



AZ SPEECH & DEBATE COACHES ASSOCIATION
DIVISION REPRESENTATIVES GUIDE

Division of Labor

Division Representatives serve two year terms, elected within their Division Caucuses. Their main task is to direct two tournaments each year: Winter Trophy in the Fall, and the AIA State Tournament in the Spring. Because they will collectively serve as the Tournament Directors for these competitions, the representatives should decide by the end of the Fall Coaches Conference who will serve in what role. Roles are divided to equally split the labor as best as possible.

Division Representative A

Hospitality, Concessions, & Fees

- Coordinating with the site host regarding Concessions set-up
- Ordering Hospitality items for judges
- Coordinating the service and reimbursement of hospitality items
- Cross checking/verifying fees at the end of the tournament, including school invoices and any receipts from the site host, before getting them to the ASDCA Treasurer and President

Division Representative B

Tabroom Tournament Set-Up

- Establishing the main page of the website and pop-ups as a clear communications of all tournament details
- Establishing proper dates and deadlines for the tournament
- Checking to be sure the settings surrounding events, judging, sites, rooms, invoicing, and schedule are correct

Division Representative C

Tournament Logistics & Communications

- Operating as the main point of contact for coaches regarding the tournament
- Reiterating tournament details to coaches via email
- Coordinating with the Site Host to get and upload the rooms list, as well as creating room pools
- Coordinating with the Site Host to get a copy of the campus map fit for distribution

Division Representative D

Limited Preparation, Trophies, & Awards Ceremony

- Ordering trophies for Winter Trophy and picking them up for State
- Preparing Impromptu Prompts
- Ordering Extemp Questions
- Pairing congress chambers and printing congress materials
- Setting up the awards ceremony

Important Resources for Division Representatives

[Tournament Director's Manual](#)

[Tabroom Manual](#)

Fall 2024 Division Representatives Timeline

Rep. A	Rep. B	Rep. C	Rep. D	All Reps
Date	Task		Reminder/Check-In Schedule	
August 24	Election & Confirmation of Roles for Division Reps.		N/a	
September 30	Confirmation of Site Hosts for Trophy & State		Reminder: 9/23 Check-in: 9/30	
October 11	Winter Trophies Ordered		Reminder: 10/7 Check-in: 10/11	
October 18	Tabroom Site Draft Completed (Unpublished)		Reminder: 10/14 Check-in: 10/18	
October 25	Tabroom Site Posted		Reminder: 10/21 Check-in: 10/25	
October 25	Registration Announced		Reminder: 10/21 Check-in: 10/25	
November 1	Draft 1 of Impromptu Topics Completed		Reminder: 10/28 Check-in: 11/1	
November 8	Registration Reminders Sent to Coaches		Reminder: 11/4 Check-in: 11/8	
November 8	Check-in with Host about Concessions Set-up		Reminder: 11/4 Check-in: 11/8	
November 8	Secure Rooms List/Map from Host		Reminder: 11/4 Check-in: 11/8	
November 15	Impromptu Prompts Finalized		Reminder: 11/11 Check-in: 11/15	
November 22	Ask Treasurer to order Extemp Questions from the NSDA		Reminder: 11/18 Check-in: 11/22	
November 22	Verify Extemp Prep Coverage		Reminder: 11/18 Check-in: 11/22	
November 22	Turnaround Congress Legislation & Get it Posted to Tabroom		Reminder: 11/18 Check-in: 11/22	

