



ARCHDALE DEBATING COMPETITION

Operations Manual

Version 5
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PART I: INTRODUCTION

1 The Role of AHIGS

- 1.01. The Archdale Debating Competition is an annual competition conducted by the Association of Heads of Independent Girls' Schools NSW (AHIGS) for the benefit of students from its members' schools.
- 1.02. All substantive matters relating to the Archdale Debating Competition are to be decided by AHIGS.
- 1.03. The Archdale Executive Committee (as defined in Section 10) manages the day-to-day oversight and administration of the Archdale Debating Competition.
- 1.04. The Archdale Committee comprises the Executive Committee (as defined in Section 10), co-ordinators from members' schools, an AHIGS Executive Committee Member and the Executive Officer of AHIGS.
- 1.05. It is the role of the AHIGS Executive Committee Member and the AHIGS Executive Officer to facilitate the transfer of information between the AHIGS Executive and the Archdale Committee.
- 1.06. It is the role of the Archdale Convenor to liaise with the AHIGS Executive Committee Member and / or the AHIGS Executive Officer to ensure the transfer of information pertaining to the Archdale Debating Competition, as described in 1.05.

PART II: THE CONDUCT OF THE ANNUAL COMPETITION

2 Formulation of the Competition Draw

Publication of the Draw - Dates and Venues

- 2.01 The dates and competition draw of the annual competition shall be presented and discussed at the annual end of season meeting of the Archdale Committee. The dates and draw shall then be finalised by AHIGS at a general meeting.
- 2.02 The finalised and confirmed draw and venues for the annual competition, as approved by AHIGS, shall be circulated by the Archdale Convenor no later than two months before the proposed commencement date.
- 2.03 The draw shall clearly indicate:
 - (1) The members' schools in each group (see the explanation of groups at 2.07)
 - (2) The host schools for each round (usually indicated by the school listed first on the draw); and
 - (3) The opposing schools for each round.
- 2.04 In allocating venues for the annual competition, as far as is possible, the Archdale Executive shall have regard to:
 - (1) The individual needs of its members' schools
 - (2) The possibility of balancing the demands placed on the resources of each of its members' schools; and
 - (3) The need to complete the competition within a particular period.Reflecting these considerations, the allocation of venues shall attempt to ensure a parity of 'home' and 'away' debates.

- 2.05 The annual competition shall be conducted so that it is completed by the end of the second week in September.
- 2.06 With the exception of debates rescheduled in accordance with this manual, the annual competition rounds shall take place on Tuesday evenings.

Allocating Groups for the Purposes of Formulating the Draw

- 2.07 For the compilation of the draw, members' schools shall be divided into groups. The number of groups may vary depending on the number of participating members' schools.
- 2.08 The groups shall be formed pursuant to the goal of equalising the standard of competition across the groups.
- 2.09 On the basis of the Archdale Shield results from the immediately prior year, members' schools will be assigned a rank. Schools are then consecutively allocated to separate groups based on that rank. For example;

Group A	Group B	Group C
School Ranked 1st	School Ranked 2nd	School Ranked 3rd
School Ranked 4th	School Ranked 5th	School Ranked 6th
School Ranked 7th	School Ranked 8th	School Ranked 9th

- 2.10 During the preliminary rounds, each members' schools will debate against the other schools in their group.
- 2.11 The allocation of schools to groups for the competition draw shall be reviewed and confirmed by the Archdale Committee at the end of season meeting for the prior year. The groups, along with the draw, shall then be approved by AHIGS.

Age Divisions – Definitions & Debater Eligibility

- 2.12 The Annual Competition shall have 7 divisions:
 - (1) Senior Division
 - (2) Year 10 Division
 - (3) Year 9 Division
 - (4) Year 8A Division
 - (5) Year 8B Division
 - (6) Year 7A Division; and
 - (7) Year 7B Division.
- 2.13 Each participating members' schools must enter a team in each division.
- 2.14 The eligibility of a student to debate in each division is:
 - (1) Senior Division: students in Year 7 to Year 12 (inclusive)
 - (2) Year 10 Division: students in Year 7 to Year 10 (inclusive)
 - (3) Year 9 Division: students in Year 7 to Year 9 (inclusive)
 - (4) Year 8A and Year 8B Divisions: students in Year 7 to Year 8 (inclusive); and
 - (5) Year 7A and Year 7B Divisions: students in Year 7.

Teams

- 2.15 Each team must have at least three students and not more than four students participating in each debate.
- 2.16 Where a team has four members, the fourth member shall not address the audience, other than to move the traditional "vote of thanks" at the conclusion of the debate.

- 2.17 A team member may not take part in the final rounds of the annual competition unless they have previously debated at least three times for that team in that division during the preliminary rounds (see 6.04).

3 Organisation & Conduct of Debates During the Preliminary Rounds

Host School Co-ordinator Responsibilities

- 3.01 The Host School Co-ordinator shall ensure compliance with the provisions of this manual in the conduct of a round of the annual competition. Close reference should be made to this section (section 3), which is structured chronologically according to the tasks required and potential problems arising in the organisation of a debate during the preliminary rounds. **Please note that school co-ordinators are not permitted to coach girls or teams participating in Archdale.**
- 3.02 The Host School Co-ordinator shall perform the following responsibilities but may, at their discretion, determine the manner in which the following tasks are undertaken, subject to the requirements of this manual:
- (1) Receive and print the topics on the morning of the round via email (from either the convenor or the Adjudicating Co-ordinator (see 7.11))
 - (2) Provision of afternoon tea and other refreshments to both junior and senior debaters
 - (3) Provision of appropriate signage so that debating venues can be located by debaters and audience members when entering the host school grounds
 - (4) Ensure, wherever possible, that events occur as close to the specified commencement time as possible (see 3.05)
 - (5) Where debaters are late, ensure that the convenor is contacted (see 3.07) and that the provisions of 3.08 are followed
 - (6) Distribution of the topic as per 3.11, ensuring that both sides have been issued with the correct scheduled topic for that round and that both teams understand who is affirmative / negative. (In the preliminary rounds, hosting schools are affirmative)
 - (7) Assignment of preparation rooms that are isolated and can be supervised to ensure that prohibited technology is not used and prohibited communication does not occur (see 3.18)
 - (8) Provide assistance to visiting teams in finding their preparation rooms and escorting visiting teams to the debating rooms, ensuring that teams do not have longer than 60 minutes to prepare
 - (9) Provision and conduct of well-prepared chairpersons and timekeepers, equipped with an accurate script for conducting the debate (see 'Archdale Chairperson Script & Instructions' in Part VI)
 - (10) Where there is a late arrival of an adjudicator, contact the Adjudicating Co-ordinator (as per 3.23) and assign an appropriate replacement (as per 3.24)
 - (11) Conduct and control of members of the audience, reporting any incidents to the Convenor
 - (12) Provision of correct forms to adjudicators and recording of adjudicator attendance (see Part VI)
 - (13) Collection of results, including:
 - (a) collection of the adjudication decision sheets for each debate
 - (b) ensuring that each adjudicator records their decisions on the Master Sheet
 - (c) ensuring that the results recorded on the Master Sheet are accurate

