

Venue Coordinator's Guide

Dearest venue coordinators, thank you so much for taking on this HUGE task! This is not necessarily a comprehensive list, and you can make hosting your own, but these are some things to think about.

Once-off tasks (beginning of the season)

- Please do let us know if there is anything we can do to make hosting easier for you, including the presence of a management committee member to help you on your first few nights.
- You will be paid an honourarium of \$50 per evening hosted. If you are not a registered adjudicator, please **email your BSB and account number** to treasurer@goldcoastdebating.org
- Please make sure you **have your mobile phone on you** while hosting and that you have the **GCD mobile number saved**. This will allow us to contact you (and you, us) regarding late-arriving teams and/or adjudicators, etc. You may also be contacted by the operations officer or president if urgent communications are necessary.
- Please **provide a campus map** indicating the location of Debating at your school (rough indication of buildings used is fine) to operations@goldcoastdebating.org it can be placed on our website.
- If you haven't already, please **advise us of your maximum capacity** (i.e. maximum number of classrooms available for use when hosting Debating) - email to operations@goldcoastdebating.org. This will ensure we don't place too many catch-up debates at your venue.
- Ensure your school administration's **risk management** protocols have been satisfied, including:
 - Emergency vehicle access to where debates will be held
 - Confirmation that the area will be lit after dark
 - Access to the campus is available late enough into the evening to facilitate debates that begin late (teams are permitted to have up to a 30 minute grace period for late arrival and/or preparing the wrong side of the topic):

Latest finish times					
<i>(these are NOT typical finish times; only latest as contingency)</i>					
<i>Junior B</i>	<i>Junior A</i>	<i>Inter B</i>	<i>Inter A</i>	<i>Open B</i>	<i>Open A</i>
7:30pm	7:45pm	8:00pm	8:15pm	8:30pm	8:30pm

- You may need to **notify any facilities/cleaning/security staff** of debating dates, rooms and times. These staff should be advised not to disrupt prep time or debate - it may help to describe prep time and debates as like 'exam conditions'.

- **Ensure you are familiar with the Competition Rules of Procedure** that pertain to the division you're hosting.

General Notes for Venue Coordinators

- To facilitate up-to-date information regarding postponements, forfeits, and catch-up debates affecting your venue, you will be given view-only access to the management committee's original spreadsheet version of the draws. This link **must not be shared** with anyone as it contains sensitive and/or unconfirmed information, such as proposed catch-up dates for debates and adjudicator's phone numbers, etc.
- We will do a final check of our draw to ensure it's **up-to-date on Tuesday evenings** prior to debates. Any changes made after that time will be communicated to venue coordinators directly via email.
- Where assigning catch-up debates to your venue won't exceed your maximum capacity, we **won't advise of individual catch-ups as they are placed**. Instead, you can access this information whenever you like via the view-only link to our spreadsheets.
- Documents for venue coordinators are available for download from [our website](#).

LONG-PREP DEBATES: To-Do List

- Complete any internal procedures that your school may require such as room bookings, advising security or cleaning staff of room use, etc.
- If you are using any classrooms that are predominantly used by one teacher (i.e. they typically refer to it as 'their room'), it can be useful to notify such teachers ahead of time. That way, they can leave the room in an appropriate state for use by others - e.g. nothing on the whiteboard that they didn't want erased, no personal items left lying around, etc.)
- **Prepare and place draw signage:**
 - No earlier than the Tuesday before the debate (i.e. the day before), copy the updated draw for the division you're hosting onto the venue signage template (on website)
 - Allocate each debate to a classroom and note these rooms on the venue signage document
 - Do NOT list adjudicator allocations on venue signage - this is for both privacy reasons and because adjudicator allocations are subject to late changes
 - Print copies and display around your venue. Up to you what this looks like:
 - A couple of A3 copies can be good for prominent placement
 - Some like to do a copy for the door of each classroom in use, and then highlight the debate taking place in there - whether this is necessary really depends on your venue
 - It can be very helpful to provide each adjudicator with a copy and highlight the debate they're allocated to - this gives them access to

useful information needed for their score sheet; can print these as mini, black & white copies (2 or 4 to a page)

- For each debate being hosted, print and place in the classroom **one copy of each** (all on website):
 - Chairperson's speech
 - Timekeeper's sheet
 - Adjudicator's scoresheet
- You might also like to print some **directional signage**, depending on your venue. This is available from our website and can be laminated for repeated use.
- Ensure debate rooms are unlocked
- Either have students help you arrange the furniture in each classroom for a debate, or gather guests and kindly ask them to arrange the furniture before the debate
- Set up a place for adjudicators to check-in with you and receive their debate allocation
- Swap any adjudicators who declare a conflict of interest, ensuring no one is adjudicating their own school
- At 6:00pm, pop your head into each classroom:
 - If there are two teams and an adjudicator present, tell them to get started. Close doors and windows to avoid sound distractions.
 - Phone the GCD mobile regarding any missing teams or adjudicators.

