



Student Congress Tournament Checklist



The following suggestions are intended to aid you in hosting a successful Student Congress competition at your TFA Qualifying Tournament. Please remember to see the constitutional guidelines as well as the NFL Congress Handbook for any additional assistance.

Before your tournament:

- Determine Congress placement in the tournament schedule.
- Designate legislation to be used throughout the tournament.
- Determine whether students will be allowed to audition for Presiding Officer, and if so, when and how will they declare such intentions.
- Include legislative calendar information, PO candidacy requirements, and disclose the method of tabulation in your invitation.
- Print Congress and Presiding Officer ballots from the website.
- Determine how many adult POs will be required based on entries and secure these individuals.
- Generate the seating charts for each preliminary session. Seating charts should balance for schools (equal number from each school in each chamber) and for PO candidates per chamber. You may also want to consider balance for gender.
- Purchase awards. If you are allowing students to run for Presiding Officer, you may also wish to award gavels. One per chamber.
- Assemble PO/Parliamentarian packets, which should include:
 - PO ballots (if students are serving)
 - Copy of the legislation
 - Parliamentary procedure chart
 - Precedence charts
 - Copies of the seating chart
 - List of students in the chamber
 - Stopwatch (if needed)
 - Gavel (if needed)
- Assemble scorer packets, which should include:
 - One ballot per student
 - Copy of the legislation
 - Parliamentary procedure chart
 - Precedence chart
 - Copy of the seating chart
 - List of students in the chamber
- Assign scorers and parliamentarians.
- Choose classrooms of appropriate size.
- Post chamber assignments and seating charts.
- Print placards.



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At Registration:

- Verify name changes, drops, and adds.
- Create placards for these new students, and add them to the seating chart.

During the tournament:

- Designate a clerk for each chamber (one of your students or an adult.)
- Clerks should set up contest rooms 15 to 30 minutes in advance by arranging furniture, putting out the seating chart, and placing placards.
- Once all members are present, the clerk should conduct a swearing in ceremony. (You may wish to do this in a large assembly in advance of the first session).
- 15 minutes prior to scheduled conclusion, the clerk should return to the chamber. Collect ballots from the scorer(s) and parliamentarian only after having these individuals do the following:
 - Sign all ballots.
 - Scorer: Check to make sure there is a score for every speech given, points have been totaled at bottom of the ballot, and that all participants have been ranked. Make sure the PO was included in the ranking.
 - Scorer/Parliamentarian: Check to make sure there is a score for every hour of service by the PO and totaled at bottom of ballot.
- Once all items are verified, return with these to the tab room.
- Verify that all congress ballots were received.

Tab Room Procedures:

- Staple PO ballot to their speaking ballots (if applicable).
- Make sure school codes are listed on all ballots.
- Order ballots by last name and school code.
- Check totals of scores for accuracy.
- Even when using the modified tabulation method, base completed is still a factor. If tabulating by hand, count all speeches given, including hours of service scores for the PO. Count the number of members actually participating in the session. For example, in a finals round of 12 (all of whom participate), base one is completed after 14 speeches have been given. Base two is completed after 26 speeches have been given. The lowest scored speeches, beyond the base number completed, will be dropped. (If using Joy of Tournaments, it will calculate all of this for you as long as you complete the setup properly. Be sure to enter correct number of scorers).



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Tab Room Procedures (continued):

- Verify by having someone read back to you the totals and number of speeches given to ensure that you haven't made any errors.
- Give ballots to a runner to be "stuffed."
- Determine the number of students advancing from this chamber to the next, unless you've just finished Super Congress. Post the list of advancing students alphabetical and by school code (if your tournament is disclosing this info in other events as well.)
- Divide students into chambers (if advancing to semis) and post this list with room assignment and time for reassembly.
- Create new seating charts for the next session. Remember to balance for schools.
- Copy seating charts and house assignment lists per chamber. Each scorer and the Presiding Officer should receive one. Keep one for your records. Post one in the chamber.
- There is no need to give the Oath of Office again after prelims. Members are still sworn.
- Deliver scorer and PO packets to the Judge's Table.
- Report to the chamber for set-up at least 15 minutes prior to start time.
- Repeat steps as required.

After the tournament:

- Include results on your IQT report.

Oath of Office

I do solemnly swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully execute the duties of the office on which I am about to enter.