



Competing at the Varsity State Championship Checklist

Hi, coaches,

It is our goal that the following checklist will ease the process of registering for the Varsity State Championship for new and veteran coaches. We hope that this will simplify a difficult process for everyone!

INITIAL CHECKLIST		
<input type="checkbox"/>	Pay your dues - \$50 before January 15, \$75 after January 15. (You only must pay dues once).	http://www.gaspeechanddebate.org/online-store
<input type="checkbox"/>	Verify qualified students through regular season method	http://www.gaspeechanddebate.org/qualified-students-to-state/
<input type="checkbox"/>	Register fully qualified students on tabroom. Once a GFCA official has verified your entry, they will be removed off of the waitlist. (DUE FEBRUARY 26 by 5:00 PM)	http://gfca.tabroom.com
<input type="checkbox"/>	Enter judges on tabroom.com. Ensure that the judges have a tabroom account connected to their own email address. (DUE FEBRUARY 26 by 5:00 PM)	http://gfca.tabroom.com
<input type="checkbox"/>	Email your debate judges to ask them to update their judging philosophy (how they come to their decisions, what's important, etc) on tabroom. (DUE FEBRUARY 26 by 5:00 PM)	https://www.tabroom.com/user/judge/paradigm.mhtml (if logged in under their account)
IF APPLYING FOR EXTRA ENTRIES... (IF NOT, SKIP TO NEXT SECTION)		
<input type="checkbox"/>	Apply any unqualified (but eligible) for at large bids remembering the At Large Application rules through registration on tabroom.com (DUE FEBRUARY 17 by 3:00PM)	http://www.gaspeechanddebate.org/state/varsity/atlarge http://gfca.tabroom.com
<input type="checkbox"/>	Apply any eligible students for the Member School bid through GFCA website.	http://www.gaspeechanddebate.org/memberbid
<input type="checkbox"/>	Register the Member School bid entry on tabroom. Once a GFCA official has verified your entry, they will be removed off of the waitlist. (DUE FEBRUARY 26 by 5:00 PM)	http://gfca.tabroom.com
<input type="checkbox"/>	Verify that you have covered your judging obligations since your at large and member school bids are registered through tabroom.	http://gfca.tabroom.com

AWARD NOMINATIONS

<input type="checkbox"/>	If you would like to nominate an individual for Debate and/or Speech Coach of the Year, please complete the appropriate forms on the GFCA website. (DUE FEBRUARY 8 by 5:00PM)	http://www.gaspeechanddebate.org/coach-of-the-year-nomination
<input type="checkbox"/>	If you would like to nominate a member of our community for the GFCA Hall of Fame, please complete the appropriate form on the GFCA Website (DUE JANUARY 11 by 5:00PM)	http://www.gaspeechanddebate.org/hall-of-fame-nomination
<input type="checkbox"/>	If you would like to nominate an individual for the GFCA Service Award, please complete the appropriate form on the GFCA Website. (DUE JANUARY 16 by 5:00PM)	http://www.gaspeechanddebate.org/service-award-nomination
<input type="checkbox"/>	If you would like to nominate your principal/headmaster for the GFCA Principal's Award, please complete the appropriate form on the GFCA Website. (DUE JANUARY 23 by 5:00PM)	http://www.gaspeechanddebate.org/principals-award-nomination
<input type="checkbox"/>	Vote for the Speech Coach of the Year and Debate Coach of the Year. Emails will be sent out after February 11 th . (DUE FEBRUARY 27 by 5:00PM)	Email to follow with specific instructions.

FINALIZING YOUR REGISTRATION

<input type="checkbox"/>	Order meals for all of your students for Friday dinner and Saturday lunch. These meals are included in the fees. You can find the order form under the Concessions Tab on the registration page. Do not order food for your judges. (DUE FEBRUARY 26 by 5:00 PM)	http://gfca.tabroom.com
<input type="checkbox"/>	Complete judge preferences for the debate divisions. This can be found under the Prefs tab on registration. It will not be available until March 1. (DUE MARCH 3 by 9:00 AM)	http://goo.gl/YL13iW (Guide to Prefs) http://gfca.tabroom.com
<input type="checkbox"/>	Complete judge recommendations for Speech Final Round Panels. This can be done at any time. Please ensure though that the judge you recommend is one that is registered as one of your judges on tabroom. Every school that has a speech entry and a speech judge is required to have at least 1 recommendation completed. (DUE MARCH 1 by 5:00PM)	http://www.gaspeechanddebate.org/speechfinalsjudge
<input type="checkbox"/>	If needed, book hotels using the State negotiated rates on the tabroom website.	http://gfca.tabroom.com
<input type="checkbox"/>	If you have students in Extemp and Impromptu, download the topic areas available on the tabroom website. (POSTED by FEBRUARY 28)	http://gfca.tabroom.com
<input type="checkbox"/>	Complete Statement of Eligibility and Supervision Form. The form requires the head coach's signature and principal's signature. Please bring this completed form to registration.	http://gfca.tabroom.com

<input type="checkbox"/>	Provide payment (cash or check) for your entries for the tournament. The invoice can be downloaded on the tabroom registration page. Please provide payment by the beginning of the tournament.	http://gfca.tabroom.com
<input type="checkbox"/>	Provide a judge and damage bond (check) separate from your payment for \$100. Complete Judge and Damage Bond Form. The form only requires the head coach signature. Please bring this completed form to registration.	http://gfca.tabroom.com

We wish you the best of luck at the State Championships! If you have any questions during this process, please do not hesitate to email the State Tournament Director, Lyndsey Hinckley at lyndsey.hinckley@gmail.com .