

LFA TOURNAMENT FUNCTIONS

Facilities

1 to 2 persons to get rooms set up and put back in order. Before moving anything, it is suggested that a picture of each room be taken to set it back exactly the way the room was found. **Please see document on proper room set up for speech & debate.* Facilities will also conduct bathroom checks to ensure supplies are maintained and trash is emptied.

Hospitality

1 person to set up judge room refreshments as well as any student refreshment tables. Hospitality will oversee making refreshment purchases. Hospitality will also do walk throughs to ensure that areas are kept tidy. Students will need to clean up after themselves. Hospitality may need to remind students occasionally. ** If a meal is being served it is suggested to have at least 2 to 3 persons to help with set- up, serving and clean-up. This will ensure that the meal period begins and concludes on time.*

Judge Orientation

1 person to set up tv/ lab top for judges in the judge orientation room. Host may elect to have use the judge orientation video or have someone in person to go over the judge orientation PowerPoint presentation. Judge orientation information will be available on all tournament web pages ahead of the scheduled tournament, should judges wish to familiarize themselves ahead of time.

Ballot Push

2 to 3 persons to hand out ballots to judges. Persons in this role will be responsible for checking that ballots **do not** have any side conflicts, example of a side conflict; *judge is a parent/neighbor/ friend of a competitor, judge is judging a team from his or her affiliated school, or a ballot is assigned to a*

team that the judge has already judges in the same event at this tournament.

Ballot Return

2 to 3 persons to check all incoming ballots for completeness. Persons in this role will be responsible for checking that the judge's name, round # and room # are all on the ballot. Ballot return will need to check that all competitors' names are listed correctly, on the correct side (affirmative or negative), that room ranks are assigned, all speaker points have been accounted for and a decision is listed. A judge may request that a copy without comments be submitted for tabulation to take time writing in comments and will return during a later round. A speed ballot may be provided in this case.

Tab Room

3 to 4 persons to pair rounds, tabulate scores, post for next rounds and copy ballots for students/coaches. Persons in this role will need to be trained in using the TRPC computer software or must be trained in manual tabbing. **Please have all volunteers in this department schedule a training session with the league office weeks in advance of the schedule tournament date to ensure the tournament is scored correctly. League official(s) will be available either in-person or via phone for any tabulation questions.** Tab will also be responsible for getting tournament results to the person announcing awards. Tab is also responsible for printing ballots.

Awards Ceremony

1 to 2 persons to set up awards, announce award winners and provide closing prayer/remarks.