

New Debate Coach Guide Utah
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Foreword

This guide is being written as way to help new speech and debate coaches and teachers sort through the vast amount of knowledge required to run a debate team and teach a debate class. I became a head coach in the fall of 2019 at Bingham High School in South Jordan, UT. I stepped into a long-standing program with a history of tradition that dated back to 1914. I was a former high school and collegiate policy debater who had spent the 2018-2019 school year as an assistant policy coach at Copper Hills High school in West Jordan, UT. I was incredibly confident that my skills and level of knowledge I possessed already meant that I was ready for this job. I would soon learn just how much information I was lacking. The following document is a guide to what I wish someone had told me about teaching and coaching in my first year.

Nicholas

Section 1: NSDA

The National Speech and Debate Association is the largest organization of students and coaches in high school speech and debate. This organization hosts the largest national championship in the country. They can be found at www.speechanddebate.org. There are several things you need to know about the NSDA. The topics this section will cover include the following: School Membership, Coach Membership, Student Membership, NSDA Points and Seal, NSDA Districts, NSDA Nationals.

School Membership

When starting a new program, you need to apply for institutional membership. If you are taking over a program, you will likely need to renew membership at the beginning of the season. Here is a bit of information on school membership from the FAQ at <https://www.speechanddebate.org/faq/>:

- If you have never created an account on our website, do so at www.speechanddebate.org/join. Once you have registered yourself, you can request to be linked to a school in our database. Once you are connected to the school, you can renew its membership using the navigation bar on the left of your Account page. Follow this same process if your school was a member last year but you are a new advisor.
- Program advisors can visit www.speechanddebate.org and click *Member Login* in the top right corner of the page. Use your username and password to log in to your account. Once you've logged in, click "Account" in the upper right corner, which will take you to your profile page.
- High school membership is \$149, with an option to upgrade to the all-school team Resource Package for an additional \$199. Each individual high school student membership is a one-time \$20 fee.
- Middle school membership is \$75, with an option to upgrade to the all-school team Resource Package for an additional \$199. Each individual middle school student membership is a one-time \$10 fee.
- To finalize the renewal, create an invoice and proceed to checkout.

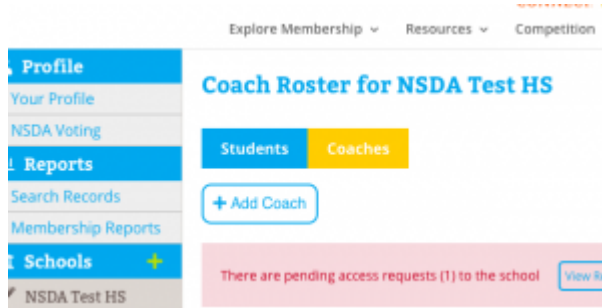
Advisor and Coach Membership

There are multiple levels of coach memberships. There is an advisor level and a coach level. There can only be one advisor per school and several coaches are allowed. Advisors have some special permissions that coaches do not have such as creating and paying invoice and entering in the school's vote on Debate topics and elections to NSDA leadership positions. There is more information that breaks down the distinctions between advisors and coaches at <https://www.speechanddebate.org/wp-content/uploads/2019-Member-Roles-Account-Permissions.pdf>. If you are taking over a program mid-season, you will need to reach out directly to the NSDA either via email info@speechanddebate.org or phone (920) 748-6206. You will need to submit proof from administration that there has in fact been a mid-season change in order to take over the advisor account.

Each of the coaches on your roster will need a coach membership as well. Having a coach membership allow the coach to earn NSDA coach points and merit degrees as well as pursue career development opportunities. The following excerpt from the NSDA FAQ describes the process for adding a new coach to your roster:

1. Go to www.speechanddebate.org and click *Member Login* in the top right corner of the page. Use your username and password to log in to your account. Once you've logged in, click "Account" in the upper right corner, which will take you to your profile page.
2. On the left side of your screen, click *School Roster*. The screen that opens will say *Student Roster for (School Name)*. Make sure that you are on the Coach Roster by looking for the yellow *Coaches* box at the top of the screen.

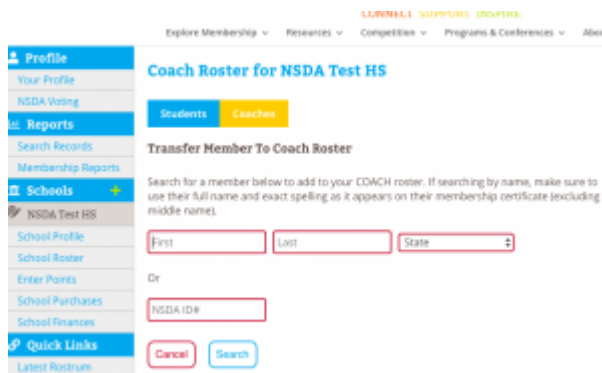
- Click on the blue outlined box that reads, *Add Coach*.



- Next, answer the question, “Does this person already have an NSDA ID number, either because they competed or coached at another school (MS or HS), or have already created an account?”



- If answered yes, then you can add the coach’s first name, last name, and state and click *Search* or enter their coach ID number and click *Search*.



- Review the results to find the correct coach and then click *Transfer and Confirm*.
- If answered no, then you can the coach’s first name, last name, and email address and then click the box that the coach agrees to the NSDA Honor Code, then click *Add and Confirm*.

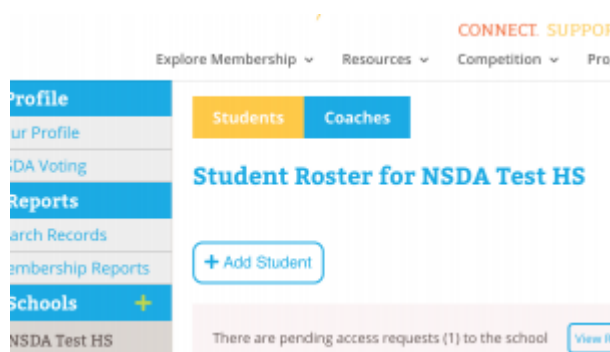
Note: If you need to add a student into a coaching roster (because they've graduated and are now coaching), you must search for them using the name they used while competing or you can enter their ID number from their high school student record. When the new coach is added, they will be listed with all of the points they earned as a high school competitor.

If the student (who is now a coach) graduated prior to 1996, they will not be in our system but will be in our paper files. Please send an email to info@speechanddebate.org with the coach's name, the school and state they are coaching at, as well as their name when they graduated from high school, the school and state they graduated from, and the grad year. Once we have this information, we can manually add their high school points to their new coaching record.

Student Membership

Student membership is one of the core things that the NSDA provides. The students need a student membership in order to earn NSDA points. NSDA points allow your students to earn merit seals and to be ranked against other students both in their area and nationally. The following is a selection on NSDA adding or transferring student membership from the NSDA:

1. Go to www.speechanddebate.org and click *Member Login* in the top right corner of the page. Use your username and password to log in to your account. Once you've logged in, click "Account" in the upper right corner, which will take you to your profile page.
2. On the left side of your screen, click *School Roster*. The screen that opens will say *Student Roster for (School Name)*. Make sure that you are on the Student Roster by looking for the yellow *Student* box at the top of the screen.
3. Click on the blue outlined box that reads, *Add Student*.



- Next, answer the question, “Does this person already have an NSDA ID number, either because they’ve competed or coached at another school (MS or HS), or have already created an account?”

Explore Membership ▾ Resources ▾ Competition ▾ Programs & Conferences ▾ About ▾ Support ▾

file Students Coaches

Student Roster for NSDA Test HS

Does this person already have an NSDA ID number, either because they've competed or coached at another school (MS or HS), or have already created an account?

Yes No

- If answered yes, then you can add the student’s first name, last name and state and click *Search* or enter the student ID number and click, *Search*.

Explore Membership ▾ Resources ▾ Competition ▾ Programs & Conferences ▾ About ▾ 5

file Students Coaches

Student Roster for NSDA Test HS

Transfer Member To Student Roster

Search for a member below to add to your STUDENT roster. If searching by name, make sure to use their full name and exact spelling as it appears on their membership certificate (excluding middle name).

First Last State

Or

NSDA ID#

Cancel Search

- Review the results to find the correct student and then click *Transfer and Confirm*.
- If answered no, then you can add the student’s first name, middle name, last name, email address and grad year and then click the box that the student agrees to the NSDA Honor Code, and click *Add*.

Explore Membership ▾ Resources ▾ Competition ▾ Programs & Conferences ▾ About ▾ Support ▾

file Students Coaches

Student Roster for NSDA Test HS

Add a Student

Please double check the name and spelling. The name you use here will appear on their membership certificate, so use a full name, not a nickname. Any changes must be made through the National Office, so save yourself the headache and ensure it's right!

First Middle Last

Email 2023 Grad Year

I confirm that this student agrees to accept and adhere to the NSDA Honor Code.

Cancel Add

Once the NSDA receives payment for your student memberships, they will ship you out your student NSDA diplomas and your students can start collecting seals and points.

NSDA Points and Seals

The NSDA points allow for students to progress through the National Speech and Debate Association honor society. The students can earn points through their participation in speech and debate and related activities. The number of points earned vary by activity and even include points for service activities. A full break down of how to earn points along with the seals that can be earned and the requirements to earn each can be found at <https://www.speechanddebate.org/honor-society/>. NSDA points and seals are an excellent motivator for students. Prominently displaying NSDA degrees and seals can be an excellent motivator to get students to participate in tournaments and debate related activities.

