

Guidelines for Hosting the NPDA National Championship Tournament:

Please Note: The NPDA is committed to ensuring that the broadest range of member schools possible are able to host the National Tournament if the wish to do so. Accordingly, these guidelines outline a range of potential accommodations that may or may not be relevant depending on the particular tournament location. In the event that one or more of the enumerated requirements in these guidelines cannot be met by a potential hosting school, the program director should contact the NPDA President for questions about alterations that may make hosting more viable for that institution.

Procedure for Applying to Host the National Championship Tournament:

1. Review the hosting guidelines outlined below
2. Secure letters of support from, at minimum, the relevant Chair, Dean, and/or Provost with supervisory responsibility over the host site's forensics program.
3. Submit a bid that outlines the ability of the host campus to meet the tournament needs described below, as well as specific plans the host institution is considering to ensure a successful tournament. A detailed proposal will both streamline the bid, site selection and hosting process for the NPDA and the tournament host, as well as help increase the odds that a bid approved by the NPDA.

A. Host Responsibilities:

1. Facilities:

- a. Tournament Host is responsible for providing the following facilities and assuming any fees associated with them, such as facility rental fees or clean up fees, etc.:
- b. Debating rooms, ideally at least 100 rooms
- c. At least one large assembly hall, sufficient to seat all participants including debaters, coaches, critics, and special guests for awards
- d. At least three tournament management rooms, to include:
 - 1) One Tabulation Room
 - 2) One Room for the Ombuds/Sexual Harassment Officer
 - 3) One NPDA administrative room for year-end administrative work
- e. Participant gathering area, central location for participants to gather between rounds, and from which announcements can be made and postings provided and/or topics announced
- f. Host should make arrangements for all audiovisual needs, such as sound projection

- g. The tournament shall provide information regarding religious observances for interested parties at or near the tournament site

2. Tournament Hotel:

Host will work with the Tournament Site Selection Committee (chaired by the Vice-President) and the President to locate the most appropriate hotel(s) to serve NPDA needs, taking into consideration hotel(s) size and amenities, proximity to campus and other area attractions and dining opportunities, affordability of rooms, and willingness of hotel(s) to work with NPDA on minimizing hotel facility expenses. If it helps to negotiate more affordable room/night rental rate, NPDA shall require attending schools to stay at the tournament hotel(s) as a condition of participation in the tournament. Any gratis or complimentary rooms shall be retained by the NPDA to fulfill organizational hotel room needs. If any complimentary rooms are made available to the NPDA, the Host will be awarded one complimentary room for their use throughout the tournament, though this room may be shared with other tournament personnel. The President, or their designee, of the National Parliamentary Debate Association should sign the hotel contract.

3. Meal Arrangements:

- a. The host is encouraged to provide other social opportunities for the gathering of debaters, coaches, and critics throughout the tournament, but will be responsible for paying for them.
 - b. If on-campus or campus-bordering meal accommodations are not available for quick meals for breakfasts or lunches, the host shall also be responsible for arranging for meal packages to be purchased at the time of entering the tournament.

4. Entry Commitments:

The Host is responsible for meeting its own entry fees. Like any other school the Host must either provide judges to cover its commitment or pay the appropriate fees, except that the NPDA will waive the judging commitments for the host school for up to four teams to accommodate Host personnel managing tournament hosting responsibilities.

5. Participation Gifts:

It is recommended that some type of host gift memorializing the tournament, such as a tournament mug, glass and/or something more

creative be provided for each participant. *However, the host is entirely responsible for any gifts they wish to present to the competitors, officers, or tab room staff.*

6. Expense Reimbursement:

NPDA will be responsible for operating expenses directly related to the Championship Tournament competition such as ballot production and copying, copier rental, schematics, copying, etc. The expenses for these materials will be reimbursed by the NPDA upon presentation of receipts. *The host school will be responsible for expenses related to the site such as custodial charges, maps, poster board for directional signs, etc.*

7. Local Judging Pool:

Host will work with the Tournament Director to provide sufficient local qualified judges to meet tournament needs. These hired judges will be fairly compensated by NPDA as detailed below.

8. Student Help:

Host will work with the Tournament Director to provide sufficient student workers to help as ballot stuffers, runners, directional assistants, etc.

9. Sales Items:

Host will be entitled to offer for sale select tournament promotional items, such as T-shirts, caps, and/or sippers; or snacks and refreshments. Host is entirely responsible for financing these items and may keep any revenue generated from their sale to help offset other tournament expenses. *Items should be cleared through the NPDA President to assure they are appropriate.*

10. Shuttle Services:

If required, the host will pay for whatever shuttle services are provided.

11. Video Production:

Host will be responsible for helping locate videotaping services for the final round of debate at a level of quality suitable for reproduction. NPDA will be responsible for duplication and distribution of that video.

