

English-Speaking Union Schools Mace

Guidelines for hosts

Hosting a round of the Schools Mace

Schools Mace rounds take place locally, so we rely on approximately a quarter of entrants hosting a round every year. We recognise the extra effort that host teachers put into the competition, but hope that they also enjoy many benefits.

Why host a round?

- Hosting enables you to involve a much larger number of students in the debate than just your two competitors:
 - Chairpersons and Timekeepers
 - Hosts to welcome guests to the school and help serve refreshments
 - More audience members than you can fit in a minibus

This is invaluable in introducing younger pupils to debate who may one day form part of your team.

- Hosting raises the profile of debating at your school, particularly among key members of staff such as the Senior Management Team.
- Finally, hosting means that you won't have to travel to take part in your round.

Many of you will already have indicated your willingness to host on your entry form. If you didn't, but would now like to add your name to the list of potential hosts, please contact the National Organiser.

How does the ESU support host schools?

- We will send you a list of teachers who have suggested that they may be available to judge debates in your area (if you would like to be added to this list, please let us know at Dartmouth House by emailing centre@esu.org). The National Organiser may also be able to help in finding suitable judges if you have problems.
- We will send you a host pack before any round you are hosting containing any additional information we are able to give you and feedback forms for you to return to the National Organiser.
- The ESU offers every hosting school £50 to cover the costs of phone calls, light refreshments and programmes. Even if you do not intend to claim your expenses (some schools generously cover them from their own budgets) you should treat this amount as a guide to the level of refreshments you should provide.

Problems with hosting a round

Most rounds are reasonably trouble-free. However, from time to time problems do occur. Here are some tips on what to do:

- **If a team is late:** Hosts are allowed to change the running order of debates at their discretion.
- **If a team pulls out several days or more before the debate:** We would like to remind all teams that they

(and their headteachers, who signed a declaration on your entry form) have committed themselves to the competition and that pulling out of a debate causes major inconvenience for other teams. Inexperienced teams often do very well in the competition and should be encouraged to have a go, even if they get last minute nerves. However, if a team does pull out of your round the host school is normally asked by the National Organiser to put in a 'swing team'. We appreciate that they may have less time to prepare, but it's a good chance to give next year's team some experience and the main thing is to make sure that all the visiting teams have someone to argue against. The swing team is allowed to go through to the next round if they are considered good enough, with the proviso that only one team from any one school can go through.

- **If a team pulls out on the day:** Once again, it is preferable to field a swing team. As a last resort, a pair of teachers may debate so that everyone has someone to debate against.

Please contact the National Organiser immediately if you have problems you are unable to resolve.

Motions














For each round the ESU will release six motions, from which host schools choose two or three, depending on the number of debates taking place in the evening. Before your team starts preparing they should have read 'Defining the motion' (page 28).

Motions for the First Round

- This house believes that school examinations are getting easier
- This house would make voting compulsory
- This house would randomly test school pupils for illegal drugs
- This house believes that the next government should raise taxes rather than cut spending
- This house would make organ donation compulsory
- This house assassinate dictators

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Checklist of things to do

<i>BY THE START OF OCTOBER</i>	The National Organiser will contact you to confirm with you that you will be hosting a first round of the competition, and to tell you who the other schools in your round will be. 
<i>AS SOON AS POSSIBLE</i>	Contact the teachers from the other schools in your round, offering them two or three dates when you could host your round. Ask them to confirm as soon as possible whether or not they can make those dates, emphasising that they should only decline dates which are impossible for them to make. In Scotland this will done in association with the National Organiser. 
<i>ONCE THE DATE HAS BEEN FIXED</i>	Select motions from the website. You should randomly select which school debates which motion on which side and inform all the schools by letter at least two weeks prior to the round . You should also check that the schools have received this information. 
	Invite three judges. They do not need to be experienced debaters or debate judges, but if they have not judged the Schools Mace before it is particularly important that they read the Guidelines for judges. Send all judges a copy of these guidelines. <ul style="list-style-type: none"> Your judges should not have a close connection with any school involved in the heat. Current or past parents, teachers or governors should not be asked to judge. If you are able to invite local university student debaters, teachers, or professionals who have had some experience of either debating or judging debating, they will make a valuable contribution to the panel. You could also ask councillors, local MPs or MEPs or local journalists, but please emphasise to them the importance of reading the guidelines, as they may not be familiar with this format of debate, even if they use other forms of debate as part of their work. You should not offer to pay adjudicators, although travel expenses can be offered (especially to university students) and hosts sometimes express their gratitude with a bottle of wine or a meal afterwards. 
<i>A WEEK OR SO BEFORE THE DEBATE</i>	Invite some older students from your school to act as Chairpersons and Timekeepers for the debates. Give them a copy of the Guidelines for Chairpersons and Timekeepers from the handbook to read beforehand. 
	Arrange with your catering staff for modest refreshments for the visitors (e.g. coffee, tea and snacks). These are normally served while the judges are out making their decision (provide some for the judges, too), but you may also want to give visitors something to drink when they arrive. 
	Get the other schools to contact you to tell you the names of the students who will be speaking in the debate and prepare an order paper . You can download a Word template for producing this from www.britishdebate.com/schools/mace . 
<i>ON THE DAY OF THE DEBATE</i>	Prepare a room and put out enough chairs for the size of the audience you expect. 
	Put jugs of water and glasses on the tables for the speakers and judges. 
	Provide Chairpersons and Timekeepers with enough of the Flowcharts for Chairs and Timekeepers for each of the debates they will be involved in. 
<i>ON THE EVENING OF THE DEBATE</i>	Provide each judge with several copies of the note-taking sheet. They do not have to use these sheets, but may find them helpful. Also provide each judge with another copy of the Guidelines for judges. 
	Inform the judges how many teams should be progressing from your round (the National Organiser will have told you this – if you are not sure, check with him or her beforehand). 
<i>AFTER THE DEBATE</i>	Once everyone is seated, welcome the audience and introduce the judges before handing over to the first Chairperson of the evening. 
	Thank the adjudicators and everyone else for coming. Then fill in your Feedback form (sent with your Host Pack) with the details of which teams are going through to the next round, and which team has been chosen as the reserve. Then send this by fax, email or post to the National Organiser. 

