

**DARDANELLE
SPEECH & DEBATE**

TOURNAMENT MASTER CHECKLIST

BE PREPARED. BE POLITE. BE PEACHY. BE PROUD.

Everything a novice competitor needs to know before, during, and after
tournament day.

PREPARE • COMPETE • IMPROVE • REPEAT

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THE RULE UNDERNEATH ALL OF IT	

Know where you are supposed to be. Know when you are supposed to be there. Have what you need. Check Tabroom. Keep your phone charged. Ask when you genuinely do not know. Treat people well. Learn from every round.

Prepare

- ☐ Know the date, location, arrival time, and approximate ending time.
- ☐ Know exactly which events you are entered in.
- ☐ Know whether you are double/multiple entered.
- ☐ Know your debate partner, if applicable.
- ☐ Know the basic rules and time limits for every event you are doing.
- ☐ Debate competitors should know the speech order and times.
- ☐ IPDA competitors should understand draw, strikes, AFF/NEG, prep time, and where to go after draw.
- ☐ Know basic tournament vocabulary: prelims, outrounds, finals, break, ballot, rank, speaker points, pairing, draw, flight, bye, AFF, NEG, and Tabroom.
- ☐ Practice your events before tournament day.
- ☐ Have required pieces memorized.
- ☐ Debaters should have both AFF and NEG prepared when appropriate.
- ☐ Do not plan to 'finish it on the bus.'
- ☐ Do not make major last-minute changes to prepared events unless you have discussed them with your coach.
- ☐ Get a good night's sleep.
- ☐ Eat breakfast before a long tournament day.
- ☐ Know your transportation plan for getting there and getting home.
- ☐ Make sure your ride knows tournaments can sometimes end earlier or later than expected.
- ☐ Tell your coach about transportation, equipment, entry, or other problems before tournament morning whenever possible.

Pack the Night Before

- ☐ Flowpads.
- ☐ Plenty of flow paper.
- ☐ Several working pens.
- ☐ Black book.
- ☐ All pieces.
- ☐ Debate cases/materials.
- ☐ Any other event-specific materials.
- ☐ Phone.
- ☐ Phone charger.
- ☐ Portable battery, if you have one.
- ☐ Any other device needed for competition.
- ☐ Charger for that device.
- ☐ Water bottle.
- ☐ Snacks, if appropriate.
- ☐ Any personal necessities you will need during a long day.
- ☐ Jacket/hoodie if needed.
- ☐ Appropriate competition clothes.
- ☐ Comfortable shoes - you may do a LOT of walking.

Before You Walk Out of Your House

- ☐ Physically double-check your bag. Do not just assume something is in there.
- ☐ Open the bag and look.
- ☐ Make sure the correct pieces are actually inside your black book.
- ☐ Make sure pages are present and in the correct order.
- ☐ Make sure your pens actually work.
- ☐ Make sure you have enough flow paper for the entire tournament.
- ☐ Make sure debate cases/files are downloaded and available offline when possible.
- ☐ Do not depend entirely on school Wi-Fi or cellular service.
- ☐ Charge your phone to 100%.
- ☐ Charge any other device you are using.
- ☐ Make sure you can actually log into Tabroom.
- ☐ Check Tabroom for last-minute tournament announcements or schedule changes.
- ☐ Make sure you are still entered in the events you expect.
- ☐ Know how your team/coach will communicate with you.
- ☐ Know where you are supposed to meet your team.

FINAL DOOR CHECK

- ☐ Phone? Charger? Flowpads? Flow paper? Pens? Black book? Pieces? Debate materials? Water? Competition clothes?
- ☐ Do not leave until you have actually checked.

On the Way to the Tournament

DO NOT KILL YOUR PHONE BATTERY ON THE WAY THERE.

- ☐ Do not spend the entire bus ride streaming video, gaming, or doing something that drains your battery.
- ☐ You will need your phone to check Tabroom.
- ☐ Your phone is not just entertainment on tournament day - it is tournament equipment.
- ☐ Arrive at the tournament with a charged phone, not merely having left home with one.

