



AZ SPEECH & DEBATE COACHES ASSOCIATION

COACHES HANDBOOK



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Forward

Speech & Debate is a coach-driven activity. The coach is tasked with a great deal of responsibility, serving as the team’s main advocate, caretaker, and manager. The fundamental purpose of the Arizona Speech & Debate Coaches Association (ASDCA) is to help. Not just because these responsibilities are cumbersome, but because they are meaningful. Because we are among the most intellectually challenging competitive activities. Because our future journalists, attorneys, and politicians may find their start here. Because you will help someone, likely many people, find their voice.

This guide is meant to help you clear the hurdles so you can achieve those amazing outcomes. However, it is not totally encompassing of your collective responsibilities. The first passage in here will offer many of the necessary questions to ask your school administration, as each school's points of ease and challenges will differ. From there, we will offer many of the steps, requirements, and pieces of advice that function ubiquitously across the activity. Beyond this guide, remember to stay in touch. We have a community of coaches with a wealth of knowledge to share. We’re here to help, so feel free to contact us.

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Getting Started

Talk to Your Administration

Each school will have different rules, requirements, and context pertinent to running a Speech & Debate team. Getting the full picture on these details from your administration will help you significantly in running the team.

Does your school authorize a Speech & Debate program?

- ❖ Obviously, you can't go rogue here. Each team needs an adult, approved by the school's administration, to serve as its head coach. Without this, you cannot access Arizona Speech & Debate competitions.

Where and when are we permitted to hold practice?

- ❖ This activity requires practice to be competitive at tournaments.
- ❖ A teacher's classroom is the most popular and widely used space in the activity, especially because it's most similar to where they'll compete.
- ❖ Knowing where and when you can practice can help you decide how to best organize and hold practice

Can your school fund a Speech & Debate program?

- ❖ Tournaments cost money in the form of team and entry fees. Additional costs the team may bear include transportation, supplies, and memberships.
- ❖ Entry fees in the State of Arizona are some of the most affordable in the country. They range depending on the tournament, but tend to fall within these parameters:
 - Team Entry Fee: \$25-\$125
 - Solo Event Fee per Entry: \$5-\$10
 - Partner Event Fee per Entry: \$10-\$20

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If your school says no, or offers a figure you believe won't be able to reach the goals of your team, you still have options. Ask if fundraising, hosting a tournament to raise money, or charging team dues to your members is possible. These may be viable options for you to meet your goals.

How do we process payments to get checks sent to other schools?

- ❖ Other schools and their teams will generally run tournaments, so that is where their payment gets sent (see page 21 for instructions on paying entry fees). It may be a PO, invoice, or direct check, it largely depends on the school's payment information.

What are the school's policies around student transport and chaperoning?

- ❖ The minimum for competitions in the state is:
 - An adult chaperone approved by the school and able to perform the basic functions of chaperoning (see page 22 for details) on-site with your students at all times.
 - It is also an AIA rule that students cannot transport themselves to competition.

Your school may have additional requirements outside of these parameters.

Can your school support having more than one adult coaching the Speech & Debate team?

- ❖ Given the funding and chaperoning requirements, having an extra adult or two around can help a team. Tournaments are on average 26 hours long across a Friday and Saturday. Burnout is real. Getting an assistant coach helps reduce burnout.

What's the best way for us to get adult judges for tournaments?

- ❖ Each school is required to provide adult volunteers to judge for each tournament. The ASDCA welcomes any adult to come and judge speech and debate events; however, schools/districts have different rules regarding volunteers, so it is important to check with your administration the requirements.

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- ❖ Typically, the best starting point is having parents of students on the team judge their child's event. It is a great way for the parents to get a glimpse into tournaments.
- ❖ It is recommended by the ASDCA to only have a volunteer signed up to judge one event during the tournament to help meet the necessary judge quota for that weekend.
- ❖ Any volunteer has the option to only be available for one of the tournament days, but the coach still needs to make sure their judge quota is fulfilled for the entire weekend.

What resources are available on-campus to recruit a team?

- ❖ If you're allowed to print/put up posters, ask teachers to advertise it in their classes, make an announcement for the school, or speak to the student body about Speech & Debate, all of these would significantly aid recruitment. One of the best practices for recruitment is also to have a class or classes dedicated to Speech & Debate on-campus.

