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| **Teacher’s Name:** | **Unit Name:****Public Forum, Lincoln Douglas, Policy**  |
| **Lesson Title****Lesson 14: Fabulous at Forensics- Tournament Etiquette** | **Indicate which:** **Beginner** Intermediate Advanced |
| **Focus Skill:****What you should wear, how you should act, and where you need to be at tournaments** | **Time Frame:****1 Hour (could be extended)** |

**PART 1—ESSENTIAL ELEMENTS**

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| **Essential Question** | **How am I expected to behave at a tournament?** |
| **Objective 1** | Students will learn the general expectations for behavior and dress.  |
| **Objective 2** | Students will learn the intricacies of “playing the game” – How to act around judges and fellow competitors  |
| **Objective 3** |  |

**Overview of Lesson** *(General summary of what will be covered)***:**

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| This will be more of a discussion-type lesson as you work through the overall expectations that all judges and coaches have for competitors, as well as the expectations in your particular area of the country (You may not even know this yet!). You can cut this lesson short if you choose, or you can use the resources that come with this lesson to create rules for your team in a classroom-discussion environment. |

**PART 2—THE LESSON**

**Detailed Step-by-Step Lesson** *(be sure to include time allocation information)***:**

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| **Session #** | **Time** | **Details of the Lesson** |
| **14.0** |  | **Assign the students to read Chapter 13 in** [**PF textbook**](https://www.speechanddebate.org/public-forum-and-congressional-debate-textbook/) **before coming to class.** |
| **14.1** | **20 minutes** | **Discuss Tournament Behavior and Conduct Contract** (see below).Change this document to meet the needs of your team!!!**Pass out**  |
| **14.2** | **20 minutes** | **“First time at a tournament” handout (see below).** **Have students walk through the student-side with you.** Go over this in advance to update / change anything that is more appropriate for you. |
| **14.3** | **20 minutes** | **Discuss Behavior In Rounds and At Tournaments (see below).** Change this document as you see fit for your area!!! |

**PART 3—ASSESSMENT EVIDENCE**

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| **Performance Task, Product, or Other Key Evidence of Learning** *(How will students demonstrate a level of proficiency for this skill?)***When the student gets to the competition with the proper clothing and at the end of the day, you haven’t been told that your kid is a jerk – you will know that s/he understood these lessons.** |

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| **Key criteria to measure Performance Task(s) or Key Evidence:***Examples: Rubric, Checklist, etc***.** |

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| **Assessment Strategies** *(Identify Informal/Formal Strategies)***:****Informal –** Based on discussion and actions. |

**Plans for after this lesson/competency is complete (How will you extend, enrich?):**

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**Key Resources Used: Websites, books, film clips, etc.**

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| **Names of Resource(s):** | **Access to Resource(s) if available:** |
| **PF Textbook, Ch. 13** | <https://www.speechanddebate.org/public-forum-and-congressional-debate-textbook/> |
| **Handouts-Code of Conduct on Trips** | **See below** |
| **Handouts-What Happens Day of Tournament** | **See below** |
| **Handouts-Behavior in Rounds** | **See below** |
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**Key Resources for Exploration: Websites, books, film clips, etc.**

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| **Names of Resource(s):** | **Access to Resource(s) if available:** |
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**Reflections/Review for Future:**

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**Code of Conduct on Trips**

**Lesson 14.1: CODE OF CONDUCT FOR FORENSICS TRIPS**

NOTE: These codes of conduct should be approved by your individual site administration and/or your school district administration. Be sure to check with other coaches in your area to see what they include and what local laws demand that you include.

NOTE: You should also incorporate language directly from your school and/or district field trip conduct forms. These documents are used in the coach’s and/or schools defense (or lack thereof) in case something horrible happens.