NSDA Districts

NSDA district tournaments are a series of tournaments that give your students the opportunity to qualify for the NSDA National Tournament. Each district tournament works slightly differently. You should reach out to the leadership in your district in order to find more information about the unique features of your district tournament. One of the features that is the same across the board for all district tournaments is there is an eligibility requirement that a student must have earned at least a Degree of Merit (25 NSDA points) from the NSDA honor society. These tournaments take place over several days and most districts separate the tournaments into smaller tournaments based on type of event i.e. Individual Events, Congressional Debate, Debate Events. These tournaments will occur near the end of the season and these tournaments will be tougher than most regular season tournaments as these students are expected to be some of the better speakers and debaters in the country. Do not get discouraged if your students do not do well at NSDA districts in your first year or two as it is a huge honor to qualify for NSDA Nationals and it is not an easy thing to do.

NSDA Nationals

This tournament is the goal that most students are striving for. This tournament is a yearly tournament that is hosted in a different location each year. It takes place in the summer, typically around the second week of June. This tournament features over 4000 students from over 1000 high schools across the country. More information on this event can be found here

<https://www.speechanddebate.org/nationals/#hs-info>.

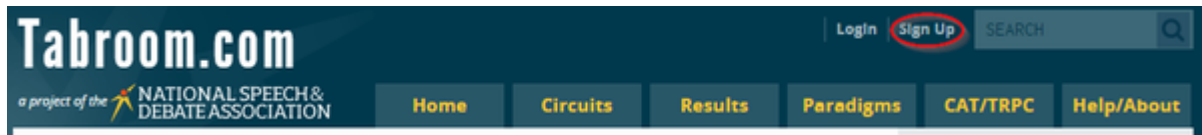
Section 2: Tabroom.com

Tabroom.com is the cornerstone of paperless speech and debate. Tabroom does everything necessary for team, coach and, judge management along with providing the tools necessary to run a tournament. This section will serve as an introduction to Tabroom and assumes incredibly limited to no knowledge of the website. Tabroom.com includes a great knowledge base at http://docs.tabroom.com/Main_Page. This section is going to cover some selected parts of that knowledge base and should serve as a basic introduction to Tabroom.

Creating an account

The first you will need to do is set up an account on www.tabroom.com. It is free and easy! The following is from http://docs.tabroom.com/Sign_Up:

Click the "Sign Up" link in the upper right hand corner of the page:



Then, fill out the form and click "Create Account:"

CREATE YOUR TABROOM ACCOUNT

Email Address:	<input style="width: 95%;" type="text"/> *
First Name:	<input style="width: 95%;" type="text"/> *
Last Name:	<input style="width: 95%;" type="text"/> *
Phone Number:	<input style="width: 95%;" type="text"/>
Cell Provider:	<input type="text" value="Landline/Do not text me"/>
State (if applicable):	<input type="text" value="Select an Option"/>
Country:	<input type="text" value="United States"/>
Time Zone	<input type="text" value="New_York"/>
Password:	<input style="width: 95%;" type="password"/> *
Repeat the Password:	<input style="width: 95%;" type="password"/> *

* These fields are required.

You can use any email address you like to sign up. If you put in your cell phone number and choose your provider, you will be able to receive texts from tournaments you attend with pairings, information, etc.

You can edit your contact information as well as opt out of text or notification emails in your account settings after signing up.

Once you have signed up, you will be given a number of options to get started, whether you're a coach, a student, or a tournament director:

WELCOME TO TABROOM

Coaches

To register online for tournaments, first:	Create your school
To manage your own tournament with Tabroom, first:	Request a tournament

Judges

To enter online ballots and get emails or text pairings:	Link your account
--	-----------------------------------

Students

To sign up for tournaments and get emails or text pairings:	Link your account
To follow a student entry (e.g., if you're a parent):	Sign up for updates

Judging

Conflicts	Paradigm
Offer Hired Judging Rounds	

Your Account

Create a new school/team
Request a new tournament
Link your account to a judge
Link your account to a student
Get updates for a student

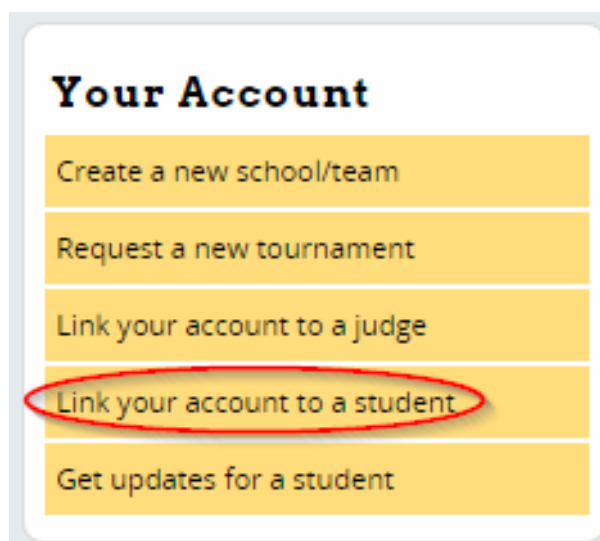
Adding competitors and linking student accounts

Students will need to set up an account on Tabroom.com. This will allow them to be registered for tournaments, receive pairings at tournaments, and access tournament results. Student signups follow the same pattern from above but also require an additional step. Student accounts need to be linked to the account of the school that they are competing for. Directions for linking student accounts are found below and at http://docs.tabroom.com/Your_Account#Linking_To_A_Student.

As a student/competitor, in order to access your personal results and automatically receive notifications, you must first link your Tabroom account to the student/entry on your school's student roster. This can be done either directly by the coach/administrator of the program, or you can request linking yourself.

You can ask your coach to link your account to your entry - more information is available in School Administration.

To request linking yourself, from your account dashboard, click "Link your account to a student" in the sidebar:



This will automatically search for any unlinked entries and show you a list of results, if any:

STUDENTS NAMED JANE SMITH

Link these students to your accounts for updates & ballot assignments. Note: the administrators of your team/school will have to approve requests to claim a student record before you can access them. Team admins will be notified of requests by email.

Name	School/Team	Created	Tournaments	
Jane Smith	Northern Iowa		0 tournaments	Link
Jane Smith	TestA		0 tournaments	Link

Search another name	<input type="text" value="First name"/>	<input type="text" value="Last name"/>	Go
----------------------------	---	--	--------------------

If you find yourself in the list, click the "Link" button to request linking to that entry. Your school coach/administrator will still need to approve your request - they will be notified of your request by email.

If no results are found automatically, you can also use the "Search" box at the bottom of the page to try a different name, different spelling, etc.

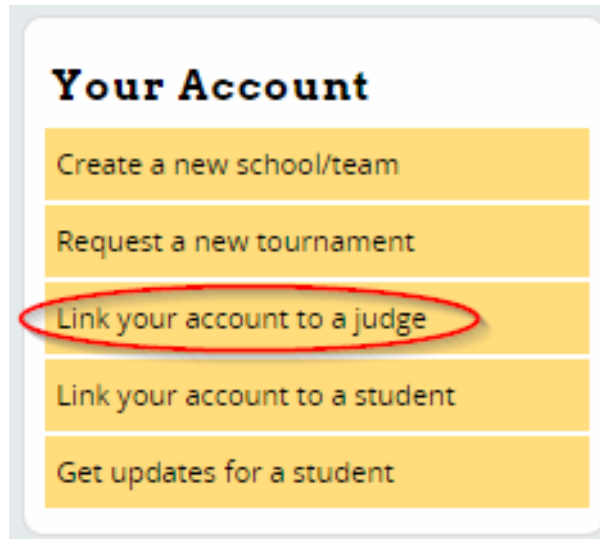
Adding Judges

You will need judges to attend tournaments with your team and help make the tournaments happen. Volunteer judges are the lifeblood of our activity and we cannot do it without them. You will need to supply judges at every tournament that you attend, and they will also need Tabroom accounts. Once they have an account, you will need to link them to your school just like the student accounts in order to be able to use them as judges. Linking the judge accounts to your school account will allow you to sign them up for tournaments, for them to receive judging notifications, and will allow them access to online balloting for results entry. Information on linking a judge is presented here and can also be found at http://docs.tabroom.com/Your_Account#Linking_to_a_Judge.

In order to receive online ballots, tournament notifications, etc. as a judge, you must have your own Tabroom account. You then must link your account to the judge entry on your school's roster.

The coach/director of the school can do this directly on the judge roster - you can find more information in School Administration/

Or, you can request linking your account to a judge by clicking the link for "Link your account to a judge" in the sidebar:



This will automatically search for any unlinked judges and show you a list of results, if any:

JUDGES NAMED JOHN SMITH

Link a judge record to your accounts for email/text pairings & ballot assignments. Note: the administrators of your team or school will have to approve requests to claim a judge record before you can access them. Team admins will be notified of requests by email.

Only link to your OWN judge record; this controls online ballots!

Name	School/Team	Created	Tournament(s)	
John Smith	St Josephs Prep (PA)		0 tournaments	Claim judge
John Smith	United States Military Academy		1 tournaments	Claim judge
John Smith	Turkey Foot Middle School		12 tournaments	Claim judge
John Smith	Battlefield		1 tournaments	Claim judge

Search another name [Go](#)

If you want to get text/updates for one of your team's judges, you should instead sign up on the tournament's online updates page.

If you find yourself in the list, click the "Claim judge" button to request linking to that judge. Your school coach/administrator will still need to approve your request - they will be notified of your request by email.

