

Fulford Tournament Checklist

Before the Tournament

1. The Letter of Invitation sent by the host school should include the prepared resolution; schedule of the day; notice of registration fee (\$80) with check to be made out to the host school; registration form for two teams, (one junior and one senior team); speaking times; debate styles; a reminder that member schools have up to a month before the tournament to inform the League that they cannot compete or be liable to a penalty. The registration deadline for participating schools is one week before the tournament.
2. Associate schools will be invited, in turn, to fill in for schools which cannot attend or which are suspended for a round.
3. Packages with all the necessary materials are prepared in advance for each debater, and judge. Access the standard Fulford package consisting of score sheets, scripts, judges' instructions and draw. This can be found in the help package found on the website.
4. Make sure the Jones Trophy and the Fulford Cup are brought to the tournament by the winners of the last tournament to be re-awarded.

The Day of the Tournament

5. Participants register and receive their packages and the schools select their code.
6. The debaters meet. Government teams inside designated classrooms/Opposition teams outside designated classrooms.
7. The host school should be prepared to provide additional debaters if there are no- shows on the day of the tournament.
8. There should be three judges per room of debate and a senior debater of the host school may fill in for any missing judge on the day of the tournament.
9. Two trained officials are needed to moderate and time each room of debate.
10. The schedule should allow no less than 20 minutes preparation time before each round.
11. The judges will be briefed before the rounds begin and the content of the briefing will be planned in consultation with the President of the League.
12. On the morning of the tournament, the host school proposes one or more impromptu resolutions for the Third Parliamentary Round to the Coaches' Meeting for approval.
13. The approved impromptu resolution is announced to the debaters 30 minutes before the Third Parliamentary Round. At that time, the debaters are reminded that the Government team must furnish its opposition with its definition of the resolution no less than 10 minutes before debate begins.

The Tabulation of Results

14. There should be an adult supervising the tab room during the day, and the final results need to be approved by the President of the League before they are announced.
15. Any anomalous scoresheet may be discarded in consultation with the President of the League. Judges will be briefed to award NO score below 60; thus any score lower than 60 will be raised to 60 in the tab room.

16. Appoint two or three students to photocopy the judges' scoresheets, sort them and put them into labeled envelopes for distribution to each school at the end of the tournament. Also put in each school's envelope the tabulation sheet showing individual results for both Junior and Senior divisions and the tabulation sheet showing the team results for both senior and junior division. **KEEP THE ORIGINAL JUDGES' SCORESHEETS FOR ONE-YEAR AFTER THE TOURNAMENT.**
17. Tabulation Sheet for Individual Results in the Junior and Senior Divisions:
Shows the name, code and school of each debater; the scores in each round; the averages of the scores in each round; the overall average of the three rounds; and the individual rank based on the overall average. The debaters should be sorted by the their individual ranking.
18. Tabulation Sheet for Team Results in the Junior and Senior Divisions:
Shows the name, code and school of each debater; the overall average; the rank of each debater; the total of the two ranks of the two senior or two junior debaters; and the ranking of the senior or junior team derived from that. The teams should be sorted by the final team ranking.
19. Please note: The winning teams are determined by the rankings of each individual debater, not on the total averages of the rounds.
20. The Fulford Citations are brought to the host school by the coach of BSS. They are filled in as soon as the results are known in the tab room after Round Three.
21. At the end of each tournament, Fulford Citations will be awarded to the top six individual debaters in both the Senior and Junior divisions. (12 citations in all). The trophies will be awarded to the top Junior team and the top Senior team.
22. The Jones Trophy and the Fulford Cup will be awarded to the top Junior and the top Senior team by virtue of having the lowest team tank after the Three Rounds.