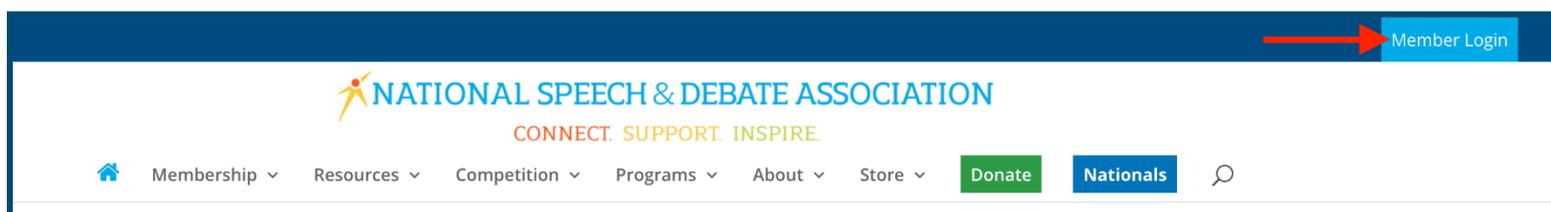
Does your school allow some kind of messaging platform for teams?

- ❖ Given that you'll both need to coordinate practice with them and chaperone them in competition, we recommend getting on some kind of messaging platform.
- ❖ Slack, Discord, Google Spaces, Remind, Parent Square, BAND, and Microsoft Teams are all great options depending on your schools exact policies.

Set-Up an NSDA Account

Tabroom.com is owned by the NSDA, so it's a necessary prerequisite to register your team for competition.

- ❖ Go to speechanddebate.org
- ❖ Click "Member Login" in the upper right hand corner



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- ❖ Click “Register”

A screenshot of a web page for logging in or registering. At the top center is a yellow starburst icon. Below it is a white box with the text "Please log in again." Below that is a white form with a "Username" label and an empty input field, a "Password" label and an empty input field with an eye icon, a "Remember Me" checkbox, and a blue "Log In" button. Below the form is a link: "← Go to National Speech & Debate Association". At the bottom are two links: "Privacy Policy" and "Forgot Your Password? | Register". A red arrow points down to the "Register" link.

- ❖ Fill in your information and click “Submit” to create your account

Set-Up a Tabroom Account

Tabroom.com is the main website for Speech & Debate Tournaments. It's where you'll:

- ❖ See tournament details
- ❖ Register students
- ❖ Register judges
- ❖ View your entry invoice
- ❖ See ballots assigned to students and judges
- ❖ See results for tournament
- ❖ View ballot feedback

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Set-Up Steps

- ❖ Go to Tabroom.com
- ❖ Click “Sign-Up” in the Upper Righthand Corner



- ❖ Fill in your Information & Click “Create Account”

Non-NSDA Members *If you do not have an NSDA account, create a new Tabroom account*

* Email Address	<input type="text" value="asdca@azspeechanddebate.org"/>
* First Name	<input type="text" value="Jim"/>
Middle Name	<input type="text" value="Danger"/>
* Last Name	<input type="text" value="Welty"/>
Phone Number	<input type="text" value="(480) 903-4059"/>
State	<input type="text" value="N/A - None"/>
Country	<input type="text" value="United States"/>
Time Zone	<input type="text" value="Phoenix - MST"/>
* Password	<input type="password" value="....."/> Strength
* Repeat Password	<input type="password" value="....."/>

[Create Account](#)

Get In-Touch with the ASDCA

Unless you got this directly from us, feel free to get in contact. We have a newsletter to notify you about upcoming deadlines and changes, can answer additional questions you have about the activity, and can extend an invitation to our twice annual coaches conference. **Use the contact information at the bottom of this page, and find us on social media!**



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Purchase an NSDA Membership (Suggested)

The NSDA offers a ton for your students. Students can join the National Speech & Debate Association, one of the most respected national honor societies. It also has a resource archive of every recorded NSDA National Tournament final round. Lastly, an NSDA membership is required to access the National Qualifier Tournament in Arizona.

Membership Structure

Annual School Membership

<u>High School: \$149</u>	<u>Middle School: \$75</u>
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Membership is good through July 31 of the school year for which you are renewing.

