

REQUIREMENTS TO HOST SPEECH AND DEBATE STATE TOURNAMENT

	Competition Rooms	Additional Spaces
3A	30+	● Tab/Tab 2/Grievance ● Judge/Coach Lounge ● Draw: Ext, Imp, Value Debate, CST ● Student Area ● Awards (Saturday afternoon only) ● Food Prep Area (?)
4A	All events run at once & single wave debate: 80+ Minimum Requirement: 50+	● Tab/Tab 2/Grievance ● Judge/Coach Lounge ● Draw: NX/IX ● Student Area ● Awards (Saturday afternoon only) ● Food Prep Area (?)
5A	All events run at once & single wave debate: 110+ Minimum Requirement: 65+	
If your school is interested in hosting, please contact Rashaan Davis (rdavis@chsaa.org) and Christine Jones (cjones81@cherrycreekschools.org).		

ROLES & RESPONSIBILITIES FOR STATE TOURNAMENT

TOURNAMENT DIRECTOR/COMMITTEE (RESPONSIBLE FOR TOURNAMENT)	SITE DIRECTOR/HOST SCHOOL (RESPONSIBLE FOR BUILDING)	CHSAA
● Contact Ben Stewart (support@speechwire.com) for Speechwire access and needs ● Invite teams/call for legislation submissions ● Assign tournament workers ● Scheduling meeting ○ Create school folders for check in ■ Competitor Ribbons, Coach Nametags ■ Team Roster/Codes ■ Tournament Info - Schedule, Map, Reminders ■ CHSAA State Participant Certificates ○ Confirm codes, OOs, Infos, and Interp Title Submissions ○ Schedule preliminary rounds ○ Create cards to shadow schedule/tab results (CHSAA has cards if needed) ○ Create a request list for tab room snacks - send to CHSAA (mtenorio@chsaa.org) ○ Check in with site director and CHSAA (mtenorio@chsaa.org) to verify arrival time, any additional items needed, etc.	● Concessions - any profit kept by host school (host school responsible for costs) ● CHSAA merchandise- Sold at concessions or by CHSAA - confirm process ● Coach/Judge Food (see below for CHSAA food stipend) ● Follow your school's process to book the building, hire building security, custodial, secure keys, etc. and ensure access to awards location by Saturday afternoon (Confer with CHSAA about costs) ● Room list/school map to tournament director ● Information table in a prominent location to distribute CHSAA-provided wristbands to make sure that all adults (judges, coaches, staff, etc.) taking part in the tournament are easily identifiable. ● Copy machine access ○ Ream of colored paper for debate ballot copies, if needed	● Create coach name badges ● Create and post online program ○ Schedule ○ List of schools competing ○ Competitors and coaches for each school ● Order awards and bring to tournament ● Coach and judge food/hospitality ● Order competitor, judge, spectator ribbons/wristbands and bring to tournament ● Bring supply tubs to tournament ● Bring tab snacks if requested by tournament committee ● Merchandise sales on site ● After tournament: ○ Pay judges and director stipends ○ Post final results on CHSAA website ○ Pay for Speechwire ○ Invoice schools for entry fees, drop fees, judge fees, late fees

Verify: ● Judges entered ○ JUDGE REQUIREMENTS ● Judge certification ● School submission of OO's, INF's, piece info ● After tournament - submit drop report, late fee report, judge fee report to CHSAA	○ Color copies for team sweepstakes certificates ● Elevator access ● Gender neutral bathroom(s) ● Potential need for space for a sick student, individual who is breastfeeding/nursing, etc. ● Additional tables as needed for judges table, school check in, ombuds, information table, awards, etc. Tablecloths or skirts, if available, for Awards tables ● If available, butcher paper for postings	
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COMPENSATION:

Tournament Director: \$200

Tournament Co-director: \$100

Site Director: \$200

JUDGE/COACH FOOD (PAID BY CHSAA)

MEALS PROVIDED (\$30/person):

- Friday Dinner (\$12/person)
- Saturday Breakfast (\$7/person)
- Saturday Lunch (\$10/person)
- Snacks (\$1/person)

CLASSIFICATION	ESTIMATED NUMBER OF COACHES/JUDGES	TOTAL	ESTIMATED NUMBER OF STUDENTS
3A	50	\$1500	160
4A	125	\$3750	425
5A	140	\$4200	500

*These dollar amounts are designed to provide satisfying meals for judges/coaches. If your program is able to solicit donations or chooses to purchase items and cook meals, any portion of the budgeted amount not used is retained for your program.

*We understand that every program and every school differ in their capacity to provide coach/judge food. If the site director is not able to provide coach/judge meals, please contact Rashaan Davis (rdavis@chsaa.org) and Marisa Tenorio (mtenorio@chsaa.org) to request CHSAA assistance.

Updated: 01/06/25