First round dates should be set by mid-October, for a round to take place before the end of November.

Second round dates will be set before Christmas for rounds in late January/early February.

This rule regarding **impartial judges** is particularly important; you may be able to find contacts with other schools unconnected with your those in the round to help judge. In Scotland the National Organiser will help you to find judges.

You could have a pair of students to chair all debates that evening, or give more students a go by having a different pair for each debate.

This is a good way of giving experience to students who may compete next year.

Many hosts are able to cover the costs of refreshments themselves, but you can claim expenses of up to £50 from the ESU if your school is unable to afford it. To do this, please write to the Centre for Speech and Debate at the ESU (Scottish schools should write to ESU Scotland), enclosing a caterer's invoice or receipts.

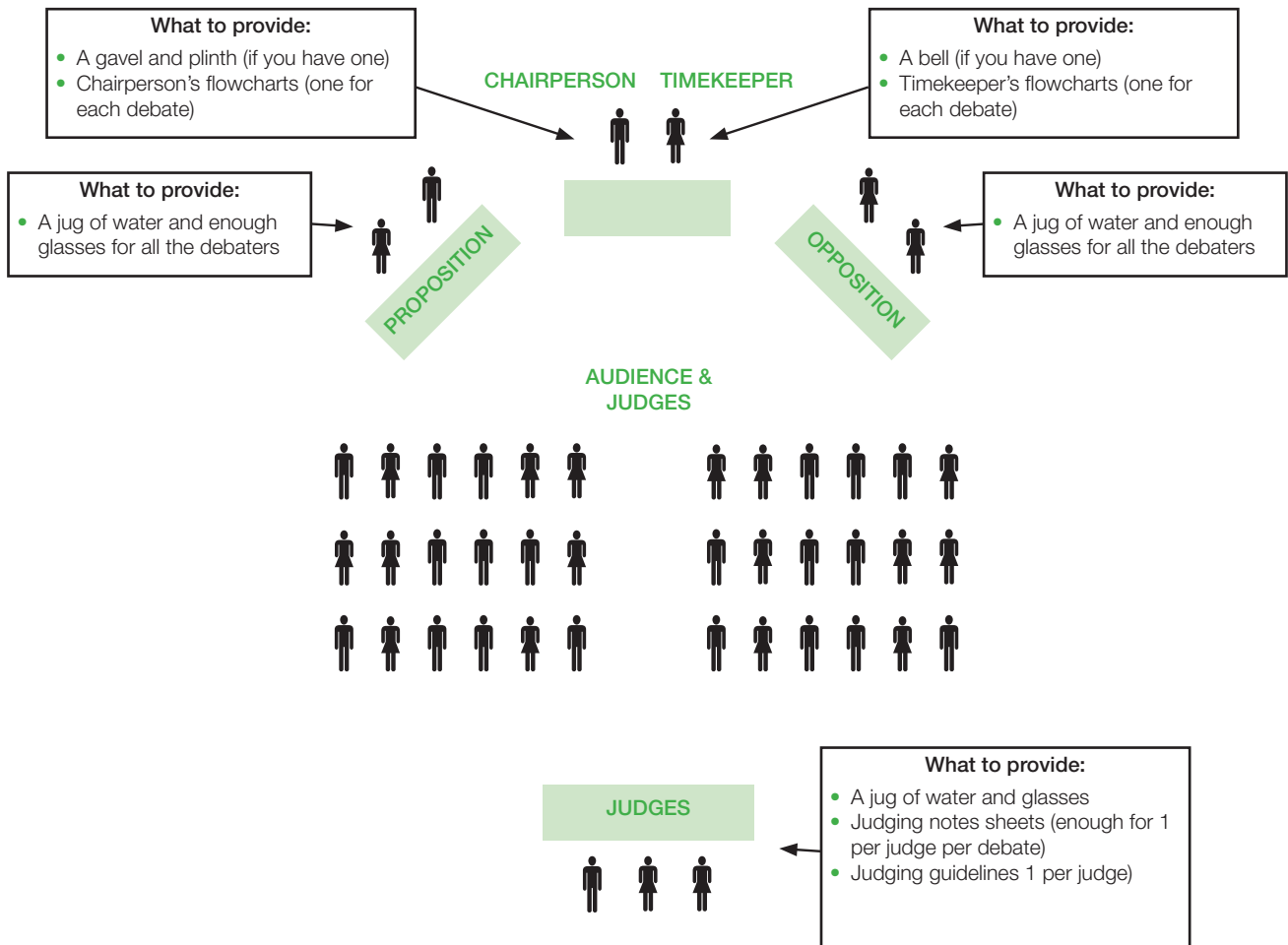
It is particularly important that this form is sent back promptly, as otherwise the National Organiser is unable to arrange the next round of the competition.

