



NATIONAL OPEN QUALIFYING TOURNAMENT HOST APPLICATION FORM INSTRUCTIONS

GENERAL INSTRUCTIONS

- 1) Download these instructions along with accompanying form and print a hard copy for review.
- 2) Discuss plans for hosting a National Open Tournament with the appropriate State Representative (SR) and Regional Coordinator (RC).
- 3) Complete Host Application Form and send to NCFCA, P. O. Box 212, Mountlake Terrace, WA 98043-0212.
- 4) Mail a copy of the form to the appropriate State Representative (SR) and Regional Coordinator (RC). Remember to keep a copy of the completed application form for your records.

OVERVIEW

The National Open Qualifying Tournament is a locally hosted, NCFCA administered tournament that provides qualifying directly to the National Tournament. These tournaments are created to provide large, regionally diverse tournaments, that are open to competitors from all over the nation. Ideally, the Open Qualifier would provide competitive opportunities in Team Debate, Lincoln Douglas Debate and all Individual Events offered by the NCFCA.

TOURNAMENT CAPACITY

When determining tournament capacity identify available Competition Rooms and Administration Rooms. Administration rooms should be approximately six rooms centrally located with enough space to provide judge orientation, judge hospitality, student lounge, and two tabulation rooms.

LOCAL HOST RESPONSIBILITIES

To apply to be the host for a National Open Qualifying Tournament, the Sponsoring Organization must be able to provide a facility, hospitality, judges, and logistical support to the tournament. The Sponsoring Organization is responsible for providing candidates to act as coordinators for, Judges, Logistics, Hospitality, and Facility. Tournament administration, including tournament schedule, budget, tabulation, and adjudication will be provided by NCFCA and its designated Tournament Director. Registration will be handled by NCFCA.

TOURNAMENT DIRECTOR RESPONSIBILITIES

The Tournament Director will be assigned by the NCFCA and the organization will provide support for tournament administration and tabulation. Standardized rules and procedures will be followed for all National Open Qualifying Tournaments. Tournament administration will include the general activities associated with the competition, such as tournament schedule, budget, tabulation, and adjudication of disputes. The NCFCA will also be selecting and assigning coordinators for judges, hospitality, logistics

and facility. Ideally, these coordinators will be members of the Sponsoring Organization. The general job description for each of these positions is as follows.

JUDGE COORDINATOR

The Judge Coordinator is responsible for gathering judges from the community. In addition to the constraints of the facility the availability of individuals to judge will dictate the potential size of the tournament.

Please provide your best estimate, based upon past tournaments held in the area, for the number of judging slots that can be provided. A judging slot is equivalent to one round of judging. A judge may be able to critique multiple rounds, which would mean that a single judge could provide multiple judging slots.

HOSPITALITY COORDINATOR

The Hospitality Coordinator is responsible for providing amenities for competitors, judges, and tournament staff. Reasonable reimbursement from tournament fees for costs incurred will be negotiated. Host housing availability and registration will also be administered. Host housing costs will not be reimbursed. Optional events such as banquets will also be organized, in conjunction with the Tournament Director. Please write a brief suggestion and attach it to the application form with any necessary documentation including cost and length of time required.

LOGISTICS COORDINATOR

The Logistics Coordinator is responsible for providing the resources necessary to conduct the tournament. This includes materials necessary for tournament tabulation such as computers, office supplies and ballots. Tournament administration materials will also be provided such as judge manuals, trophies, participant certificates, and appreciation gifts.

FACILITY COORDINATOR

The Facility Coordinator is responsible for booking, knowing, and cleaning the facility. Production of directional material such as signs, and maps is also important. Any potential cost for the facility must be provided with the host application form.

GENERAL TOURNAMENT INFORMATION

Sponsoring Organization: Record the local group/club or state organization co-hosting the tournament, (e.g., Smithville Speech & Debate Club).

Tournament Dates: Record the dates over which the tournament will run, (e.g., Feb. 20-22, 2004).

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 Amenities: Identify the amenities that the host will provide. (e.g. banquet, judge hospitality, student hospitality, etc.)



**NATIONAL OPEN QUALIFYING
TOURNAMENT HOST APPLICATION FORM**

GENERAL TOURNAMENT INFORMATION

Sponsoring Organization: _____

Tournament Dates _____ / _____ / _____ - _____ / _____ / _____

Proposed Tournament Location

Facility Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

TOURNAMENT CAPACITY

Total number of competition rooms available: _____

Total number of administration rooms available: _____

Total number of rooms available for tournament use: _____

COORDINATORS AVAILABLE

Judge *Facility* *Logistics* *Hospitality*

JUDGES

Debate Judging Slots: Alumni and Parent _____ Community _____

Individual Event Judging Slots: Alumni and Parent _____ Community _____

TOURNAMENT HOSPITALITY

Competitor Beverages Competitor Snacks Banquet

Judge Beverages Judge Snacks Judge Meals

Sponsoring Organization Applicant Name (print)

Signature of Applicant

Position in Organization

Date