(d) collecting any recommendations for the representative team from adjudicators

(14) The prompt return of relevant forms to the tally keeper (see 3.03)

(15) Prompt communication with the Convenor on the occurrence of any problems or incidents during the round.

3.03 Following the conclusion of a round of the annual competition, and no later than 5:00pm of the next working day after the round was held, the Host School Co-ordinator shall:

(1) Submit debate results via e-mail to AHIGS

(2) Where requested, forward the adjudication sheets to the opposing School Coordinator

(3) Where necessary, forward any AHIGS Representative Team Recommendations to the Adjudicating Co-ordinator

(4) Where appropriate, provide adjudicator feedback to the Adjudicating Co-ordinator by e-mail or via the online form (see 8.15).

3.04 Hard copies of Results sheets, Adjudication Sheets and AHIGS Representative Team Recommendations must be retained by the host school for the duration of the competition.

Commencement Time

3.05 Subject to the delays and rescheduling considered by this manual, all debates of the annual competition:

(1) In the Year 7A, Year 7B, Year 8A and Year 8B Divisions shall commence their preparation time at 4:30pm and debates at 5:30pm; and

(2) In the Year 9, Year 10 and Senior Divisions shall commence their preparation time at 5:30pm and debates at 6:30 pm.

Late Arrival of Debaters

3.06 Debaters are expected to arrive in advance of their preparation time, as specified in 3.05.

3.07 If a team is not present at the scheduled time for their topic distribution, as specified in 3.05, the Host School Co-ordinator must contact both the Visiting School Co-ordinator and the Convenor.

3.08 If all members of a team have not arrived 15 minutes after their preparation time was due to begin, the Host School Coordinator, in consultation with the Visiting School Co-ordinator and Convenor, may:

(1) Where only some members of a team are delayed (i.e. there is at least one member of both teams present), distribute the topic and begin preparation time on the understanding that the late team members will join their team in the preparation room upon their arrival

(2) Where both the Hosting and Visiting Co-ordinator agree, delay the distribution of the topic until the arrival of the late team but reduce the preparation time for both teams. For example, if a delayed Senior team arrived at 6:00pm, the topic would be distributed immediately and both teams would have 30 minutes to prepare. The preparation time should not be reduced to less than 30 minutes for any team

(3) Where both the Hosting and Visiting Co-ordinator agree, reschedule the debate to an alternative time

(4) Where no alternative is available and none of the above can be agreed upon, the delayed team is considered to have forfeited the debate.

3.09 If neither team is ready to debate by the time specified in 3.05, then the debate shall be:

- (1) Rescheduled with the consent of the Convenor and both school co-ordinators; or
- (2) Deemed to be a mutual forfeit (neither team shall be awarded points for that round).

Distribution of Topics to Teams

- 3.10 At the time specified in 3.05 (or by 3.06 for a delayed time due to the late arrival of debaters), the Host School Co-ordinator may disclose the topics to team members.
- 3.11 The Host School Co-ordinator should provide a written copy of the topic to each team and should indicate which team is affirmative and which team is negative.
- 3.12 At least one member from each team shall ensure that the topic disclosed is the same for both teams.
- 3.13 In all debates in the preliminary rounds, the host school shall take the affirmative case.
- 3.14 Where a debate from the preliminary rounds is rescheduled, the school initially allocated to host that debate by the original competition draw shall take the affirmative case, regardless of which school hosts the rescheduled debate.
- 3.15 The Host School Co-ordinator must:
 - (1) Take care to ensure that a disclosure of topics does not result in premature disclosure to other debaters or coaches; and
 - (2) If topics are prematurely disclosed, inform the Convenor.

Distribution of Incorrect Topic

- 3.16 If the preparation period has not commenced and it is discovered that the topic issued to the teams is different from the scheduled topic for that debate then the Host School Co-ordinator shall disclose the scheduled topic for that debate, according to rule 3.10.
- 3.17 If the preparation period has commenced and it is discovered that both teams have been issued with a topic which is different from the scheduled topic for that debate then:
 - (1) The topic which was issued to the teams will become the topic for that debate
 - (2) Both teams shall continue to prepare the topic that was issued; and
 - (3) Teams shall not have additional time to prepare using the correct topic.

Preparation Period

- 3.18 Subject to rules 3.08 (shortened preparation time due to late arrival of debaters) and 3.20 (altered preparation time due to preparation of incorrect side of topic), all teams:
 - (1) Shall have 60 minutes preparation time
 - (2) Shall be allocated a preparation room into which no mobile phones, portable computers or reference materials shall be brought, other than a dictionary (of comparable standard to the *Australian Oxford Dictionary*); and
 - (3) Shall not communicate with any person who is not a member of the same team (three or four students, as defined by 3.02) as is present at the distribution of the topic.
- 3.19 Should a team or individual(s) act in contravention of rule 3.18 by using the above prohibited technologies or materials, or communicating with a person external to their team, then the Host School Co-ordinator should:
 - (1) Warn the team or individual(s) that their team may be penalised by loss of competition points or by disqualification from the competition
 - (2) Remove any offending material, technology or person(s) from the preparation room
 - (3) Allow the debate to go ahead as scheduled. The debate should not be abandoned

- (4) Following the debate, the Convenor shall be informed of the incident as soon as possible. The Convenor will investigate and take appropriate action.

Preparation of Incorrect Side

- 3.20 When one team prepares the incorrect side of a debate (for example, prepares the Affirmative Case when they are the Negative team):
- (1) A maximum of additional 30 minutes shall be allocated to both teams to prepare the correct side; and
 - (2) During that preparation time, assistance may not be given by teachers or coaches.

