

**Been There, Done That, Got The T-Shirt**

*A Handbook for Hosts of the  
National Student Debating Seminar*

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## **The Objectives of the National Student Debating Seminar**

Through the National Seminar, the Canadian Student Debating Federation provides a structure that ensures that debate and speech events in both official languages exist for students from all regions of Canada. For one week each autumn, students come together to debate an issue of national political, economic and sociological concern in English, French and Bilingual formats.

The main objectives of the National Student Debating Seminar are:

*- to promote valuable travel and cultural opportunities for Canadian students;*

By holding the National Seminar in a different region of Canada each year, students have the opportunity to experience a part of Canada they might not normally visit. During their stay, students are billeted with local families in order to experience as much of the local culture as possible.

*- to encourage cooperation between schools and their communities;*

Hosting the National Seminar promotes cooperation between schools and their communities by involving community members as volunteers on the organizing committee, as judges for the debates, as billet families, etc.

*- to foster knowledgeable discussion of national issues;*

Each year, the debates of the National Seminar are based on a theme of national political, economic and sociological importance. In order to participate in the debates, students must research the topics and learn as much as possible about the issue. Students debate both sides of each resolution, so a diverse knowledge of the issue is required.

*- to celebrate Canada's bilingual and multicultural character;*

The National Seminar brings together a multicultural blend of Canada's youth to debate in both official languages.

*- to provide opportunities for students from all parts of the country to recognize the diversity and shared aspects among themselves;*

The students have ample time to be together participating in a variety of educational, recreational and cultural activities. During this time together, they forge friendships and uncover their differences and similarities.

*- to develop a deeper appreciation for Canada, its people, its resources, its potential and its future.*

Through their close examination of the issues they have been brought together to discuss, students gain a deeper appreciation for Canada, its people, its resources, its potential and its future as they broaden their knowledge and understanding of topics that affect all Canadians.

## **Hosting the National Student Debating Seminar**

### **Getting Started**

Once the CSDF Board of Directors has accepted a bid to host the National Seminar it is a good time to start firming up an organizing committee. A Seminar organizing committee can come in a variety of shapes and sizes depending on the individual strengths of the key people involved. The challenge of organizing this event is much easier to manage if hosts can delegate many of the tasks to responsible, dependable colleagues and friends. Please see Appendix A for examples of other Seminar organizing committees.

### **Duration of Seminar**

In the past the Seminar needed to run for a whole week to meet the requirements of Open House Canada but with the Exchanges Canada program, there are no rules about the length of the Seminar. When deciding the length of your Seminar, keep in mind that there are many different activities that need to be scheduled and you will want to achieve a comfortable balance between rounds of debate, workshops, and cultural activities. It is also important to allow free time for the participants to get to know each other better and relax during some unscheduled time. While some may think a week-long Seminar (five days of programming plus two travel days) is too tiring on both the participants and the organizers, a too-short Seminar (four days of programming plus two travel days) crammed with events is also exhausting.

*A five-day Seminar seems to best allow events to unfold at a comfortable pace and is strongly encouraged.*

Please see “National Seminar Events and Activities” for a description of the various events that are required at the National Seminar.

### **Timing of Seminar**

It is recommended that Seminar hosts try to select a date for their event that does not conflict with IB exams or major religious holidays. Also, timing the Seminar to include a Saturday-night stay may allow participants access to cheaper airfares.

### **Finances**

When an organization agrees to host the National Seminar, it also agrees to assume financial responsibility for the event. The CSDF does make a substantial financial contribution, but in order to finish the Seminar with a profit or even to break even, the host will likely need to do some fundraising. This can be in the form of sponsorships, donations in kind, etc.

With the Seminar Host’s freedom to make many of the on-site arrangements for the Seminar and decisions affecting the overall event budget, comes the host’s responsibility to operate the Seminar with either a balanced budget or even a surplus. The CSDF does not cover any debts incurred by the hosts.

The CSDF provides the host with a hosting grant of \$5,000. The host will also receive

\$200 of each registration fee paid by the adult and student delegates. (As mentioned in the section on registration fees, sometimes the share from an adult delegate's registration fee can be as high as \$400.) The hosting grant is generally available several months before the Seminar (upon the CSDF's receipt of a Seminar budget and tentative schedule).

The share of registration fees is partially settled during the week of the Seminar with a final payment made after the organizers have shipped the newly engraved trophies to the next hosts and the CSDF has received a financial statement, synopsis of media coverage and any other documentation required for the CSDF final report to Exchanges Canada. For more information about what Exchanges Canada requires, please refer to the section on "Exchanges Canada".

If fundraising efforts are not successful, there is enough money in the hosting grant and the share of registration fees to run a respectable event. Hosts should not feel pressured to out-do previous hosts, especially if the money is not available for such extravagance.

Ideally, most meals, around-town transportation and event tickets are covered so the students will need to spend as little of their own money as possible. If that means simple meals and no big bus outings, then so be it. Even with just the money from the CSDF, however, it should be possible to provide a couple of nice events or dinners. Keep in mind the focus of the Seminar is on debating. Even though the Seminar contains a significant cultural component, the culture of a venue can be experienced without spending a lot of money.

Often, provincial/territorial debate associations are able to use hosting the Seminar as an opportunity to generate a small profit that can be put towards future local debate activities. Please keep in mind that just as a broke Seminar is undesirable, so is an obscene profit. The CSDF and its various financial sponsors expect that the money they are giving to the Seminar is going to be spent on the students.

Please see Appendix B for budgets and/or financial statements from previous Seminars.

### **Accommodations**

*Students:* Billeting is a key component of the Seminar experience therefore student delegates to the Seminar are billeted. Any requests for alternate arrangements should be discouraged as it takes away from the exchange aspect of the Seminar experience. Sometimes a participant will ask to be billeted with friends or family. If this is the case, the host family must understand that the student delegate is still required to participate in all aspects of the Seminar and must not be allowed to miss Seminar activities in order to fit in more visiting time.

Inevitably you will receive requests from participants to be billeted with certain people such as another member of their delegation or someone else they know because they feel uncomfortable billeting alone. Be prepared for how you will handle these requests. It is a good idea to keep a few homes that can host pairs of students available for those who

insist (or whose parents insist) on specific arrangements.

It is strongly recommended that each student have his or her own bed.

In addition to making sure you do not place students with certain allergies in homes where they might be exposed to allergens, you might also consider placing students with special dietary restrictions with families who would normally be preparing the required foods. If this is possible, meal planning will be a lot easier on the host family. Also, when matching students with billets, keep in mind that Francophone debaters may not speak English (and vice versa).

Billet families will require clear instructions from the hosts regarding their responsibilities including drop-off and pick-up times, expectations for supervision, etc. See Appendix C for an example of a letter that can be given to all host families.

