

## NATIONAL QUALIFYING TOURNAMENT HOST APPLICATION FORM INSTRUCTIONS

*Applications must be received by January 1, 2005.  
Qualifying competition must be completed by May 1, 2005.*

### GENERAL INSTRUCTIONS FOR OBTAINING AND FORWARDING THE HOST APPLICATION FORM

- 1) Download this form along with accompanying instructions and print a hard copy to be completed and forwarded to your State Representative (SR) and copied to your Regional Coordinator (RC). In states without an SR, send forms directly to your RC.
- 2) Complete one form for each tournament you wish to host.
- 3) Make and keep a copy of completed application forms, and mail the original to your SR and send a copy to your RC.

### GENERAL TOURNAMENT INFORMATION

***Sponsoring Organization:*** Record the local group/club or state 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 over which the tournament will run, (e.g., Feb. 20-22, 2005). Competition must be concluded by May 1.

***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

The Tournament Director is the person ultimately responsible to insure 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 with full responsibility. Others may assist with the work but cannot assume the director's responsibility. 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 or agreed upon NCFCA Speech and

## Debate Tournament Rules.

- 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. **Regardless of the one week requirement, please note: for tournaments held after April 30, results still must be received by the NCFCA Office on or before May 5, 2005.** Use the National Qualifying Tournament Report supplied on the NCFCA website.
- 8) Submit the National Qualifying Tournament Certification Request Form accompanied by appropriate Tournament Certification Fees to the SR **within one week** following tournament completion:
  - \$30 per nationally qualified Policy Debate Team
  - \$15 per nationally qualified LD Debater
  - \$10 per nationally qualified IE slot

**Regardless of the one week requirement, please note: for tournaments held after April 30, forms still must be received by the NCFCA on or before May 5, 2005.**

### TOURNAMENT PUBLICITY

Your tournament information will be posted on the NCFCA website. 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 TYPE

**Closed:** Open only to residents of the state or geographic region specified

**Open:** Open to any participant in the United States and Canada, registering on a first come first served basis

### IE TOURNAMENT SCOPE

**Level 1:** This option is provided for states with new or small programs. It is to include a minimum of 3 Individual Events with a minimum of 5 participants per event.  
*Maximum to qualify is 1 per event.*

**Level 2:** Includes a minimum of 5 events with at least 7 participants per event  
*Maximum to qualify is 3 per event.*

**Level 3:** Includes 9 events with at least 7 participants per event  
*Maximum to qualify is 5 per event.*

## **TOURNAMENT SIZE**

**Events:** Check the box for each event that will be offered and indicate the maximum number of teams/participants your tournament will host in each event.

**Rooms:** Calculate the total number of rooms available for competition, *excluding* rooms designated for tabulation, judge orientation, or student lounge, or tournament administration.

Discuss with your SR the number of participants your tournament can accommodate.

## **QUALIFYING TO THE NATIONAL TOURNAMENT**

The Qualifying Schedule below designates the **Maximum** number of slots to be granted at a qualifying tournament. Check with your RC to find out exactly how many qualifying slots your tournament may award.

**Team Policy Debate:** 1 per 8 teams  
2 per 20 teams  
3 per 30 teams  
4 per 40 teams  
5 per 50 teams  
6 per 60 teams

**Lincoln Douglas:** 1 per 6 participants  
2 per 13 participants  
3 per 20 participants  
4 per 30 participants  
5 per 40 participants  
6 per 50 participants

**Individual Events:** (per event)  
1 per 7 participants  
2 per 14 participants  
3 per 20 participants  
4 per 30 participants  
5 per 40 participants

*Level 1 tournaments may qualify only one per Individual Event, regardless of the number of participants in an Individual Event. Level 2 tournaments may qualify up to a maximum of 3 per IE. Level 3 tournaments may qualify 4 per IE with 30 and 5 per IE with 40 participants.*

## **HOST APPLICATION FEES**

The following fees are to accompany this tournament Host Application Form. For tournaments that are not sanctioned, fees will be returned. Fees will not be returned for sanctioned tournaments that are later

cancelled by the host.