If no results are found automatically, you can also use the "Search" box at the bottom of the page to try a different name, different spelling, etc.

Unlinking Your Account

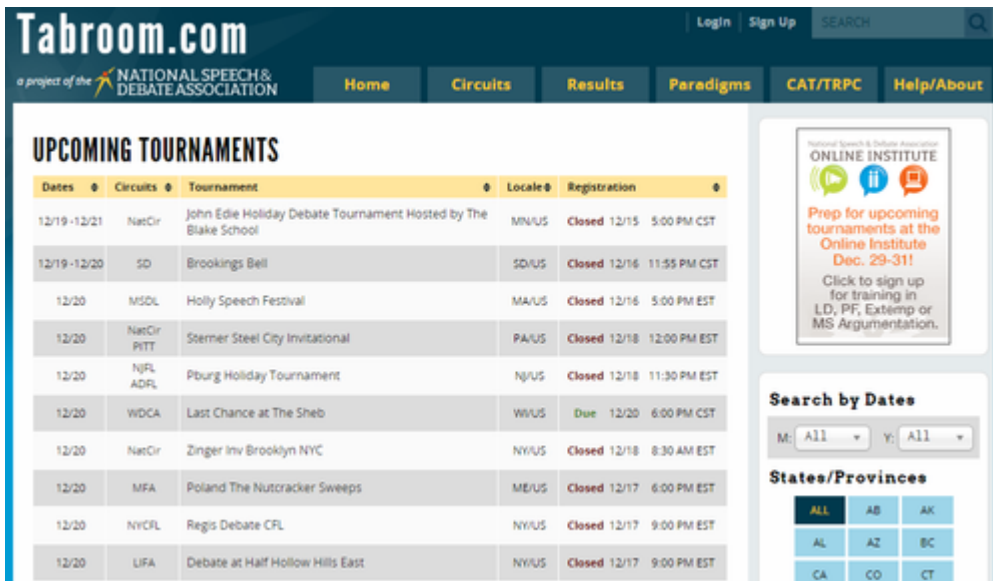
If you have linked your account in error, you can ask your coach/administrator to unlink you from the Student Roster. For more information, see School Administration. Or, you can email Tabroom support and ask for help.

Finding Tournaments

Tabroom.com is an incredible resource for finding tournaments. All tournaments that are listed on the website are easily searchable. The main page at www.tabroom.com contains a list of the upcoming tournaments that are occurring soon. If you are planning which tournaments to go to, there is a robust search feature that allows you to search for tournaments by name, state, circuit, and more. Here is an excerpt about searching and using the tournament calendar. It can be found at <http://docs.tabroom.com/Calendars>.

Main Calendar

The main Tabroom homepage shows a list of all upcoming tournaments:



The screenshot shows the Tabroom.com homepage. The header includes the site name, navigation links (Home, Circuits, Results, Paradigms, CAT/TRPC, Help/About), and a search bar. The main content area features a table of upcoming tournaments with columns for Dates, Circuits, Tournament, Locale, and Registration. To the right of the table are promotional banners for the National Speech & Debate Association Online Institute and search filters for dates and states/provinces.

Dates	Circuits	Tournament	Locale	Registration
12/19 -12/21	NatCir	John Edie Holiday Debate Tournament Hosted by The Blake School	MI/US	Closed 12/15 5:00 PM CST
12/19 -12/20	SD	Brookings Bell	SD/US	Closed 12/16 11:55 PM CST
12/20	MSDL	Holly Speech Festival	MA/US	Closed 12/16 5:00 PM EST
12/20	NatCir PITT	Sterner Steel City Invitational	PA/US	Closed 12/18 12:00 PM EST
12/20	NJFL ADFL	Pburg Holiday Tournament	NJ/US	Closed 12/18 11:30 PM EST
12/20	WDCA	Last Chance at The Sheb	WI/US	Due 12/20 6:00 PM CST
12/20	NatCir	Zinger Inv Brooklyn NYC	NY/US	Closed 12/18 8:30 AM EST
12/20	MFA	Poland The Nutcracker Sweeps	ME/US	Closed 12/17 6:00 PM EST
12/20	NYCRL	Regis Debate CFL	NY/US	Closed 12/17 9:00 PM EST
12/20	LIFA	Debate at Half Hollow Hills East	NY/US	Closed 12/17 9:00 PM EST

Clicking the name of any tournament will take you to that tournament's information page, where you can view the invitation, contact info, etc. Clicking the name of a circuit in the tournament list will take you to a sub-calendar showing just tournaments from that circuit.

Or, you can filter the list of tournaments by date, country, or state using the tools on the right.

Circuit Calendars

On Tabroom, a "Circuit" is a collection of related tournaments, for example from a specific league or state. All tournaments must belong to at least one circuit. Each Circuit has it's own sub-calendar.

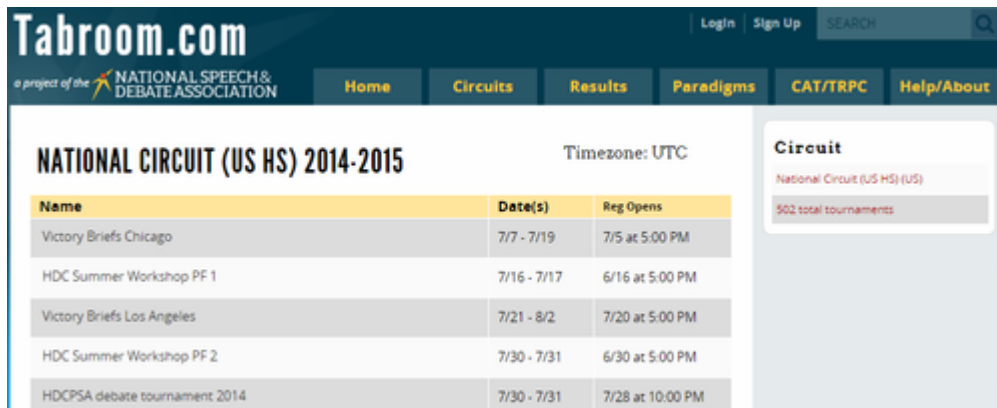
From the home page, click the "Circuits" tab:



This will show you a list of all available circuits on Tabroom.



Select a circuit, and you will be taken to that circuits sub-calendar:



Registering for Tournaments

Once you have found the tournaments that you want to go to, the next step is registering. The following section is a step by step guide to registering for a tournament on Tabroom. This section is from <http://docs.tabroom.com/Registration>.

Before you can register for a tournament, you must have first have created/linked to a school, added students to your student roster, judges to your judge roster, and ensured your school is in the appropriate circuit. For more information on each of those steps, see the appropriate section in the manual.

IMPORTANT NOTE: If you are a student trying to register for a tournament, you should NOT create a new school just to register yourself. Instead, ask your coach/director for access to your schools Tabroom account, and register yourself that way.

Adding Entries

Once your school has joined a circuit, your Tournaments tab will show you a list of upcoming tournaments that you can register for:

Tournaments open for registration

	Dates	Name	Locale	Circuits	Due	
X	1/2 - 1/4	CLU Invitational	CA/US	NatCir	1/3	Register
X	1/8 - 1/11	Southwest Championship at Arizona State	AZ/US	NatCir	1/6	Register
X	1/9 - 1/11	Gonzaga University HS Tournament Conway Classic	WA/US	NatCir	1/2	Register
X	1/9 - 1/10	George Mason University Patriot High School Debate Tournament	VA/US	NatCir	1/7	Register
X	1/9 - 1/11	Samford University Bishop Guild	AL/US	NatCir	1/5	Register
X	1/10 - 1/11	Trinity University Round Robin	TX/US	NatCir	1/3	Register

Click the "Register" button next to the tournament to get started. You can also click the red "X" next to a tournament to ignore it so it won't show up on your list. You can then choose "Show Ignored Tournaments" at the bottom if you want to add it back.

Once you click "Register," you may be asked to provide an Adult Contact for tournaments which require it. You can edit this information later on the General tab of your entry:

THIS TOURNAMENT REQUIRES AN ADULT CONTACT

Before you can register further, you must supply the name and phone number for the responsible adult who is attending the tournament.

ADULT CONTACT INFORMATION:

Adult attending the tournament:	<input type="text" value="Jane Smith"/>
That adult's cell number:	<input type="text" value="111-111-1111"/>
Your School Code*	<input type="text" value="Test"/>

[Save Contact Info](#)

Next, click the Entries tab to register competitors by the entry, and then choose an Event on the sidebar.

The number next to each event is the number of entries you currently have in that event.

Events:

- 0 - Congressional Debate
- 0 - Dramatic Interpretation
- 0 - Duo Interpretation
- 0 - Expository Speaking
- 0 - Extemporaneous Speaking
- 0 - Humorous Interpretation
- 0 - Impromptu Speaking
- 0 - JV LD
- 0 - JV Policy
- 0 - JV Public Forum
- 0 - Original Oratory
- 0 - Varsity LD
- 0 - Varsity Policy
- 0 - Varsity Public Forum

Use the "Add Entry" box on the right to select a student(s) names, and then click "Add Entry:"

Add Entry

Mitchell, John ▼

Add Entry

Once you have created entries, you will see them in your list, where you can edit or drop them:

Dramatic Interp Open Entries

Code	Name		
	John Mitchell		EDIT DROP

Adding Entries To The Waitlist

If the tournament has a waitlist for an event, you can put students on it by using the box on the sidebar:

Add to Waitlist

[Add Entry](#)

[Add New Competitors to Roster](#)

Waitlisted entries will then appear in your entry list, where you can edit or drop them. You will be notified by email if the tournament accepts your entries off the waitlist.