*While it is essential that billet families be made aware of any medical concerns regarding students who will be staying in their homes, great care must be taken to protect the students' privacy and details of medical conditions must never be published.*

Parents count on the Seminar organizers to provide suitable billets for their children. They assume that someone on the organizing committee knows the host families personally and can vouch for their suitability. Please see Appendix C for a sample billet sign-up form. Whenever possible, parents appreciate knowing who their children will be billeted with before the students leaves for the Seminar. Adult delegates should check with each of their students early in the week to make sure there are no concerns regarding their billets.

*Adults:* Adult delegates are usually accommodated in a local hotel. Sometimes university dorms have also been used. Hotels book up quickly, so tentative block-bookings should be made as early as possible. Whenever possible, all adult delegates should be housed in the same facility. This makes assembling for meetings easier and also allows the greatest amount of time for the adult delegates to interact and share ideas. When funds permit, providing breakfast for the adult delegates is greatly appreciated. One way of doing this is to arrange with the hotel restaurant for vouchers with a limited value that can be used each day and be billed to your account.

Although it is perfectly acceptable to expect the adult delegates to share rooms (two people per room), you will likely get requests from some for private rooms. In this case, you will need to communicate to the delegate how much it will cost them to have their own room. Sharing the cost 50/50 is usually considered fair and has been the common practice.

The adult delegates will also require transportation to and from their hotel each day. This can be in the form of a rental van or even through an arrangement with a local taxi company to bill fares directly to the organizer.

### **How many delegates to expect and when to expect them**

Currently, a total of 76 student delegates are allowed to attend the Seminar. This breaks down to 44 English, 16 French and 16 Bilingual debaters.

Most of the student delegates will arrive the day before the Seminar begins. Those who are competing in the Team Canada Selection Tournament will arrive the day before the start of this event. (For more information on the Team Canada Selection Tournament, please see the section on “Team Canada Selection Tournament”.) The CSDF Board of Directors usually arrives a day early for a full-day Board meeting.

In all, a typical Seminar has roughly 100 participants (not including the organizing committee): 76 student delegates, 7-10 CSDF Board members and officers, and 15 or so adult delegates. Please keep in mind that this is a rough estimate only since a province’s or territory’s ability to send a full delegation varies from year to year.

Most of the adult and student delegates will be arriving by airplane and will need to be met at the airport. This can be a good place to set up a registration booth and meeting place for billets. Hosts should let all participants know who and what to look for when they arrive at the airport. If anyone indicates that they will be driving to the Seminar, they will need to be notified as to when and where they should go so they can be matched with their billets and receive any additional registration information.

It is possible that some adult or student delegates will arrive at the Seminar earlier than expected, for whatever reason. If this is the case, it is not necessary for the Seminar organizers to make special arrangements for them. In the registration information they receive from the CSDF they are told that they will be responsible for themselves and should not be putting any extra strain on the host. This means that the host is not responsible for making hotel or meal arrangements. Anyone who does arrive early, however, will need some instructions about where and when to check-in and, for example, whether they are welcome to observe the Team Canada Selection Tournament and whether they will be fed or not and at what cost.

Each provincial delegation will be accompanied by at least one adult delegate. An “adult delegate” is defined as an individual participating in the National Seminar in an official capacity as

- a representative of a provincial/territorial debate association;
- an official chaperon with supervisory duties;
- a future National Seminar host;
- an executive director of a provincial/territorial debate association; and/or
- a voting delegate.

Usually there will only be one adult delegate per province who is both the official chaperon of the delegation as well as the voting delegate at the CSDF AGM. As you can see from the definition above, however, provinces may from time to time register one or more additional adult delegates who are staff of provincial debate associations, members of future Seminar organizing committees, or additional chaperons as required by school



board policy. If so, these delegates are treated just like any other adult delegates in attendance at the Seminar. They are responsible for their own travel to the Seminar, however, since Exchanges Canada generally provides travel reimbursements for only one adult per province.

**Registration Fees**

The basic registration fee is \$400 per student and official adult delegate, shared \$200 to the Seminar Host and \$200 to CSDF. For additional adult delegates, the full registration fee goes to the host. In other words, only the registration fee of the first adult delegate is shared with CSDF. Entrants in the Team Canada Selection Tournament pay a \$100 registration fee.

The host province pays registration fees for its students but not usually for adult delegates.

There are seven directors on the CSDF Board plus the Willis S. McLeese Chair in Canadian Debating (the CSDF Executive Director) who will attend the Seminar. They do not pay a registration fee. There may also be one or more Officers of the Board who attend the Seminar and do not pay registration fees either. The number of Officers who will attend the Seminar varies from year to year. The CSDF President should be able to notify the host of how many, if any, to expect. Traditionally, Tom Lawson, the founder of the National Seminar also attends each year. He does not pay a registration fee and the CSDF pays for his travel.

Parents of debaters and other observers do not qualify to register for the National Seminar as official delegates but are welcome to attend provided they pay an adult observer registration fee which includes hotel accommodations (single occupancy), the same meals as other Seminar delegates, event admissions and local transportation.

The amount owed by each delegate can vary depending on circumstances, the table below attempts to cover the variety of possibilities.

Student for Seminar only	\$400
Adult delegate for Seminar only	\$400
Adult observer (includes single room occupancy)	\$ *
Student and Adult delegates for Team Canada Selection Tournament Only	\$100
Student delegates for Seminar <i>and</i> Team Canada Selection Tournament	\$500
Any other adult delegate or observer for Seminar staying for Team Canada Selection Tournament (in addition to Seminar fee)	\$100
Any official adult delegate requiring single room occupancy (in addition to Seminar fee)	\$ **
Late Fee	\$25***

\* To be determined by the Seminar Host on an annual basis.

\*\* To be determined on an annual basis, usually half the actual cost.

\*\*\* The late fee is meant as an incentive for Members to select their delegates in enough

time for the delegates to be able to reasonably meet the registration deadline. To be considered completely registered, all information requested in the registration form must be provided and payment of the registration fee must be received electronically or postmarked by the deadline. Exceptions to this policy may be made at the discretion of the host and are also made for students who are asked by the host or the CSDF to fill in after the deadline and who, therefore, had no opportunity to meet the deadline. Exceptions are not made for delegates whose debate association chose to make selections too close to the registration deadline for them to be able to meet the deadline.

### **Fill-in debaters**

Depending on the styles of debate being used at the Seminar and the number of debaters in a debate room, the number of debaters in any category must be such that everyone is debating in each round. In other words, there may not be any byes. Often the Seminar host will be required to add fill-in debaters to the event to accomplish this.

According to Seminar regulations, fill-in debaters may choose to participate as either “official” or “unofficial” delegates. Official delegates are eligible to win awards; unofficial delegates are not. Students may attend the Seminar as official delegates only once. Therefore, students need to consider whether they would like the chance to win awards and no longer be eligible to attend the Seminar in another year, or whether they would like to compete unofficially and still be able to attend a future Seminar as an official delegate. Students in their final year of high school would usually prefer to be official delegates since this is their last chance to attend a Seminar, whereas students who might earn the opportunity to attend the Seminar next year in another province would likely choose to participate as unofficial delegates when then Seminar is in their own province.

