

Adjudication Procedure at Venues 2013

Outline

This is a WADL procedure for the organisation of adjudication on a night of debating.

Head Adjudicators

Prior to the opening night of the season the Administrative Head of Adjudication will appoint a Head Adjudicator for each venue. The name of the Head Adjudicator will be clear from the roster for each round.

A Head Adjudicator must be

- (i) A senior WADL adjudicator of more than two years' experience, or
- (ii) A member of the WADL Committee.

The Head Adjudicator will not adjudicate, absent exceptional circumstances, but will be present at the venue solely as a supervisor and manager.

A Head Adjudicator has the following responsibilities:

- (i) Liaising with the schools-coordinator at the venue
- (ii) Confirming the attendance of all rostered adjudicators
- (iii) Seeking out and dealing with problems that arise
- (iv) Ensuring that adjudicators rotate rooms properly
- (v) Distributing impromptu topics
- (vi) Supervising the preparation for impromptu debates
- (vii) Checking that all adjudicators have properly completed the master results sheets, and
- (viii) Ensuring the overall efficient running of debating on the night.

Procedure Before the Night for Head Adjudicators

The night before the relevant night of debating the Head Adjudicator must contact the Administrative Vice President and confirm:

- (i) The adjudication roster, including any recent changes
- (ii) The draw; and
- (iii) The impromptu topic (if applicable).

In Rounds 3-5, the Head Adjudicator must:

- (i) Prepare envelopes for each senior team debate containing the impromptu topic
- (ii) Clearly mark the team's name on the envelope, and
- (iii) Clearly indicate whether that team has the affirmative or negative side of the topic.

Procedure on the Night for Head Adjudicators

All Head Adjudicators must have with them:

- (i) A copy of the main draw for their venue
- (ii) A copy of the adjudication roster
- (iii) A copy of the WADL rules
- (iv) The impromptu topic for that venue (if applicable), and
- (v) A list of the contact details of all adjudicators, including the Administrative Vice President.

All Head Adjudicators must:

- (i) Arrive at the venue no less than 20 minutes prior to the scheduled starting time of the first debates of the night
- (ii) Report to the venue's schools-coordinator and check that everything has been organised for the night's debating (ie signs on the doors, master sheets, score and chairperson's sheets and bells)
- (iii) Wait in the central meeting area of the venue for the adjudicators to arrive
- (iv) Confirm the arrival of each adjudicator as they arrive. Do not leave the central meeting area to begin adjudicating a debate until all the other adjudicators have arrived
- (v) Give the impromptu topic to the first senior adjudicator who arrives in writing as a safeguard against the Head Adjudicator having to adjudicate a debate late due to the late or non-arrival of another adjudicator. Instruct that adjudicator to deliver the impromptu topic at the correct time in the event that the Head Adjudicator is still adjudicating a delayed debate

- (vi) If one or more adjudicators have not arrived within 10 minutes of the scheduled starting time of the first debates of the night, contact the Administrative Vice President and help organize a replacement. The Head Adjudicator must not leave the central meeting area to begin adjudicating a debate until the replacement adjudicator has been confirmed. If the Administrative Vice President is uncontactable, contact the President
- (vii) Time Management. Ensure that the first debates of the night start on time and that subsequent debates start on time. Ensure that the night ends as soon as practicable
Announce the impromptu topic. See the procedure outlined below. In the event that the Head Adjudicator must adjudicate one of the first debates due to the non-arrival of a rostered adjudicator delegate this duty to the first adjudicator who arrives
- (viii) Ensure that the master sheet has been fully and correctly completed by all adjudicators. Complete or amend the master sheet if necessary. The Head Adjudicator must not leave until the last adjudicator has completed the master sheet, and
- (ix) Report any problems or complaints on the night to the Administrative Head of Adjudication the following day.

Impromptu Topics and Preparation

The Head Adjudicator must distribute the impromptu topic as follows:

- (i) Gather all of the teams in a central area at 7:00pm
- (ii) Check that all senior teams have arrived
- (iii) Distribute the envelopes amongst the senior teams that are there at 7:05pm
- (iv) Remain in the central area and distribute envelopes as teams (if any) arrive late up until 7:25pm, and
- (v) Inform any teams that arrive after 7:25pm that they have forfeited. In that event, inform the opposing team that the debate has been forfeited and that they are able to leave.

The Head Adjudicator must supervise preparation as follows:

- (i) By no later than 7:30pm enter each preparation room and check that each team is fine and preparing in accordance with the rules, and

- (ii) Ensure that team members do not speak to parents, teachers or non-team members between leaving the preparation room and the commencement of the debate. The Head Adjudicator must use his or her discretion reasonably in this regard.

The Head Adjudicator must end preparation as follows:-

- (i) At 7:55pm inform each team that preparation will end in 10 minutes, and
- (ii) At 8:05pm inform each team that preparation must end and that they are required to make their way to the room of the debate. Remind each team that they are not to speak to anyone (other than team members) about the debate prior to the commencement of the debate.

Procedure on the Night for Adjudicators

All adjudicators must have:

- (i) A copy of the draw for their venue
- (ii) A copy of the adjudication roster
- (iii) Their name tag, and
- (iv) A pen and paper.

All adjudicators must:

- (i) Arrive no less than 15 minutes prior to the start of the first debate which they are adjudicating
- (ii) Report to the Head Adjudicator upon arrival
- (iii) Ensure that their debates start on time
- (iv) Ensure that they rotate rooms
- (v) Properly complete the score sheets and the master sheet
- (vi) Hand in all score sheets to the school's debating coordinator, and
- (vii) Report any problems or complaints to the Head Adjudicator.

Procedure on the Night for the Host School

The Host School will:

- (i) Provide a venue for each debate, set up desks for each team, the Chair/Timekeeper and the adjudicator.
- (ii) Provide separate rooms for each team preparing an impromptu topic.
- (iii) Provide a timer and a bell for each debate.

The Host School will:

- (i) Prepare plastic sleeves containing chair's and adjudicator's sheets ready for each adjudicator to collect upon their arrival at the host school, or placed in rooms.
- (ii) At the end of the night each adjudicator will return their adjudication sheets and Chair's sheets to a designated central point and complete the master results sheet.

The Host School will:

- (i) Place signs on each preparation and debating room clearly indicating which teams will be debating or preparing in that room.

The Host School will:

- (i) Scan and email the master sheet to the WADL Administrator (administrator@wادل.org) the day after the debates and the adjudication sheets are to be mailed to the WADL address within 3 days of the debates.