Waitlisted Entries

969	John Mitchell		EDIT DROP
-----	---------------	--	---

Adding Hybrids

At tournaments which allow Hybrids, you can enter them with the "Enter Hybrid Team" option in the sidebar:

Use the dropdown box to select the school you're entering a hybrid with:

Registering by Individual

For tournaments with a lot of cross entry, you may find it easier to register by individual competitor. To do so, click the Competitors tab instead of the Entries tab. Choose a name from your roster on the center of the screen beside "New Competitor.". Once you're on a competitor's individual page, select which events/divisions you want to enter them in using the "Add Entry In" menu at the top right. This screen will automatically ask you for additional details if required, such as partners for team events or piece titles where mandatory. It will forbid you from cross entries that are against tournament policy.

Once you return to the main screen, you will see a list by competitor of entries. Click the blue "edit" icon at left next to any competitor to change details, partner names or the like. Click the red trashcan icons to drop an entry.

Adding Judges

Once you have entered competitors, you can use the Judges tab to enter your judges. The sidebar will show you a list of judge groups you can enter judges in, and will appear in red if you have not entered enough judges to meet your commitment:

Judge groups	
Individual Events	0/1
Lincoln Douglas	0/0
Parliamentary	0/0
Policy	0/1
Public Forum	0/0

Choose a judge group on the right, and then use the Add Judges box in the sidebar to add a judge:

Add Judges:

Judges will then appear in your list, where you can edit or drop them:

Policy Judges		
Name		
Jane Smith	<input type="button" value="EDIT"/>	<input type="button" value="DROP"/>
Rounds Provided		

When adding a judge, you may be asked to provide additional details, such as how many prelim rounds they are entered for, or contact information for them:

ADDITIONAL DETAILS NEEDED

Other Details

6 Prelim round judging obligation

ADA/Accessible Rooms Needed

Judge Cell Phone Number

Notes. Are these still accurate?

[Save Details](#)

Limiting Judge Availability

Once you have added a judge to your entry, you can notify the tournament if they will not be available for certain days/rounds. From your judge entry, click the link under the "Availability" column:

Varsity Policy Judges

Name	Rounds	Availability		
Jane Smith	6	All rounds	EDIT	DROP
Rounds Provided	6			

Depending on the tournament, this will let you mark a judge as unavailable for particular rounds or days - click the button in the Available column to toggle between Yes and No:

LIMIT JANE SMITH'S AVAILABILITY

Block	Time Not Available	Fee if under obligation	Available
No Saturday	Sat 8:00 AM through Sat 10:00 PM	\$0	YES
No Sunday	Sun 8:00 AM through Sun 10:00 PM	\$0	YES
No Monday	Mon 8:00 AM through Mon 10:00 PM	\$0	YES

If fines apply for being under your judging obligation, you will be shown the applicable amount.

Requesting Hired Judging

If a tournament has hired judging available, you can request it from the Judges tab by filling out either the number of judges (usually for IE's) or number of rounds (usually for debate events):

Tournament Hired Judging

New Request:	<input type="text" value="2"/> hired judges	Save
--------------	---	----------------------

Tournament Hired Judging

New Request:	<input type="text" value="8"/> rounds	Save
--------------	---------------------------------------	----------------------

Once you have made a request, it will be visible on the Judges tab, where you can reduce or delete the request if necessary:

Request made 12/27 11:45P	0 accepted	2 requested	REDUCE	DELETE
---------------------------	------------	-------------	------------------------	------------------------

If instead the tournament is using a "hiring exchange" where judges can offer rounds themselves, you'll see a notification that there are rounds available for hire, and you can click "Add Hire" to hire them:

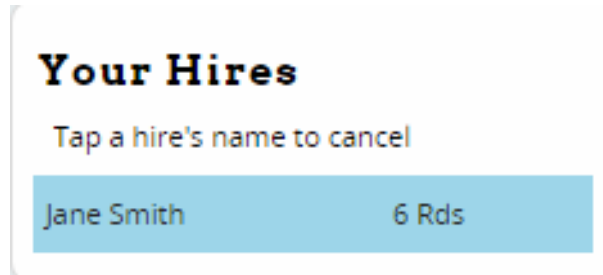
Hired Judge Exchange

1 judge is offering hired rounds [Add Hires](#)

For the judge you'd like to hire, fill out the number of rounds you want to hire (up to their maximum rounds available), and click Hire.

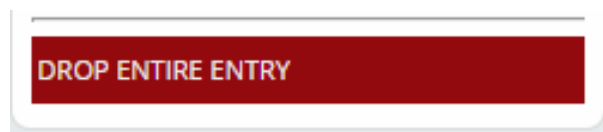
First	Last	School	Rnds Avail	Contact	Hire Rounds	
Jane	Smith		8	demo@tabroom.com	<input type="text" value="6"/>	Hire

If you need to cancel a hired judging request, you can remove it by clicking the judges name in the "Your Hires" section of the sidebar.



Dropping Entries

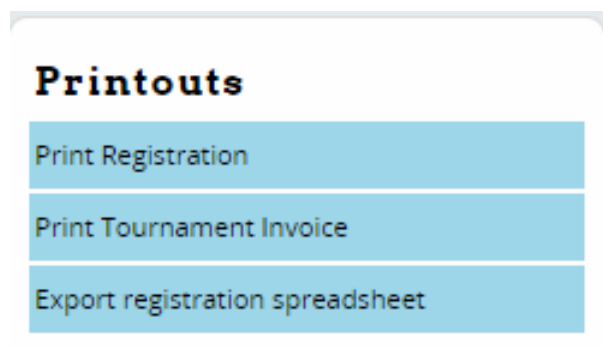
To drop your entire entry, click the red button in the sidebar - you'll be asked to confirm first:



To drop individual entries or judges from an event, just select that event in the sidebar, and edit your entry from there.

Printing Your Registration

If you'd like a copy of your entire registration, you can use the links in the sidebar under "Printouts" - this will let you print your registration, an invoice, or export a spreadsheet with your entries:



Purchasing Concessions

Some tournaments have items available for purchase in advance, such as parking permits. If available, these will be listed on the "Concessions" tab:

Order Concessions

Name	Description	Each	Quant.	Total
3 Day Parking Permits	3 Day Parking Permits for Campus	\$60.00	<input type="text" value="1"/>	\$0.00

[Save Order](#)

For each concession, enter the quantity needed and press Save Order.

Editing Your Entry

If you need to make changes to an existing entry, you can access it again from your main account Dashboard, under "Existing Tournament Registrations:"

Tournaments Students Judges Circuits Settings Results

Existing tournament registrations

Dates	Name	Circuits	Due	
2/14 - 2/16	Cal Invitational UC Berkeley	NatCir	2/10	Entry

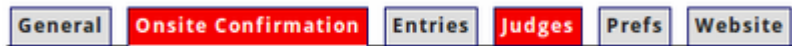
On-Site Check-In

Some tournaments use online "on-site registration" - where you can mark your school as having arrived at the tournament, instead of going to a physical registration location. Note that you still need to have "registered" for the tournament on tabroom in advance, within the entry deadlines. This is only for letting the tournament know that you're actually at the tournament, your registration is correct, etc. At some tournaments, you will only be able to check-in online if your registration fees have already been paid.

If the tournament is using on-site registration, you will see an option for "Confirm Onsite" next to the tournament on your account dashboard, under your "Existing tournaments registrations:"

The Cal Invitational at UC Berkeley	NatCir	2/11	Confirm Onsite
			Entry

You can also go to the "Onsite Confirmation" tab while viewing your schools' entry:



You will then be shown your current entry, including any drops, judges, etc. If you need to make changes, you will have to contact the tournament directly, since the add/drop deadline will have passed:

Adult Contact

Responsible Adult	<input type="text" value="Jane Smith"/>	Phone	<input type="text" value="111-111-1111"/>	<input type="button" value="Save"/>
-------------------	---	-------	---	-------------------------------------

Entries

Code	Name	Event	
College Prep CL	Charlotte Lawrence	VLD	Contact the tournament to change/drop entries.
DROP	Zadik & Walton	PF	Contact the tournament to change/drop entries.
DROP	Yun & Wornow	PF	Contact the tournament to change/drop entries.

If (and ONLY if) everything is correct and all people listed on your entry are at the tournament, you can confirm your entry:

Do you solemnly swear the above is correct and everyone is on site?

<input type="button" value="Yes I do. Register Me!"/>

You will then be shown a confirmation page and given a link to download a registration packet (with things like maps, parking directions, etc.), if available.

This section provided you an overview of the most needed features for new coaches. For further features and questions, please check out the Tabroom help knowledge base located at http://docs.tabroom.com/Main_Page.

Section 3: Utah Debate Coaches Association UDCA

Utah debate has an organization of debate coaches (UDCA) who work together with the Utah High School Activities Association (UHSAA) to govern the activity of speech and debate in the state of Utah. The UDCA is responsible for working together with the UHSAA on things such as rules, congress legislation, extemp topics, and much more. The UDCA is an incredible resource for any coach who is responsible for a team in the state of Utah. The UDCA website can be found at <https://utahdebatecoaches.org/>.