In order to ensure your child's safety and well-being, and at the same time present an awesome educational experience, we are asking students and parents to sign the following code of conduct for the    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ school year:

The trip directors do not anticipate any problems on these trips because they know participants are responsible and compatible. It is best if participants agree to some simple policies to deal with situations that could occur. All possible options cannot be covered, but the following few general policies can establish the context for dealing with problems should they arise.

**USE THIS SPACE TO INCLUDE ANY STATE RULES FOR ACTIVITIES, SCHOOL OVERARCHING RULES, AND CONSEQUENCES, SUCH AS DETENTIONS, EXPULSIONS, ETC.**

1. Students will exercise good judgment, be aware that their personal actions have consequences, and work to maintain a positive "group dynamic." While traveling with the team, everyone will contribute to the group's welfare and maintain a creative and positive attitude. Participants will not take unnecessary risks, in the city, in transit, or in a group, that could jeopardize the success of the program. The tournaments will be physically and mentally demanding and individuals should avoid situations that impair their health and judgment.

2. Individuals will NOT be late for speech rounds and activities.

3. A "buddy system" will be used while traveling, and on sites of all trips. Buddies do not have to be roommates, but should be designated in groups of 2 to 4. Students will watch out for one another even while on all school campuses and hotels. If there is any reason for concern, the directors should be contacted immediately~~.~~
4. "Solo" excursions are **NOT ALLOWED AT ANY TIME**. Solo "company" is not permitted at any time.

5. If the attitude of a particular participant is being disruptive to the learning and enjoyment of the group, the directors will talk to that student. Extremely disruptive behavior will result in dismissal from the group with the individual responsible for finding his/her own way home. Directors will contact officials in such cases.

6. Students are responsible for their own actions and for learning the applicable rules and regulations of all speech tournaments. Please review these rules.

7. The consumption of any alcohol, smoking, or the taking of any illegal drugs, or engaging in physical altercations / illicit connection on this trip will result in **IMMEDIATE DISMISSAL**; the student being sent home at the expense of the parent with the school disciplinarian being immediately notified.

8. Everyone is responsible for his/her own baggage and equipment while traveling to, within, and from all tournaments. Important and valuable items should be carried in a backpack or pocket. The group will not go back for items left behind.

9. Participants with any health concerns must disclose this information in writing before departure. Injuries/health problems will be treated by local medical personnel in accordance with directions on health history form. Treated individuals are responsible for medical bills through personal funds or as directed by their own insurance plan. Relatives will be contacted in cases of any major emergency situations. A copy of insurance cards must be attached to the permission slip before departure.

(Check with your Activities/Athletic Director for Emergency Card with PCP, health insurance info, etc.)

10. There will be room curfews every night while in the hotel. At no time will any student leave the room for any reason once we declare “lights out.“ Any student caught doing so after curfew will be cause for **IMMEDIATE DISMISSAL** from the trip and any costs for their return will be the responsibility of the parent.