All fill-in delegates, official or unofficial, must pay a full registration fee. It is a good idea to have some debaters lined up to be fill-ins. Be sure they understand they are on stand-by and may not have a lot of notice and that, if selected, they still have to pay a registration fee. It is worth exploring whether their own debate club or school would be willing to subsidize the registration fee. Another option is for the host to waive the host’s portion and to have the student pay only the CSDF portion. But this is not even really necessary when you consider the value the fill-in debaters receive for their money. True, they are not eligible to win awards -- but they are not prevented from attending a future Seminar either.

## **Important Communications**

### **Correspondence with delegates**

A “what-to-expect” letter for all delegates can be very helpful. (Please see Appendix D for an example). This letter would include such details as:

- a checklist of items to bring
- a description of usual local weather conditions
- a description of events planned
- a tentative schedule (this is useful for helping participants determine, for example, how many meals they will need to buy for themselves and what clothes to pack)

Since many registrations are received at the last minute, sending this letter by regular post would likely be insufficient. The letter could be provided to the Seminar Registrar to email to delegates with a confirmation of receipt of their registrations. Alternately, this information could also be posted on the National Seminar section of the CSDF website or provided to provincial debate coordinators to pass on to the delegates as soon as they are confirmed.

In order to avoid providing conflicting information, the CSDF website shall be the only official website providing Seminar information. Hosts are welcome to forward to CSDF any information pertaining to their event which they wish to have included on the website.

### **Duties of the adult delegates**

Each year, a fair number of the adult delegates are attending the Seminar for their first time and are uncertain of all that is expected of them. Please see Appendix E for the CSDF document *Duties and Responsibilities of Adult Delegates While at the National Seminar* which explains what is expected of them during the Seminar. Copies can be included in the registration packages of all adult delegates.

### **Media**

You will probably want to contact the local media to get coverage of your Seminar. Since the media outlets most interested in covering your Seminar are likely those who publish less than daily (e.g. the local weekly newspaper) be sure to provide plenty of notice. When you issue a press release, it is helpful to include a copy of the schedule for the week. The press release should also acknowledge Exchanges Canada and the Canadian Student Debating Federation. See Appendix F for a sample press release.

Please remember to keep copies of all printed articles relating to the National Seminar so they can be included in the final report to Exchanges Canada.

### **Bilingualism**

The fact that the National Seminar is a fully bilingual event is a significant part of the reason we get funding for travel from Exchanges Canada. It is therefore imperative that organizers strive to achieve a high degree of bilingualism at the National Seminar. All

printed materials, including the delegate handbook, should be in both English and French. All spoken announcements should also be delivered in both official languages. If your organizing committee does not have the expertise required to provide a quality translation, please ask for help from the CSDF Executive Director, the CSDF Director of French Debate and/or the CSDF Director of Bilingual Debate.

## **Exchanges Canada**

Exchanges Canada is the Government program to which the CSDF applies each year for a substantial grant to help cover the delegates' travel to the Seminar.

If we expect to continue to receive funding for participants' travel to the Seminar, it is imperative that the National Seminar continues to meet the three objectives of Exchanges Canada. These are:

1. To contribute to increased knowledge and understanding of Canada among Canadian youth, by enabling them to learn first-hand about the history, geography, industry, institutions, cultures, communities, languages and other facets of their country.
2. To help young Canadians connect to one another and create lasting linkages, across the country and between groups, thereby helping to strengthen the fabric of Canadian society.
3. To develop Canadian identity and attachment to Canada among Canadian youth by enhancing their appreciation of both the diversity and the shared aspects of the Canadian experience.

The CSDF Executive Director is the primary liaison between Exchanges Canada and the Seminar organizers. Throughout the year, the Executive Director works closely with the Seminar host to obtain documents and other information necessary for completing the funding application.

Some of these things are:

- a budget for the Seminar
- written confirmation from sponsors of donations and gifts in kind
- the communications plan for the Seminar
- a Seminar schedule
- a description of screening procedures for host families
- a description of the safety procedures and service standards in place for the event
- an audited financial statement after the Seminar
- a synopsis of the media coverage of the Seminar including copies of anything that appeared in print as well as a summary of any television and/or radio stories

When the CSDF is approved for this funding, it agrees to acknowledge the Department of Canadian Heritage. The Department expects us to emphasize, in our communication plans, the contribution that Canada has made toward our activities. We are also encouraged to do so publicly, whenever appropriate. In fact, Exchanges Canada requires that its logo appear on all promotion material and that it be approved by Exchanges Canada prior to publication. Please refer to Exchanges Canada's Acknowledgement Guide for more information (see Exchanges Canada tab).

In addition to this, proper recognition should be made wherever other Seminar sponsors are acknowledged.

Often, a representative from Exchanges Canada will attend all or part of the Seminar to observe. If so, he or she makes his or her own hotel and travel arrangements and does not pay a registration fee. If the Exchanges Canada representative is present at the Seminar while any meals are being served, it is courteous to include him or her. The host need not worry about providing any special treatment to this person; the CSDF Directors will make sure he or she is looked after during their time at the Seminar.

## **National Seminar Events and Activities**

According to the National Seminar Regulations, specific events must be offered at each National Seminar. The idea is to allow hosts as much flexibility as possible while ensuring a certain standard is maintained. Please refer to the table below for a list of required, strongly recommended, and optional activities.

Required*	Two rounds in a Canadian style of debate, two rounds in an International style of debate, and two rounds in a third style of debate from either category or approved by the Board. - Canadian styles are Canadian Parliamentary, Cross-Examination and Canadian National Debate Format. - International styles are British Parliamentary and Worlds Style.
Required	Speech Activities (effective speaking competition or other comparable event)
Required	Educational Workshops (on the Seminar theme and/or debate technique, etc.)
Required	Cultural Events unique to the host region
Required	Gala awards banquet
Strongly Recommended	A panel presentation or debate featuring experts on the Seminar theme
Optional	Model Parliament
Optional	Physical activity to help clear the cobwebs
Optional	Rounds of Cooperative Investigation/Competing for Consensus
Optional	Mock Trials
Optional	Demonstration debates on styles not used at the Seminar

\* If your region's particular situation prohibits you from meeting these requirements, please contact the CSDF Executive Director to discuss possible exceptions.

Other events generally included:

- Adult Reception (optional)
- Opening Ceremonies
- Group Photo

Other events suggested by the host and approved by the CSDF Board may also be included.

Also, please schedule time for:

- Briefings
- Rules Committee Meeting
- Board meetings and Annual General Meeting (up to three parts)

- Free time
- An administration period for completing surveys, questionnaires, etc.

In addition to all of the above, the CSDF currently holds the Team Canada Selection Tournament just prior to the start of or immediately following the National Seminar.

### **A word about participation**

Upon registering for the Seminar, the students agree to attend the entire event and participate in all scheduled activities. Deviations from this are at the discretion of the host. If excusing a student or group of students from an activity is too disruptive, do not allow it.

