



Brisbane Girls  
Debating Association

Adjudicating For The  
BGDA

Present Edition: 2019

# Application Process

In order to be an adjudicator for the BGDA Inc (Brisbane Girls Debating Association Incorporated), you must also be a member. As part of the application process you will be required to:

- Fill out information about your debating and adjudicating experience;
- Read the [Competition Rules](#); and
- Read the [Adjudicators' Code of Conduct and Youth Management Strategy](#).

The Adjudicators' Officer will determine whether your application is sufficient to accept you as an adjudicator for the BGDA. You can choose whether or not you would like to apply to become a member of the organisation if your adjudicator application is rejected (just note that the criteria are different). Please note that acceptance as an adjudicator does not guarantee that you will adjudicate for the BGDA. You can apply for membership [here](#).

## Before the Season Starts

You will receive an email outlining what you need to do in order to be ready to adjudicate when your application to adjudicate is approved. This involves:

- Submitting to the Adjudicators' Officer a [blue card linking form](#) if you have a blue card or a [blue card application form](#) if you do not;
- Signing a form stating you have read and understood our [Adjudicators' Code of Conduct and Youth Management Strategy](#).
- Registering your adjudicator availability when asked by the Adjudicators' Officer; and
- Fill out a [statement by supplier](#) stating that the reasons for not quoting an ABN is: 'made in the course or furtherance of an activity done as a private recreational pursuit or hobby'.

Depending on your experience, you may be requested to attend an unpaid training session where a member of the executive will determine your year level adjudicator ranking.

**You must have a valid volunteer or paid blue card before you adjudicate for the BGDA. Having applied to adjudicate does not meet Queensland requirements.**

## Conflicts

All adjudicators need to declare any conflicts. A conflict is any existing or previous relationship with either an individual participant, whole team, or school which could create perceived or actual unfairness in the judging process.

Some conflicts may include:

- You coach or previously coached a student
- You attended or work at a school participating
- One of the students is your sibling
- You have a current or previous romantic relationship with one of the students

- You have a close friendship with a student

Conflicts may arise throughout the season or not be immediately apparent, so it is your job to keep the BGDA updated by filling out the [conflict declaration form](#).

## During the Season

The Adjudicators' Officer will be in contact with you to confirm which rounds you will adjudicate. Student attendance can vary between rounds, and the development division will not have debates each round, so we cannot guarantee you will adjudicate every round.

You will be required to arrive at Brisbane Girls Grammar School by 5:00pm at the latest if you are scheduled to adjudicate a grade 12 debate or 5:15pm at the latest if you are scheduled to adjudicate a grade 10, 11 or development division debate.

The debates will start at 5:15pm for grade 12, 5:30pm for grade 10 and 11 and 5:45pm for the development division. They will finish at approximately 6:30pm and adjudications are required to be completed by 7pm. The focus of your adjudication is development, as outlined later in this handbook. However, you will have to decide a winner and allocate speaker scores, and complete "Adjudication Results Form", which you will need to submit to the Competition's Officer at the end of the night.

For your time and reasonable expenses incurred in the pursuit of your hobby of debating, you will be reimbursed \$40 for the night once you have signed the "Adjudication Reimbursement" log and submitted your results form.

## Selection Policy for Rounds and Finals

When deciding who will adjudicate rounds and finals a multitude of factors will be taken into consideration. The executive will assign adjudicators to rounds and year levels by taking into account factors including, but not limited, to:

- Ability;
- Experience;
- Conflicts;
- Depth of adjudicator pool (e.g. availability for that round);
- Attendance record; and / or
- School feedback.

Please do not hesitate to contact the Adjudicators' Officer for clarification of any of these criteria.

# FAQs

## Focus of adjudications

The BGDA aims to maximize learning and develop a variety of skills for participants throughout the competition. Therefore, it is expected that adjudications will be more in-depth and comprehensive than those offered in other competitions. Adjudications should focus on issues, but also provide extensive guidance to participants as teams and as individual speakers in order to improve skills that will be useful in all future debates.

## Expectations of dress

The BGDA has an expectation that adjudicators must wear attire reflecting their status as mentors and responsible adults for school-aged students. As such, clothing may be casual but may not be inappropriate. If there are any concerns about an adjudicator's attire, this shall be dealt with under the standard complaints channels. If you have any concerns about this policy or wish to clarify whether an item of clothing is appropriate, please contact the Adjudicator's Officer.

## Expectations of language

Adjudicators in the service of the BGDA are expected to phrase feedback in a positive and encouraging way that fosters active learning on the part of participants, and to maintain a pleasant tone of voice at all times. Insults, name-calling, swearing or yelling are inappropriate behaviour and will not be tolerated.

## Complaints

To provide specific feedback or to make a complaint please contact the Adjudicators' Officer. As soon as possible after the incident or issue in question, please send an email to [adjudicators.bgda@gmail.com](mailto:adjudicators.bgda@gmail.com) detailing your concerns and specifying the round and the names of the competing teams. Please do not attempt to make direct contact with anyone other than the Adjudicators' Officer with regards to a complaint. We take all complaints seriously and will endeavour to address your concerns without delay.