11. Spending money - if lost - cannot be replaced by the school or any school personnel.

12. Specific expectations

* You will submit a parent permit form and updated medical form for every away tournament
* You will have submitted team dues of \_\_\_\_\_\_ by \_\_\_\_\_\_\_\_ (By \_\_\_\_\_\_\_ if you joined the second semester)
* Your occasional tournament contributions will be paid  prior to departure, unless a note from parents explains why ; installments are acceptable
* Look your **GQ** best during competitions
* Arrive at the expected time and stay until the awards are over; you dignify the activity by committing to all of its competitors
* Comb hair away from eyes so that your judges can see all of your expressions (Get a power hair cut)
* Win and lose gracefully
* Applaud politely at awards; never over-applaud our own wins. Do not start cheering for 1st place before 2nd place has had his/her moment in the sun.
* Never bad mouth a judge or a contestant
* Never use derogatory or foul language
* Never complain about a loss where **ANYONE** (including your coach) can hear. Again – lose with grace!
* Bring problems to a director's attention **ASAP**
* Be supportive listeners during rounds; maintain eye contact with all speakers; Do not engage in any behaviors that might be considered distracting (Flipping / clicking your pen, loudly chewing gum, et al).
* Check out your rooms beforehand
* Focus before each round begins, going over in your mind what you need to do in your performance
* Do not engage in silly chatter with other contestants in front of a judge as you wait for a round to begin.
* Network with others during downtime, **BUT NEVER SPEAK UNKINDLY ABOUT ANYONE TO ANOTHER.**
* At major tourneys, find out where your coach will be during his / her free time and find out how often you should check in.
* You may be expected to practice in hotels.
* Abide by common sense hotel behavior that you should always use - Whisper in the halls; walk don't run; guide doors until they shut--do not let them slam close;  avoid horseplay in the rooms, whatever you break in the room, you will have to pay for it; no loud talking or yelling in rooms, do not use hotel phones in the rooms; no buying snacks in the rooms as the prices are outrageous; no  film rentals in the rooms as you will be too busy practicing; if you want Internet or room service you must clear it with a director beforehand and  pay for it at the front desk before check out; tidy your rooms before the maid comes to clean it; find it in your heart to leave a tip before checkout;
* **GET A GOOD NIGHT’S SLEEP**.  A sleepy performance from a sleepy competitor will jeopardize personal and team success.

**National Speech and Debate Association: CODE OF HONOR**

"As a member of the National Speech & Debate Association, I pledge to uphold the highest standards of integrity, humility, respect, leadership and service in the pursuit of excellence."

**Integrity**: An honor society member obeys the highest ethical standards and adheres to the rules of the organization. Members recognize that integrity is central to earning the trust, respect, and support of one's peers. Integrity encompasses the highest regard for honesty, civility, justice, and fairness.

**Humility**: A member does not regard him or herself more highly than others. Regardless of a person's level of success, he or she always looks beyond oneself to appreciate the inherent value of others.

**Respect**: A member respects individual differences and fosters diversity. He or she promotes tolerance, inclusion, and empowerment for people from a variety of backgrounds.

**Leadership**: A member influences others to take positive action toward productive change. Members commit to thoughtful and responsible leadership that promotes the other core values in the Code of Honor.

**Service**: A member exercises the talents he or she has been given to provide service to his or her peers, community, and the activity. At all times a member is prepared to work constructively to improve the lives of others.

I have read and understood the above Codes of Conduct and Honor for all speech trips during the year and agree that I will abide by the policies and guidelines outlined. I understand that if I violate the code of conduct, I will receive a verbal warning, and, if unheeded, could face termination from the trip. Extreme violations can / will result in immediate expulsion from the team

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Student signature Parent signature

