



# NCFCA Qualifying Tournament Host Application Form

## Application Instructions

- 1) The host application process is completed electronically. This application flows from the local host to the State Representative (SR) to the Regional Coordinator (RC) to the National Office.
- 2) Download the entire document in PDF format to review the instructions and form. Download and electronically complete the DOC file with the information for the Qualifying Tournament.
- 3) Forward the DOC file electronically to your SR and your RC. In states without an SR, send forms directly to your RC.
- 4) Complete one form for each tournament you wish to host.
- 5) Applications must be received by the SR and RC by December 1.

## General Tournament Information

**Sponsoring Organization:** Record the local group, club, or other organization hosting the tournament (e.g., Smithville Speech & Debate Club).

**Tournament Title:** If applicable, record the name of the tournament if different from the hosting organization (e.g., Sunset Classic, Northwest Invitational).

**Tournament Dates:** Record the dates for the tournament (e.g. Feb. 20-22, 2007).

**Tournament Location:** Include the name and street address (no P.O. Boxes, please) of the facility, (e.g. First Baptist Church of Smyrna, 1234 Fifth St., NE).

**Total # of Competition Rooms Available Per Round:** Record the total number of rooms available for tournament competition.

## Tournament Director and Staff

The Tournament Director and other tournament staff are responsible for insuring that the tournament is run in compliance with NCFCA policies and procedures. Where tournaments have multiple or associate directors, one must be designated as the Tournament Director. The Tournament Director will be accountable to the Regional Leadership Team and the National Office. Under "**Position in Sponsoring Organization,**" describe the role of the Tournament Director in the sponsoring organization, (e.g., coach, organization officer).

The Tournament Director must be an NCFCA Affiliate and accept the following responsibilities:

- 1) Complete and forward the Host Application Form to the SR and RC.
- 2) Provide a proposed tournament schedule.

- 3) Facilitate the tournament in accordance with published NCFCA Speech and Debate Tournament Rules from the NCFCA website or as approved by the Regional Leadership Team.
- 4) Ask the SR or RC for clarification or interpretation of any unclear rules or policies.
- 5) Resolve all disputes arising out of the tournament in accordance with the processes stipulated in the Tournament Rules.
- 6) Each tournament participant must have an affiliate number recorded on the tournament roster.
- 7) Electronically submit tournament rosters and results to SR and RC **within one week** following tournament completion. Use the Qualifying Tournament Report supplied on the NCFCA website.
- 8) Electronically submit the Qualifying Tournament Certification Request Form **within one week** following tournament completion.

## **Tournament Publicity**

Your tournament information may be posted to the NCFCA website or other websites. Do not include information you do not wish to have publicized. The Tournament contact person may or may not be the Tournament Director. The contact person should be available to answer questions from potential tournament participants. Include as much information as you can for this section. An email address is very important.

## **Tournament Size**

A Qualifying Tournament must offer all sanctioned events for registration in Speech and/or Debate. See the Model Regional Plan for the latest guidelines. Every effort should be made to provide sufficient competition rooms to minimize any waiting list. Expected standard is that at least 85% of registrants will be accepted in each event. Consult with your Regional Leadership Team on expected participation at the Tournament.

## **Request for Rule Change**

Any consideration of or request for a modification, addition, or deletion of any NCFCA published rule must be discussed here.

## **Signatures**

Submission of this form and forwarding to the SR and RC constitutes the equivalent of an electronic signature.



**N C F C A**

# NCFCA Qualifying Tournament Host Application Form

## GENERAL TOURNAMENT INFORMATION

Sponsoring Organization: \_\_\_\_\_  
Tournament Title: \_\_\_\_\_  
Tournament Dates: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ - \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

## TOURNAMENT LOCATION

Facility Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Total number of rooms available for tournament use at facility: \_\_\_\_\_

## TOURNAMENT DIRECTOR

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
Position in Organization: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## TOURNAMENT PUBLICITY INFORMATION

Primary Contact Person: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

## TOURNAMENT SIZE

Total Competition Rooms available for: Debate \_\_\_\_\_ Individual Events \_\_\_\_\_

## PROPOSED TOURNAMENT SCHEDULE

\_\_\_\_ Schedule attached \_\_\_\_\_ Schedule posted at this web address: \_\_\_\_\_

## REQUEST FOR RULE CHANGE

The following additions/modifications to NCFCA National Qualifying Tournament Rules are requested for this tournament:

\_\_\_\_\_

\_\_\_\_\_  
Tournament Director's Name \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_  
State Representative \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_  
Regional Coordinator \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_