

Guide for Host School Coordinators of Regional Debating Days

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Roles & Responsibilities

A number of people share the responsibility of making each round work. This section explains how these responsibilities are divided, and what your role will include.

Host School Coordinators

(You!) are the host school's representative for the day, and are responsible for organising debate rooms and a large holding space for the day. We are enormously grateful for your efforts in helping regional days run smoothly!

Training and Development Administrator

Isabella Kruzas is responsible for all Primary School administration issues. They handle day-to-day competition administration.

Executive Officer

Charisma Taylor will usually be your first point-of-contact with the DAV – her long experience with the DAV means she can answer almost any question you may have, or refer you to the appropriate person.

Getting Help

Running a region can be quite a daunting experience, and it is always best to ask for assistance if you have any questions. Most queries can be answered by a quick e-mail or phone call to the DAV Office, or for on-the-day issues please ask one of our experienced adjudicators.

Space and Venue Requirements

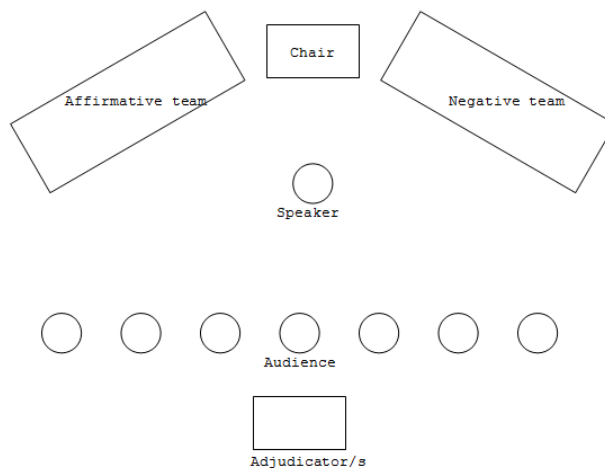
It is your responsibility to allocate rooms for debates and a holding room for secret topic preparation. Sometimes the office staff will be able to assist you in this process, but this is done by prior agreement.

Space Requirements

One of the first things you will need to do is determine how many rooms you have available for use. This is not simply a case of counting the number of classrooms you have – some rooms may be unavailable due to normal school activities, or inappropriate because of their size, shape, or specialised equipment (eg. Your school's administration may not want rooms such as science or computer labs to be used). For Regional Debating Days, the DAV requires a minimum of 3 rooms to hold debates and a larger space to hold 30+ people with room for students to prepare their secret topic debates.

Setup

Debate rooms should be set up as per the below diagram.



Logistics

- Debate Rooms

When you agree to be a host school, you will provide the DAV Office with the number of rooms you have available. You will then receive a draw with each team and which room their debate will be held in. Each room should be clearly labelled on the day.

- Holding Room

This room should be suitable for students to gather between debates, as well as containing some tables and chairs for students to use in preparing for the secret topic debates. All students will prepare for each secret topic in this room so that they can be easily supervised.

Running the Day

Preparations

Please make sure you organise in advance:

- Central meeting area
- Air conditioning/Heating where applicable
- An introduction to the venue including details of toilets, emergency procedure, drinking taps etc. to visiting staff and students
 - If you would like us to have morning tea and lunch breaks at particular times, please let the Office know in advance so that the schedule can be updated
- Preparing and placing signs around the school
- Notifying students and staff (to avoid interruptions during speeches!)

Arrival

Speakers, staff and adjudicators will normally start arriving between 9:30 and 9:45am, in time for a 10am start.

Navigation

Schools can be confusing places, particular for visitors unfamiliar with the layout of the school. For this reason, we ask you to **send us maps** if they are available, so that we can circulate them to participants. If specific buildings will be used for debates, we can let all participating schools know ahead of time.

Please provide clear signs or student guides which indicate where debaters should go to find out their room allocations, and from there signs pointing to different buildings where rooms may be found.

Parking

Many staff and students will arrive by car or bus, and most will return to school by car or bus. It is therefore necessary to provide information about the most suitable place for parking, pickups and drop offs. (People have a tendency to make up their own parking spaces when they are unsure, so guides are worth the effort).

Toilets

Toilets will need to be unlocked and available during the day, and single-sex schools will need to allow for students of the opposite gender.

Safety and Evacuation

It is your responsibility to ensure that your school's planned safety procedures are followed – please be prepared if necessary to coordinate an evacuation and deal with any other emergency situations.

Extra Benefits

To thank you for your hard work as a host school coordinator, host schools receive discounted registration for one team into the competition.

Draft Schedule



DAV Primary Regional Debating Day

School, Region

Date

Schedule

- The first round of debates will begin at 10am
 - Students will receive feedback from adjudicators at the end of their debate.
- A recess break will be given from 10:45am
- The second round of debates will begin at 11am
- A lunch break will be given from 12pm
- The secret topic will be released at 12pm, and students will have an hour and a half to prepare while eating lunch
- The third round of debates will begin at 1:30pm
- Best speakers and undefeated teams of the day will be announced at 2:15pm
- The day will conclude at 2:30pm

Please note:

- Regional Debating Days are for students in **Years 5 and 6**. If you would like to register students from lower levels please contact the office.
- Timing for prepared speeches is 3-4 minutes
- Timing for secret topic speeches is 2-3 minutes
- Students not speaking in a debate may not assist speakers during the debate
- Teachers and parents should not assist students during secret topic preparation
- No electronic equipment is to be used during debates or secret topic preparation