The NSDA also has student and coach memberships, along with the NSDA resource package. Student memberships are required to compete at the National Qualifier, the National Tournament, and allow students to earn statuses of honor from the NSDA for competitive success. Coach memberships can help earn coach awards. The NSDA resource package contains thousands of pieces of educational material to help students train and prepare for competition.



Go to <https://www.speechanddebate.org/school-membership/> for details!

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Ensure you have an AIA Membership (Suggested)

AIA membership is required in order to compete at the AIA State Tournament in the Spring.



*There's a good chance that if your school is involved in any athletic programs, they already have an AIA membership. Check with your school administration before purchasing one.

Get NFHS Membership (Suggested)

The NFHS provides general liability and accident insurance to coaches at an affordable annual price. We highly recommend every coach access these coverage options.

✓ **NFHS Member**

NFHS membership can be found and purchased on the coaches roster for your NSDA account.

Note: The ASDCA will purchase NFHS insurance for each coach that attends the Fall Coaching Conference.

Recruit a Team

Use the resources available to you to recruit your team. Some practiced methods of recruitment include:

- ❖ Putting up posters with a QR code to a sign-up
- ❖ Advertising it in your classes
- ❖ Asking other teachers to advertise it in their classes
- ❖ Addressing the student body

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- ❖ Bring a buddy policy (every member of the team must bring 1 friend to the first day of practice)
- ❖ School Speech & Debate showcase with a sign-up sheet
- ❖ Host debates in-class to spur student interest

Create a Team under the NSDA

- ❖ Login to your account, and click the “Schools +” button on the right hand side.



- ❖ Select “I’m an advisor” and enter the information for your school, or find your school and request access if it already exists in their system.

<p>Are you a student or assistant coach?</p> <p>You need to click one of the buttons below to request linking your account to a membership record! The Advisor at your school will need to approve the request.</p> <p><input type="button" value="I'm a Student"/> <input type="button" value="I'm an Assistant Coach"/></p>	<p>Are you a new advisor/head coach?</p> <p>If your school already exists in our system, we'll help you request access to it. Otherwise, you can apply as a new school.</p> <p><input type="button" value="I'm an Advisor"/></p>
---	---

Onboard Your Team into Tabroom

- ❖ Have every member of your team create an NSDA and Tabroom.com account

For best practices, do this in a team meeting towards the beginning of the year. That way, you can ensure everyone is squared away before they leave the room.



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- ❖ They should create an NSDA Account *first* and then create a Tabroom.com Account. They should also use the same email for both accounts.
- ❖ When it asks them for their school, please ensure they mark **your school** (Your school will only be listed if it has been created under the NSDA)
- ❖ Approve each student request to link to your school by clicking “Competitors” in your Tabroom Dashboard and approving each student manually.

Link Student Tabroom to NSDA Accounts

In order to know where to go to rounds at tournaments and read their feedback afterward, competitors need to be linked to their Tabroom accounts. Because Tabroom is owned by the NSDA, it's also how they automatically get points posted for approval from the NSDA.

Import your NSDA Roster

1. Login to your Tabroom.com account and click on “Competitors”.
2. Click “Import NSDA Roster”

Everyone on your NSDA roster will now be added to your Tabroom roster if they haven't been added already.



Have Students Link to their Accounts

1. After signing up, instruct students to login to their accounts and choose “Link your Account”.



2. If they are active on your roster at this point, they should be able to view themselves on the next screen. If they do and the school is correct, they

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should click, “Link”.

STUDENTS NAMED PHILIPPA GEORGIU

Link these students to your persons for updates & ballot assignments. Note: the administrators of your team/school will have to approve requests to claim a student record before you can access them. Team admins will be notified of requests by email.

Link only if you are the actual student.

Parents/coaches should not link to student persons; that will interfere with the student's ability to see their ballots, enter prefs, or get updates. Parents or coaches should instead click "Live Updates" on tournaments to follow along.