Arrival Checklist

- ☐ Check in with your coach/team.
- ☐ Put belongings in your designated team area.
- ☐ Learn the building before you are desperately searching for something.
- ☐ Locate tournament headquarters/Tabroom.
- ☐ Locate IPDA Draw if you are competing in IPDA.
- ☐ Locate restrooms.
- ☐ Locate your team area.
- ☐ Locate food and water.
- ☐ Locate charging areas if provided.
- ☐ Look at the building map and directional signs.
- ☐ Read tournament signs and instructions.
- ☐ Check for schedule changes.
- ☐ Keep your phone with you.
- ☐ Keep your phone charged.
- ☐ Do not wander somewhere your coach cannot find you.
- ☐ Do not leave campus without permission.

Check Tabroom. Every. Single. Round.

- ☐ Refresh when necessary.
- ☐ Make sure you are looking at the correct round.
- ☐ Check your event, round, room, judge, opponent, and AFF/NEG side when applicable.
- ☐ Your room can change every round.
- ☐ Your judge can change every round.
- ☐ Do not assume anything based on the previous round.
- ☐ Do not rely on what another student tells you - check the official pairing yourself.
- ☐ Screenshot your pairing if useful.
- ☐ Take everything you need with you.
- ☐ Use the restroom before the round.
- ☐ Fill your water bottle if necessary.
- ☐ Leave enough time to find the room.
- ☐ Be early.
- ☐ Do not wait for your coach to personally come find you and tell you to leave.
- ☐ You are responsible for getting yourself to your round.
- ☐ If something on the pairing does not make sense, ask an adult instead of guessing.

Room Etiquette

- ☐ Check the room number again.
- ☐ Check that the judge and room match what is posted on Tabroom.
- ☐ Double-check with the judge that their room and assignment match Tabroom.
- ☐ If something does not match, stop and verify.
- ☐ Judge in the room? Peachy. Go on in.
- ☐ No judge in the room? Not Peachy. Do not enter.
- ☐ Knock before entering an occupied classroom.
- ☐ Do not interrupt a round already in progress.
- ☐ Keep hallway conversations quiet.
- ☐ Do not remove chairs from rooms.
- ☐ Do not mess with classroom equipment.
- ☐ Do not sit at or disturb the teacher's desk.
- ☐ Do not erase boards.
- ☐ Do not unplug classroom equipment without permission.
- ☐ Do not prop doors open.
- ☐ Leave the room as clean - or cleaner - than you found it.

If Your Judge Is Missing

- ☐ Do not panic.
- ☐ Recheck the pairing.
- ☐ Make sure you are at the correct room.
- ☐ Make sure you are looking at the correct round.
- ☐ Knock/check appropriately.
- ☐ After 3 minutes with no judge, follow the tournament's missing-judge procedure.
- ☐ Send one competitor to Tabroom when instructed.
- ☐ Everyone does not need to go.
- ☐ Do not simply move to another room.
- ☐ Do not sit there indefinitely assuming somebody else will fix it.

If Your Opponent Is Missing

- ☐ Recheck the pairing.
- ☐ Verify the room.
- ☐ In debate, wait the required 5 minutes.
- ☐ Follow the tournament's missing-opponent procedure.
- ☐ Do not assume you automatically won until the judge/tournament determines it.
- ☐ Stay where the judge/tournament can find you.

During Speech / Individual Events

- ☐ Be courteous to the judge.
- ☐ Be courteous to every competitor.
- ☐ Pay attention while others perform.
- ☐ Do not talk during someone's performance.
- ☐ Do not mock, laugh at, or visibly react negatively to another competitor.
- ☐ Do not distract the room with your phone.
- ☐ Know when it is your turn.
- ☐ Have your materials ready.
- ☐ Do not make everyone wait while you get organized.
- ☐ If you make a mistake, keep going.
- ☐ Do not announce that you messed up.
- ☐ Perform to the entire room, not just the judge.
- ☐ Thank your judge.
- ☐ Treat every performance as another opportunity to improve.

