

# 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.uil texas.org/speech/debate](http://www.uil texas.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 903(d)(4) of the C&CR for important information on LD dates).