**What Happens Day of Tournament**

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| **THE COACH** | **THE STUDENT** |
| Get to the tournament at least half an hour before it is scheduled to start.  The tab room has to handle drops and changes early so that the tournament can get started on time. | Should be at the bus five to ten minutes before the bus is scheduled to leave (or when your coach tells you to arrive at the host school) |
| Find somewhere for your students and judges to sit, so that they can relax and prepare for the tournament.  It is better to find a classroom than to leave them milling around the cafeteria or a hall. Some areas require students to go to the cafeteria while adults report to another area. | Stay in the area where your coach and judges ask you to be except for necessary trips to the restroom. Do not leave this area until you receive information and schedules from your coach. |
| Check in at the registration table.  You will pay your registration fee if applicable.  You may receive the letter or number code for your school and the individual codes for your students.  You may receive the schedules and ballots for the students.  You may receive information for all of your judges. | Students should not be involved in the registration process.  Hang out.  Usually students move to the cafeteria. Some schools go to a room to have a private meeting before the opening meeting (if there is an opening meeting) or somewhere to warm-up. |
| Pass out the information to your students – the school code, their individual numbers. (Note – frequently – congress students will simply use their names, and PF/LD students will be listed by their school abbreviation with a number listed on your registration form – NA3 is the 3rd LDer from North Allegheny.) 9C would be the third entry from school 9.  Make sure to remind students to not do any damage to the school – do not borrow anything from any teachers’ desks.   | Fill in your ballots with your information.  Find yourself on your schedule in all of the rounds.  Sometimes debate isn’t scheduled till all of the debaters get there.  Relax… If something is in error (for example – you aren’t scheduled at all during second round) – have someone else double-check, then tell your coach |
| If there are any problems, report them to registration or tournament manager/coach.. |  |
| Go to the central location for your opening meeting if there is one.  Judges can report to the judges’ lounge – but everyone should be at the opening meeting (with a few possible exceptions as mentioned on the student side)Some tournaments do not have an opening assembly for instructions. Schedules may be handed out or posted. Please share with your students. | Go to the central location for your opening meeting.  Extempers usually report to the prep room to get their materials ready.  Debaters might have to report to a separate location. |
| Extempers will begin to draw before the assembly starts. |
| Debaters should follow the schedules that they are given – should this information about subsequent rounds be placed somewhere else rather than before the tournament begins in the timeline? From here on……frequently, after round 2, the tab room will schedule rounds based on how students have done that day.  You may have to wait for your round to be “paired”. Do NOT go to the tab room to ask when this is going to happen!!! |
| As soon as the tab room has dealt with all the drops and changes, the opening assembly will start.  Listen carefully for any changes that will affect your students and judges | As soon as the tab room has dealt with all the drops and changes, the opening assembly will start.  Listen carefully for changes that take place in your event.  Take note of your judges if they are listed.  In most cases, adults representing your school cannot judge you. |
| If you are told to work in the tab room, report there immediately after you give your students the information that they need for the day (their codes, maps, ballots, et al).  If you are judging, go immediately to your room after the opening assembly.  ***If you are not judging, sit in the judges’ lounge in case you are needed.*** | After the assembly, go immediately to your first round.  Do not sit in the front or last row unless there are no other seats.  Do not sit beside the judge unless there are no other seats.  Someone in your room should put the speaking order on the board for the judge.  Talk as little as possible so that the judge will judge only your speech and not what you are saying when you are chit-chatting (they technically aren’t judging this – but if you say something annoying, they won’t be able to help themselves…) |
| Extempers – you go into your round when it is your turn.  If you were given ballots at the beginning of the tournament, give a ballot and the slip with your topic to the judge.  Do not take your notes into the room unless the tournament allows you to use notes, and pay attention to what the tournament’s rules regarding notes are. At some tournaments, extempers are not allowed to leave the prep room with any notes, only the topic slip. When you are done speaking, leave and go back to the prep room. |
| If you are judging, collect the ballots when you enter the room.  Sit in a location that has a view of the front where students will stand. Put the ballots in order – if a student hasn’t already written the order of the round on the board, ask someone to do this.  Call each speaker to the front of the room when you are ready if he hasn’t already moved to the front.  There should only be a few seconds between speakers – don’t delay the tournament – write notes on the ballots while the student is speaking.  | Speak when it is your turn.  Be quiet, still, and respectful when someone else is speaking.  Do not chew gum.  Do not click your pen.  Do not be dismayed if judges are writing while you are speaking. Judges are writing notes, flowing or filling out a ballot with educational commentary and the decision.  |
| TURN IN BALLOTS IMMEDIATELY AFTER YOU FINISH THE ROUND.  Do not hold up the round because you wanted to wait till they were all done speaking to write.   | Clean up your area in the room, replace chairs and desks as before the round, and quietly exit the room without making reference to opposing team =, judge, or your performance. |
| Go to your second then third rounds.   | Go to your second then third rounds. Maybe insert the part about being patient for subsequent rounds here. |
| When it is scheduled, go to lunch. | When it is scheduled, go to lunch. |
| The tab room is calculating final rounds as quickly as they can– be patient. | The tab room is calculating final rounds as quickly as they can – be patient. |
| If you are scheduled to judge a final round – work together with the other judges.  Do NOT compare ranks or discuss the other students, but determine who is going to keep time.  Get your ballots in within a few minutes after the round. | If you are in a final round – good.  If you are not in a final round – observe your event.  Sometimes tournaments do not have final rounds. Sometimes tournaments have 4th rounds. Go with the flow. |
| The final assembly gets underway as soon as all the events are tallied.  Ballots are given to coaches AFTER the final assembly | Sit with your team at the assembly. Always applaud for those who won and if it is you, please accept your award with dignity. |