During RVSDL IE Saturday Rotation

- ☐ You perform three times for three judges in three rooms.
- ☐ You are responsible for moving between rooms.
- ☐ You do not simply perform Rooms 1, 2, and 3 in numerical order.
- ☐ Find a room with a judge who is available to adjudicate you.
- ☐ If you are next in line, stay.
- ☐ If several competitors are ahead of you, rotate to another room.
- ☐ Do not sit in a long line while another judge is sitting unused.
- ☐ Keep moving so all judges stay busy.
- ☐ Check Tabroom to make sure you have the correct room and judge.
- ☐ Make sure your three performances are completed.

During Debate

- ☐ Know whether you are AFF or NEG.
- ☐ Prep the correct side.
- ☐ Have your case/materials ready.
- ☐ Flow the debate.
- ☐ Listen while your opponent speaks.
- ☐ Take notes on arguments you need to answer.
- ☐ Do not interrupt outside the event's permitted questioning.
- ☐ Keep track of speech and prep time.
- ☐ Answer questions directly.
- ☐ Attack arguments, not people.
- ☐ Do not roll your eyes, laugh at arguments, or behave disrespectfully.
- ☐ Do not invent or misrepresent evidence.
- ☐ Do not misrepresent what your opponent said.
- ☐ Do not give up because you think you are losing.

- ☐ Finish professionally regardless of how the round went.
- ☐ Thank your opponent.
- ☐ Thank your judge.

If You Hit a Teammate

COMPETE.

- ☐ Do not throw the round.
- ☐ Do not go easy on them because they are your friend.
- ☐ Do not apologize for trying to win.
- ☐ Do not take the result personally.
- ☐ Competition exists inside the round.
- ☐ Friendship exists outside it.
- ☐ You can beat your teammate and still be teammates five minutes later.

IPDA Draw

BE ON TIME.

- ☐ Draw will not be held because you are late.
- ☐ Listen for your name.
- ☐ NEG strikes first and takes the paper under your league procedure.
- ☐ Both competitors should photograph/write down the final resolution.
- ☐ Record the draw time.
- ☐ Know exactly when your round begins.
- ☐ Leave the draw table/room immediately after drawing so everyone else can hear.
- ☐ Know whether you are AFF or NEG.
- ☐ Prep the correct side.
- ☐ Prep in an approved area.
- ☐ Do not prep in another team's space.
- ☐ Watch your own clock.
- ☐ Get to your competition room early.

FIVE MINUTES LATE TO IPDA = YOU WILL BE DROPPED.

- ☐ Your opponent, judge, and tournament should not be delayed because you were not watching the time.

During Downtime

- ☐ Check Tabroom.
- ☐ Check tournament announcements.
- ☐ Stay somewhere your coach can find you.
- ☐ Do not leave campus.
- ☐ Do not assume a long break means you are finished.
- ☐ Charge your phone.
- ☐ Charge competition devices.
- ☐ Eat.
- ☐ Drink water.
- ☐ Use the restroom.
- ☐ Review your material.
- ☐ Practice if useful.
- ☐ Review released ballots.
- ☐ Help teammates prepare when appropriate.
- ☐ Support/watch teammates when permitted.
- ☐ Keep hallways quiet.
- ☐ Pick up trash.
- ☐ Do not become so absorbed in games, headphones, or your phone that you miss your next round.
- ☐ Know when you need to start moving again.

Ballots & Results

- ☐ Read your ballot.
- ☐ Do not just look at WIN/LOSS or your rank.
- ☐ Read what the judge actually said.
- ☐ Identify something you did well.
- ☐ Identify something to improve.
- ☐ Apply useful feedback in your next round.
- ☐ A win does not automatically mean you performed well.
- ☐ A loss does not automatically mean you performed poorly.
- ☐ One judge's opinion is one judge's opinion.
- ☐ Look for patterns across several ballots.
- ☐ Judges can disagree.
- ☐ Do not confront a judge because you disagree with the decision.
- ☐ Do not complain loudly about the judge.
- ☐ Do not insult your opponent.
- ☐ Do not let one bad ballot destroy your next round.
- ☐ Bring genuine rules problems to your coach.