SHORT PREP DEBATES: To-do list

- Ensure:
 - Each prep room has a whiteboard that students can use (they should BYO whiteboard markers)
 - rooms are not separated by glass/transparent walls (short prep rooms only)
 - prep rooms can be supervised without disturbing students
 - there is somewhere central where students and adjudicators can find you/someone for help if needed, and can check-in when they arrive
- Ensure you have documents on checklist (below) ready to go.
- Put up the signage that is for display (directions and draws with room PREP AND DEBATE ROOM allocations)
- Ensure PREP AND debate rooms are unlocked

- Either have students help you arrange the furniture in each classroom for a debate, or in your briefing kindly ask students to arrange the furniture before the debate
- Ensure each debate room has a copy of chairperson's, timekeeper's and adjudicator's sheets
- Set up somewhere for teams and adjudicators to sign-in when they arrive. You don't need to record how many students are present from each team, but it will help to record whether a team is partially present, or if a viable team is present.
- **10-15 minutes before prep time is scheduled to start, gather teams for briefing according to the briefing list (below) (regardless of who is and is not present).**
- Send all teams partially and fully present off to prep with their topic at the scheduled time, regardless of whether any teams/students are missing.
- Send any late students to join their team in the prep room.
- Phone the GCD mobile if any teams are still entirely or partially missing 20 minutes after the start of prep, or whenever you get a spare moment.
- It is ideal if you can provide teams with time warnings (10/15 mins remaining, etc.) and remind them that leaving the room on time at the end of prep is their responsibility.
- It is also ideal if some active supervision is provided throughout prep.
- Phone the GCD mobile with any short prep conduct concerns/breaches.
- Phone or text GCD mobile if any adjudicators have not arrived by 5:50pm, or whenever you get a spare moment.
- Swap any adjudicators who declare a conflict of interest, ensuring no one is adjudicating their own school.

ALL DEBATES: To-Do List (End of the evening)

- Collect all results sheets from adjudicators and ensure they are correctly filled-in. They may also wish to hand their notes in to you as well - please collect and keep.
- Record results and attendance for the night, and email these to results@goldcoastdebating.org and operations@goldcoastdebating.org. See details on how to do this below.
- Keep the results sheets and any notes on file for at least 3 weeks in case needed for future reference.

APPENDIX 1: How to input results & attendance

We know this process can be a time-consuming addition to your already-extensive hosting duties, but we thank you for helping us ensure that:

1. Debate **results** are recorded accurately and completely, ensuring the accuracy of our subsequent draws and thus the integrity of our competition, and
2. Adjudicators', venue coordinators', and supporting management committee members' **attendance** is recorded accurately and completely, ensuring all are paid accurately and in a timely manner.

Results and attendance are to be emailed to operations@goldcoastdebating.org and results@goldcoastdebating.org

At the conclusion of each debate evening, **please email all results!**

- Standard debate
- Forfeited debate
- Bye
- Catch-up debate (be careful to select the correct **division**)
- Reserve adjudicator who attended the venue
- Management committee member who attended the venue
- Venue coordinator

The ONLY debate that may appear on your draw that does NOT require an entry from you is a postponed debate. An entry for this will be made upon its catch-up.

You can put all the results into one email, regardless of whether you're recording a standard debate or simply a reserve adjudicator with no debate attached to them. **If unsure on how to record results, consult this table:**

FORFEITED DEBATE	<ul style="list-style-type: none">• The team that forfeited is the losing team.• For the win type, select "Forfeit".
BYE	<ul style="list-style-type: none">• The team that faced the bye is the winning team.• Under losing team, select "N/A - BYE or RESERVE ADJUDICATOR or VENUE COORDINATOR record".• Under win type, select "Bye".
CATCH-UP DEBATE	<ul style="list-style-type: none">• Record as standard debate• Be sure to select the correct round and division (noted on our spreadsheet version of the draw)
RESERVE ADJUDICATOR	<ul style="list-style-type: none">• Instead of selecting team names and numbers, select 'N/A - RESERVE ADJUDICATOR or VENUE COORDINATOR record'.

- Under win type, select 'N/A - RESERVE ADJUDICATOR or VENUE COORDINATOR record".

MANAGEMENT
COMMITTEE
MEMBER

Record same as reserve adjudicator.

VENUE
COORDINATOR

Record same as reserve adjudicator.

POSTPONED
DEBATES

DO NOT MAKE A RECORD. This will be done on the rescheduled date.

ANY DEBATE
WITH MULTIPLE
ADJUDICATORS

Please list all adjudicators in the one answer box, separated by a comma.

APPENDIX 2: Venue Coordinator Documents Checklist

Have you got the following documents ready to go?