Guidelines for hosts

How to set up the room



Your room may not have chandeliers like our HQ at Dartmouth House, but all debate venues need the same things: three tables for the Proposition, Chairperson/Timekeeper and Opposition at the top of the room; chairs for the audience with an aisle down the middle; a table for 3 judges.





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A sample order paper

A copy of the order paper should be provided to all speakers, Chairpersons, Timekeepers, judges and audience members. You can download a Word template for it from www.britishdebate.com/schools/mace.

<p>THE STANDING ORDERS</p> <p>All members of competing schools, invited guests and other members of the audience are members of 'the House'. The proceedings of the House are subject to the ruling and guidance of the appointed chair for each debate. Speakers may choose to address the chair using the formula "Mr (or Madam) Chair" or "Madam (or Mr) Speaker". All members of the House shall act in a courteous manner during the debate.</p> <p>ORDER OF SPEECHES</p> <p>Speeches in each debate are made in the following order:</p> <ul style="list-style-type: none"> • First Proposition (7 minutes) • First Opposition (7 minutes) • Second Proposition (7 minutes) • Second Opposition (7 minutes) • Floor debate • Opposition Summary (4 minutes) • Proposition Summary (4 minutes) <p>POINTS OF INFORMATION</p> <p>Points of Information may be offered during the middle 5 minutes of main speeches. To offer a point of information, a speaker must stand and say "On a point of information". The speaker holding the Floor (i.e. giving the main speech) then has the right to accept or decline the point. If it is declined, the speaker offering the point must sit down at once. Points of information must not exceed fifteen seconds in length. The clock is not stopped while they are delivered.</p> <p>POINTS OF ORDER</p> <p>Points of order concerning the procedure of the debate are exceptional, but can be made at any time and by any member of the House, if the Standing Orders are being contravened. They must be addressed to the Chairperson, who will ask for the clock to be stopped while the point is being considered. The Chairperson may then rule on the point or act in consultation with the chair of the judging panel. The Chairperson may also warn and has the discretion to take action against any member of the House who acts in a discourteous manner, harasses the speaker holding the Floor, or obstructs the debate in any way.</p> <p>THE FLOOR DEBATE</p> <p>This an important feature of the debate, allowing the audience to react to the debate so far. Points may be made in favour of the motion, against it or in abstention. They should be kept short. Points should be addressed to the Chair and begin with the speaker's name and school. Teachers may not speak from the floor during any debate in which a team of theirs is taking part.</p> <p>The main speakers in the debate may not offer points during the floor debate, nor reply immediately to any points raised. They may, however, address points raised in the floor debate during the summary speeches.</p> <p>AUDIENCE VOTING</p> <p>A vote on the motion may be conducted by the chair after the judges retire. It has no bearing on the adjudication.</p> <p>ADJUDICATION</p> <p>Speakers will be assessed according to their performance in four categories:</p> <ul style="list-style-type: none"> • Reasoning & Evidence • Organisation & Prioritisation • Listening & Response • Expression & Delivery <p>More information on the marking criteria can be found online at www.britishdebate.com/schools/mace.</p>
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 <p>The English-Speaking Union Centre for Speech and Debate</p> 	<p>ESU Schools Mace 2008-2009 ORDER PAPER</p> <p>FIRST ROUND Held at Sweet Valley High School on Monday, 14 October 1066 at 4.30pm Chair: Nicholas Nickleby</p>												
<p>DEBATE ONE</p> <p>"This House would ban haddock"</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Proposing Malory Towers</td> <td style="width: 50%;">Opposing Hogwarts School of Witchcraft and Wizardry</td> </tr> <tr> <td>Darrell Rivers</td> <td>Sally Hope</td> </tr> <tr> <td></td> <td>Cedric Diggory</td> </tr> <tr> <td></td> <td>Hermione Granger</td> </tr> </table>	Proposing Malory Towers	Opposing Hogwarts School of Witchcraft and Wizardry	Darrell Rivers	Sally Hope		Cedric Diggory		Hermione Granger					
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