November 22	Judge Hospitality Food Orders Submitted	Reminder: 11/18 Check-in: 11/22
November 25	Final Reminder to Coaches about Registration Sent	Reminder: 11/20 Check-in: 11/25
December 2	Parking & Final Logistics Email to Coaches Sent, Map Posted on Tabroom or Printed	Reminder: 11/29 Check-in: 12/2
December 3	Communicate Final Entry/Judge Numbers to Host	Reminder: 12/2 Check-in: 12/3
December 3	Rooms Uploaded to Tabroom & Room Pools Created	Reminder: 12/2 Check-in: 12/3
December 3	Perform Judge Audit	Reminder: 12/2 Check-in: 12/3
December 5	Ask Treasurer to Pay NSDA Tabroom Fee	Reminder: 12/2 Check-in: 12/5
December 5	Congress Paired & Necessary Items Printed	Reminder: 12/2 Check-in: 12/5
December 5	Add Judge Contact Lists to SimpleTexting	Reminder: 12/2 Check-in: 12/5
December 5	Print Judge Rosters for Check in Table	Reminder: 12/2 Check-in: 12/5
December 6-7 Winter Trophy Tournament!		
December 6	Print/Organize Impromptu and Extemp Slips	Reminder: 12/6 Check-in: 12/6
December 6-7	Tabroom Lead	Reminder: 12/5 Check-in: 12/6
December 6-7	Judges and Coaches Help Desk	Reminder: 12/5 Check-in: 12/6
December 6-7	Judges Hospitality set up and clean up lead	Reminder: 12/5 Check-in: 12/6
December 7	Crosscheck/Verify Fees are Correct (After Final Round is Out)	Reminder: 12/7 Check-in: 12/7

Spring 2025 Division Representatives Timeline

Rep. A	Rep. B	Rep. C	Rep. D	All Reps
Date	Task			Reminder/Check-In Schedule
December 13	Confirmation of Site Hosts for State			Reminder: 12/10 Check-in: 12/13
January 10	Tabroom Site Draft Completed (Unpublished)			Reminder: 1/6 Check-in: 1/10
January 17	Tabroom Site Posted			Reminder: 1/13 Check-in: 1/17
January 17	Registration Announced			Reminder: 1/13 Check-in: 1/17
January 24	Draft 1 of Impromptu Topics Completed			Reminder: 1/20 Check-in: 1/24
January 31	Registration Reminders Sent to Coaches			Reminder: 1/27 Check-in: 1/31
January 31	Check-in with Host about Concessions Set-up			Reminder: 1/27 Check-in: 1/31
January 31	Secure Rooms List/Map from Host			Reminder: 1/27 Check-in: 1/31
February 7	Impromptu Prompts Finalized			Reminder: 2/3 Check-in: 2/7
February 14	Turnaround Congress Legislation & Get it Posted to Tabroom			Reminder: 2/10 Check-in: 2/14
February 14	Ask Treasurer to Order Extemp Questions from the NSDA			Reminder: 2/10 Check-in: 2/14
February 14	Verify Extemp Prep Coverage			Reminder: 2/10 Check-in: 2/14
February 14	Judge Hospitality Food Orders Submitted			Reminder: 2/10 Check-in: 2/14
February 17	Final Reminder to Coaches about Registration Sent			Reminder: 2/13 Check-in: 2/17

February 18	Trophy Pick-Up from the AIA's Offices	Reminder: 2/13 Check-in: 2/18
February 24	Parking & Final Logistics Email to Coaches Sent, Map Posted on Tabroom or Printed	Reminder: 2/20 Check-in: 2/24
February 25	Communicate Final Entry/Judge Numbers to Host	Reminder: 2/24 Check-in: 2/25
February 25	Rooms Uploaded to Tabroom & Room Pools Created	Reminder: 2/20 Check-in: 2/25
February 25	Perform Judge Audit	Reminder: 2/24 Check-in: 2/25
February 27	Ask Treasurer to Pay Tabroom Fees	Reminder: 2/24 Check-in: 2/27
February 27	Congress Paired & Necessary Items Printed	Reminder: 2/24 Check-in: 2/27
February 27	Add Judge Contact Lists to SimpleTexting	Reminder: 2/24 Check-in: 2/27
February 27	Print Judge Rosters for Check in Table	Reminder: 2/24 Check-in: 2/27
February 28 - March 1 AIA State Tournament!		
February 28	Print/Organize Impromptu and Extemp Slips	Reminder: 2/28 Check-in: 2/28
February 28 - March 1	Tabroom Lead	Reminder: 2/28 Check-in: 3/1
February 28 - March 1	Judges and Coaches Help Desk	Reminder: 2/28 Check-in: 3/1
February 28 - March 1	Judges Hospitality set up and clean up lead	Reminder: 2/28 Check-in: 3/1
March 1	Crosscheck/Verify Fees are Correct (After Final Round is Out)	Reminder: 2/28 Check-in: 3/1