### **Seminar Theme and Resolutions**

When considering a theme for your Seminar, try to think of an issue of national importance but with regional flavour (without being so narrow that the rest of the country will be completely unfamiliar with the issue). From your Seminar theme, you will need to be able to produce two distinctly different debate resolutions suitable to the styles of debate selected for your Seminar. An impromptu resolution is also required and shall be on a different topic than the Seminar theme.

Use caution when selecting a theme for the purpose of securing sponsorships. Not only are the issues sometimes very dull, but they can also be difficult to shape into decent debate resolutions. Also, some sponsors become uncomfortable when they realize that *both* sides of the issue will be debated so this should be made clear from the start. Although a sponsor must never be allowed to control the wording of the resolutions or who will participate in any panel discussions on the topic, they do often make for good panelists and enjoy the opportunity to present their one-sided view of the issue.

When forming your debate resolutions, you are welcome to consult with the CSDF Board of Directors. Ideally, the resolutions should be daring enough to face the real issues head-on and not sidestep it into a safe subsidiary of the real issue. In addition to this, any good debate topic must rest on the foundation of some sort of philosophical question. A good prepared topic should require debaters to gain knowledge of the “real world” but should also point them towards higher principles.

For example, “Should zoos be banned?” is a good topic because, in order to debate it well, you need to know about what zoos are really like and you need to think about higher principles. You need to know how animals are treated, what research goes on in zoos, who gets the profit, etc. You also need to think about questions like animal rights and human's responsibility to other creatures, etc.

### **Research Packages**

Sometimes Seminar hosts arrange for research packages to be provided to the debaters before the Seminar. This is optional. In fact, the original purpose of ensuring that debaters from remote areas had access to the same information as the debaters from larger centres is becoming less and less relevant in this age of the Internet. If you choose



to supply a research package, it should contain both English and French articles. Sometimes there is a company or an organization that can provide quality, bilingual information at no charge but be aware that it will likely not be balanced information. Even if you are able to provide a research package, debaters are expected to do their own research beyond what may be supplied.

An alternative to creating research packages, which is less expensive and less work, is to post a list of useful links on the National Seminar section of the CSDF web site.

### **Meetings**

The CSDF Board of Directors typically conducts a full-day Board meeting the day before the start of the Seminar. Please arrange for an extra night's stay at the hotel for these individuals. CSDF will reimburse the host for this extra cost. Also, please arrange for a meeting place suitable for approximately 10 people.

During the week of the Seminar, the Annual General Meeting of the CSDF also takes place. This meeting always occurs in at least two parts (and sometimes three) so please be sure to allow time in the schedule for these meetings. If possible, scheduling Parts One and Two of the meeting more than a day apart allows delegates time to communicate with their home debate associations about any issues that were tabled at the first part of the AGM. The Seminar schedule should allow time for the newly elected Board of Directors to meet sometime after the conclusion of the AGM.

The meetings may be scheduled at the same time as other activities if necessary but the host should understand that this would mean that the adult delegates and the CSDF Board members would not be available to supervise or help in any other way during this time. For this reason, it is unadvisable to schedule meetings during any free time for the students for which adult supervision is required.

When scheduling the meetings and selecting the venues for the various activities throughout the week, please also make arrangements for a suitable place to conduct the AGM. The room will need to accommodate 25 to 30 people and they should be able to be seated in an appropriate manner for participating in a meeting.

Sometimes the hotel the adults are staying at is willing to provide the meeting space at no charge as part of the deal and sometimes it works out that meetings can be held in classrooms or in the board rooms of other facilities being used without any extra cost being incurred. Coffee, tea, water, even juice and pop are an appreciated courtesy if the Seminar budget will allow.

If the schedule allows, the CSDF may host a dinner for all adult delegates early in the week. This dinner can be held in a restaurant with a private meeting room large enough to accommodate the group or it can be held in a meeting room of a hotel and catered as a banquet. There is a limited budget for this dinner so please be sure to make all decisions in collaboration with the CSDF Executive Director.

If you have any questions about the CSDF's requirements for either the AGM or the Board meetings, please consult the CSDF Executive Director.

### **Team Canada Selection Tournament**

Either just before or just after the National Seminar, the Canadian Student Debating Federation holds a two-day competition to select the Canadian team members for the next Team Canada training camp.

For the most part, the CSDF Worlds Committee runs this event, which means that they select the resolutions, brief the students, do the draw, add the scores, field complaints, etc. The Worlds Committee even provides the judges. The committee relies on the local host to provide a venue, arrange airport pick-ups, organize meals and refreshments, billet the students, and arrange accommodations for the Worlds Committee members. Early contact between the local host and the Worlds Committee is, therefore, essential.

Each participant pays a \$100 registration fee to participate in the selection tournament. The fee is paid to the CSDF and all expenses related to the selection tournament are covered by the CSDF including the cost of the committee's hotel accommodations. The students are usually billeted. If the Seminar organizing committee decides not to arrange billeting for the students, then the organizing committee becomes responsible for the students' accommodation costs.

Each CSDF Member Association in good standing may send up to three students to the try-out so expect 24 to 30 debaters from eight to 10 provinces. The selection tournament is conducted under the Worlds-style of debate, with at least six rounds debate. The Worlds Committee takes care of the draw and selects the resolutions.

Four to five rooms will be required for the rounds of debates, four to five additional spaces are required for teams to prepare for the debates in their own space, and at least one of the rooms should be able to accommodate the entire group for teaching sessions. A television and VCR/DVD player are also needed.

### **Adult Delegates' Reception**

A reception for the adult delegates on the day of their arrival is entirely optional but a welcoming touch. For convenience, the reception is usually held at the hotel where the adult delegates are staying. Sometimes a sponsor can be found to host this reception.

### **Opening Ceremonies**

After the delegates have all arrived and are accounted for, the first official event of the National Seminar is the Opening Ceremonies. A typical Opening Ceremonies includes greetings from a variety of people such as the hosts, local politicians and/or school board officials and often also includes a panel presentation on the Seminar theme. Sometimes there is a keynote address.

It is appropriate to introduce the CSDF Board of Directors, Willis S. McLeese Chair in Canadian Debating (a.k.a. the CSDF Executive Director) and CSDF Founder Tom Lawson during the opening ceremonies. This is also a good time for general

announcements and an opportunity to draw the delegates' attention to anything particularly important in the registration package.

The Opening Ceremonies can easily take up a whole morning, especially if there is a panel presentation and/or keynote speaker.

The CSDF owns a set of provincial flags with poles. These are shipped from venue to venue with the trophies each year and may be used to dress up the room in which the opening ceremonies are taking place. Be sure to inspect the flags well in advance of the event since they may need to be ironed. Many people do not know that there are rules governing flag etiquette. Please consult the "Flag Rules" tab for instructions on how to properly display the flags.

### **Panel Presentation**

A panel may consist of approximately four speakers. You want enough to get a nice sampling of opinions but not so many speakers that it takes up too much time or becomes boring for the audience. Exactly how to run a panel presentation is a matter of personal preference. Generally each speaker has a chance to make an initial presentation, maybe even a brief rebuttal and then the floor is open for students to ask questions.