Joining the Google Group and the UDCA

Step one for all new Utah coaches is signing up for the UDCA google group. This is an email list that is the best source of information amongst coaches. This is the place to ask for guidance and receive information about the upcoming things that affect Utah debate coaches. The google group can be found at <https://sites.google.com/site/utahdebatecoachesassociation/discussion>. Step one to joining the UDCA is requesting access to the coach page. You request access via email. You will be asked to fill out a short form asking you about the school you are affiliated with and doing some light screening. Once this process has been completed, you will be granted coach access to the UDCA website and begin receiving the emails that the group sends out. The conversations taking place can be seen in either the Google group or followed on the regular emails that get sent out.

Coaches Page

Once your account has been approved, you will be able to see the coach resources with your login. The coach page can be found at <https://sites.google.com/site/utahdebatecoachesassociation/home>. There are several incredible resources here such as: the coaches wiki, the local tournament calendar, and the coaches directory. The coaches directory is incredibly valuable as it contains contact information for all of the coaches who are UDCA members.

Community Leaders

One of the important things that membership in the UDCA is access to community leaders. I would encourage you reach out and begin developing a relationship with the leaders in your area of the community. Here is a list of some of the leaders in the Utah area that is current as of 2/23/20.

NSDA District Leaders

Sundance NSDA District <https://www.speechanddebate.org/account/#/district/94>

District Chair Tanya Roundy Summit Academy HS

Utah-Wasatch NSDA District <https://www.speechanddebate.org/account/#/district/95>

District Chair Shannon Chamberlain Northridge HS

Greater Salt Lake NSDA District <https://www.speechanddebate.org/account/#/district/93>

District Chair Jonathan Lundgreen Tooele HS

Section 4: Logistics

Supplies

Speech and debate require a lot of supplies. This list is intended to be used as a starting point for building up your supplies needed for effective practice and competition. My suggestion is to get a large plastic tub to carry supplies back and forth to tournaments. My team has found it convenient to have two tubs, one for electronics and one for supplies.

Electronic Supply List

- Laptop Chargers – Most debate events are paperless now and having laptop chargers that can be taken off campus is a huge contributor to you teams' success.
- Power Strips – My team always carries around 2-3 surge protecting power strips. This allows students to charge laptops phones and more in between rounds when they are not competing. This item is crucial as most tournaments have students congregating in cafeterias where plug ins are at a premium.
- Timers – All speech and debate events are timed. The best solution for timing is simple kitchen timers. These can range in price from \$1+. There is not a significant difference in these items, and they are just being used for their most basic function. I would suggest getting 5-7 of these. Everyone needs them and they are bound to get lost.
- Cheap Bluetooth Speaker – This item is not a necessity and is good for team morale.

Non-Electronic Supply List

- Pens – Note taking is an essential part of being successful at debate.
- Legal Pads – This is the preferred paper for Congress debaters and is inexpensive
- Flow Paper – This is extra long legal paper 8.5 x 14 in size and should be available from your school's standard office supply network.

- Feminine Hygiene Products – We travel with a makeup bag that contains both tampons and pads. I never want a young lady on my team to have to scramble to find one of these items at a school she is unfamiliar with.
- Laptop Stands – Laptop stands are used to raise the height of laptops so that the students can more easily speak from them. Not a lot of teams provide these for the kids, but I think it is a standard of the supplies that the team should make available to all their students. Here is a link to the most common and most popular type of stand. https://www.amazon.com/Tabletote-Portable-Lightweight-Adjustable-Notebook/dp/B0001EMA80/ref=sr_1_5?crid=D8AM37ZGR8VO&keywords=tabletote+laptop+stand&qid=1582499577&srefix=tabletote%2Caps%2C254&sr=8-5

Software and Websites

There are a wide range of software that will make you job easier. There is software for many different things you and your students will want to do more efficiently. Here is list of some of the more useful websites and software that you should consider using on your team:

- Verbatim - <https://paperlessdebate.com/verbatim/> - This is a Microsoft word addon that does a ton of things to make case writing and wile production simpler and more efficient. This software also makes preparing speech docs in round significantly easier than traditional techniques.
- Dropbox - www.dropbox.com – This is a free website that allows your team to store files on the cloud and really facilitates file sharing for your team.
- Slack – www.slack.com – This website provides a platform for team communication that is powerful, easy to use and best of all free.
- Champion Briefs - <https://championbriefs.com/> - This website sells evidence packets for both Public Forum and Lincoln Douglas debate. It is a good resource if your team has the money to spend. It helps your team get a head start on new topics.
- High School Policy Debate Wiki - <https://hspolicy.debatecoaches.org/> - This is a website where teams list the arguments that they are running for the year to encourage each other to do research on their arguments in order for debates to have better clash.
- The Open Evidence Project - <https://openev.debatecoaches.org/> - This website provides a collection of the vast majority of camp files produced from the various summer debate camps. It provides schools and students who cannot afford these cost prohibitive camps access to files produced so that every team has at least a basic level of preparation on most topics.
- Extemp Genie - <https://extempgenie.com/> - This is a subscription service that helps your team manage its research for extemporaneous speaking and congressional debate. It includes file

management and search functions that make the research process for these events incredibly more efficient.

Transportation Requests

A key component to competing is getting back and forth. Each district and/or school will have a different procedure for this part. My school requires a 2-week minimum lead time for transportation requests. Finding out who oversees transportation should be a priority. My suggestion is in the first couple of weeks to plan out the tournaments you intend to attend and just do all your transportation requests early so that you can not forget to do one during the season.

Overnight Travel

There will be inevitably some tournament you and/or the team want to go to that requires overnight travel. The rules on overnight travel vary significantly from school to school and district to district. The rules can be relatively complex and typically have serious penalties for violating these policies. My suggestion is to locate your district and school's overnight travel policies and make sure you are familiar with the process before planning any overnight travel. Your administrator who oversees transportation is an excellent resource for this. Here is a link to the overnight travel policies from the Jordan District in Salt Lake City to use as an example - <http://purchasing.jordandistrict.org/travel/travelforms/>.

Judges

All tournaments require you to provide judges for the tournament to use. There are several strategies for acquiring judges. One option especially good for new programs is to get parents invested and tell students they must provide judging. Some people to have them consider asking include parents, adult siblings, former competitors who have graduated. Alumni typically are willing to give back to the program.

Reach out to college programs in your area. Currently Weber State University debaters are required to do 20 hours of volunteer work with a high school team. They are an excellent resource for new coaches as they have a wealth of experience and most of them have recently been involved in high school debate. The coach at Weber State is Ryan Wash as of 2/23/2020. He can be reached at Ryan.wash@weber.edu.

If your program has some money to spend, there are judges available for hire. The best way to reach judges in Utah is the following Facebook group

<https://www.facebook.com/groups/UtahSpeechandDebateJudges/>. This is a private group but an excellent resource both for teams looking to hire and judges looking to get hired. Typical hired rates as of 2/23/20 are roughly as follows:

\$80-\$100 Local two-day tournament

\$40-50 Local one day tournament

\$25-30 Per round for National circuit policy

\$200-300 Per weekend 3 Day National circuit judging

Purchase Orders

Your team is going to need to buy things. You will need to develop a strong relationship with your organization's finance secretary. Purchase orders are the typical way that the bills get paid. You will need to use these pay for tournament entry fees, hired judging, supplies, and more. If you have no experience with institutional payments, then you may not be familiar with this process. The typical process looks like filling out a purchase order and including an invoice and a W9. A W9 is a form from the IRS that identifies an entity as a payee and includes their name, address and social security or EIN number. This allows for the transactions to be properly reported by accounting. Here is a link to a fillable IRS W9 that can be filled digitally or printed and filled out <https://www.irs.gov/pub/irs-pdf/fw9.pdf>.

Student Excusals

Your students will need to miss an occasional class or even a whole day of school. You should familiarize yourself with your organizations activity excusal policies. Most activity excusals require a signature by the director of the activity and an administrator. These typically need to be turned in to the attendance office at your school. Make sure you learn the policies unique to your organization so that you can avoid unexcused absences and upset students and parents.

Various Paperwork

Each district or school may have various forms that you need to fill out or be responsible for. Some of the forms you should be aware that you may need to use include the following:

- Permission to administer medication
- Parent contact information
- Permission for students to drive themselves
- Permission for students to be picked up by parents

Every situation is unique, but it is better if you cover your bases as opposed to leaving yourself in a gray area of legal liability.

Working with Admin

A key component to your success will be working with the administrators at your location. You should make sure you know who is charge of the following things and develop a relationship with them:

- Debate – This one is self-explanatory
- Transportation – You and your students need to get back and forth to tournaments
- Technology – Laptops and internet access are a key component to your success
- Overnight Travel – This person will know all the policies better than you possibly could and will be an invaluable resource
- Building Use – This one is incredibly important because you will want to have access to the building for things like practices, parent meetings, and potentially tournament hosting
- Finance – You will need to know how to pay people and vendors and they will assist you with managing your team’s budget

Your life will be easier, and your team will be more successful with administrative support. This is an invaluable tool.

Section 5: Speech and Debate Events

If you are completely new to speech and debate you may be asking what all these different events are? It can be overwhelming. This section will include event descriptions sourced from <https://www.speechanddebate.org/competition-events/> for the vast majority of the events you will see at tournaments.

Speech Events

Dramatic Interpretation

Using a play, short story, or other published work, students perform a selection of one or more portions of a piece up to ten minutes in length. With a spotlight on character development and depth, this event focuses on the student's ability to convey emotion through the use of a dramatic text. Competitors may portray one or multiple characters. No props or costumes may be used. Performances can also include an introduction written by the student to contextualize the performance and state the title and the author.