Speaking Times

- 3.21 Speaking times for the annual competition are:
- (1) Senior Division: 6-8 minutes (one bell at 6 minutes and two bells at 8 minutes)
 - (2) Year 10 Division: 6-8 minutes (one bell at 6 minutes and two bells at 8 minutes)
 - (3) Year 9 Division: 5-7 minutes (one bell at 5 minutes and two bells at 7 minutes)
 - (4) Year 8A and Year 8B Divisions: 4-6 minutes (one bell at 4 minutes and two bells at 6 minutes); and
 - (5) Year 7A and Year 7B Divisions: 3-4 minutes (one bell at 3 minutes and two bells at 4 minutes).
- 3.22 If any debater is speaking at 30 seconds after the time stated in rule 3.21, then a continuous bell shall be sounded. Continuous bells should therefore be sounded by the chairperson:
- (1) In Senior Division, at 8 minutes 30 seconds
 - (2) In Year 10 Division, at 8 minutes 30 seconds
 - (3) In Year 9 Division, at 7 minutes 30 seconds
 - (4) In Year 8A and Year 8B Division, at 6 minutes 30 seconds
 - (5) In Year 7A and Year 7B Division, at 4 minutes 30 seconds

Late Arrival of Adjudicators

- 3.23 If an adjudicator has not arrived at the scheduled commencement time for the debate, the Host School Co-ordinator shall:
- (1) Contact the adjudicator to determine a reason for the absence; and
 - (2) Notify the Adjudicating Co-ordinator of their absence.
- 3.24 If an adjudicator has not arrived 15 minutes after the scheduled commencement time, the Host School Co-ordinator shall contact the Adjudicating Co-ordinator to determine the most appropriate of the following courses of action:
- (1) Assign a replacement adjudicator, as arranged by the Adjudicating Co-ordinator
 - (2) Where no replacement adjudicator is available, arrange for the coaches of both teams to adjudicate the debate, coming to a consensus decision
 - (3) Where no replacement adjudicator is available and the coaches are unavailable or unwilling, arrange for two teachers with some debating experience from the opposing schools to adjudicate the debate, coming to a consensus decision
 - (4) Where there is no suitable person available to adjudicate the debate as above, the debate may be rescheduled with the agreement of both Co-ordinator
 - (5) Where there is no suitable person available to adjudicate the debate as above and rescheduling the debate is not possible, the debate will be deemed a non-result (see 5.05).

- 3.25 Where a replacement adjudicator is appointed under rule 3.24:
- (1) If both people are unable to agree on the outcome of the debate within a reasonable amount of time, then the debate shall be:
 - (a) Rescheduled with the consent of both school co-ordinators; or
 - (b) Deemed to be a non-result (see 5.05).
 - (2) Where a consensus decision is reached by the two people appointed as replacement adjudicators, only one person shall deliver the adjudication
 - (3) A person appointed as a replacement adjudicator under 3.24 cannot seek remuneration from the Host School or from the Archdale Debating Competition.

4 Changes to the Scheduled Preliminary Round Debates

Forfeiture

- 4.01 A forfeiting team shall communicate its intention to forfeit through its School Coordinator:
- (1) By telephoning the opposing School Co-ordinator
 - (2) By telephoning or emailing the Convenor
 - (3) By telephoning or emailing the Adjudicating Co-ordinator.
- 4.02 When a team forfeits a debate within 24 hours of the debate, the Co-ordinator of the forfeiting school must contact the Adjudicating Co-ordinator by telephone as soon as possible to ensure that the adjudicator expecting to adjudicate the now forfeited debate is given timely notice.
- 4.03 The Co-ordinator of the forfeiting school shall also notify the Tally Keeper of the forfeit via email.
- 4.04 Every effort should be made to avoid forfeiting debates.
- 4.05 A team shall win a debate by forfeit when:
- (1) An opposing team withdraws from the set debate with more than 24 hours notice and no alternative date and time can be mutually agreed upon
 - (2) An opposing team withdraws from the set debate with less than 24 hours notice; or members of a team are not present at the specified preparation time, subject to rule 3.08.

Rescheduling Debates – Varying Date, Time and/or Venue

- 4.06 The date, time and venue for a debate in the preliminary rounds of the annual competition may be altered:
- (1) Prior to the scheduled commencement time, with the consent of both school co-ordinators involved and the Convenor; or
 - (2) By a resolution at an Archdale general meeting, following approval by AHIGS.
- 4.07 If the date, time and venue for a debate in the preliminary rounds of the annual competition has been altered according to rule 4.05 then:
- (1) The Opposing School Co-ordinator
 - (2) The Convenor
 - (3) The Adjudicating Co-ordinator; and
 - (4) The Tally Keeper
- must all be informed of the change.

5 Scoring of the Preliminary Rounds & Determination of Finals

Storage of Results

- 5.01 The tally keeper shall maintain a secure record of the competition point score or tally (as described below) of each school in each division.

Competition Points

- 5.02 In a debate in the preliminary rounds of the annual competition:
- (1) A team which wins a debate shall receive 3 competition points
 - (2) A team which loses a debate shall receive 1 competition point, except if the team lost by forfeit; and
 - (3) A team which forfeits a debate shall receive 0 competition points.
- 5.03 Where a team wins a debate, the margin by which they won the debate shall be recorded on the tally and aggregated with their other winning margins for the purpose of 5.13.
- 5.04 Where a team is not scheduled to debate in a preliminary round because they have a bye, the 'bye' should be indicated on the tally in the record for that week.
- 5.05 If the result of a debate in the preliminary rounds of the annual competition is deemed to be a non-result then:
- (1) Both teams shall receive 2 competition points; or
 - (2) If both teams forfeited the debate or were unable to debate, then both teams shall receive 0 competition points.

Publication of Results

- 5.06 The tally keeper shall make the tallies available in tabular form to all members' schools:
- (1) Preferably, after the completion of every round; but
 - (2) At least after the completion of every third round; and
 - (3) After the completion of the second last preliminary round; and
 - (4) At the completion of the preliminary rounds.
- 5.07 The tally keeper shall transmit a comprehensive set of results in tabular form to all members' school no later than 4 working days after the conclusion of the annual competition.