A confident moderator is an essential part of any panel presentation. Someone who is comfortable controlling the speaking order and speaking times should be asked to preside over the panel. This person would also moderate the question and answer period following the panel presentations.

The panel presentation is not an appropriate event for the media or the general public to attend. Unless the panelists were informed in advance, they would not expect the media and might not appreciate the surprise. And it has happened in the past that members of special-interest groups have shown up to lobby the panelists for their cause.

The Opening Ceremonies must be bilingual. There will likely be some Seminar delegates who do not speak English at all so translation should be arranged. If nobody on your organizing committee is bilingual, often there are federal grants available to assist with the cost of simultaneous translation. Please contact the CSDF Director of French Debate if you have concerns about translation during your opening ceremonies.

### **Group Photo**

If you take a group photo, please endeavour to provide a copy to each participant. Schedule it early enough in the week to allow for the printing of the photo you select.

### **Cultural Activities**

The National Seminar is not to be confused with a national debate competition. It is, therefore, important to include enriching cultural activities in your schedule. Please keep in mind that there is a difference between *cultural* and *commercial* activities. For example, a visit to the mall is too standard an experience to be programmed. This sort of thing is best left to experience during free time.

To be able to demonstrate to potential sponsors that the National Seminar is a valuable educational and cultural experience can have a positive impact on the funding received for your event. Events with a significant cultural component may be more attractive than purely competitive events.

When considering cultural activities and field trips, strive for experiences that will be culturally and/or educationally valuable to the participants. If there is a cost associated with the activity, is the cost appropriate for the value of the trip or activity?

Consider also the time factor. Depending on the length of travel time to and from the cultural/educational event, you may find that it is preferable to select an activity at a different (closer) location. Alternately, you could combine a trip to a distant venue with another activity such as a group meal. Generally, you want to minimize the amount of time that Seminar participants spend on a bus.

### **Workshops**

Workshops on a variety of debate and debate coaching topics are also a part of the Seminar schedule. Ideally, the workshops will take place prior to some of the rounds of debate so that the debaters will have an opportunity to incorporate what they have learned into their debates. When workshops are scheduled after the debates have all been run, enthusiasm is very low.

In addition to workshops for the students, some sort of professional development opportunity for the adult delegates would also be greatly appreciated.

Workshops may be on either the Seminar theme or debate technique. Ideally, there would be a balance of both. The following suggestions for workshops have been collected from past Seminar evaluation forms:

- club building
- publicity within a school and on a website
- team spirit, etc.

### **Briefings**

Because there are often regional differences in debating styles and debating rules, it is valuable to hold a briefing on each of the styles of debate to be used at the Seminar. This insures that all of the delegates are on the same page regarding the rules. CSDF directors and officers are often willing to help with these briefings.

## **Debate Tournament Basics**

### **Venue**

Since one of the main objectives of the National Seminar is to provide opportunities for students from all parts of the country to recognize the diversity and shared aspects among themselves, absolutely every effort must be made to find a venue large enough to accommodate all the debaters. It is extremely undesirable to separate the delegates along language lines and send them off to different venues.

### **Debate Judges**

The task of assembling enough judges for a Seminar is a big job and should be the one job of a planning committee member.

To help increase the quality of judging at the Seminar, hosts should aim for the following:

1. to recruit a diverse panel of judges from the community that includes a good number of experienced judges as well as new judges;
2. to maximize the quality of the judges briefings;
3. to create a Chief Adjudicator position and implement provisions to make this position effective; and
4. to encourage adult delegates to judge if they are comfortable.

*Goal #1: To recruit a diverse panel of judges from the community that includes a good number of experienced judges as well as new judges.*

Ideally, each debate room would have at least three judges. Five is even better. Not only does a large and diverse panel of judges help ensure fairness to the students, but it also helps to bring schools and their communities together. As the community becomes more involved with your Seminar, it becomes a much richer experience for the participants and the benefits extend further into the future for the organizers and their own local debate programs.

If you aim for three to five judges per room that works out to:

- 12 to 20 French judges in four debate rooms
- 12 to 20 bilingual judges in four debate rooms
- 33 to 55 English judges in 11 debate rooms

You can never have too many judges. You will need extra judges to fill in for those who don't show up. For a variety of reasons, there are always fewer judges at the event than there were people who agreed to come -- so plan for this.

Knowing what languages your judges speak is also helpful in case you need to move a judge from one language category to another.

A common misconception is that judges must have a lot of debate experience. This is not true. While it is good to have some experienced judges, all that is required of a judge is a

firm understanding of the language (or languages) they will be listening to, an open mind, and a willingness to listen attentively.

*Goal #2: To maximize the quality of the judges briefings.*

The CSDF provides written instructions for the judges. In addition, you may choose to provide some early training for your judges prior to the Seminar. Even if they are trained prior to the start of the Seminar, they will also need to be briefed the day of the debates. If you'd like, you may ask a CSDF Board member to assist with this task since the Seminar has its own rules which are very likely to be different from the rules in the host community. Be sure to allow enough time in the schedule to properly brief the officials. 20 minutes is not enough, 45 minutes to an hour is best.

*Goal #3: To create a Chief Adjudicator position and implement provisions to make this position effective.*

Many tournament organizers include a Chief Adjudicator on the organizing committee who is responsible only for debate portions of the Seminar and no other organizational details. Some of the duties of this position include assigning judges to rooms, identifying judging problems and responding to judging concerns from debaters, judges and other tournament volunteers. A Chief Adjudicator would work closely with the CSDF Rules Committee Chairperson. If serious trouble or a breach of the rules of debate occurs, the Rules Committee Chairperson remains the authority on all matters related to the CSDF Rules of Debate.

*Goal #4: To encourage adult delegates to judge if they are comfortable.*

Hosts may wish to ask if any of the adult delegates would be interested in judging debates. Keep in mind that not all adult delegates will be comfortable judging and the adult delegates are not always available for judging if, for example, they are in meetings. Also, it takes extra time to assign these judges because you have to find them a room that doesn't have their own debaters in it. Having extra judges is best.

*Other tips*

As the judges arrive at your event, you will need them to register so you know they have arrived and can assign them a debate room. You can label the outside of their package with details about which room they have been assigned to and which category of debate they will be judging. It is also very helpful to include in their package of information a schedule for the day as well as any instructions about where to eat, etc. A thank-you note is a nice touch.

The National Seminar Regulations state "where time and funds permit, a copy of his or her score sheets from a debate should be provided to each debater." Therefore, please ask the judges to be prepared to make a few written comments on the ballots for the students. Don't forget to assemble a team who will take on the task of photocopying, collating and distributing copies of the ballots to each of the debaters.

### **Other officials**

Other officials required are moderators and timekeepers. Usually these are students.

Experienced local debaters make excellent moderators and timekeepers. While timekeepers can be less experienced in debating (all they need to do is count down time), it is important that your moderators be familiar with the CSDF rules of debate. They may be called upon to moderate in disputes about the rules and may also need to intervene in the debate if the debate gets off track. This means that they must be comfortable stepping in and taking control of the round if circumstances require this of them.

