

# GEORGIA FORENSIC COACHES ASSOCIATION



## Competing at the First & Second Year/Congress 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).	<a href="http://www.gaspeechanddebate.org/online-store">http://www.gaspeechanddebate.org/online-store</a>
<input type="checkbox"/>	Register fully qualified students on tabroom. Once a GFCOA official has verified your entry, they will be removed off of the waitlist. <b>(DUE FEBRUARY 3 by 5:00 PM)</b>	<a href="http://gfcajvn.tabroom.com">http://gfcajvn.tabroom.com</a>
<input type="checkbox"/>	Enter judges on tabroom.com. 3 <sup>rd</sup> and 4 <sup>th</sup> year debaters are allowed to judge, but we prefer only novice divisions. No sophomore is allowed to judge. Ensure that the judges have a tabroom account connected to their own email address. <b>(DUE FEBRUARY 3 by 5:00 PM)</b>	<a href="http://gfcajvn.tabroom.com">http://gfcajvn.tabroom.com</a>
<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. <b>(DUE FEBRUARY 3 by 5:00 PM)</b>	<a href="https://www.tabroom.com/user/judge/paradigm.mhtml">https://www.tabroom.com/user/judge/paradigm.mhtml</a> (if logged in under their account)
IF PARTICIPATING IN CONGRESS... (IF NOT, SKIP TO NEXT SECTION)		
<input type="checkbox"/>	Verify the amount of entries you are allowed to register. For every two (2) fully qualified students to the Varsity State Championships, each member school may receive one (1) entry to the House of Representatives up to ten (10). Each member school automatically receives two (2) entries in the Senate.	<a href="http://www.gaspeechanddebate.org/firstsecondyearstate">http://www.gaspeechanddebate.org/firstsecondyearstate</a>
<input type="checkbox"/>	Register fully qualified students on tabroom. Once a GFCOA official has verified your entry, they will be removed off of the waitlist. <b>(DUE FEBRUARY 3 by 5:00 PM)</b>	<a href="http://gfcajvn.tabroom.com">http://gfcajvn.tabroom.com</a>
<input type="checkbox"/>	Submit two (2) bills and/or resolutions for preliminary legislation to <a href="mailto:jmill126@gmail.com">jmill126@gmail.com</a> . Your school can opt to have the GFCOA write them for you for a \$125 fee. <b>(DUE JANUARY 27 by 5:00 PM)</b>	<a href="http://www.congressionaldebate.org/resources/legislation-templates">http://www.congressionaldebate.org/resources/legislation-templates</a> (Guide to writing legislation)
<input type="checkbox"/>	Complete Chamber Assignment Preferences Form. Submit completed form to <a href="mailto:jmill126@gmail.com">jmill126@gmail.com</a> . <b>(DUE FEBRUARY 3 by 5:00PM)</b>	<a href="http://www.gaspeechanddebate.org/firstsecondyearstate">http://www.gaspeechanddebate.org/firstsecondyearstate</a>

<input type="checkbox"/>	If you wish, nominate students for Presiding Officer by emailing <a href="mailto:jmill126@gmail.com">jmill126@gmail.com</a> . They must be nominated in order to serve as PO during the tournament. <b>(DUE FEBRUARY 5 by 5:00PM)</b>	Email <a href="mailto:jmill126@gmail.com">jmill126@gmail.com</a>
<input type="checkbox"/>	Download preliminary and elimination rounds legislation packet and give to your students competing. <b>(TO BE POSTED by JANUARY 30)</b>	<a href="http://gfcajvn.tabroom.com">http://gfcajvn.tabroom.com</a>
<input type="checkbox"/>	Download Chamber Assignments and give to your students competing <b>(TO BE POSTED by FEBRUARY 6)</b>	<a href="http://gfcajvn.tabroom.com">http://gfcajvn.tabroom.com</a>
<b>FINALIZING YOUR REGISTRATION</b>		
<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. <b>(DUE FEBRUARY 3 by 5:00 PM)</b>	<a href="http://gfcajvn.tabroom.com">http://gfcajvn.tabroom.com</a>
<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.	<a href="http://gfcajvn.tabroom.com">http://gfcajvn.tabroom.com</a>
<input type="checkbox"/>	If needed, book hotels using the State negotiated rates on the tabroom website.	<a href="http://gfcajvn.tabroom.com">http://gfcajvn.tabroom.com</a>
<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.	<a href="http://gfcajvn.tabroom.com">http://gfcajvn.tabroom.com</a>
<input type="checkbox"/>	Provide a judge and damage bond (check) <b>separate</b> 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.	<a href="http://gfcajvn.tabroom.com">http://gfcajvn.tabroom.com</a>

**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](mailto:lyndsey.hinckley@gmail.com) .**