Qualification of Teams for the Finals

- 5.08 At the conclusion of the preliminary rounds of the annual competition, the highest scoring eight teams in each division qualify for playoffs.
- 5.09 In the event that teams in one division place equal 8th, tie breaker debates shall be held to determine which teams shall progress to the quarter finals. following the tie breaker debates, there can be only eight teams remaining to qualify for the quarter finals. where it is necessary to limit the number of teams in the tie breaker debates in order to produce a top eight teams cleanly, teams otherwise equally ranked are to be distinguished as per 5.13.
- 5.10 once the top eight teams have been determined as above, there are three playoffs; called quarter final, semi final and grand final.
- 5.11 Each playoff is an elimination round, only the winner progresses to the next round.
- 5.12 The draw for playoffs must follow this method for each division:

Quarter Final	Team rank	
Debate A	1	8
Debate B	2	7
Debate C	3	6
Debate D	4	5
Semi Final		
Debate E	Winner A	Winner D
Debate F	Winner B	Winner C
Grand Final	Winner E	Winner F

5.13 In formulating the play offs draw it may be necessary to distinguish between teams that have an equal number of competition points following the preliminary round to;

- (1) Ensure the correct number of teams are participating in the tie breaker (see 5.08)
- (2) Rank the top eight teams relative to one another for the purpose of arranging the finals draw as described in 5.11.

Such a distinction shall be made on the basis of which team has the higher total margin score aggregated from the preliminary rounds and has therefore won their debates by the larger margins, considered as a whole.

5.14 where it is not possible to distinguish between teams as per 5.13 because two teams have the same aggregated margin score from their winning debates, the rank of their school in the ongoing Archdale Shield tally for that year's annual competition should be used to distinguish the teams.

Archdale Shield

5.15 The Archdale Shield is awarded to:

- (1) The members' school with the highest Shield tally; or
- (2) If two or more schools have the highest shield tally, then to the members' school with the highest number of competition points in the senior division; or
- (3) If two or more schools have the highest Shield tally and an equal number of competition points in the senior division, then to the members' school with the highest number of competition points in the Year 10 Division and so on.

5.16 The Shield tally is calculated by tallying all competition points achieved by a members' school in each division in the preliminary rounds, as well as an additional 3 points for a win in the grand final and 1 point for a loss in the grand final.

Most Improved

5.17 The Most Improved shield is awarded to:

- (1) The members' school who has jumped the most places within the current competition season e.g. from 22nd placed to 15th place
- (2) If two or more schools have jumped the same amount of placed, then to the members' school with the highest number of competition points in the senior division; or
- (3) If two or more schools have the highest Shield tally and an equal number of competition points in the senior division, then to the members' school with the highest number of competition points in the Year 10 Division and so on.

6 Conduct of the Finals Rounds

Venues

- 6.01 The schools hosting the final rounds shall be determined;
- (1) In the case of the tie-breakers, quarter finals and semi finals, by the Convenor and the AHIGS Executive Officer in consultation with school co-ordinators, having regard to:
 - (a) The need to balance demands placed on the resources of each members' school
 - (b) The desirability of all teams of a school being located at the same venue; and
 - (c) The additional cost of under utilising adjudicators.
 - (2) In the case of the grand final:
 - (a) By the members' school which won the Archdale Shield in the previous annual competition; or
 - (b) If that members' school is unable to accommodate the likely numbers attending the grand final, then as determined by the Convenor and the AHIGS Executive Officer in consultation with School Co-ordinators.
- 6.02 The final rounds of the annual competition shall be conducted in the same manner as the preliminary rounds.

Variation of Date, Time and Venue

- 6.03 The date, time and venue for a debate in the final rounds of the annual competition may be altered by the Convenor.

Eligibility of Debaters to Participate in the Finals

- 6.04 All members of a team taking part in the final rounds for a particular division must have previously debated at least three times in the preliminary rounds in that division, unless the Convenor is satisfied that special circumstances exist.

Adjudication

- 6.05 Where the outcome of a debate in the final rounds is determined by a panel of adjudicators, each member of that panel shall make an independent adjudication and forward his/her decision to the chairperson; the team with the greater number of nominations shall be deemed the winner.

7 Topics to be Debated Through the Competition

Principles

- 7.01 The topics debated in the annual competition should seek to achieve the following purposes:
- (1) To educate debaters in the range of rhetorical techniques which are available to them
 - (2) To encourage the development of an awareness of current affairs and other information
 - (3) To cultivate the sensitive and appropriate discussion of a wide range of issues
 - (4) To engage debaters in areas of interest to them
 - (5) To provide an opportunity for debaters to entertain, inspire and persuade their audience.

- 7.02 The standard of a topic shall be such as to provide a sufficient challenge to all teams to which it is allocated.

Topics Sub-Committee

- 7.03 The Archdale Committee shall appoint a topics sub-committee of no more than ten people which shall be responsible for:
- (1) The selection of acceptable suggested topics
 - (2) The invention of other acceptable topics; and
 - (3) The allocation of suggested topics to rounds and divisions.
- 7.04 The topics sub-committee shall be responsible for advising the Convenor and Adjudicating Co-ordinator on the age appropriateness of the subject matter of suggested topics.
- 7.05 The discretion and responsibility for the wording and form of topics set in any given week lies jointly with the Convenor and Adjudicating Co-ordinator.

Access to Topics

- 7.06 Only the members of the topics sub-committee shall have knowledge of topics prior to their distribution.
- 7.07 If a School Co-ordinator has reason to believe that the secrecy of a topic has been in any way compromised, the Convenor should be contacted immediately.

Topic Areas

- 7.08 The Convenor shall distribute a list of topic areas that indicate a theme or area of subject matter for the topics in each week of the annual competition.
- 7.09 The topic area is only intended to assist the debaters in the accumulation of matter prior to the formal preparation period. The listed topic area should not change the way debaters interpret a topic or prepare their case for the topic.
- 7.10 Topic Areas will be distributed to debaters by their School Co-ordinators.

Distribution of Topics to Member Schools

- 7.11 Topics shall be distributed by either the Convenor or the Adjudicating Co-ordinator by e-mail however:
- (1) The topics will only be sent to the School Co-ordinator hosting debates in that round; and
 - (2) The email will not be sent more than 24 hours before the debate. Usually, the topics will be distributed via email on the morning of the debate.