Duo Interpretation

Two competitors team up to deliver a ten-minute performance of a published play or story. Using off-stage focus, competitors convey emotion and environment through a variety of performance techniques focusing on the relationships and interactions between the characters. No props or costumes are used. Performances can also include an introduction written by the students to contextualize the performance and state the title and the author.

Humorous Interpretation

Using a play, short story, or other published work, students perform a selection of one or more portions of a piece up to ten minutes in length. Humorous Interpretation is designed to test a student's comedic skills through script analysis, delivery, timing, and character development. Competitors may portray one or multiple characters. No props or costumes may be used. Performances can also include an introduction written by the student to contextualize the performance and state the title and the author.

Informative Speaking

Students author and deliver a ten-minute speech on a topic of their choosing. Competitors create the speech to educate the audience on a particular topic. All topics must be informative in nature; the goal is to educate, not to advocate. Visual aids are permitted, but not required. The speech is delivered from memory.

International Extemporaneous Speaking

Students are presented with a choice of three questions related to international current events and, in 30 minutes, prepare a seven-minute speech answering the selected question. Students may consult articles and evidence they gather prior to the contest but may not use the internet during preparation. Topics range from country-specific issues to regional concerns to foreign policy. The speech is delivered from memory.

Original Oratory

Students deliver a self-written, ten-minute speech on a topic of their choosing. Limited in their ability to quote words directly, competitors craft an argument using evidence, logic, and emotional appeals.

Topics range widely and can be informative or persuasive in nature. The speech is delivered from memory.

Program Oral Interpretation

Using selections from Prose, Poetry and Drama students create a ten minute performance around a central theme. Program Oral Interpretation is designed to test a student's ability to intersplice multiple types of literature into a single, cohesive performance. A manuscript is required and may be used as a prop within the performance if the performer maintains control of the manuscript at all times.

Performances can also include an introduction written by the student to contextualize the performance and state the title and the author of each selection.

National Extemporaneous Speaking

Students are presented with a choice of three questions related to current events in the United States and, in 30 minutes, prepare a seven-minute speech answering the selected question. Students may consult articles and evidence they gather prior to the contest, but may not use the internet during preparation. Topics range from political matters to economic concerns to U.S. foreign policy. The speech is delivered from memory.

Debate Events

Big Questions Debate

Big Questions is designed to enhance students' current debate experiences, opening their minds and encouraging them to engage in life discussion that may not align with their previously held beliefs.

Whether or not students change their opinion, the rich experience of this debate event will advance their knowledge, comfort, and interest in learning more about the subject matter.

Congressional Debate

A simulation of the U.S. legislative process, students generate a series of bills and resolutions for debate in Congressional Debate. Debaters alternate delivering speeches for and against the topic in a group setting. An elected student serves as a presiding officer to ensure debate flows smoothly. Students are assessed on their research, argumentation, and delivery skills, as well as their knowledge and use of parliamentary procedure.

Lincoln Douglas Debate

In this one-on-one format, students debate a topic provided by the National Speech & Debate Association. Topics range from individual freedom versus the collective good to economic development versus environmental protection. Students may consult evidence gathered prior to the debate but may not use the internet in round. An entire debate is roughly 45 minutes and consists of constructive speeches, rebuttals, and cross-examination.

Policy Debate

A two-on-two debate that focuses on a policy question for the duration of the academic year, this format tests a student's research, analytical, and delivery skills. Policy debate involves the proposal of a plan by the affirmative team to enact a policy, while the negative team offers reasons to reject that proposal. Throughout the debate, students have the opportunity to cross-examine one another. A judge or panel of judges determines the winner based on the arguments presented.

Public Forum Debate

Public Forum involves opposing teams of two, debating a topic concerning a current event. Proceeding a coin toss, the winners choose which side to debate (PRO or CON) or which speaker position they prefer (1st or 2nd), and the other team receives the remaining option. Students present cases, engage in rebuttal and refutation, and also participate in a “crossfire” (similar to a cross examination) with the opportunity to question the opposing team. Often times community members are recruited to judge this event.

Section 6: Tournaments Explained

There are an incredible number of different types of tournaments that are offered in speech and debate. The different tournaments exist for different audiences and the tournaments that make sense for you and your team are not going to be the same as tournaments that work for another coach and program. Each of the different type of tournaments you will need to be familiar with are listed below. This list is by no means exhaustive but should serve as a good initial guideline to helping you understand the variety of options there are for your team to attend.

1 Day Local

These tournaments are entry level tournaments. These tournaments take place most often on Friday evenings or Saturday. These tournaments offer a lower number of rounds of competition. 1-day local tournaments are a great entry level experience for new speakers and debaters. There are typically 3 rounds of competition at these events and no elimination rounds. The focus on these tournaments is more on gaining experience and good practice than on being super competitive. These events tend to feature a lower level of competition than their multi day equivalents. These tournaments typically award trophies to the top three competitors in each division.

The potential downside of these events is that there is very little margin for error if your students are trying to earn trophies. A student can win all their debates or finish in first place in two of their speech rounds and second in the third and not receive recognition despite their strong performance.

2 Day Local

These tournaments are the next level of competition. These multi day tournaments usually include a higher number of preliminary rounds than their single day counterparts. They will typically include 4+ preliminary rounds and usually some number of elimination rounds based on the size of the field. These tournaments require a much higher level of commitment from everyone involved in order to be successful at them. These events are excellent for allowing your students to see where they measure up against other students who are taking speech and debate more seriously. These tournaments use the elimination rounds to determine who the winners are and will usually also include speaker awards as a form of individual accomplishment for the students participating in debate events.

3 Day National Circuit

These tournaments would be considered expert level competitions. These three-day events are some of the largest attended and most difficult tournaments of the season. These tournaments attract students from outside of Utah and sometime even outside of the United States. Utah currently hosts two three-day national circuit tournaments. The Silver and Black Invitational is hosted by Alta High School typically in December and the Copper Classic is hosted by Bingham High School in February. These tournaments feature the highest number of preliminary debates and speeches and offer your students an opportunity to test themselves against some of the best speakers and debaters in the country. These tournaments feature many competitors and are events that students look forward to every year. These tournaments both feature bids to compete in the yearly Tournament of Champions hosted by the University of Kentucky every year in April.

UHSAA Region

Regional championship tournaments are the path to qualification for the state championships in Utah.

These tournaments feature 4-8 schools that are relatively near each other geographically and have a similar sized student population. These tournaments offer different events based on your school's size classification. This link will provide you with the UHSAA speech and debate handbook.

<https://www.uhsaa.org/Publications/Handbook/ActivitiesSections/SpeechDebate.pdf> Within this handbook you can find your school's region events based on classifications. This link will provide a list of all of the regions and which schools are in each region <https://www.uhsaa.org/regions/>.

The region tournaments are organized by your region's chairperson. These tournaments offer both individual and team qualifications to the state championships. For most classifications the top 10 individual competitors and the top 50% of teams qualify through to the state tournament. For more specific information, please refer to the handbook linked above.

UHSAA State

The state tournament at each classification level is made up of teams and individuals who qualified through the regional tournament process. For many teams and students, this is the culmination of their season. This tournament has people who are elected to run it in the previous calendar year. The location of this tournament varies from classification to classification and typically moves geographically around the state to equalize the travel burden on teams that are competing. The events offered at the state tournament will mirror those offered at the regional level.

NCFL Qualifiers

The NCFL is the National Catholic Forensics League. This organization runs one of the longest running national championships for speech and debate. The NCFL has been around since 1951 the NCFL runs qualifier tournaments for its National Championship at various catholic secondary schools around the country. The Salt Lake Diocese tournament is run at Juan Diego Catholic in Draper, UT. It is a yearly event that allows top finishers to compete at the Grand National tournament at the end of the school year.

NCFL Nationals

The NCFL Grand Nationals tournament typically takes place over Memorial Day weekend and the location changes yearly. For NCFL Grand Nationals information please visit www.ncflnationals.org. This tournament offers students an opportunity to compete for a prestigious National title in several different events. Here is a link to a more in depth FAQ about the Grand National Tournament <http://www.ncfl.org/NCFLnew/pages/ncfl-tournament.html#nationals>.

NSDA District

This series of tournaments allow your students to qualify for the NSDA National Tournament. These tournaments are held all over the country and the top finishers go on to represent their district in the NSDA National tournament. This is covered in more detail in Section 1 under NSDA Districts and further information can be found here <https://www.speechanddebate.org/district-tournaments/>.

NSDA Nationals

This tournament is a tournament that is comprised of the absolute best competitors in their event from across the country. This tournament was covered in more detail above in the NSDA section.

NDCA Nationals

The NDCA is the National Debate Coaches Association. The NDCA can be found at <http://www.debatecoaches.org/>. The NDCA hosts their own national championship as well and qualification is based on season long performance in debate. This tournament is qualified for using a point system and procedures for qualification can be found here <http://www.debatecoaches.org/tournament-rules-procedures>. This tournament does not include speech events and is a coveted title for the top debaters in the country in Public Forum, Lincoln Douglas, and Policy Debate.

Tournament of Champions Bid Tournaments

Many of the three-day national circuit tournaments are designated as Tournament of Champions bid tournaments. The tournament of champions bid committee assigns bids to a tournament based on several factors such as number of entries, number of states represented, quality of competition, quality of judging, and how well run the tournament is. The competitors who participate in these tournaments work throughout the year to collect bids necessary to attend the Tournament of Champions in April. A list of bid tournaments can be found at <https://ci.uky.edu/UKDebate/list-bid-tournaments>.

The bid process varies from event to event and can be found in great detail in the ToC rules document located at <https://ci.uky.edu/UKDebate/tournament-procedures>.