Name	School/Team	Tournaments	
Philippa Georgiou	Anytown High School	1 tournaments	Link

Search another name

[Search](#)

Approve Link Requests

3. Login to your Tabroom.com account and click on “Competitors”.

Competitors requesting online access

The following persons have asked to be linked to these students. Only permit this if you know the account is the same person as the students; otherwise online balloting and other access may be given incorrectly

Competitor	Requestor	
Philippa Georgiou	XXXXXXXXXXXXXXXX	<div style="display: flex; justify-content: space-around; align-items: center;"> ✓ ✗ </div>

5 Active Competitors

🗑️
📄

Record	First	Middle	Last	Grad	Account	Novice	Retired
	Michael		Burnham	2024		N	N

4. If students have already linked themselves, you (as coach) will be prompted to approve it by clicking the dark green checkmark.

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Train Students for Competition

There are 17 competition events regularly offered in the state of Arizona. All of them require practice, and all practices require time. Here are a few strategies to maximize the use of that time:

Speech		Debate
Original Oratory (OO)	Program Oral Interpretation (POI)	Congressional Debate (CON)
Informative Speaking (INFO)	Duo Interpretation (DUO)	Policy (CX)
Extemporaneous Speaking (EXT)	Prose Interpretation (PRO)	Lincoln-Douglas Debate (LD)
Impromptu Speaking (IMP)	Poetry interpretation (POE)	Public Forum Debate (PF)
Dramatic Interpretation (DI)	Duet Acting (DUET)	Big Questions Debate (BQ)
Humorous Interpretation (HI)	Original Spoken Word Poetry (OSWP)	

Start Small.

There's no reason to go into your first season with a team that tries to run all 17 events. Setting up guardrails around the events your students can enter can help limit the workload of running your team. Doing 1-4 events well will also inspire more confidence in your students than running 15 events poorly.

Empower Student Leaders.

Student leaders can help substantially in running practice. Having team or event captains, and allowing them to play a vital role in training students, can also help generate a strong sense of team culture.

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Locate Resources.

The NSDA and ASDCA both offer coaching resources. For the ASDCA, they are free. For the NSDA, you must purchase their resource package to access their full slate of materials.

Learn the Rules.

Arizona competitions borrow a great deal from NSDA rules, along with some state level events and specific rules. For questions about rules, look to the AIA SDAC Rules Manual on our website, as well as reading the High School and Middle School unified manual from the NSDA.

Collaborate.

The ASDCA is, at its core, a community of coaches. Connect with members of the community to ask questions, run ideas by them, and organize multi-team practices or scrimmages.

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Getting to Competition

Important Note:

All the responsibilities described in this section are the sole responsibility of a coach. Students and parents should not be empowered to or given the ability to undertake the following responsibilities. They should be done solely by the adult coach(es) that are authorized by the school to manage the Speech & Debate team.

Read the Tournament Details

Though many Arizona Speech & Debate competitions are similar, each has its own specific schedule, location, event offerings, and entry fees.

Accessing Tournament Details

Access tournament details by finding the tournament on Tabroom.com. Tournaments are usually posted 1-3 months out from the competition dates, and can be accessed by either:

- ❖ Searching for it
- ❖ Accessing it on your Tabroom main page
- ❖ Accessing it on the AZ Circuit page ([click here](#))
- ❖ Clicking on the link that was sent to you in the ASDCA newsletter

Circuits

Arizona

Important Tournament Details:

- ❖ The competition dates
- ❖ Tournament location
- ❖ The congress legislation submission deadline

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- ❖ The entry deadline
- ❖ The judges entry deadline
- ❖ The competition events offered
- ❖ The tournament schedule
- ❖ *Preferable arrival times according to the host.
- ❖ *Preferable parking locations according to the host.

*These details will be emailed out to you prior to the tournament date and after registration. They may not be initially available on the website, but must be diligently checked.

The screenshot shows the Tabroom.com website interface. At the top left is the 'TABROOM.COM' logo with the tagline 'NATIONAL SPEECH & DEBATE ASSOCIATION'. The top right features a search bar and navigation icons. Below the header is a navigation menu with 'Home', 'Circuits', 'Results', 'Paradigms', 'Help', and 'About'. The main content area is titled 'MOUNTAIN VIEW TORO COUNTRY CLASSIC 2023 - Mesa, AZ/US'. It includes buttons for 'Invite', 'Entries', 'Pairings', 'Live Updates', and 'Results'. The central text reads: 'Welcome to the 32nd TORO COUNTRY CLASSIC presented by the MOUNTAIN VIEW HIGH SCHOOL SPEECH AND DEBATE TEAM November 9-11, 2023'. Below this, there are three paragraphs of text providing details about the tournament, including a note about COVID-19 safety and a mention of the University of Kentucky Tournament of Champions. On the right side, there is a sidebar with a logo for 'MOUNTAIN VIEW TORO SPEECH AND DEBATE' and a list of links: 'Location' (Mountain View High School, Mesa, Arizona), 'Contacts' (Meg Howell-Haymaker), and 'General Info' (Invitation Homepage, Email Archive, Events & Divisions, Institutions In Attendance).

