

Debate fall Planning Meeting

Debate coaches representing all district schools should be invited to attend the fall planning meeting held prior to October 1. Refer to the UIL Academic Meet Director's Manual for a detailed discussion of each item below.

SUGGESTED AGENDA

- In addition to CX Debate, it is wise to discuss Congress information that has been established by the congressional region and LD Debate contest details at this time, if school representatives are in attendance. (refer to the UIL official calendar and C&CR)
- 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.
- 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 as it is entered as a separate meet in from the academic meet.
- 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 order of 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.
- Collect contact information from all schools and 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 ruling concerning late entries.
- Review dates/deadlines district winners must meet to represent your district at the state meet.