Ideally, every debate room will have one moderator and one timekeeper. Some of your officials may be experienced enough to feel comfortable handling more than one task at a time if you find yourself short on help. Although adult delegates can be called on if necessary to help out as officials, it is preferable to find members of the community to fill these roles.

Each of your judges will need a ballot for each round, your moderators will all need scripts, and your timekeepers will all need to know the speaking times for the debates. It is a good idea to have extra copies of all these things handy -- paper sometimes gets accidentally destroyed or misplaced.

### **Runners**

Having a few extra people around to act as runners and troubleshooters can reduce the strain on the organizers during the frantic time before the debates start. Having runners available to assist you will help ensure that you remain available to oversee everything and deal with any major issues that may arise. Runners will need to have a pretty good idea of how the debates are being run so they can make decisions quickly and keep things rolling. You should be able to count on your runners to perform the following duties:

- direct debaters, judges and officials to their rooms
- ensure that each room is properly set up and has everything that will be needed for the debate
- find the things (or people) that are missing
- carry extra ballots, scripts and pens
- alert the Tournament Director if there is a problem
- collect the ballots from each room

### **Briefings**

Plan to brief everyone before the start of the debates. The debaters will need to know where their rounds are taking place and often there will be last-minute questions about the style of debate or how the judging works. Judges will need to be briefed about CSDF rules and debating in general. Moderators will need to be brought up to speed on the procedures for solving rules disputes. Timekeepers will need to make sure they know how to time a debate and how to signal the time remaining to the debaters. Although much of the training can be handled in advance of the Seminar, the judges and moderators will especially need to be refreshed on the big day. Finally, gathering your officials for briefings also allows them a final opportunity to ask questions and gives you the opportunity to assign the officials to their rooms.

The McLeese Chair, the Rules Committee Chair and Co-Chairs should be in contact with your briefers in advance of the Seminar and even be available to conduct the briefings if requested by the organizing committee. It is important that all information presented be consistent with CSDF's currently-approved and published materials.

Ideally, the Seminar schedule would allow for the coaches to be available to their students during the briefings.

### **Timing of events**

A general rule is to allow extra time for everything. If you want to give a 30-minute briefing, then set aside 45 minutes. This gives time for moving people in and out of the room, unexpected questions, emergencies that interrupt or delay the briefings, and the general chaos that surrounds any debating tournament.

This holds especially true for the rounds of debate. Before a round can begin, debaters, officials and judges need to find their rooms. Then runners need to check that the rooms are ready and if there are any problems (missing people, etc.) they need time to solve them. Remember that the time between speeches, the time used to resolve disputes over the rules and the time for judges to make comments all need to be considered when determining how much time to allow for a round of debate.

Debating on school days in front of full classes is an excellent opportunity to elevate debating's profile in your school and community and is strongly encouraged. Adherence to a strict bell schedule, however, will require extra careful planning and preparation in order to eliminate as many of the potential delays as possible.

Also keep in mind that any time set aside for preparation needs to take into account that the debaters need to get from wherever they are to where they are supposed to be to prepare and then they need to find their partners once they get there.

### **The Debates**

All debates are co-ordinate style, that is, students are paired with students from other provinces. Usually, partners will change every other round. Once the co-ordinate teams have been announced, the teams will need some preparation time.

### **The Draw**

The draw is an important part of the Seminar. Debaters can be very sensitive about the perceived fairness of the draw. A good draw will mix the debaters up as much as mathematically possible, providing debaters with a variety of partners and opponents as well as attempting to prevent debaters from appearing before the same judges. Also, the draw may dictate the speaking order for each debate. This ensures that each debater takes a turn in a different position since some positions are considered more desirable or more important than others. Special attention is needed in the French and Bilingual categories where the much smaller number of participants makes all these things more difficult to accomplish. If you would like any assistance at all with creating the draw for your Seminar, please feel free to ask the CSDF Board. There are some people who quite enjoy



(and are quite skilled at) creating draws and would be happy to help.

### **Tabulation of scores**

You will need to have a system for collecting the ballots after each round of debate and all your helpers should know what that system is in order to reduce the chance that any ballots go missing. The collection of ballots is one of the most common and best uses of runners.

For tabulation, a spreadsheet is the easiest way to calculate the debate scores. The judges' scores from each round are averaged to form an average score for each round. Then each of the rounds is averaged to determine an overall score. A spreadsheet will allow you to sort the results in the variety of ways necessary for determining the various award winners (and there are many). Please see Appendix G for an example of a completed spreadsheet.

At the end of the Seminar, the scores should be sorted from highest overall score to lowest. If there were delegates who were not eligible to win awards, their scores are to be included and they are to be identified as "not eligible to win awards". In the unfortunate event that a delegate is disqualified, no scores are to be shown and the delegate is to be identified as "disqualified".

The full results are then to be forwarded to the CSDF Executive Director. The executive director will confirm that the results have been presented in the correct format then will distribute them to each provincial debate coordinator who may distribute them within their associations as they see fit.

National Seminar Regulation 17 (d) states that published results of competition should acknowledge only outstanding achievements but the full results shall be sent to each coordinator. It is therefore inappropriate to issue the full results to each delegate.

## **Other Components of the National Seminar**

### **Rules Committee Meeting**

Every year, the Rules Committee convenes to decide on any proposed changes to the CSDF Rules of Debate. Although participation in this meeting is not compulsory, all student and adult delegates are invited to attend since each member association has two votes (one student vote and one adult vote). In some years, this amounts to only a handful of participants. In other years, nearly everyone attends. Participation seems to be related to how the meeting is presented to the group. When it is communicated that the delegates' contribution is valued and that at least one adult and one student from each province or territory is expected to be there, attendance increases. Scheduling a much more attractive activity opposite the Rules Committee Meeting obviously negatively affects attendance.

The Rules Committee Meeting is best held after all the rounds of debate have concluded so that the students will have experienced the rules they now have the opportunity to propose changes to. If possible, the meeting should also occur before Part Two of the AGM so that any issues that fall outside the scope of the Rules Committee can be brought to the AGM.

The Rules Committee Meeting usually takes about one-and-a-half hours (give or take 30 minutes). Since it is impossible to predict how long this meeting will run, it is best to not schedule it before anything other than free time or some other unstructured or optional activity.

Please direct any questions about the Rules Committee Meeting to the CSDF Rules Committee Chairperson.

### **Free Time**

Your Seminar participants will need some structured free time. It is a good idea to provide enough free time so that they can unwind and get to know each other socially. This is a big part of making the event memorable. It is not enough, however, to simply indicate "Free Time" on the schedule since the students are new in town and will not likely know what to do or where to go. Also, the lack of structure makes it difficult for them to make plans and for the adults to supervise.

One suggestion is to arrange a few simple options and print them right in the schedule with any necessary instructions about how to get there, when and where to catch the bus you have arranged to transport them, etc. The only other task might be to call ahead to these places to confirm that they can accommodate a large number of guests.