Replacement Topics

- 7.12 At the beginning of the annual competition, the topic sub-committee should discuss and approve a sufficient number of topics to allow for replacement topics where necessary.
- 7.13 If the Convenor is of the opinion that the secrecy of any topic(s) has been compromised, they may, at their discretion:
- (1) Select a reasonable topic provided by the topic sub-committee at the beginning of the annual competition; and / or
 - (2) Recommend that disciplinary action be taken under section 14 of this manual.
- 7.14 If a topic has been approved by the topic sub-committee and distributed to co-ordinator prior to a round of the annual competition, that topic should not be changed or replaced at the request of a co-ordinator, except where the Convenor is satisfied that there is a serious and exceptional reason to do so.

8 Adjudicators

Introductory

- 8.01 The Adjudicating Co-ordinator shall be responsible for selecting the adjudicators engaged throughout the competition.
- 8.02 One adjudicator shall be assigned to each annual competition debate, with the exception of the final rounds where there may be three adjudicators assigned.

Function – Oral Adjudication and Feedback

- 8.03 The adjudicator shall deliver a formal adjudication at the conclusion of the debate, preferably no longer than the speaking time allowed to debaters in that debate for an individual speech.
- 8.04 The adjudicator may also give the debaters brief additional advice and feedback at the conclusion of the formal adjudication, if s/he thinks it appropriate in the circumstances.
- 8.05 The purpose of the formal adjudication is:
- (1) To explain the outcome of a particular debate
 - (2) To assist debaters in understanding how developments in their own debating may lead them to win debates in the future
 - (3) To educate the audience as to the criteria used for determining the outcome of a debate, and how these were satisfied in the instant case.
- 8.06 In the case of a decision given by a panel of three adjudicators, the winning team should be announced, along with whether that adjudication was a unanimous or split decision by the adjudicators.
- 8.07 An adjudicator shall complete an Adjudication Sheet that provides a brief summary of the comments made to the audience and an assessment of each team's performance.
- 8.08 The adjudicator's comments should be constructive, helpful and encouraging.

Applicable Principles

- 8.09 The applicable principles for adjudicating debates should be explained to the adjudicators at a training workshop convened by the Adjudicating Co-ordinator prior to the annual competition.
- 8.10 Adjudicators shall, at all times, act fairly and professionally, without pre-judging the speakers, school, arguments or case line involved in a debate.
- 8.11 In determining the performance of a debater relative to others in a debate, the adjudicator should consider the matter, manner and method of each speaker and how each of those aspects impacts upon the persuasiveness of the speech.
- 8.12 Adjudicators should refer to the 'Guidelines for Scoring Debates' in determining the score to be assigned to each debater (see Part VI).
- 8.13 In no circumstances shall an adjudicator disclose the score assigned to a debater or to a team.

Dress Standards

- 8.14 An adjudicator is expected to dress appropriately, bearing in mind the perceived importance of his / her position in the eyes of the debaters and audience.

Review of Performance

- 8.15 Whenever appropriate, Co-ordinator shall be encouraged to submit feedback on the performance of adjudicators to the Adjudicating Co-ordinator.
- 8.16 Feedback on adjudicators may be transmitted to the Adjudicating Co-ordinator via email or submitted via an online form.

- 8.17 Any adjudicator feedback should include:
- (1) The name of the adjudicator
 - (2) The round, division and venue
 - (3) The name and position of the person completing the feedback
 - (4) Comments on the technical knowledge, presentation skills and organisation displayed in the formal adjudication and in additional advice provided to debaters.
- 8.18 The Adjudicating Co-ordinator should seek to implement feedback on adjudicators in one or more of the following ways:
- (1) Bring any issues to the attention of the adjudicator and attempt to advise them on how to improve their adjudicating skill or communication
 - (2) Consider the feedback when determining which division it is appropriate for that adjudicator to adjudicate in the future
 - (3) Consider the feedback when selecting adjudicators for the annual competition in future years.

Finality

- 8.19 The adjudicator's decision is final, and will not be reversed under any circumstances.
- 8.20 Audience members, coaches and co-ordinators are free to discuss debates with adjudicators in an effort to better understand the adjudicator's decision. However, abuse, belligerence or intimidation directed towards adjudicators is unacceptable. Disagreement with the adjudicator's decision should be addressed by the feedback procedures outlined at 8.15.

Adjudicator's Pay

- 8.21 Adjudicators shall be paid by AHIGS on behalf of its members' school.
- 8.22 Payment will be transmitted by EFT and adjudicators are advised to provide AHIGS with bank details and notify AHIGS should bank details change.

PART III: AHIGS REPRESENTATIVE TEAM

Eligibility of Debaters

- 9.01 The members of the AHIGS representative teams must take part in at least one selection trial which take(s) place during or after the annual competition.
- 9.02 Selection trials for the AHIGS representative teams are open to any student whose school has participated in the annual competition during that year
- 9.03 The student trialing, must be in years 10-12, unless approved by the Convenor and only due to low numbers of girls trialing

Coach(es) and Adjudicators for the Representative Team

- 9.04 The coach(es) of the representative team shall be appointed by the Convenor on the advice of the Adjudicating Co-ordinator and the prior coach of the representative team.
- 9.05 Preferably, two coaches shall be appointed to assist the two representative teams.
- 9.06 The adjudicators for the representative competition shall be chosen by the Adjudicating Co-ordinator and need not have adjudicated the Archdale competition.

Selection Trials

- 9.07 The selection panel shall consist of the representative coach(es) and, where necessary, one or more of the Representative Adjudicators.
- 9.08 The AHIGS representative teams are selected according to the following process:

- (1) All schools are notified of the date, time and location of the selection trials following the first play-off round
- (2) Each school is responsible for determining how the information about the selection trials is distributed
- (3) Where students have been recommended to take part in selection trials by one or more of their adjudicators throughout the annual competition, these students will receive invitations to attend trials from the Adjudicating Co-ordinator
- (4) Selection trials take the form of debates conducted under the same rules as debates in the annual competition. However, speaking times for the debates may vary depending on time constraints and the number of debaters participating in trials
- (5) Students are individually informed of the results as soon as possible following the conclusion of the selection trials.

9.09 The decision of the selection panel will be final.

9.10 Where reasonable, the selection panel shall attempt to ensure that a diversity of members' school are represented in the AHIGS representative teams, to the extent that no school shall have more than 4 students selected.

