



Speaker of the House Briefing Notes

Before the Debate:

1. Check which debate you have been allocated to chair and the room that the debate will take place in. Please write all of this information down.
2. Check that the room is fully set up for the debate. Make sure that desks are available and set-up for the adjudicators, with fresh score sheets, a notepad, a pencil, and a reference guide.
3. Meet your teams as they enter the room and introduce yourself to them.

During the Debate:

1. Bring the audience to order.
2. Read out the following introduction:

“Ladies and gentlemen, welcome to round _____ of 30th annual Bermuda National Schools Debating Tournament. The motion for the debate today is:

The teams debating are;

_____ for proposition, and

_____ as opposition.

Speaking for team proposition are:

1st Speaker	
2nd Speaker	
3rd Speaker	
The reply will be done by	

Please welcome them.



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Speaking for team opposition are:

1st Speaker	
2nd Speaker	
3rd Speaker	
The reply will be done by	

Please welcome them.

The adjudicators for this debate are;

and _____

Please welcome them.

Timing the debate today is _____

Please welcome him/her.

The times for main speeches in this Debate are:

[Senior School Division:] 1 bell at 1 minute; 1 bell at 5 minutes and 2 bells at 6 minutes.

[Middle School Division:] 1 bell at 1 minute; 1 bell at 4 minutes and 2 bells at 5 minutes.

The first and last minute of each main speech is protected from points of information.

For the replies the times are:

1 bell at 3 minutes and 2 bells at 4 minutes.

No points of information are permitted in the replies.



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As world rules allow points of information, no interjections are permitted between the teams or from the audience. Any points of order will be ruled on the adjudicators.

At the end of each speech, a period of 2 minutes will be allowed for the adjudicators to make their notes. At the end of that time, a bell will be rung to show the debate will restart. If adjudicators finish before the 2-minute bell, I will introduce the next speaker after they have indicated to me that they are ready.

It is now my pleasure to welcome:

_____, 1st Speaker of the Proposition.

(At the end of the speech, wait for the adjudicators to give you the nod or the 2-minute bell is sounded and then introduce each speaker in turn).

It is now my pleasure to welcome -

_____, 1st Speaker of the Opposition

_____, 2nd Speaker for the Proposition

_____, 2nd Speaker for the Opposition

_____, 3rd Speaker for the Proposition

_____, 3rd Speaker for the Opposition

It is now time for replies. The Opposition replies first and is followed by the Proposition. Please let me remind you that no points of information are permitted during the replies.

Please welcome back:

_____, to deliver the reply for the Opposition.

The final speaker closing the debate will be:

_____, to deliver the reply for the Proposition.



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After the Debate, say:

“Ladies and gentleman, it is now time for the adjudicators to make their decision. The adjudicators make this independently and place their individual score sheets in the envelope provided. They then go outside to discuss any comments they want to make and one will announce the decision on behalf of the panel and make any comments.”

Wait for the adjudicators to place their mark sheets in the envelope and leave. As soon as the adjudicators come back, call the room to order and say:

I now wish to welcome _____, to announce the decision and make comments on behalf of the panel.

After the adjudicator has finished, say:

“Ladies and gentlemen, thank you for your attendance and congratulations to both teams for the debate. I now declare this debate closed.”



BRIEFING NOTES FOR TIMEKEEPERS

Before the Debate:

1. Check that you know which room you are in, and who is your Speaker of the House.
2. Once in your room, ensure that there is a bell, stopwatch and timekeeping sheet. Should any of these items be missing, collect them from the Tournament Logistics Manager. Make sure that the items are in proper working order and that you know how to work them.

During the Debate:

1. Sit yourself at a desk in the front row with your bell, stopwatch and the time recording sheet.
2. Time the Debate as follows:

The times for main speeches in the Debate are:

[Senior School Division:] 1 bell at 1 minute; 1 bell at 5 minutes and 2 bells at 6 minutes. Continuous bell(s) at 6 minutes and fifteen seconds until speaker stops speaking.

[Middle School Division:] 1 bell at 1 minute; 1 bell at 4 minutes and 2 bells at 5 minutes. Continuous bell(s) at 5 minutes and fifteen seconds until speaker stops speaking.

The times for the replies will be:

1 bell at 3 minutes and 2 bells at 4 minutes.
Continuous bell(s) at 4 minutes and fifteen seconds until speaker stops speaking.

Please note the times for each speaker and have these available for the adjudicators if requested.

At the end of each speech, please time 2 minutes and ring a bell. This is to tell the adjudicators that the Debate will now continue. If they have already indicated to the Chair that they are ready to start before the 2 minutes is up and then do not ring the bell.

After the Debate:

After the FINAL ROUND deliver the bell and the stopwatch back to the Tournament Logistics Manager.



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Timekeeper's Record Sheet

Name of Timekeeper: _____

Round: _____

Proposition Team: _____

Opposition Team: _____

SPEAKER	TIME PERMITTED	SPEAKER NAME	TOTAL TIME
First Speaker – Proposition	5 MINUTES (High) 6 MINUTES (Middle)		
First Speaker – Opposition	5 MINUTES (High) 6 MINUTES (Middle)		
Second Speaker - Proposition	5 MINUTES (High) 6 MINUTES (Middle)		
Second Speaker - Opposition	5 MINUTES (High) 6 MINUTES (Middle)		
Third Speaker - Proposition	5 MINUTES (High) 6 MINUTES (Middle)		
Third Speaker - Opposition	5 MINUTES (High) 6 MINUTES (Middle)		
REPLY SPEAKER – OPPOSITION	4 MINUTES		
REPLY SPEAKER–PROPOSITION	4 MINUTES		