The Tournament of Champions

The Tournament of Champions is commonly referred to as the ToC. This tournament is the most exclusive and hardest tournament of the debate season. It is both the hardest to qualify for and the most difficult to win. The ToC for many debaters is the penultimate goal of their high school debate career and few achieve it. This tournament offers the following divisions of competition:

- Congressional Debate
- Silver Public Forum
- Gold public Forum
- Lincoln Douglas Debate
- Policy Debate
- Dramatic Interpretation
- Extemporaneous Speaking
- Informative Speaking
- Original Oratory
- Duo Interpretation
- Humorous Interpretation
- Oral Interpretation
- Program Oral Interpretation

The divisions can range in size from as few as 33 entries to as many as 119 entries and every competitor is among the best in their event in the country.

Section 7: At the Tournament

You have already done so many things to get to your first tournament as a coach. You have completed NSDA membership, debate practices, selected tournaments to compete in, transportation requests, learned tabroom.com, and acquired judges. Now you are on your way to your first tournament and not sure what to expect. This section will explain nearly everything you need to know about being at a debate tournament.

Check in and Tabroom

The first thing you need to do when you arrive is figure out where to check in. There will typically be an information desk located near the main entrance with students from the host school that are happy to direct you to the Tabroom so you can check in. The Tabroom is the heart of the tournament. The term Tabroom is short for Tabulation Room. This is the place where all the numbers were crunched and pairings were created in the past. Now all of that is done through the power of www.tabroom.com and the internet.

The Tabroom at most tournaments is the media center or library. This room usually serves as judge lounge as well. It gives your judges a space to relax in between the tough job of deciding who the best speakers and debaters are.

You should always make your way to the Tabroom and check in with the tournament director or tournament staff. You will typically be given a welcome packet that will include things such as school maps, wifi connection information, and an invoice if you have not arranged to pay ahead of time or brought payment with you to the tournament.

Arriving and getting situated

Most tournaments use the school cafeteria as a central gathering place for competitors. I highly suggest arriving early to tournaments. I like to arrive at least an hour before round 1 of a tournament is scheduled to begin. There are a number of reasons for this such as; there are typically few spots in most cafeterias that have electrical outlet access and you want to set up near one so you can set up your power strips and your team will be able to keep their devices charged and ready to go, in the event that anything goes wrong with transportation you will still arrive in time for the first round of competition, many students need some time to relax and get in the right mindset before they compete and arriving early gives them time to do so.

Food



Most tournaments will offer very basic concessions. Many times, the concession stands will just include things like chips and sodas and any proceeds will help support the team that is hosting. At most tournaments you will be stuck at a location for many hours. You should have a plan for food for the competitors. The tournaments do not offer much if any time for the students to leave campus and acquire food.

There are multiple options for food depending on your team and its unique support network. I found that the best options for feeding students at tournaments are sourcing parent volunteers to help provide dinner and working out a deal with your finance team that allows you to purchase food for the team and get reimbursed with team money if your team can financially support it. Many tournaments have been working to provide some sort of hot meal option for the competitors such as selling pizza or having a food truck come to the tournament. This is a great option as well but requires your students to financially fend for themselves or not be able to eat.

Pairings

Pairings are how the students find out who they are debating against or what room they are performing in for speech events. Most tournaments offer pairings in several ways that include posting them on paper in a central location, publishing them on the tournament website at Tabroom.com, emailing competitors, and texting competitors. A typical pairing will include the names of the competitors, name of the judge, and the location of the competition.

Here is a sample pairing from a speech round:

Round 3 IMP		Start time: 7:30 PM MST				
Room	Judges	Entries				
1 1101	Smith, Brandon	1. Ben Lomond OT	2. Bonneville RS	3. Weber LM		
		4. Syracuse LR	5. Bonneville AV	6. Northridge JK		

Here is a sample pairing from a debate round:

CX Round 3		Start: 7:30 PM MST				
Room	Aff	Neg	Judge	Bkt		
1301	Riverton HS - Riverton, UT TY	Farmington IT	Jaggi, Jaxon	0		

Judging basics

Most of the judges that will be deciding who wins and loses in your debates and speeches will be volunteers from the community such as parents and former competitors. The most important thing to keep in mind is that this is a thankless job most of the time and this activity is subjective. No matter what a judge decides, it is ultimately their decision and there is not really a wrong answer. Most tournaments will make every effort to put the most qualified judges in the events that are the most technical such as congressional and policy debate whenever possible.

Navigating the Dashboard

The dashboard is your best friend at tournaments. Once a tournament is started, if you are logged into tabroom.com you can click on your email address in the upper right-hand corner of the screen and you will see a green button that says dashboard. You will see lots things on your dashboard that include current pairings for your students and judges along with results and feedback from your students rounds as soon as the tournament decides to publish it.

The dashboard page includes a wealth of information and is the primary place you will look for information while at a tournament. Here is a sample picture of a dashboard featuring results in both debate and speech events:

Code	Entry	Event	Rnd	Start	Room	S	Judging	Status	Feedback
Natalie Hatch	Natalie Hatch	HOU	1	Fri	3:00 PM	E101	317 Gomez, Berta	VOTED	
							312 Frel, Sheldon	VOTED	
							306 Purcell, Colton	VOTED	
Natalie Hatch	Natalie Hatch	HOU	2	Fri	6:30 PM	E101	313 Uzelac Christensen, Kristy	VOTED	
							318 Oscarson, Ethan	VOTED	
							306 Purcell, Colton	VOTED	
114	Maliyah Hutchison	DI	1	Sat	9:00 AM	220	3rd 117 Chipman, Natalie	1	
114	Maliyah Hutchison	DI	2	Sat	10:15 AM	222	1st 111 Carney, Jacob	1	
114	Maliyah Hutchison	DI	3	Sat	11:30 AM	210	4th 138 Vyas, Yash	2	
114	Maliyah Hutchison	DI	4	Sat	1:15 PM	210	101 Ritchey, James	2	
							115 Condie, Nevada	4	
							117 Chipman, Natalie	3	
300	Tran & Prasad	CX	1	Sat	8:00 AM	C204	Aff 256 Arnold, Gregory	W Prasad Tran EI 30 29.6	
300	Tran & Prasad	CX	2	Sat	9:45 AM	C204	Neg 243 Ensign, Abby	W Prasad Tran EI 30 29	
300	Tran & Prasad	CX	3	Sat	1:00 PM	C204	Aff 228 Erickson, Sara	W Prasad Tran EI 29 29	
300	Tran & Prasad	CX	4	Sat	3:00 PM	C204	Neg 237 Mayfield, Emerald	W Prasad Tran EI 29.7 29.9	

Results and Feedback

In the screenshot of the dashboard above, you can see the results and feedback of the competitors. The status column contains the results of the round that your student was competing in and the little blue icon that looks like a word document contains the feedback from the judge/s that was written for your competitor.

Elimination Rounds

Elimination rounds are round that occur after all preliminary rounds have been completed. This is a way to narrow the field of competition to determine an eventual champion in an event. In speech events a final round will contain the top competitors competing against each other in a group and debate events will follow a single elimination bracket to determine the winners. The standard for elimination rounds is to have a panel of judges evaluating the rounds in order to avoid any type of potential bias.

Awards

Most tournaments end in an award ceremony. This gives your best performing students the opportunity to receive acknowledgement for their accomplishments such as medals and trophies. There is a certain etiquette to awards ceremonies which dictate that everyone gives only one single group clap for students receiving awards with the exception of first place in which everyone is allowed to cheer for the accomplishment.

Section 8: Fundraising

The harsh reality is that most speech and debate teams receive little to no funding. If your team is among those that do receive some sort of funding, consider yourself lucky. The heart and soul of most debate budgets is student and coach ran fundraising. Please note it is incredibly important to reach out to your administration and make sure you understand the rules associated with fundraising at your school/district. The rules vary significantly and typically include some sort of approval process on the fundraiser. In this section I will go over several different types of fundraising options for your program and some pros and cons to each type of fundraising.

Selling Things

This is the most basic method of raising funds. Your team works with a manufacturer of something such as cookie dough and sells it to the community and gets to keep a portion of the money.

Pros of selling things –

- People like getting something tangible for their contribution
- Typically, an easy sell if your students have engaged family and friends
- Easy to administer this type of fundraiser

Cons of selling things –

- People feel guilted into buying things they do not actually want or need
- Most sales-based programs only give a small amount of the actual sale to the team
- There can be customer service issues associated with delivery and condition of the items being sold

Food Nights

This is a type of fundraiser where your organization partners with a local restaurant to drive customers to the location on a specific night at a specific time. An example would be a partnership with a fast food restaurant that allows people to come in on a Tuesday night from 5-8 and mention they are there for the event and the team gets to keep a percentage of those sales.

Pros of food nights –

- Everybody needs to eat; it is not a big ask for your students to get people to come out and have a meal to help support the team
- The fundraiser takes place over a very short period
- Can be as effective as your team's ability to market the evening

Cons of food nights –

- Some of restaurants require the students to participate and help deliver food and clean to earn the contribution
- Some restaurants require a minimum sales number be hit before they make the donation
- Some restaurants require the people who come for the event to specifically mention the event or a donation is not made

Overall, this is a great way to make a little bit of money for a struggling team. My suggestion is to partner with an organization that has very clear easy policies on how the fundraising night works. Chick-Fil-A has an excellent partnership with schools for fundraising and is a great place to begin your exploration of food night options.

