AGM</li> <li>○ Providing the Host with the list of teams and their team code (Open or Beginner, JH or SH)</li> <li>○ Gathering of large trophies and plaques to be brought to Provincials</li> <li>○ Order keeper plaques for Provincial awards</li> </ul>
<p><b>During the tournament</b></p> <ul style="list-style-type: none"> <li>○ Set up tables for the Awards</li> <li>○ Debater registration</li> <li>○ Coach registration</li> <li>○ Post team list with codes</li> <li>○ Timekeeper/Chair Briefing</li> </ul>	<p><b>During the tournament</b></p> <ul style="list-style-type: none"> <li>○ Preparation of medal script</li> <li>○ Assisting where needed</li> <li>○ Provide Provincial trophies/plaques to be placed on table, as well as keeper plaques</li> <li>○ Judge registration (Chief Stats + Reg Reps)</li> </ul>



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<ul style="list-style-type: none"><li>○ Food and snacks</li><li>○ Recording of finals</li><li>○ Take award pictures</li><li>○ Statistics</li><li>○ Post win/lost after each round (Chief Stats does this)</li><li>○ Post Draw after each round (Chief Stats also does this)</li><li>○ Organizing judge panels for semis and finals</li><li>○ Sending trophies/plaques home with the winners. (Their schools will be responsible for engraving)</li></ul>	<ul style="list-style-type: none"><li>○ Judge briefings (Reg Reps)</li><li>○ Debater Briefing (VP Debate)</li></ul>
<p><b>Post-Tournament</b></p> <ul style="list-style-type: none"><li>○ Clean up of the school</li><li>○ Send pictures and recording to ADSA</li><li>○ Send stats to ADSA for posting and distribution</li><li>○ Breathe a sigh of relief and congratulate yourself on a job well done! ☺</li></ul>	<p><b>Post-Tournament</b></p> <ul style="list-style-type: none"><li>○ Updating website and Coaches' Corner</li><li>○ Handling registrations for teams going to Nationals</li></ul>



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### Room Management

Assign moderator and timekeeper for each room (include alternates)  
Brief m/t for the logistics of the job  
Set up rooms  
Provide stopwatches (science dept usually has more than phys Ed) and time flash cards for each room  
Ensure each moderator has enough of the correct script for the category  
Schedule take down of room after the last regular round  
Pre assign rooms for extra rounds and playoffs

### Paperwork - (Download from <http://albertadebate.com/resources/teachers/debate.html> Under Canadian Nationals and Cross Examination List - you'll find ballots, etc.):

Prepare judges folders for each of the 6 categories  
The originals can be found on the ADSA website, under online resources  
Jr H is Cross Ex  
Sr H is National Style

Judge folder should contain

One ballot per round  
One flow sheet per round  
Extra paper  
Pens  
Schedule  
Welcome letter  
Map  
Code of ethic

Note: prep 20% extra folder; for example, if 10 rooms for Sr Beg, then prep 36 judge folders

Folders for the semi finals and finals

ballots  
flow sheets  
Chair person guide  
Time sheet

Debaters and Coaches folders

Schedule  
Welcome letter  
Map  
Code of ethics



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### **Signage**

Label all rooms with color coded signs  
Post central map and direction signs

### **Registration**

Set up and man tables for debaters, judges, coaches  
Hand Out folders  
Give team code to the debaters  
Assign judges to rooms for Jr H and Sr Bilingual (ADSA Exec)

### **Meals**

Set menus for breakfast, lunch, snack, light supper  
Purchase order food  
Purchase disposable plates, cutlery, cups napkins  
Set up and take down of breakfast, lunch, snack, light supper  
Insure very fast service for the lunch

### **Tournament**

Provide volunteers to help ADSA exec members running each tournament  
One very sharp volunteer to do PA announcements

### **Statistics**

Chief statistician manages the stats room  
Stats room needs 8 PCs  
6 volunteers for data entry  
Win lost are posted after each round  
Create final stats package  
Help with the Award ceremony script



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### **Logistics**

Set up and take down for briefing rooms  
Set up and take down finals venues  
Set up and take down microphone and AV equipment as needed  
Record finals

### **Award Ceremony**

Collect trophies/plaques from past year winners (ADSA)  
Order Keeper Plaques (ADSA)  
Set up tables and organize medals and trophies (Host)  
Update script for the ceremonies (ADSA and Host)  
Manages distribution of hardware (Host and ADSA)

### **Pre-Registration**

Establish procedures for teams to register  
Cross check eligibility of teams with ADSA requirements  
Receive team registrations  
Invite extra team if needed  
Compile lists by tournament assigning team code numbers