



queenslanddebatingunion

## Coordinator Guide

The QDU runs two main competitions-our senior (Years 8-12) and junior (Years 5-7) competition. Both competitions feature four preliminary rounds. The Senior Competition also features a knockout finals series open to teams which win 3 or 4 of their preliminary rounds. All Senior debates are held on Wednesday nights, except for debates in Brisbane on State of Origin nights, when those debates are rescheduled for Thursdays. Junior debates occur on Wednesday and Thursday nights.

There are two types of debates in the QDU-prepared debates and short preparation debates. Teams will have in excess of three weeks notice of the motion in a long preparation debate. In short preparation debates, teams are given only one hour to prepare, and no access to external resources.

An approximate timeline for the year is summarised below:

### Term 1:

Weeks 1 to 4: Registration-schools assess how many teams they'd like to enter. On that basis, we generate a draw allocating teams a venue for their preliminary rounds, as well as a side and opposition for each debate.

Weeks 2-4: Summer Schools-The QDU runs training days open to all participants in Brisbane, Toowoomba and on the Sunshine Coast.

Week 4 to the end of term: State Team Trials

Week 5 to the end of term: Preliminary rounds commence for Senior Debaters.

### Term 2:

Week 2 to the end of term: Remaining preliminary rounds for Senior Debaters.

Early June: Training day for Junior Round Robin Debaters. This is combined with an adjudication seminar, where year 11 and 12 debaters can train to learn to adjudicate the junior competition.

Late Term 2: First preliminary rounds for Junior Competition.

### Term 3:

Week 2: Commencement of QDU finals series.

Late August: Toowoomba and Brisbane Grand Finals.

All Term: Ongoing Junior Round Robin

### Term 4:

Women's Competition Day

State Sector Competition Day

Junior Round Robin Round 4



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### Some important rules:

1. The QDU takes applications for postponing debates from schools, and approves them where they can show cause. Usually, the postponed debate will be held at an allocated time along with a number of other postponed debates, although specific decisions are made on a case-by-case basis with the consultation of the administration officer and the schools Vice-President. It is very important that schools apply for postponements as far in advance as possible. Schools which fail to apply for a postponement with adequate warning and are not present at the debate will receive a forfeit. We apply forfeit fines for schools which forfeit, which increase in size depending on when we are informed of the forfeit, increasing to \$200 when we receive no warning whatsoever. Teams which forfeit are unable to make the finals. Where extenuating circumstances apply, schools should contact the QDU administration officer to seek a waiver from the forfeit punishments.
2. The decision of an adjudicator is usually final. However, schools may apply to have decisions in the preliminary rounds ONLY reviewed by the Adjudicator's Vice-President. In the vast majority of circumstances, the adjudicator's decision will be sustained, but in a small minority of cases, both teams in the debate may ultimately receive a win awarded against their name. For more details, please view the appeals policy present on our website.
3. The QDU is always looking for adjudicators, and for schools to be venues for debates. Schools which host debates receive a slight reduction in their fees, and are allowed to enter a larger number of teams in the competition. Similarly, we appreciate your assistance in directing your graduating students to QDU Adjudication Seminars.
4. One of the QDU's most important rules is our ban on the filming and photographing of debates, which we enforce rigorously. Schools which violate that rule will automatically be awarded a loss. The QDU executive will investigate sanctioning schools which are repeatedly found guilty of filming debates.
5. The QDU has a range of specific rules that we have refined over time to ensure fairness. Those rules inform our responses when teams are late to the debate, have a member missing, or violate the protocol surrounding short preparation debates. Our rulebook is available on our website, and we encourage you to peruse those rules, particularly the rules surrounding short preparation debates.



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### Some other helpful thoughts:

1. Every year, the QDU selects a team to participate in the National Schools Debating Championships (NSDC). Our trials are an involved process that consume the majority of Term 1. They are open to all students in years 10-12, and are an excellent opportunity for students to develop and meet like-minded debaters. We email out registration information for the trials process at the start of every year, and we strongly encourage you to request your students participate in those trials. If you have any queries, please get in touch with our administration officer.
2. As well as a competition for each year level, the QDU also runs a special Senior A level competition in Brisbane. Schools may only enter one team into that competition. It is our highest quality competition, and entry into the competition is restricted. Schools wishing to participate in that grade need to demonstrate a significant commitment to debating, for instance by sending students to our State Team trials. If you'd like to participate in the Senior A competition, please get in touch with our Administration Officer.
3. To qualify for our finals series, teams must win at least 3 out of their 4 preliminary rounds. They then enter a knockout finals draw that runs up until the grand final.

### A guide to the Competition Management System:

The QDU's competitions contain over 1000 teams, making the administrative and logistical workings of the organisation highly complex. To help streamline that process, the QDU has developed software called the competition management system, or CMS. All schools and adjudicators have a personalised log-in for the CMS, and it is also used to display our draws.

Everyone is able to view the draw and results for every team, even without a login (So parents and students can access this information easily). To access those draws:

1. Go to the homepage at <https://cms.qdu.org.au>, then click on "To view debates and results for every team, CLICK HERE". This will take you to a page with a drop down menu.
2. Choose the appropriate competition based on the year, the age of the students and your school's location. Note that the Junior Secondary Competition refers to Year 7, the Primary School Competition refers to years 5 and 6, and the Secondary Competition refers to years 8-12 and Senior A.
3. Once you have selected a competition, a second menu will appear asking you to select a school. Once you have picked your school, an optional menu will appear asking you to select a team. The default option is to display every team from that school. Once you have selected the team, click Submit.



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4. The CMS should display the times, venues, sides, oppositions and topics for all future debates. It will also display the results of past debates. If your team has qualified for the finals, it will display the entire draw for that team up until the grand final.

Schools must also enter the results for all of their teams on the competition management system. We collect results from all schools and adjudicators to ensure we accurately record all data.

To enter data:

1. Log in. You can do that by either
  - a. clicking on the Log In button in the top right hand corner of the screen, or
  - b. on the home page, click on “Already a registered user? CLICK HERE”.This will take you to the log in screen, where you enter your username and password. There is a link on the homepage to use if you forget your password.
2. Once you have logged in, click on the results tab on the right hand side. This creates a dropdown menu. Click on Enter Results.
3. A page with a drop down menu will occur asking you to select the date of the debate. Select the appropriate date.
4. At this point, the CMS will show two separate drop down menus-one list for debates with results entered, and one list for debates with no results entered. If you have entered results for no debates, the list showing debates with results entered will not be visible. Similarly, if you have entered results for all debates, the list showing debates without results entered will not be visible.
5. To enter results, select the appropriate debate from the drop down list without results entered and follow the prompts. If you have accidentally made an error and wish to edit the results entered, you can do so from the drop down menu showing the debates with results already entered.