ALL DEBATES	
Directional signage	Enough to ensure visitors can find where debating will be held
Adjudicator's Scoresheet	1 per debate printed
Chairperson's Speech	1 per debate printed
Timekeeper's Times	1 per debate printed
Up-to-date draw with debate room allocations <i>(and prep room allocations if short prep)</i>	Printed and displayed
Electronic copy of draw for seeing adjudicator allocations and last-minute changes	Electronic copy only
<p>Some means of communicating adjudicator allocations to them when they arrive - do this how you like but it should NOT be displayed on the draws that are posted around everywhere, as adjudicator allocations are highly subject to last-minute changes. Just have ONE copy of adjudicator allocations somewhere so that you can change if needed. One option is to just hand-write their names onto one copy of the draw that is posted in one central location only, or kept on your person.</p>	
SHORT PREP ONLY	
Essential	
A copy of the topic*	1 per team MUST BE PRINTED
JUNIOR B ONLY - short prep guide	1 per team
Short prep briefing document	1 for you (printed or electronic)
Optional	
Short prep rules summary/cards*	1 per team
Means of recording sign-in of teams	1 for you (printed or electronic)
<p>*It can be a very good idea to attach team's copy of the topic to a reduced-size copy of the draw (A5 or A6) with their team and their side of the debate highlighted, and/or a copy of the short prep rules cards. (Tip: do this by folding the draw in half with the topic inside and stapling it closed.) Seems like a lot of work but can save other work:</p> <ul style="list-style-type: none"> • Provides every team with clear written confirmation of which side they should be preparing • Prevents teams from preparing the wrong side because two teams from the same school both thought they were the same team number • You don't need to do formal sign-in because you know a team is missing when you're left with their copy of the draw. • Provides each team with a copy of their prep and debate room so they don't have to keep checking venue signage - tends to greatly reduce the amount of venue signage you need and can give you extra time to erect it, given that teams won't need it as much as parents and other spectators who will arrive closer to debate time. 	

APPENDIX 3: Short Prep Debate Briefing

Hosts, feel free to:

-Add your own rules for your own venue, e.g. regarding eating and rubbish disposal, etc.

-Cover this briefing in less detail in later rounds of the competition

1. Teams will have _____ (time) to prepare their debates.
2. To ensure a fair competition for all, we have **very strict rules** about what you can and cannot access while you're preparing your debate. Please note that **these rules apply from the moment the topic is handed out until the debate has concluded this evening**
3. Teams may have A **MAXIMUM OF FOUR team members** in the prep room.
 - a. **These four debaters may ONLY communicate with one another; they MUST NOT communicate with anyone else except venue staff.** Do not speak with your coaches, parents, or anyone else unless in an emergency or under the direct supervision of venue staff in exceptional circumstances.
4. The following items ARE permitted:
 - Blank paper
 - Blank palm cards
 - Food, as long as the room is left SPOTLESS
 - Writing utensils – pens, pencils, highlighters, whiteboard markers etc. You may take a small pencil case but do not be seen with any notes or paper inside. Have me inspect it if there is any doubt.
 - One dictionary, thesaurus and quote book per team. Do not panic if you do not have these items – many teams choose to go without them.
5. **The following items are STRICTLY PROHIBITED:**
 - **Mobile phones, laptops, smart watches**
 - Any other electronic devices that can be used to communicate or access information
 - Notes, scaffolds, books (other than those listed as permitted), research notes, etc.

If you have any of these items with you, they **MUST** be left **at your own risk** either:

- With a coach, parent, or someone else not joining your team in the preparation room, or
 - Inside a zipped-up bag, which is then left OUTSIDE the preparation room, and you must not open this bag until the debate has concluded.
6. Any teams or team members who arrive late may commence their prep as soon as they arrive but will finish at the same time as everyone else.
 7. It is YOUR responsibility to keep track of time and have a watch with you that is not a smart watch, as we do not guarantee functional clocks in all classrooms. You may receive time warnings if we have time but you may not.
 8. Most importantly - it is YOUR responsibility to stop preparing at 6:00pm and move promptly to your prep room. You may make a quick toilet stop during this time.
 9. Toilet breaks are also permitted during the preparation time, but do not be seen at any time speaking with anyone other than your three teammates.
 10. Each room has a whiteboard but whiteboard markers are YOUR responsibility. I do not have any to provide to teams.
 11. Negative teams should also have with them a bell and a device for timing speeches - you may use a mobile phone for this, but timekeepers must retrieve the phone after preparation time has finished and under the supervision of either venue staff or their adjudicator. Timekeepers must not communicate with their teammates once they have done this. If neither team has brought a bell, you will need to improvise. A whiteboard marker tapped on the side of a desk works well enough.
 12. Any work done on whiteboards needs to be cleaned off before the end of the prep session and students MUST clean the prep room and put all rubbish in the bin before leaving.
 13. Any breach of these instructions could mean the offending team forfeits this round or is disqualified from the rest of the season.
 14. A final reminder that these rules apply from when the topic is distributed until the conclusion of tonight's debates.

***Teams running late/exceptional circumstances** - if there is some insane huge accident that holds up multiple teams in traffic, or if there is some other circumstance well beyond the students' control, please phone the GCD mobile to discuss. We may afford up to 30 mins grace time.