**Handout 5**

**What Happens on the Day of the 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.