Registration

Requirements and Restrictions

You need a Tabroom account, a school acknowledged by the NSDA, and your students on that school roster in Tabroom in order to register them.

The maximum entry for most Arizona Speech & Debate Tournaments is:

- ❖ Congressional Debate
- ❖ 1 Debate Event (Big Questions, Public Forum, Lincoln-Douglas, and Policy)
- ❖ 2 Speech Events (Oratory, Informative, Extemp, Impromptu, Duo, Duet, Drama, Humor, Program Oral Interp, Poetry, Prose, or Original Spoken Word)

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How to Register Students for Competition

- ❖ Login to Tabroom.com
- ❖ Go to the tournament
- ❖ Click “Register”
- ❖ Accept the terms of registration
- ❖ Go to Entries
- ❖ Use the dropdown on the right to choose events, and then competitors

Troubleshooting if Students aren't coming up in the system:

Make sure students are linked to your school

- ❖ If they aren't, be sure to click “Competitors” in the Tabroom interface and then “Connect Competitors to NSDA Memberships” on the right hand side.
- ❖ If that doesn't work, check with the student to be sure they listed their school correctly.

Coaches should not manually add competitors themselves to their own roster. This will result in difficulties in students accessing their own Tabroom information during and after competition.

N CX Deadlines	
Add Deadline	Sep 24 11:00 PM
Online Drop Deadline	Sep 24 11:00 PM
Fees still owed after	Sep 24 11:00 PM
Fee of \$25 for drops after	Sep 24 10:00 AM

All entries are waitlisted pending tournament approval

Add to waitlist in N CX

Higuera, Isaac Lopez

Sun, David Qin

Add Entry

Recruit Judges

Teams must provide judges according to the size of your team's entry. Judges at minimum must be trained (see page 17) and have graduated High School.

Here are a few of the most popular ways that judges are recruited in Arizona:

- ❖ Asking fellow teachers and coaches to judge
- ❖ Asking alumni in the area to judge
- ❖ Asking parents of students to judge
- ❖ Mandating parents of students to judge

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Train Judges

For judges to understand their responsibilities, effectively keep the tournament running on time, and evaluate students fairly, they require training.

Training must be conducted by a coach. Teams should not rely on students and parents to conduct judge training.

It is important to emphasize both during training and in considering your judging line-up: Judges don't need to know all the technical nuances of each event, but they do need to know what Tabroom is, how to access their ballot, what's expected of them in filling out the ballot, submission procedures, and appropriate standards around their interactions with students and adults at tournaments. A full description of these responsibilities can be found in the [ASDCA Judges Handbook](#).

Here are some training resources from the ASDCA to help you:

[ASDCA Judge Training Powerpoint](#)



Register Judges for Competition

Judging Obligation Rules

Reminder: Every team is required to bring judges.

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Debate event judge obligations work within event categories, while speech event judge obligations work across categories.

- ❖ **Debate Example:** If a team had 5 Lincoln-Douglass entries, 5 Public Forum Entries, and 3 Policy Entries, they would owe 8 debate judges total (3 for Lincoln Douglass judges, 3 Public Forum judges, and 2 Policy judges).
- ❖ **Speech Example:** If a team had 5 extemp entries, 3 drama entries, and 2 impromptu entries, they would only owe 2 judges (2 judges to cover their 10 total speech entries)

Judges can be registered for partial timeblocks (just preliminary rounds, or just elimination rounds, for example). However, the holistic obligation still applies. So a team owes a single judge in Lincoln Douglas Debate, and they enter one judge in for just Friday afternoon preliminary rounds, they still owe another judge for Saturday afternoon elimination rounds.

