**Preparing for the debate season – Coach To-Do-List**

**Beginning of the Season**

* Have debaters fill out an info sheet. We recommend using a google form, since you can convert the responses into an excel sheet for your records (template available in the dropbox)
* Consult with your university about regulations for purchasing. Common questions you may ask:
  + Do I qualify for a purchasing card? What is the process for that?
  + What types of purchases can I make?
  + Who should I talk to about the purchasing process?
  + What are the rules around reimbursements/purchasing (receipts, etc.)
* Create a team handbook (loop your departmental host/university organizations into this about what needs to be in the handbook)
* Schedule training sessions with relevant organizations on campus (title ix, diversity office, van training office if relevant, risk management office, etc.)
* Share the technology check list for online debate with debaters
* Schedule debate meetings and office hours
* Coordinate team leadership positions if desired (captain, secretary, events coordinator, etc.) – can be either appointed or nominated
* Choose the mechanism for sharing files
* Create a team roster
* Consider platforms for communication (school CMS platform, Slack, Microsoft Teams, listserve, discord are potential options)
* Develop a mechanism for organizing the team (we recommend google sheets, a template for GMU’s google sheet is on the dropbox)

**Pre-tournament Preparation**

* Book hotels (earlier the better)
* Reserve Vans (earlier the better)
* Book flights (earlier the better)
* Register for the tournament on tabroom (make sure to consult the tournament’s deadlines for add/drop dates)
* Hire judging if needed
* Develop clear communicate with debaters about the following
  + what to bring (consult the “tournament packing list” on dropbox for a template)
  + make sure debaters download the invite
  + some sort of buddy system with the team to prevent losing debaters
  + Leave times/schedule
  + Make sure everyone has contact information of members traveling to the tournament
  + Any guidelines your university or squad has about policies re: student behavior at tournaments