Example:

2:00 - 5:00	Free Time	Shopping at Mall <i>(bus to Mall leaves from front of school at 2:15)</i>
		Swimming, gym facilities, tennis courts available at Fieldhouse <i>(10 minute walk from school)</i>
		Bowling at Crazy Ernie's Bowl-a-Rama <i>(\$5/person, 10 minute walk)</i>
5:00	Billet families pick up debaters <i>(Be sure to call them to let them know where you will be.)</i>	

Provincial/territorial delegations often appreciate the opportunity to spend time together going out for supper. Allowing time in your schedule for this is not only acceptable but also encouraged.

**Model Parliament**

A Model Parliament, Mock Parliament or Youth Parliament are all examples of the type of “other” activity that may be included in a National Seminar. It can be a fun opportunity for the students to participate in a debating event together as one group. It can also quickly turn into a circus so careful planning is essential. Please see Appendix H for a copy of the Model Parliament Handbook from a previous Seminar (the handbook from the 2003 Seminar can be found online at [http://142.163.252.69/nlsdu/post\\_natsem.htm#handbook](http://142.163.252.69/nlsdu/post_natsem.htm#handbook)). (Link still active as of February 2009.)

Where to position the Model Parliament in the schedule is up to the organizer. Activities such as the Model Parliament are often scheduled closer to the end of the week when the delegates are in the mood for a “lighter” activity. Holding the Model Parliament at the start of the week, however, has the advantage of acting as a “mixer” for the participants. And since everyone is still a little reserved at the start of the week, it might help eliminate some of the silliness that comes as students become more familiar with each other and giddy from a long week.

The details of the organization of this event are at the discretion of the Seminar organizer. It is quite common to draw on local practice and tradition. Regardless of what format is chosen, it is important that all communications and documents are bilingual and that there is adult supervision.

The space chosen for a Model Parliament needs to be large enough to comfortably seat all the delegates and have good acoustics or microphones so everyone can be heard. If the students can't hear each other, they are not going to sit quietly. It is also helpful if there are meeting rooms nearby in which the parties can hold their caucus meetings.

The delegates are divided into three parties: Government, Official Opposition and Third Party. Usually the Government has a majority and the Third Party is somewhat smaller

than the Official Opposition. Each party should have a good mix of English- and French-speaking delegates.

During the caucus meetings, you might have the students create their bills to debate. If so, one of the organizers must approve each of the Bills for decency and taste. Another option is to assign each party a Bill. One idea is to assign the Government a serious Bill, the Opposition a more humorous one and for the third (smaller) party, give them the floor for question period.

A flipchart or white board in each caucus room is useful for any brainstorming that might take place in the meetings.

It is a good idea to have some bilingual adult helpers in the caucus rooms to guide the students through their caucus meetings. These helpers would also be responsible for keeping the students on task and making sure the bills are acceptable. The larger Government caucus would benefit from two helpers while the two smaller parties manage well with only one helper each.

Once the bills to be debated have been developed, it is nice to be able to provide each participant with a copy, so access to a photocopier is recommended.

If you decide to have Pages during the Model Parliament, it is customary to take up a silver collection to present to the Pages as a thank-you.

### **Speech Activities**

The rules for Effective Speaking are included in the CSDF's package of debate rules and allow for a fair amount of discretion on the host's part. Please be sure to read the Rules for Effective Speaking when planning this portion of the Seminar.

Appendix I contains information on the "Speech Homes" type of Effective Speaking event.

Whether or not the speech activities take the form of a competitive event is up to the organizers. There is no trophy, however, so if a prize is to be awarded, the organizer must provide one.

For the speech event, the host may offer a single topic or a choice of topics. Of course, the same topic (or choice of topics) must be offered to all the competitors. And equal prep time for each speaker is also a must.

Both the nature of the topic and the amount of time the students have to prepare their speeches can affect the quality of the speeches they will deliver. There is a tricky balance to be achieved when planning this event so it is not too heavy but also not so light that nobody takes it seriously. Unfortunately, in most years there are students who will take the event too seriously while others do not take it seriously at all. All the host can do is try to create an atmosphere that will encourage the proper tone. Does providing too much notice and/or too serious a topic result in canned speeches? Does providing too little

notice or too light a topic result in the students treating the speech competition as more of a stand-up comedy routine than a true public speaking event? It's hard to say.

Any Effective Speaking Competition should include at least one preliminary round and a final championship round consisting of two French, two Bilingual and Five English delegates.

The speech finals are often held in conjunction with a supper since the delegates need to eat anyway but this is not mandatory. Another idea is to make the finals a formal event with special guests. For example, held in conjunction with a reception at the Lieutenant Governor's residence. Whatever venue is selected, it is important that the room be suitable for public speaking and that the speakers have a microphone if necessary to be heard by the audience. An audience that can't hear a speech will not sit quietly and listen to a speech.

Sometimes the finals are held in conjunction with the Awards Banquet. This is a great time-saver but comes with some disadvantages as well. Does the anticipation of the upcoming finals leave the finalists too nervous and busy preparing to enjoy the final day of the Seminar? Also, to couple the awards presentations with nine speeches makes the sit-still-and-listen portion of the evening quite long.

According to the rules, the judging panel is made up of one adult delegate from each province/territory at the Seminar. Other guest judges are also welcome.

Since the finals have five English speakers, two French, and two bilingual, it is a good idea to alternate the French and bilingual speakers with the English speakers. This gives the judges a break between speeches and for the unilingual members of the audience, they will understand at least every other speech.

### **The Awards Banquet**

The awards banquet is the last official event of the Seminar. It is the last time that the delegates will all be together. A formal awards banquet is also a fun opportunity for the delegates to dress up. The awards banquet should be designed to reflect the honour and importance of both the delegates and any special guests who are also in attendance.

Don't forget that the provincial and territorial flags can be used here again to decorate the room. Be sure to consult the booklet on flag protocol before setting up.

The host should feel free to invite whatever special guests he or she would like to attend the awards banquet. Not only does it add some "class" to the event but it is an opportunity to give the local debate programs some exposure.

It is up to the organizing committee to invite the special guests. These might include local, provincial, and/or federal politicians, school board representatives, the Lieutenant Governor or Governor General (will require Protocol), etc. Of course, these guests would not be expected to purchase tickets for the banquet since they are the invited guests of the

organizing committee. Other than the cost of the meal, there should not be any other costs associated with having special guests in attendance at your awards banquet since they normally pay for their own transportation and accommodation, if required.

If you have special guests at your banquet, they are often prepared (and expect the opportunity) to bring greetings on behalf of the office they represent. It is also nice to involve them in presenting awards while you have them there.

Anyone who receives an award will require a “keeper award” to take home. Wherever possible, these should be of as aesthetic a nature as possible (as opposed to the usual commercial trophies) and ought to reflect the culture of the venue of the Seminar. Books and art (such as prints or small sculptures) are examples of awards commonly used. It’s a good idea to use a variety of items since some students may earn more than one award. For example, the top English debater may also be the top debater from his or her province/territory and would therefore win both the Weedon Award and Founder’s Cup.