PART IV: ADMINISTRATIVE STRUCTURE

10 Executive Committee

Composition

10.01 A member of the Executive shall be:

- (1) A school co-ordinator; or
- (2) Any other person appointed to fulfil one of the roles listed in 10.02.

10.02 The Executive consists of:

- (1) The Convenor
- (2) The AHIGS Executive Officer
- (3) The Tally Keeper; and
- (4) The Co-ordinating Adjudicator(s).

10.03 Each members' school is required to send a representative to the general meeting from which the Executive will be formed.

Duties

10.04 The members of the Executive shall have the following duties:

- (1) The **Convenor** is the chair and convenor of meetings. S/he is responsible for supervising the proper operation of the competition. S/he may be delegated other tasks, subject to approval by AHIGS. The Convenor shall ensure that other members of the Executive are performing their duties competently.
- (2) The **Executive Officer** is responsible for ensuring that a proper record is kept of all duly convened meetings of the competition and its sub-committees.
- (3) The **Tally Keeper** is responsible for collecting the results of each round, maintaining and publishing up-to-date scores, preparing a draw for the following year of the Annual Competition in accordance with rules 2.03-2.11, and any other tasks as s/he is delegated by the Convenor or Executive from time to time.

- (4) The **Co-ordinating Adjudicator** is responsible for selecting, screening, training and allocating adjudicators and Edeveloping, promulgating and monitoring standards. The Adjudicating Co-ordinator is also responsible for assisting the topics committee in the suggestion, formulation and refinement of topics.

10.05 Where the organisational roles of the Convenor and Adjudicating Co-ordinator overlap, a division of responsibilities may be agreed upon between the Convenor and Adjudicating Co-ordinator, subject to approval by AHIGS.

Power of Delegation

10.06 In matters which concern the smooth conduct of a competition, the Executive may delegate such of its powers to one or more School Co-ordinators or Committees as it sees fit.

10.07 The Convenor shall act as a liaison between the members' school and the Executive, and a supervisor of the delegated task.

Sub-Committees

10.08 The Convenor is an ex-officio member of each sub-committee.

10.09 The Executive may establish sub-committees as it sees fit, subject to approval by AHIGS.

11 Meetings

Chair and Convenor

11.01 Subject to rule 11.02, the Convenor is the chair and convenor of meetings.

11.02 If the Convenor is not present at a meeting, then those present may choose its chair:

- (1) From the attending members of the Executive; or
- (2) From amongst the attending School Co-ordinators.

Notice of Meetings

11.03 Notice of any meeting shall be communicated:

- (1) By the Convenor:
 - (a) At least 7 calendar days before the proposed date of the meeting; and
 - (b) Sent to School Co-ordinators, an AHIGS Executive Committee Member and the Executive Officer of AHIGS; or
- (2) By any five School Co-ordinators, should the Convenor be unable to hold or refuse to hold the Meeting:
 - (a) At least 14 calendar days before the proposed date of the meeting; and
 - (b) By facsimile or by post addressed to the remaining School Co-ordinators, an AHIGS Executive Committee Member and the Executive Officer of AHIGS.

11.04 Notice of any Meeting shall include a draft agenda.

General Meeting

11.05 The general meeting shall be held no later than two weeks prior to the commencement of the annual competition.

End of Season Review Meeting

- 11.06 The review meeting is a meeting to review the operation of the Archdale Debating Competition, and is to be held no later than 8 weeks after the grand final of the annual competition.
- 11.07 The agenda of the review meeting shall include items relating to:
- (1) The performance of adjudicators
 - (2) The selection of topics
 - (3) The appropriateness of venues
 - (4) The adequacy of existing policy and practices
 - (5) A review of the proposed draw for the next year's annual competition
 - (6) A review of this manual for the purpose of providing recommendations to AHIGS.

Place and Time of Meetings

- 11.08 Wherever possible, meetings shall be held at a central location and at a convenient time to school co-ordinators.

PART V: MISCELLANEOUS

12 Definitions

12.01 The following words have these meanings in this Manual unless a contrary intention appears:

AHIGS means the Association of the Heads of Independent Girls' Schools NSW.

AHIGS Executive means the Executive Committee of the Association of the Heads of Independent Girls' Schools NSW.

AHIGS Executive Officer means the person appointed by AHIGS to hold the position of Executive Officer.

Convenor means the Archdale Debating Competition Convenor.

Executive means the Executive Committee of the Archdale Debating Competition.

Final Rounds means debates held after the conclusion of the Preliminary Rounds of the Annual Competition, and may include Tie Breakers, Quarter Finals, Semi-Finals and Grand Finals.

General Meeting means the meeting called in accordance with rule 11.05.

Groups means a division of Member Schools for the purpose of the Annual Competition in accordance with rule 2.07.

Matter, Manner and Method have the meanings accorded them in the relevant parts of the most recent edition of *Taking the Initiative* (published by the NSW Department of Education and Training).

Members' School means a school whose Principal is a member of AHIGS.

Qualifying Score means the number of Competition Points required by a team to qualify for the Final Rounds of the Annual Competition.

Review Meeting means the meeting called at the end of the season in accordance with rule 11.06.

School Co-ordinator means the duly appointed representative of a Member School.

Selected Teams means the teams which qualify for the Final Rounds.

Student means a girl who is currently enrolled and registered by a Member School.

Subscription Fees means the membership fees determined by AHIGS.

Topic has the meaning given by rule 7.01.

13 Dispute Resolution

Dispute Resolution Procedure

13.01 AHIGS encourages parties to resolve minor disputes quickly, informally and constructively. A simple verbal exchange, made in good faith, may be sufficient to clarify an area of potential disagreement.

13.02 Where a quick verbal resolution is not possible, or where the dispute is of a more serious nature, possibly involving a breach of the Code of Conduct outlined in Section 15, the following dispute resolution procedure will be observed:

- (1) The aggrieved person or school will state their grievance in writing to the Co-ordinator of the offending school
- (2) The Co-ordinator of the offending school will respond in writing to the complaint within 48 hours of its receipt

- (3) Both parties shall attempt to resolve the dispute constructively
- (4) If the dispute cannot be resolved, both parties will present their case verbally and/or in writing to the Convenor and the AHIGS Executive Officer
- (5) If the Convenor and the AHIGS Executive Officer are unable to resolve the matter, they may refer it to the AHIGS Executive, whose decision will be final
- (6) If the Convenor and the AHIGS Executive Officer are able to resolve the matter to their satisfaction but one or both parties to the dispute disagree with their decision, the dissatisfied party or parties will have the right of appeal to the AHIGS Executive, whose decision will be final.