When Breaks Are Announced

- ☐ Breaking means advancing to the next level of competition.
- ☐ Check the official posting yourself.
- ☐ Do not rely on someone saying, 'I think you broke.'

- ☐ If you broke, immediately check what round, what time, what room, and who/what comes next.
- ☐ Do not disappear because you think you did not break.
- ☐ Confirm with your coach that you are finished.
- ☐ Congratulate teammates who advance.
- ☐ Do not diminish someone else's success because you did not advance.
- ☐ If you break, reset mentally.
- ☐ Your preliminary record does not win your next round.

Be the Kind of Competitor People Want Back

- ☐ Opponents are competitors, not enemies.
- ☐ Meet people.
- ☐ Learn names.
- ☐ Make friends with competitors from other schools.
- ☐ Be gracious when you win.
- ☐ Be gracious when you lose.
- ☐ Do not trash-talk other schools.
- ☐ Do not criticize another school's student to their coach.
- ☐ Address coaches as Coach [Last Name].
- ☐ Bring problems involving another school to your own coach or Tabroom.
- ☐ Respect volunteers.
- ☐ Remember that judges are giving their time so you can compete.
- ☐ Say thank you.
- ☐ Do not argue with tournament staff.
- ☐ Do not spread rumors about results or pairings.
- ☐ Do not post something online because you are angry about a ballot.
- ☐ When you are wearing Dardanelle gear, you represent Dardanelle.
- ☐ Pick up trash - even when it is not yours.
- ☐ Respect the host school.
- ☐ Do not make coaches or tournament staff hunt you down.

Before Leaving the Tournament**DO NOT LEAVE JUST BECAUSE YOU THINK YOU ARE FINISHED.**

- ☐ Check whether you broke.
- ☐ Check whether your partner is still competing.
- ☐ Check whether teammates are still competing.
- ☐ Check whether awards or another team responsibility remains.
- ☐ Get permission from your coach before leaving.
- ☐ Clean your team area.
- ☐ Throw away trash.
- ☐ Collect your phone, charger, portable battery, flowpads, flow paper, pens, black book, pieces, debate materials, water bottle, jacket, and personal belongings.
- ☐ Check classrooms/team areas for forgotten items.
- ☐ Help restore spaces your team used.
- ☐ Congratulate competitors.
- ☐ Thank judges, volunteers, and hosts when appropriate.

On the Way Home**DO NOT KILL YOUR PHONE BATTERY ON THE WAY HOME.**

- ☐ You still need your phone.
- ☐ You need enough battery to call or text your ride.
- ☐ Let your ride know when the team leaves the tournament when appropriate.
- ☐ Send another update as you get close to Dardanelle according to your team's procedure.
- ☐ Do not assume your ride knows when you are arriving.
- ☐ Tournament ending times can change.
- ☐ Save enough battery to get yourself home.

After the Tournament

- ☐ Read all of your released ballots.
- ☐ Do not just count wins, losses, ranks, trophies, or medals.
- ☐ Look for repeated feedback.
- ☐ Separate one judge's preference from a recurring problem.
- ☐ Write down what worked.
- ☐ Write down what did not.
- ☐ Choose one or two specific things to improve before the next tournament.
- ☐ Update debate cases/materials.
- ☐ Practice weaknesses the tournament exposed.
- ☐ Ask your coach about feedback you do not understand.
- ☐ Do not spend days arguing with a ballot.
- ☐ Celebrate improvement.
- ☐ A trophy does not mean there is nothing left to improve.
- ☐ No trophy does not mean you failed.
- ☐ Thank parents/family members who transported, judged, fed, or supported the team.

- ☐ Rest.
- ☐ Learn from it.
- ☐ Come back better at the next tournament.

PREPARE WELL. COMPETE HARD. LEARN SOMETHING. COME BACK BETTER.