Tabroom often miscalculates judge obligations, so please double check this guide to be sure you've entered the requisite number of judges before the judges registration deadline.

Judges can typically be cross entered between congress, one debate event, and speech.

Unless the tournament director has told you otherwise, you must register your judges according to your obligation by the deadline, or you must drop entries to bring your obligation down. Failure to meet your judging obligation will result in the disqualification of your entries.

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Judging Obligation Ratios

Getting judges can be difficult, but the number of judges required by the tournament changes depending on the size of your entry.

Tournaments may have slight variations in their judging obligations, but generally, the following number of judges must be available for all preliminary and elimination rounds for the duration of the tournament:

Debate (For each Category)	
# of Entries	# of Judges
1-2	1
3-4	2
5-6	3
7-8	4

Congress	
# of Entries	# of Judges
1-6	1
7-12	2
13-18	3

Speech	
# of Entries	# of Judges
1-5	1
6-10	2
11-15	3
16-20	4
21-25	5
26-30	6
31-35	7
36-40	8
41-45	9
46-50	10
51-55	11
56-60	12
61-65	13
66-70	14
71-75	15

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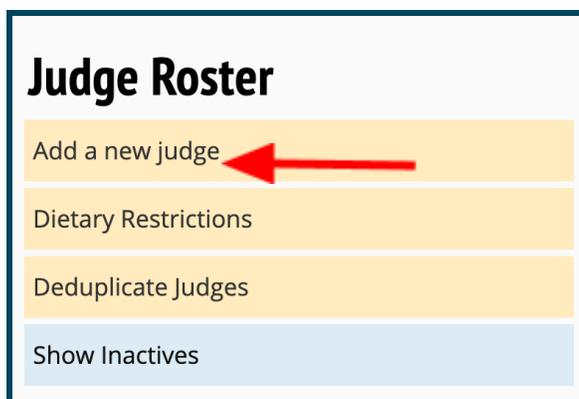
(480) 903-4059 | asdca@azspeechanddebate.org

How to Register Judges for Competition

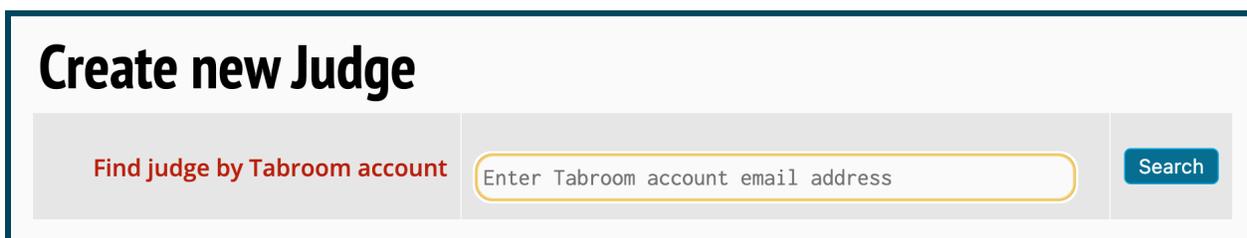
- ❖ After judges create a Tabroom.com account, please ask them for the email they used to create one. Do not create accounts for your judges; it will cause issues down the line!
- ❖ Login to your Tabroom account and select "Judges"



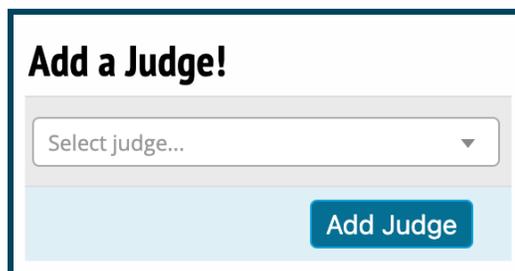
- ❖ Select, "Add a New Judge" on the right hand side



- ❖ Add the judge to your school roster by inputting their email and typing search. As long as they have an account and their email address is linked to them in Tabroom, they'll be on your roster from there.



- ❖ To register judges for competition, to go to the tournament, select "Judges" in the top-middle tab, and then select the event category on the right hand side. You'll then see a dropdown on the right hand side to add judges.



