



District Tournament Roles

Inspired by recommendations from the NSDA Coaches' Caucuses and the 2017 District Leader Survey, the NSDA has compiled a list of suggested tab staff positions broken up by recommended experience level. We hope this guide will help you build a tab staff that represents the full range of diverse voices and viewpoints in your district.

EXPERIENCE LEVELS

1-2 YEARS of Speech and Debate Experience:

- ▲ Roles accessible for new coaches. These positions are either on a shorter timeline or can be taken in shifts to allow coaches a chance to watch rounds and learn more about how things work! Inviting members of your district who would otherwise not be involved in tab to play a part in the process is the first step in motivating them to seek leadership roles in the future.

3-4 YEARS of Speech and Debate Experience:

- Roles recommended for coaches with some experience with the district tournament.

5+ YEARS of Speech and Debate Experience:

- * Roles recommended for committee members, chairs, or experienced coaches.



SUGGESTED ROLES

Depending upon your setup, these positions may be altered to fit your tournament's needs:

1-2 YEARS of Speech and Debate Experience:

- ▲ **REGISTRATION COORDINATOR** – oversees the on-site registration process; accepts outstanding payments from schools; communicates with tab staff regarding dropped entries.
- ▲ **BALLOT COLLECTORS** – (two or three individuals at a minimum) collect ballots after a judge adjudicates a round. They should check over the entire ballot to ensure it's filled out properly, is easy to read for the tab station, and appears to be a constructive ballot that will help students.
- ▲ **BALLOT SORTERS** – oversee the scanning/copying and stuffing or posting of ballots for schools to see their judge feedback and results after the tournament.

3-4 YEARS of Speech and Debate Experience:

- **DEBATE COORDINATORS AND ASSISTANTS** – oversee the pairing of rounds, entering of results, and judge assignments for one or more of the following: Lincoln-Douglas Debate, Public Forum Debate, Policy Debate, Big Questions Debate, and World Schools Debate.
- **INDIVIDUAL EVENTS COORDINATOR AND ASSISTANTS** – oversee the pairing of rounds, entering of results, and judge assignments for one or more of the following: Original Oratory, Dramatic Interpretation, Humorous Interpretation, Duo Interpretation, Program Oral Interpretation, Informative Speaking, United

States Extemporaneous Speaking, and International Extemporaneous Speaking.

- **CONGRESS COORDINATORS AND ASSISTANTS** – oversee the pairing of sessions, entering of results, and judge assignments for Congressional Debate.
- **JUDGE TRAINING** – checks in volunteer or hired judges, explains events; offers supplemental materials; ensures judges are prepared and informed. This role could be fulfilled on site or through an online training in advance.
- **LOGISTICS COORDINATOR** – hosts the tournament; oversees hospitality; responsible for competition spaces.
- **SWEEPSTAKES COORDINATOR AND ASSISTANT** – if your tournament offers sweepstakes awards, these individuals can calculate the winners. They will take your parameters (rules/ formula) and then create an excel spreadsheet to keep track of the information.
- **DOUBLE ENTRY/QUALIFIER AUDITOR** – if your tournament allows for double entry, this individual can calculate qualifiers based off the Single Entry Letter of Intent.
- **EXTEMP PREP COORDINATOR AND ASSISTANT** – oversee the Extemp prep/draw process and work to ensure students are preparing within the guidelines of the rules governing the tournament.

PROTIP

Several districts hold coach workshops at tournaments throughout the year. These programs offer many benefits to coaches, and may also qualify for inservice hours. This is an excellent way to involve new coaches in your district tournament and to attract schools that might not otherwise attend. Here's a look at sessions some districts have offered in the last year:

- Extemp Workshop for Beginning Coaches
- How to Find Literature and Cut Scripts
- Meet and Greet for New Coaches
- Program Building and Curriculum Development
- Panel Q&As with Veteran Coaches



* 5+ YEARS of Speech and Debate Experience:

- * **AUDITORS** – after every round, two people should check the work of the tab stations. They should check to be sure the wins/losses, rates, ranks, etc., were entered properly into the tabulation software.
- * **TAB ROOM DIRECTOR** – oversees the entire tabulation room; helps answer questions; is aware of the master schedule and checks in with tab stations to ensure they're on pace; ensures the audits are done properly; makes changes as necessary based upon circumstances of the tournament.
- * **NEW COACH LIAISON** – serves as a resource for coaches attending districts for the first time; answers questions.