*Avoid going to the tab room to ask a lot of questions when they are trying to work.*

*If you need help, ask in the judges’ lounge. Many times, tournament helpers or officials can help you locate a room or find the correct corridor.*

*Always refer to a school map if available.*

**For official tournaments** – Determine the appropriate clothing for your students to compete at tournaments.

The coach will decide before leaving for a tournament if the proper attire is not worn. Violations could cause removal from a tournament and count as an unexcused absence.

**For practice tournaments** **and for those students assigned to work at any tournament**

Again – determine the appropriate clothing for your students to wear in these situations

Students should practice in their tournament attire before going to their first competition. Coaches should watch these practices to make sure that students look comfortable and professional while they are sitting at the desks as well as when they are speaking / debating.

Students who wear uncomfortable shoes during the competition often bring comfortable shoes to wear between rounds and during breaks.

**Behavior in Rounds**

Don’t lose the round because you don’t know how to act during a round

**Subtitle – Just be a decent human being while you are debating**

**Lesson 14.3**

Most debate rounds will have one judge in each of the preliminary rounds and three to five in elimination rounds. Make sure that all judges are present before starting the round.

Be on time. Tournaments have rules about disqualifications for tardiness.

Be polite to your opponent(s) and judge(s)

Be calm during the coin flip.

Usually, it is easier on the judge if the pro sits on the left side of the judge (in the front of the room) and the con sits on the right. (Tab rooms will tell you that this cuts down on errors) Ask your judge if s/he has a preference.

If the judge doesn’t ask you – Ask him / her if any information is needed for the ballot (like – your code and name)

After the Round – If you can comfortably do so, shake your opponent’s hand.

If the tournament allows judges to announce who has won / lost – do not argue with the judge. Calmly listen to the results, do a quick thank you, and move out of the room.

Thank the judge but there is no judge in the world that wants you to shake his / her hand.

The judge keeps official time, including prep time, but most judges now expect you to keep time for yourself. Make sure that you are very clear with prep time in case a judge doesn’t agree with you.

Be civil

Don’t argue with opponents or judge(s) after the round

Don’t go over time in any of your speeches / cross-fires.

Pay attention for whole round, always flow. The judge may be watching you for your reactions and nonverbal messages.

Don’t enter a room until the judge arrives, and be very quiet in the hallways.

Don’t ever enter a room if the previous debate is still happening.

Don’t move anything in the classroom except for student desks. Some tournaments will expect you to put the desks back here you got them.

Stay away from the teacher’s desk and anything on it or in it.

Don’t erase anything on the teacher’s boards. Do not damage anything in the room.

Be kind to your judges in and out of the rounds. We need them to successfully run a tournament and they do not get paid very much.

You never know when a future judge is near you. Be on your best behavior in the halls and in the cafeteria.

You never know if a future judge is in front of you while you are complaining about his students who were in your earlier rounds – so don’t complain about ANYTHING in the halls and cafeteria.

Don’t swear because your future judge sitting at a nearby table may hear you and may not like swearing.

Your behavior reflects on your entire team. Your behavior now could impact how a judge sees another person from our team.

You should not be openly discussing what school you attend.

Remember you are representing yourself, your coach, your team, and your school. Never disrespect anyone with your errant behavior.