Community Service

This is a great way to raise funds if your team is creative and has time to give. With this method of fundraising, your team provides a service to the community and receives payment for the service and that money goes to your team budget. Some examples may include a gift-wrapping service, a clothing drive, or a car wash.

Pros of community service –

- Requires very little startup money and primarily just time
- The service aspect gets people talking about your team and raises your profile
- One of the most profitable forms of fundraising as the team keeps nearly 100% of the money raised

Cons of community service –

- It requires actual time and work
- The service event is only as good as the marketing for it; without effective marketing the event will not be effective
- Can have varied levels of effectiveness based on your local community

Snap Raise and digital fundraising

Digital fundraising is one of the newest and fastest growing trends in activity fundraising. The primary company operating in Utah is Snap Raise (<https://www.snap-raise.com/>) and the concept is simple.

There is a window for the fundraiser and the kids solicit emails from their biggest supporters and these people are sent a link to the organizations fundraiser homepage and can either donate money or buy team gear for their student and a portion of the proceeds goes to the team.

Pros of digital fundraising –

- It is incredibly simple and easy to use and execute
- The fundraising company helps you with an action plan and builds the web site and web store and does all fulfillment on the items
- The link to your fundraiser can be shared via social media and text messaging which gives you a broad reach

Cons of digital fundraising –

- The company takes a significant chunk of the donations your team receives (somewhere between 20-30%)
- Success requires a team to really buy in and collect emails and put the message out on socials and through text
- Incentives that your top earners get come out of your portion of the funds and not the company's portion

Alumni boosters

Alumni boosters are only going to be a reality for a small group of established programs or long-established schools. Alumni boosters can be solicited several ways and primarily they would be alumni who came through your school's speech and debate program. If you are interested in finding alumni boosters, you should find out who has been through your program and create some sort of alumni group. Once you have an established group such as a Facebook group, begin by sharing regular team updates with the group to get and keep the alums invested in what you are doing. Over time you can build a relationship with these folks and hopefully they decide they would like to assist with the financial needs of your current students.

Pros of Alumni boosters

- The money is typically a straight donation that you receive 100% of
- Helps build a network of supporters who have a vested interest in your program and may want to help do things like coach and judge as well
- Occasionally these folks can be very generous, and this is the way you are most likely to receive a lump sum for your program

Cons of alumni boosters

- There is a lot of relationship building and groundwork required to set this up with no guaranteed return
- It can be hard to find historical data on the folks who have come through your program unless you have been there for a long time
- Even when you have established who the alumni are, it can be hard to get in contact with them

I hope that this section has given you some good ideas on how you can raise funds for your team. This is a tough thing but is instrumental to the success of many programs. Which ever method you decide to use, just focus on it and work hard and it will be successful.

Section 9: Team Organization

Team organization is something that can be done many ways and can have a significant impact on your team's success. There needs to be a very clear organizational hierarchy so that you can effectively delegate. Running a successful debate program is an incredible amount of work and you will need help from your assistant coaches and student leaders.

Parents

Your students' parents will contribute immeasurably to your team's success or failure. They will be the ones who make sure they make it to the bus for those early Saturday mornings. Parents are the best sources for getting a last-minute judge or helping feed hungry students. The best thing to do is to have a parent meeting early in the year before the season starts. This lets you set expectations and network with parents who will be able to support the team's efforts. This face to face time helps get them excited about judging, fundraising, chaperoning, and more.

Coaches and Volunteers

The top level of your organization is your coaches and volunteers. Typically, most teams cannot afford to pay for additional coaches and depend on volunteers to function as de facto assistant coaches. If you are fortunate enough to be able to hire outside coaches to assist you, you should look for people who can do something you cannot do as successfully. I had the ability to hire a coach who was specialized in speech events and another who was specialized in congressional debate in my first season and it contributed incredibly to my success. If you cannot afford additional coaching, you should look to the community for assistance. Many of your debaters have siblings or parents who are also passionate about speech and debate and will be willing to lend their time and expertise to your teams' success. Whatever route that you choose to take, make sure there is a clear hierarchy. This is your team and you are the leader and you must not allow your other coaches and volunteers to take over.

Student Leaders

Student leaders are going to be a key component of your success. If you are taking over an established program there may already be leaders elect who are ready and willing to help your team succeed. If you are establishing a new program, once you have your group of students, you should hold an election to determine leadership roles. I am going provide a small, medium, and large team sample list of officers that you can feel free to adjust to fit your needs.

Small team – If your team is small, you are looking for a couple of people to delegate to and provide a leadership role amongst their peers. You can decide exactly what the duties of each role are, and they can be flexible.

- President
- Vice President
- Treasurer
- Secretary

Medium Teams – As your team grows so will your need for increased delegation and student leadership. Here is a sample of the student leader positions for a mid-sized team. Once again, you can determine exactly what the duties of each of these folks are.

- President
- Vice President
- Treasurer
- Secretary
- Historian/Social Media
- Technology Officer
- Speech Captain

- Debate Captain
- Interps Captain

Large Teams – Large teams require a lot of student leadership in order to be successful. Here is a sample breakdown of student leaderships positions in a large team. Remember to use this as a guide and be flexible.

- President
- Vice President
- Treasurer
- Secretary
- Historian
- Social Media
- Activities Chair
- Technology Officer
- Recruiting Officer
- Policy Captain
- Lincoln Douglas Captain
- Public Forum Captain
- Congress Captain
- Oratory Captain
- Impromptu Captain
- National Extemp Captain
- Foreign Extemp Captain
- Interp Captain

Section 10: Practice

There is no right or wrong way to engage in practice with your team. I will give you some ideas on activities that can occur at practice, but this is by no means an exhaustive list and should be used as a source of inspiration for your team's activities.

Skill Building Drills

This is one of the core things that you can include at practice. There are various ways to build speaking and debating skills. Here is an incredible guide to speaking drills that can be done

<https://thedebuguru.weebly.com/speaking-exercises.html>.

The best way to build debating skills is to have practice debates. I personally prefer that practice debates have a winner and reason for decision because it gives it a more real world feel but many coaches do not have decisions rendered in practice debates.

For your students who are engaging in speech events there is no substitute to giving speeches and receiving feedback. I always encourage those giving feedback to provide at least one piece of constructive and one piece of positive feedback on every speech.

Lectures

Lectures are a core component of practices. I like to focus more heavily on lectures early in the season or as an issue comes up that multiple students need more understanding on. This is a great way to supplement class time or to teach complex topics if you are running a purely extracurricular program.

Research & Case Writing

Research and case writing are some of the core things that we do in debate. Practice is a great time to conduct research and write cases. This is especially true of Lincoln Douglas and Public Forum debate because of the nature of their ever-changing topics.

Speech Writing

Speech writing is any other type of writing. In order to get better you must write and write and rewrite. I encourage my students to keep all drafts of their speeches so that we can see how they change and evolve throughout the year. The focus for all speech writers should be to focus on structure. The best speeches are the ones that nail both content and structure. Here is a very brief structure that can be used and modified for most non interp events.

AGD – Your attention getting device or hook. You must have some way to immediately draw the audience in.

Introduction – This section should immediately follow your AGD and include the title of your piece and a roadmap of where your speech is going.

Body – This section should include three supporting points to your topic. The best speeches will include a source in each of these points and a subtle callback to our AGD.

Conclusion – The conclusion should include a summary of our body and a strong callback to the AGD.

Section 11: Coaching Styles and Strategies

There are many ways to be a successful coach and a myriad of strategies that can be employed with great success. I will outline a few options but ultimately this decision is yours to make. Whatever style or strategy you choose to employ, be responsive to feedback and continually be willing to adapt to the needs of your students.

Coach by example – hands on

Coaching by example is an option that encourages you to “get your hands dirty”. This style of coach will engage in practice debates with their students and deliver speeches along with them. This is incredibly effective with smaller teams and can help you build a strong relationship with your individual students.

Bottom Up

This strategy is one in which you let the needs of the students dictate your coaching style. If the students that are coming to practice are your speech kids, then you focus on speech needs at practice and vice versa for debate. This strategy provides the most flexibility but be careful as it can give students who have larger and more dominant personalities a lot of perceived power.

Strict

Some teams need more correction than others and have a hard time staying on task. A strict more authoritarian style is valuable if your students struggle to stay on task. The key to this style is having incredibly clear expectations from the beginning so that there is no question about what is required of your students and what the rewards will be both positively and negatively based on their behavior.

Less rules

Less rules teams are better for teams that have strong student leaders who can keep people on task.

This is also a good philosophy to have if your students do not do well with a heavy hand. The key to success with this type of team is engaging your student leaders to be the driving force behind keeping everyone on task and working.

Consistency

No matter what style you choose to employ, you need to be consistent. Your team will be more successful if over time they can come to know what to expect from you. Providing them with consistent messaging will help model their behaviors towards consistency as well. If practice is Mon and Wed from 3-5 then it needs to be on those days and times come rain or snow.

Flexibility

While you need to remain consistent, you also must learn to be flexible. Your coaching style may change from year to year based on the makeup of that team. Take feedback and implement suggestions that come from students, parents, peers, and administration. Constant feedback and evaluation and testing are how we can strive to become the best version of ourselves.

Conclusion

Thank you for taking the time to read this guide. I hope it helps you on your way to becoming a successful speech and debate coach. This is a job that is not always financially rewarding but there is an incredible reward you receive when you see a student succeed. This is one of the only activities where a student's hard work translates almost directly into their success level. I intend this to be a living document that changes over time and grows with my knowledge. Please feel free to reach out to me if you have any questions, comments, concerns.

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