14 Disciplinary Action

Introductory

14.01 For the purposes of this section, the rules governing the competition include the Code of Conduct in Section 15 of this manual.

Scope of Disciplinary Powers

14.02 The AHIGS Executive may:

- (1) Disqualify a members' school or team from participation in any competition conducted by the Archdale Debating Competition
- (2) Impose a tally penalty upon any team
- (3) Require that the members' school promptly explain the actions of a team, School Co-ordinator, or coach by whom it is represented; or
- (4) Take any other legitimate action it considers appropriate.

Against a Team

14.03 If the AHIGS Executive is of the opinion that a team has acted in contravention of the rules governing a competition, then the AHIGS Executive may:

- (1) Disqualify it from participation in any competition conducted by AHIGS
- (2) Impose a tally penalty
- (3) Require that the team attend a training session; or
- (4) Take any other legitimate action it considers appropriate.

Against a Coach, Adjudicator or School Co-ordinator

14.04 If the AHIGS Executive is of the opinion that a coach, adjudicator or School Co-ordinator has acted in a manner inconsistent with this Manual, then the AHIGS Executive may:

- (1) Request that the person promptly explain his / her actions
- (2) In the case of an adjudicator or coach
 - (a) Require that the person attend an additional training session
 - (b) Remove that person from the list of accredited adjudicators or coaches; or
- (3) Take any other legitimate action it considers appropriate.

Against a Spectator

14.05 In rule 14.06, "spectator" includes an audience member, chairperson or any other person present during the course of the debate.

14.06 If a spectator acts, in the debating room, or its environs, in such a way as to audibly call into question the reputation of an adjudicator, or the integrity of an adjudication or the annual competition, then the Host School Co-ordinator shall:

- (1) Forthwith warn that person that the team which that person supports may be disqualified should another such incident be recorded
- (2) Indicate to the spectator the proper procedure for registering a grievance against an adjudicator, coach, etc.;
- (3) Advise the Convenor by telephone within 48 hours of the incident.

15 Code of Conduct

Principles

- 15.01 Debating is a valuable activity which encourages the development of many skills, attributes and qualities.
- 15.02 Participating in a debate is more important than winning.
- 15.03 Debaters, spectators, coaches and others must always consider their actions and question whether their behaviour may bring their school, their team or themselves into disrepute.

Conduct

- 15.04 Debaters, spectators and coaches must show respect for the opposing team and the Adjudicator and refrain from conduct that may be offensive, upsetting, damaging, intimidating or insulting.
- 15.05 Participants in the Archdale Debating Competition must act in accordance with the policy on harassment.
- 15.06 Debaters and their coaches must behave ethically and with integrity. Specifically, debaters and coaches must not seek to gain an advantage from information intended for, but not presently available to, their opponents.

PART VI: OFFICIAL FORMS

MASTER RESULT SHEET

ADJUDICATOR DECISION SHEET

GUIDELINES FOR SCORING DEBATES

AHIGS REPRESENTATIVE TEAM RECOMMENDATION FORM

BASIC CHAIRPERSON & TIMEKEEPER SCRIPT

Archdale Debating Competition

VENUE RESULTS SHEET

VENUE: _____ ROUND: _____

SCHOOLS COMPETING: _____

	Winning School	Losing School	Margin (Debate)	Adjudicator (Name & Signature)
Senior				
Year 10				
Year 9				
Year 8A				
Year 8B				
Year 7A				
Year 7B				

Please ensure that you have:

- * Using the Decision Sheets, checked that the winner is recorded correctly
- * Using the Decision Sheets, checked that the margin is recorded correctly
- * Where there has been a **Forfeit**, write 'forfeit' in the Winning School box and record the winner as the school that 'won' the debate (i.e. did **not** forfeit)

Host Coordinator's Signature:

PLEASE EMAIL OR FAX RESULTS SHEET PROMPTLY TO AHIGS OFFICE-

Email - jwalton@ahigs.nsw.edu.au

Fax 9888 9277

Phone 9888 9477

Guidelines for Scoring Debates:

Speaker Scores:

You are **NOT** to reveal the scores or margin under any circumstances.

In scoring a speech, you must consider **manner, method AND matter.**

The guidelines offered below are **NOT AN EXHAUSTIVE LIST** of criteria for scoring a speech. Individual scores should reflect the quality and persuasiveness of a speech as a whole, judged against the **AVERAGE OF THAT DIVISON.**

<u>Score</u>	<u>General Characteristics of the Speech</u>
5	<ul style="list-style-type: none">• Extremely impressive and far exceeds the standard of their division• Is consistently thorough and very sophisticated in addressing all major themes of the debate, while also identifying their relative importance• Uses manner deliberately and strategically to achieve a fantastically persuasive and engaging speech• Offers debate-winning analysis in rebuttal and/or argumentation
4	<ul style="list-style-type: none">• Identifies most of the important themes of the debate• Offers novel analysis and some important contributions• Logically and substantively develops material in an easy to follow, confident and persuasive manner.
3	<ul style="list-style-type: none">• Shows an awareness of issues in the debate but lacks precision or appropriate prioritization when engaging with them• Fulfills their role by advancing understandable arguments and/or relevant rebuttal but may fail to justify, explain or substantiate these• Manner is clear and confident but does not add to the quality of the speech
2	<ul style="list-style-type: none">• Shows a basic understanding of their role in the debate• Provides some successful analysis and makes consistent effort to advance arguments or rebuttal• Manner is coherent but lacks animation and fluency
1	<ul style="list-style-type: none">• Manner, whilst understandable, diminishes speech's persuasiveness• Shows little understanding of their role in the debate but occasionally attempts to provide rebuttal and/or argumentation• Contributions are trivial or unimportant in the context of the debate

Overall Debate Margins:

Debate margin ≠ total speaker scores for Aff less total speaker score for Neg (of vice versa). It is an independent score after weighing up the quality and persuasiveness of a speech as a whole, judged against the **AVERAGE OF THAT DIVISON.**

<u>Score</u>	<u>General Characteristics of the Debate</u>
5	<ul style="list-style-type: none"> • Clear Win • The winning side exceeded the expectation of their division, sophisticatedly addressing all major themes of the debate, while also identifying their relative importance • Offered debate-winning analysis in rebuttal and/or argumentation
3-4	<ul style="list-style-type: none"> • Close but clear debate • Both sides addressed major themes of the debate, while also identifying their relative importance • The winning side, however, identified the most important themes of the debate and were more persuasive in their presentation and argumentation of these
1-2	<ul style="list-style-type: none"> • Very close debate • Both sides addressed major themes of the debate, while also identifying their relative importance • In weighing up the key clashes of the debate, while nearly falling evenly between the two teams, the winning side were more persuasive in their presentation and argumentation of the major issue/theme of the debate

RECOMMENDATION FOR AHIGS REPRESENTATIVE TEAM TRIALS

This form is only relevant for year 10, 11 & 12 speakers in the Year 10 or Seniors teams.