***Team Policy Debate.... \$70***

***Lincoln Douglas...\$35***

***Individual Events.... \$50***

Submit the fees for the tournament you plan to host. For example, if you plan to host a debate tournament with both Team and LD debaters, your Host Application Fees are \$70 and \$35 respectively, totaling \$105. If you plan to host all three event sets, your fees will total \$155.

***Checks are to be payable to NCFCA and mailed with this paperwork to the State Representative.***

### **REQUEST FOR RULE CHANGE**

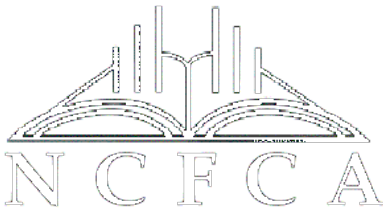
Any consideration of or request for a modification, addition, or deletion of any NCFCA published rule must be discussed here. If none are herein requested, published NCFCA rules will govern the tournament.

### **SIGNATURES**

As the responsible party, the application requires the signature of the Tournament Director. Signatures of associate, assistant or co-directors are optional.

### **NOTE**

Do remember to keep a copy of all submitted paperwork for your files and reference. Follow up with your State Representative to be sure the application was received and that everything is in order for your request to be considered.



## TOURNAMENT HOST APPLICATION FORM

*Applications must be received by January 1, 2005.  
Qualifying competition must be completed by May 1, 2005.*

### 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 Sponsoring Organization:

\_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Fax: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

### TOURNAMENT PUBLICITY INFORMATION

Primary Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

E-mail: \_\_\_\_\_ Web: \_\_\_\_\_

### TOURNAMENT TYPE

- Closed*** to participants outside the state of \_\_\_\_\_ or closed to participants outside the geographic region of \_\_\_\_\_
- Open*** to any participant in the United States and Canada.

### TOURNAMENT SCOPE

- Level 1***                       ***Level 2***                       ***Level 3***

**TOURNAMENT SIZE**

<u>Event</u>	<u>Max. # of Participants</u>	<u>Event</u>	<u>Max. # of Participants</u>
<input type="checkbox"/> Team Policy Debate	_____	<input type="checkbox"/> Expository Speaking	_____
<input type="checkbox"/> L-D Debate	_____	<input type="checkbox"/> Dramatic Interpretation	_____
<input type="checkbox"/> Extemporaneous	_____	<input type="checkbox"/> Humorous Interpretation	_____
<input type="checkbox"/> Impromptu Speaking	_____	<input type="checkbox"/> Duo Interpretation	_____
<input type="checkbox"/> Persuasive Speaking	_____	<input type="checkbox"/> Open Interpretation	_____
<input type="checkbox"/> Original Oratory	_____	<input type="checkbox"/> Apologetics	_____
<input type="checkbox"/> Oratorical Interpretation	_____		_____

Total # of competition rooms available \_\_\_\_\_

**TOURNAMENT HOST APPLICATION FEES**

*(Submit the appropriate fees along with your Host Application Form.)*

**Team Policy Debate .....\$70**      \$ \_\_\_\_\_

**Lincoln Douglas .....\$35**      \$ \_\_\_\_\_

**Individual Events.....\$50**      \$ \_\_\_\_\_

**Total Amount Submitted**      \$ \_\_\_\_\_

**PROPOSED TOURNAMENT SCHEDULE**

\_\_\_\_\_ See Proposed Tournament Schedule attached  
\_\_\_\_\_ View Proposed Tournament Schedule at this web link: \_\_\_\_\_

**REQUEST FOR RULE CHANGE**

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Tournament Director's Name (print)

\_\_\_\_\_  
Position in Organization

\_\_\_\_\_  
Signature of State Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Tournament Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Regional Coordinator

\_\_\_\_\_  
Date