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In the final step of registering a judge for competition, you'll be asked to specify the timeblocks for your judges. Please be honest here to prevent issues at tournaments. Also be mindful that a "full judge" is someone who is able to stay for the duration of the tournament (all preliminary and elimination rounds).

Coaches are also required to directly communicate the tournament schedule to your judges, in addition to their specific judging obligation.

File a Payment for Competition

Reminder: Tournaments do cost money via team and entry fees.

Schools rarely expect the money upfront, but they do generally at least expect a Purchase Order (PO) to showcase that the payment has been processed and is on the way. Purchase Orders will be filed through your school's administration, so be sure to check with them on how to process such payments if you have not already.

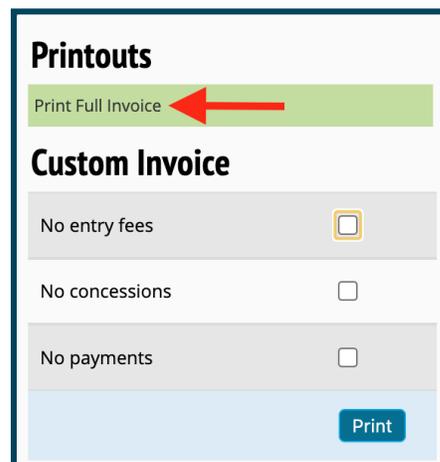
To locate the invoice for tournament and team entry fees:

- ❖ Login to your Tabroom.com account
- ❖ Click on the tournament that you've registered for on the main dashboard
- ❖ In the top-middle menu on the next page, select, "Fees"



- ❖ On the next page, select, "Print Full Invoice" from the right hand side. This will give you all the information you should need to process the payment at your school on one PDF document.

Wait until after the tournament to access your invoice to ensure an accurate and full payment.



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Transport Students and Arrive to Competition

It is an AIA rule that students cannot transport themselves to competition. Students should therefore either be transported by their parents or the coach.

Please ensure all your students entered in the competition are accounted for **no later than thirty minutes before the first round of competition.**



Chaperone

An adult authorized by your school to serve as a Speech & Debate coach is required to be on-campus as long as your students and judges. That adult needs to be able to do the following:

- ❖ Identify any of their students on-campus
- ❖ Get in contact with any of their students
- ❖ Identify any of your teams judges on-campus
- ❖ Get in contact with any of our teams judges
- ❖ Access parent or guardian contact information
- ❖ Access basic medical information about each student (allergies, necessary accommodations, etc.)

The only exception to these rules is if the student's parent or guardian is present to chaperone the student in the coach's place. However, that parent must be able to fulfill the requirements above for each student they are chaperoning.

It is also required that your school's designated chaperone is listed as the tournament contact for your school during registration. If you have multiple chaperones for a given tournament, please list each of them there.

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Qualification & Conduct Rules

Qualifying for AIA State

In order to qualify for the AIA State Tournament, your team must have attended at least 4 tournaments on the ASDCA calendar within the season prior to the state tournament. It does not matter to your qualification status which students attended or the size of your entry at these tournaments.

Conduct Requirements

Interactions with Competitors

It's important to remember: Competitors worked hard to get here, they are likely nervous, and they are minors. All three of these factors are important in dictating your conduct, so you are required to:

- ❖ Be kind and respectful to competitors
- ❖ Allow competitors to perform free from interruption
- ❖ Refrain from sharing your personal contact information (if you need a file shared with you, please use the Tabroom file sharing feature enabled by the tournament)
- ❖ Refrain from physically touching competitors
- ❖ Refrain from written comments about student attire or appearance
- ❖ Refrain from inappropriate gestures or language

Any violation of these procedures may result in your immediate expulsion from the tournament, as well as consequences for the team you represent.

Interactions with Fellow Adults

In addition to competitors, there are also coaches, judges, and observing parents/family members at tournaments. All of these parties are also here for a reason, so you are required to:

- ❖ Treat fellow adults with kindness and respect

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- ❖ Refrain from discussions of your round decisions
- ❖ Refrain from the harassment of tournament staff, which includes:
 - Asking the same question repeatedly to tournament staff
 - Shouting at tournament staff
 - Speaking rudely or inappropriately to tournament staff

Any violation of these procedures may result in your immediate expulsion from the tournament, as well as consequences for the team you represent.

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