Please use this form to recommend any debaters that you think have the potential and should be encouraged to trial for the AHIGS Representative Team.

Please return this form to the hosting Schools' Coordinator.

Round:

Name of Adjudicator:

Name of Debater (Full name):

Year Group of Debater:

For use by the School Coordinator:

This form must be returned to the Adjudicating Co-ordinator – (archdale.adjudicating@gmail.com)

If the student recommended on this form attends your school, please provide their details below.

If the student attended the opposing school, please return the form as is to the above email address.

Email address of the debater:

Mailing address of the debater:

CHAIRPERSON'S SCRIPT & INSTRUCTIONS

I welcome you to the _____ round of the Archdale Debating competition.

This debate is between _____ and _____

The affirmative team, from _____ is

1st speaker _____

2nd speaker _____

3rd speaker _____

The negative team from _____ is

1st speaker _____

2nd speaker _____

3rd speaker _____

The adjudicator for this debate is _____

Each speaker may speak for (*see below). There will be a single warning bell at _____ minutes, two bells at _____ minutes to indicate that the speaker's time has expired. A bell will be rung continuously if a speaker exceeds the maximum time by more than one minute.

The topic for this debate is: (also write it on the board)

The 1st Affirmative Speaker will begin the debate.

The 1st Negative Speaker will now begin the Negative Team's case.

The 2nd Affirmative Speaker will continue her team's case.

The 2nd Negative Speaker will continue her team's case.

The 3rd Affirmative Speaker will conclude her team's case.

The 3rd Negative Speaker will conclude the debate.

(Wait for the adjudicator to signal that they are ready)

The Adjudicator, will now deliver the adjudication and announce the result of this debate.

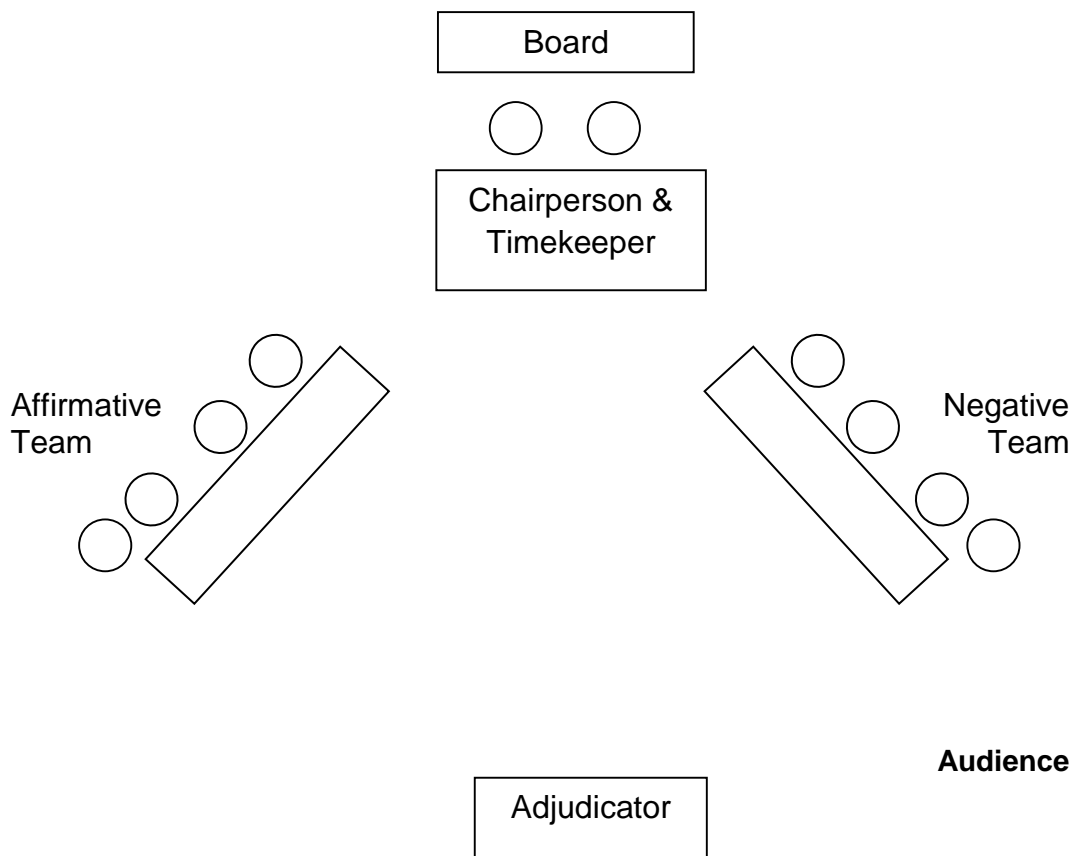
A team member of _____ will now congratulate _____.

A team member of the winning team will now respond.

Timekeeper - Speaking times

Teams	One Bell	Two Bells	Continuous Bell
Seniors	6 minutes	8 minutes	8 minutes 30 sec
Year 10	6 minutes	8 minutes	8 minutes 30 sec
Year 9	5 minutes	7 minutes	7 minutes 30 sec
Year 8 (A & B)	4 minutes	6 minutes	6 minutes 30 sec
Year 7 (A & B)	3 minutes	4 minutes	4 minutes 30 sec

Setting up the room



The subject for the debate should be written on the board, as well as the names of the teams and speakers. For example:

That the Film is better than the Book	
Affirmative: PLC	Negative: MLC
1. J Smith	1. A Brown
2. M Carr	2. B Smith
3. J Brown	3. C Chong

NOTES