If host school lacks the facilities and expertise to edit the tape as necessary, the NPDA will assist in its production.

B. NPDA Financial Responsibilities:

The below expenses are anticipated in running most tournaments. It is a partial, but not exhaustive list of all possible tournament expenses. Should other tournament related expenses arise during the course of the Championship Tournaments that are not itemized in this document, the President, Vice President and/or the Tournament Director can authorize payment for those as well on behalf of the NPDA.

1. Topic Committee expenses:
 - a. Members of the Topic Committee are reimbursed for one night's lodging at the hotel and other expenses incurred because of participation in the Topic Committee.
 - b. Meals will be provided to members of the Topic Committee during the day spent on the topics. These meals will ordinarily be paid from the NPDA President's funds but may also be paid by the NPDA Treasurer.
2. Administrative Staff expenses:
 - a. The NPDA will apply a 'no net loss' policy to officers, allowing them to apply to the Finance Committee for reimbursements for expenses above and beyond what they would have incurred during the attendance of their University/College at the tournament. Officers will count toward their school's judging commitment.
 - b. The President and/or Tournament Director will submit a budget request to the Treasurer to pay ordinary expenses during the tournament. These expenses may include, but are not limited to, meals for tab room, Topic Committee, meetings of officers, etc.
 - c. The NPDA will provide a rental van for the NPDA Treasurer for the purpose of transporting members of the administrative staff.
 - d. The NPDA will provide operating expenses for the administrative staff including assistance with computing, office supplies, and other operating expenses deemed appropriate.

3. Tabulation Staff expenses:
 - a. The NPDA will apply a 'no net loss' policy to tabulation staff, allowing them to apply to the Treasurer for reimbursements for expenses above and beyond what they would have incurred during the attendance of their University/College at the tournament. Tabulation room staff will count toward their school's judging commitment.
 - b. The NPDA will provide a rental van for the NPDA President for the purpose of transporting members of the tabulation staff.
 - c. The NPDA will provide operating expenses for the tabulation staff including office supplies, ballots, copying, and other operating expenses deemed appropriate.
4. Direct tournament expenses:
 - a. The NPDA shall provide for the cost of a banquet and other meals for contestants at the tournament and will work with the Host to locate options appropriate to the tournament location.
 - b. The NPDA shall provide for the cost of a Presidential reception for tournament participants.
 - c. The NPDA shall provide for the cost of trophies and other awards.
 - d. The NPDA shall provide for the cost of preparing and distributing invitations, confirmations, and other materials related to the NPDA tournament.
5. Hired Judges:
 - a. Imported Judges: The President will approve a specified number of Imported Hired Judges each year (as opposed to Local Hired Judges provided by the host).
 - 1) An imported hired judge has round trip transportation paid by NPDA.
 - 2) An imported hired judge has motel expenses paid by NPDA, but must stay in rooms with other hired judges if NPDA pays.

- 3) An imported hired judge pays his/her own food expenses and other expenses at the tournament, except that NPDA will purchase whatever meals participants are required to eat on campus, including meal packages, etc.
- b. Host School Arranged Hired Judges: The tournament host will provide the number of qualified judges requested by the Tournament Director. One month prior to the Championship Tournament, the Tournament Director will notify the Host of the anticipated need for hired judges.
 - 1) NPDA will pay these judges for their service to the tournament in an amount to be determined by the President in accordance with normal judge hiring practices.
 - 2) Hired judges shall be provided with the same meals mentioned above for imported judges, but shall be responsible for all their other meals.
 - 3) Local hired judges will be responsible for providing their own housing, or trying to make arrangements with the tournament host for local rooming if they do not live close enough to commute.
6. Tournament Publications:
 - a. Judging Philosophy Books: Participants in the National Tournament are responsible for printing their own Judging Philosophy Booklets from the database. The Host will be responsible for obtaining the judging philosophies for local hired judges. The Tournament Director will be responsible for obtaining judging philosophies from all other judges.
 - b. Registration Books: The tournament host shall be responsible for compiling and copying a registration book that will provide participants with helpful information about the tournament, the campus, and the surrounding area.
 - 1) Contents should contain, but not be limited to, welcome letters from NPDA President, host, and various campus, local, state, or national dignitaries; a list of tournament participants; a campus map highlighting tournament locations; a tournament schedule, historical notes on past

participants and noteworthy accomplishments; guides to local restaurants and attractions with directions; and other helpful information.

- 2) Funding for this book is the responsibility of the host, but may come from advertisements from local businesses, campus, or alumni groups, etc. Additional revenue received beyond actual expenses may go to host to offset other expenses assumed by host. Discretion should be used in accepting advertisements, and where questionable should be submitted for approval by the NPDA President. The purpose is not to overly commercialize this important event, but to help offset legitimate expenses with tasteful ads.