



Duties of Adult Delegates while at the National Seminar

Welcome to the National Student Debating Seminar! Whether this is your first Nationals or your twentieth, it is bound to be an exciting week filled with new friends and good memories.

Many adult delegates come to the National Seminar without a clear idea of what is expected of them beyond their chaperoning duties on the flight to and from the National Seminar. In the past, some delegates have expressed the desire for guidelines to help clarify their role during the week. Since the Seminar organizers are understandably occupied with the many details that go into running the week's events, we can all assist in making sure the week runs smoothly by working as a team. As an adult delegate, the Federation's expectations of you include:

- Assist the Seminar Registrar to ensure all your delegation's fees are paid, their travel invoices/receipts and claim forms have been submitted, and that all the surveys and ballots are completed and turned in before the end of the Seminar. All these steps are essential for ensuring the flight reimbursements for ALL the delegates participating.
- All delegates are staying in a hotel. You are responsible for all the chaperoning duties such as enforcing curfew, making sure everyone is on time for bus departures and generally following the expected rules.
- Be very familiar with the CSDF code of conduct, especially regarding the hotel stay. Mediate with the students if there are any rooming issues.
- Count your noses each time the entire group moves from one location to another. It is much easier to do a roll call for a dozen or so provinces and territories than 80 people.
- Use common sense to pitch in when you see help is needed or ask what you can do to help.
- A healthy spirit of cooperation will be much appreciated by the organizers should they need to call on your help to judge or moderate debates, etc. It is often very likely you will have to judge every debate or assist as workshop facilitators.
- If you need to be absent at any time from an event or venue, please make sure the hosts are aware of where you are going, when you will be back and who is responsible for your delegates while you are gone.
- As the Coach of the delegation, it is your responsibility to ensure the debaters have been researching and preparing for the debates.
- Since it is unlikely that you have coached any of the delegates, prior to leaving, you should have a brief conversation with each debater to assess their coaching needs. Some may want you to watch and provide feedback, other not. Find out their expectations and lay out



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- your own. This should help the relationship. During the Seminar, you may need to help them negotiate with their coordinate partners. Guide them but make them do the work of coming to a compromise.
- Be sure you have the phone numbers of all your delegation's parents and that you are aware of any health problems (e.g., allergies), or religious or dietary restrictions. You should travel with the delegation's permission forms and contact information at all times, in case of an emergency
 - You are responsible for supervising your students during group gatherings right up until the end of the Awards Banquet and the flight home.
 - You are the supervisor during the trip and that the delegates are to come to you with any problems or concerns or any request to deviate from "normal procedure" (such as skipping an event due to illness).
 - Let the hosts know of any problems. They can help you find medical care, etc. Also, if a student is ill and cannot debate, the hosts need time to find a swing debater.
 - Please be patient with the hosts, especially if things are off-schedule – things happen, and everyone will be doing their best to make it right. If you or your students have complaints, please be constructive and help everyone find solutions to the issue.
 - If you have been designated the official voting delegate for your member association, you will be required to attend the Annual General Meeting (all parts) and be prepared to report on debate activities in your province or territory. Please be sure you are fully acquainted with your provincial/territorial association's position on any major issues or concerns and be prepared to speak to and vote on issues accordingly. The AGM will be held in at least two parts so there will be time to consult with your provincial/territorial debate association on issues that arise before you must cast your vote.
 - If you are not an official voting delegate, you are still welcome to attend the AGM or instead help chaperone students during the activities arranged during the AGM.
 - You should be aware of all the flight information for each delegate. Although actual tickets are no longer needed, you should still carry copies of the itineraries.
 - Finally, please take pictures of debaters at events to share and encourage everyone to use social media. We appreciate student feedback, so, if possible, please work with the delegation to write a summary of the event. If there are French delegates, their contribution should be in French.

From the CSDF Board of Directors - Thank you!