

# DEBATE FALL PLANNING MEETING

## SUGGESTED AGENDA

- Debate coaches representing all district schools should be invited to attend the fall planning meeting, which needs to be held prior to Oct. 1. Refer to the UIL Spring Meet Manual for a detailed discussion of each item below:
- Appoint a **CX Contest Director**. The name and material order should be provided to the League office no later than Nov. 1. The CX Director Information form is found on the UIL website at [www.uiltexas.org/speech/debate](http://www.uiltexas.org/speech/debate).
- Determine whether Spring Meet Director or CX Contest Director will be responsible for setting up CX District Meet in the Spring Meet Online System by Dec 1.
- Select the **contest site**. Consider the number of rooms required for debating and contest tabulation.
- Set the **contest date(s)** and time schedule.
- Decide on the **format** (round robin, prelims for elimination seeding) to determine winners.
- Determine who will be involved in **pairing** the debates.
- Decide whether to alter or **break brackets** to prevent teams from the same school from debating each other. This is critical to determine at this meeting.
- Establish the criteria for **tabulating** results.
- Discuss who recruits **judges**, and what judging requirements (age, credentials, experience) should be followed to secure a competent judging pool. At minimum, judges should be high school graduates.
- Set a deadline for **confirming** judges.
- Establish **tabulation room** procedures, particularly in terms of ballot verification and open/closed tab room.
- Check the number of **awards** needed and determine who will order them.
- Outline **hospitality/concession** plans.
- Confirm the date that district schools can expect to receive a copy of the **finalized** details of the contest.
- Remind schools of **online entry deadlines** and emphasize the importance of notifying contest officials in a timely manner if there are changes in the entry.
- Discuss district executive committee's ruling concerning **late entries**.
- If school representatives also coach **Lincoln-Douglas** debate, it is wise to discuss similar issues for the LD contest at this time (refer to Section 902(e)(4) of the C&CR for important information on LD dates).

THE CX DISTRICT level of competition may be held any time between Jan. 4–Feb. 13. Districts must enter results online 10 calendar days after the meet or by Feb. 15, whichever is sooner.

Dec. 1— Deadline to set up CX district meet online.

Feb. 18 — Deadline to submit required judging info for state meet without \$100 late fee. Certification deadline.

The CX Debate State Meet will be held in mid-March. Check the UIL online calendar for the date of your conference championship.