



Brisbane Girls  
Debating Association

Adjudicating For The  
BGDA

Present Edition: 02/03/2016

# 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](#).

## If Your Application To Adjudicate Is Accepted

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

- If you will be 18 before May 1 2016, submitting to the Adjudicators' Officer an [authorisation to confirm a valid blue card](#) if you have a blue card or a [blue card application form](#) if you do not;
- 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: 'the payment does not exceed \$75' and 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 bluecard before you adjudicate for the BGDA. Having applied to adjudicate does not meet Queensland requirements.**

## If You Are Allocated To A Round

The Adjudicators' Officer will be in contact with you to confirm which rounds you will adjudicate.

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 or 11 debate.

Prior to adjudicating, you must sign a form stating you have read and understood our [Adjudicators' Code of Conduct and Youth Management Strategy](#).

The debates will start at 5:15pm for grade 12 and 5:30pm for grade 10 and 11 will finish at approximately 6:30pm and adjudications are required to be completed by 6:50pm.

After the debate, you will be paid \$35 in cash for your time and reasonable expenses incurred in the pursuit of your hobby of debating once you have signed a declaration that to that effect.

## 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 in contacting the Adjudicators' Officer for clarification of any of these criteria.

## Feedback and Complaints

To provide specific feedback or to make a complaint about procedural issues, about the quality of an adjudication, or about the conduct of a participant, audience member, executive member or adjudicator, 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, the names of the competing teams and the name of the adjudicator. 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.

# FAQs

## Focus of adjudications

The BGDA aims to maximize learning and develop a variety of skills for participants through the competition. Therefore, it is expected that adjudications will be more in-depth and comprehensive than those offered in other competitions. Adjudications should have an issues focus, 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 behavior and will not be tolerated.

## Complaints

As stated above, 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, the names of the competing teams and the name of the adjudicator. 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.