

## The responsibilities of the CA team at a national tournament

*Note: This is specifically written for a national tournament, but the responsibilities of the Chief Adjudicator and his/her team are similar at any tournament.*

### Before:

- Send out an e-mail explaining that each province should bring a certain number of adjudicators and should let you know by a specific date how many they are bringing. (The organising committee must deal with registration and any other matters arising with all adjudicators following this.)
- Send out a call for additional adjudicators. The CA team selects the remaining number of required adjudicators based on experience as well as development potential.
- Liaise with tab co-ordinator to ensure all of the CA team's requirements are met.
- Decide on the tabbing system, i.e. Worlds pooling, normal pooling or power pairing. (This decision must be made by board but a motivation can be given by the team. Ask the tab co-ordinator for input here-to keep everyone in the loop.)
- Make manuals or highlight any rules you feel are important and send them out. (Have this checked by board first.)
- Set and decide on medium of adjudicators' test (if you want to do one – but it will probably make your life easier, since it makes setting panels easier). Obviously, this is confidential within the team. Liaise with organising committee about venue, printed scripts, etc.
- Draw up a lovely long list of potential motions. (Confidential within the team, but may be shared with an external adjudicator advisor, if one has been appointed.)
- Send out a document to the organising committee explaining tabbing as well as any unusual rules so that they can answer any questions.

### During:

- Adjudicator and speaker briefing.
- Adjudicator test (mark on first night, before the debates start).
- Liaise with external adjudicator about motions.
- Set up draws for rounds.
- Set panels for each round.
- Announce the draws as well as the motion for each round.
- Help with tab if necessary.
- Conduct continuous adjudicator evaluation.
- Do your best to keep things running to schedule.

- Announce breaks.
- Announce results for teams and speakers at the final banquet.
- Ask tab co-ordinator to send out results.

**After:**

- Update tournament guide.