Each keeper award should also have a label or engraved tag attached stating the name of the award, the year and name of the Seminar as well as the venue. For example:

The Weedon Award  
Top English Debater  
1998 National Student Debating Seminar  
April 22-28, Saskatoon

The exact dates of the Seminar are less important and may be excluded if necessary.

For an award that the host knows will be presented to a French debater (such as the Governor General’s Award), the wording should be in French. Both languages should be used for awards in the Bilingual category.

### **Presentation of Awards**

Since the National Seminar is supposed to be a non-competitive event, the presentation of the awards should not be a big deal. (Try telling that to the debaters!) Nevertheless, it is important that the organizers keep things moving along.

The awards should not be described at length, only a brief mention of the name of the award and what it is for is necessary before announcing the name of the recipient. The number of guest presenters should be kept to a minimum, perhaps only two or three. And if the presenters are going to be allowed to speak, they should be reminded to keep it brief.

When it comes time to present the awards for the top debaters in the English, French and Bilingual categories, they should be announced all at once in order to avoid giving the impression that you are building up to a final, most-important presentation to any of them. All three have won equally prestigious honours.

A worksheet for determining the winners can be found in the “Trophy Inventory” tab. The Seminar awards may be presented in the following order:

1. Willis McLeese Awards
2. Speaker’s Citation
3. Founder’s Cup and Awards of Excellency
4. Governor-General’s Award, Chief Justice Award and Weedon Award
5. Tom Lawson Awards

*Willis S. McLeese Awards:* Member provincial/territorial debate associations may choose to recognize one adult from their province or territory for their outstanding contribution to debate in their jurisdiction with a McLeese award. It is the duty of the CSDF Executive Director to solicit nominations and arrange for a small plaque or other appropriate gift to be presented.

*Speaker’s Citation (2 recipients):* This award is presented to the best in English and best in French Model Parliamentarians as determined by the votes of the participating students at a Seminar at which a Model Parliament is conducted. Therefore, delegates will require a ballot in order to cast their votes. This can be included in the program. Also, two keeper awards are required. Some years, the Diefenbaker Centre in Saskatoon, SK has donated two small soapstone carvings but this is not always possible. Another option is to contact the Speaker’s office to try to arrange for two autographed copies of a book that exists about the History of the Speakers of the House. Or, the host may choose something else as the keeper award.

*Founder’s Cup and Awards of Excellency (one recipient per province/territory):* This award is presented collectively to the top debater, regardless of language category, from each Member in attendance at the Seminar. Each debater will need an individual keeper award. Keep in mind that the francophone debate association in Quebec and the English debate association count as two separate members.

*Governor General’s Award (1 recipient):* This award is presented to the top debater in the French category.

*Chief Justice Of Canada’s Award (1 recipient):* This award is presented to the top debater in the Bilingual category.

*Weedon Award (1 recipient):* This award is presented to the top debater in the English category.

*Tom Lawson Awards (2 recipients):* These awards are presented to the male and female student delegates who contribute most to the spirit of the Seminar. Winners of this award are selected by the student delegates themselves so, again, they will require a ballot in order to vote. Tom Lawson usually provides the two keeper awards required but the host should always confirm this with Mr. Lawson in advance of the Seminar. If he will not be supplying these, then the host will need to arrange for something suitable.

### **Souvenirs**

If your budget allows, a souvenir such as a t-shirt or bag is nice. If you personalize a souvenir item, please be sure to use the correct name of the event (National Student Debating Seminar) and to make it bilingual. The date and location of the event should also be included. To be safe, it's a good idea to have the artwork and text approved by the CSDF Executive Director to be sure that it meets the standards.

### **Last-Day Envelopes**

Delegates enjoy going home with the following items in hand:

- *Certificate of Participation.* According to the Seminar Regulations, each student delegate shall be presented with an official memento of his or her participation.
- *Copy of the ballots.*
- *Awards Summary.* A bilingual list of who won which awards.
- *Group Photo*

Since the National Seminar Regulations state that published results of the competition should acknowledge only outstanding achievements but the full results shall be sent to each provincial debate coordinator, a complete copy of the tournament results should not, therefore, be included in the list above.

The above items can be packaged in envelopes on the last day of the Seminar and given to the adult delegates to pass on to their students at the end of the awards banquet. It has been proven time and again that the moment the students have their ballots in their hands, all other activity ceases so they can pour over the results. This is why it is strongly encouraged that the packages not be delivered into the hands of the students until as late as possible.

A package should be prepared for all adult and student delegates including the CSDF Board.

### **After the Awards Banquet**

After the awards banquet, the students will want to do something social because this is the last chance they will have to spend time together. Suggesting that everyone return to their billets' homes once the banquet is over may result in the students trying to make arrangements on their own for getting together which presents a significant supervisory challenge for the chaperons. Perhaps a dance or some other activity on-site could be arranged.

### **Engraving and Shipping Trophies**

At the conclusion of the Seminar, the host must have the trophies engraved with the names of the current year's recipients then ship them to the next year's host. Both of these are the financial responsibility of the host. A description of plaques for the trophies can be found in the Trophy tab.



Shop around a little for a shipping company and you should be able to find one that will charge a reasonable price. (A past host reports having received good service at a reasonable price from Reimer Express. Another as indicted that Greyhound Express is also reasonably priced.)

The flags are also sent with the trophies.

## **Miscellaneous**

### **Evaluation**

In order to know whether the organizing committee and the CSDF have met the objectives of the Seminar, it is important to ask the participants to evaluate the event. This is usually done in the form of a questionnaire. The fact that we are measuring outcomes is relevant to the application that is made annually to Exchanges Canada. The CSDF Executive Director will work with the Seminar organizers to ensure that time is formally scheduled for the completion and gathering of questionnaires.

### **Other suggested activities**

If the schedule permits, feel free to incorporate other activities into your Seminar. What about a demo or showcase debate featuring the top four or six debaters? How about experimenting with consensus-style decision making such as cooperative investigation? Mock Trials might also be fun.

Remember, there are essential components of the Seminar that may not be removed in order to accommodate these additional activities. These types of activities are optional and may be included at the discretion of the organizing committee. It is always a good idea to consult with the CSDF Board. There is a balance to strive for that does not bind organizers too rigidly to a set format but still allows a certain standard to be met.

### **Asking for help**

If you have any questions or concerns or are struggling with a particular problem at any time during the planning of the Seminar or the Seminar itself, please let the CSDF know. The CSDF has a lot of knowledgeable people working with them with years of experience. Someone may have already solved the problem that you are trying to solve. They may also be able to provide you with resources and other assistance.

### **Expect the unexpected**

Although the CSDF Board and others do everything they can to keep things as simple and straightforward as possible, the nature of our business sometimes causes things to come up. Open communication is important during these times. Do not be afraid to ask questions and get answers. You might be thinking about something important that has not occurred to the others yet.

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