



2007 - 2008 SEDA Constitution and Policy Manual

Revised March 2007

SEDA receives funding from



Table of Contents

I)	Name of the Association	3
II)	Objective of the Association.....	3
III)	Dissolution of the Association	3
IV)	Functioning of the Association.....	3
	A) The Constitution, Bylaws and Policies.....	3
	B) Regions.....	3
	C) Membership.....	3
	D) Special General Meetings.....	5
	E) Board of Directors.....	5
V)	Policies - Administration.....	8
	A) Employees of the Association	8
	B) Signing Authorities.....	8
	C) Auditing.....	8
	D) Fiscal Year.....	9
	E) Financial Powers	9
	F) Travel, Accommodation and Meals.....	9
VI)	Policies - Code of Conduct	9
	A) Student Debaters (Debaters).....	9
	B) Volunteer Participants and Coaches	10
	C) Board of Directors and Staff Members.....	10
VII)	Policies - Debate and Speech Activities.....	11
	A) Local Activities	11
	B) Interprovincial Activities.....	21
	C) Travel Reimbursements.....	27
VIII)	Policies - Speech Activities	27
	Categories	27
IX)	Policies - Debate Activities	28
	A) Debate Categories.....	28
	B) Debate Formats.....	30
	C) General Rules of Debate	34
IX)	Policies – Board Conflict of Interest Policy	37
IX)	Policies – Privacy Policy	42

Changes made to the constitution

All references to Division III (Elementary) and to Division IV (High School)

Page 4 – c) Membership

Page 4 – c) Membership; 1) *d) (To be ratified at the 2008 AGM)*

Page 4 – c) Membership; 2) *a) / b) (To be ratified at the 2008 AGM)*

Page 9 – f) Update rates, add accommodation rate

Page 11 – 2) General tournament policies v) a)

Page 11 – a) Local Activities; 1) *d) (To be ratified at the 2008 AGM)*

Page 12 – f) Coaching; iii); *f) Coaching; i) (To be revised at the 2008 AGM)*

Page 13 – i) Awards

Page 18 – Debate tournament statistics section; f) d)

Page 18 – h) Provincial debate – note regarding TIV or other coordinate events?

Page 19 – i) Canada Day Final

Page 19/20 – j) Speech Nationals and 4) specific Speech Tournament policies

Page 21 – 5) Specific Model Legislature policies

Page 22 – 2) Western Canada Debate Seminar

Page 22 – 3) Div III National Debate Tournament

Page 22 – 4) The Canadian Student Debating Federation National Seminar

Page 24 – 5) World Schools Debating championships

Page 25 – 6) National High School Debate Championships

Page 27 – 2) Provincial events

Page 27 – Speech Activities

Page 28 – a) Debate Categories

Page 28 – b) Eligibility

Page 29 – c) Debate Formats

Page 32/33 – Add Worlds/Nationals formats

Page 34 – 1) f) Definitions; 2) h) Evidence

Page 35 – d) Refutation

Page 36 – 4) j) Conduct

Page 36 – IX) Policies – Debate Activities – e) Debate Fees

I) Name of the Association

The name of the Association shall be the “Saskatchewan Elocution and Debate Association” (SEDA).

II) Objective of the Association

To promote the debate and speech arts in Saskatchewan.

III) Dissolution of the Association

- A) In the event that no persons are elected to the Board of Directors, the Association shall be dissolved, and the most recent Board of Directors shall be responsible for carrying out business of the dissolution.
- B) In the event of dissolution or winding-up of the Association, any remaining assets shall be distributed to one or more charitable corporations in Canada named by the Board of Directors.

IV) Functioning of the Association

A) The Constitution, Bylaws and Policies

1) *Amendments to the Constitution*

Amendments to the Constitution of the Association shall require approval by two-thirds of the members at a duly-called general meeting for which fourteen days written notice specifying the proposed amendment(s) has been given.

2) *Policy*

Policy may be passed, rescinded or altered by an “extraordinary resolution” passed by one-half of the Institutional members at a duly-called general meeting for which fourteen days written notice specifying the proposed extraordinary resolution(s) has been given.

B) Regions

Regions shall be recognized by SEDA as the need arises. The present regions are:

- North Rural
- Saskatoon
- Regina
- South Rural

For the purpose of competition, the province shall be considered one region for French Language activities. A map of recognized regions shall be maintained in the Appendix of the Constitution.

C) Membership

1) SEDA has one class of membership, Club Membership.

- a) Any organization (at least two people) that wishes to compete in debate and speech activities is eligible for SEDA club membership when:
 - i) they reside or are based in the Province of Saskatchewan;
 - ii) their application for membership has been approved by the Board;
 - iii) the annual registration fee, as determined and approved by the SEDA Board, has been paid. The registration fee is not refundable upon withdrawal from the Association;
 - iv) a membership form is on file at the SEDA office.

- b) SEDA membership entitles the member club to:
 - i) receive the SEDA newsletter and notification of events;
 - ii) speak at the Annual General Meeting;
 - iii) hold a position on the SEDA Board if duly elected or appointed and at least 18 years of age;
 - iv) to cast a single vote at the Annual General Meeting or any special General Meetings. The vote shall be cast by an individual representative of the club.
 - c) Clubs may compete at events where a suitable category of competition exists.
 - d) All clubs must designate at least one coach who shall:
 - i) be at least 18 years of age;
 - ii) be responsible for the behavior of participants less than 18 years old at SEDA-sanctioned events;
 - iii) be responsible for communication between SEDA and the club;
 - iv) **meet the requirements of the member organization's chaperoning policies and be either a parent, other authorized volunteer, or in the case of school-based clubs, be a teacher (to be ratified at the 2008 AGM)**
 - e) The annual cost of membership shall be determined as follows:
 - i) All clubs pay a base fee of \$40, plus \$20 per student, regardless of the number of students in the club and the grades of the school.
 - ii) There is no maximum membership fee per club.
 - iii) First-year clubs shall receive a 25 per cent discount.
(amended March/2005)
 - f) **For the purposes of speaking and voting at the Annual General Meeting, the Alumni Representatives and any board members who are not associated with a club, are considered Honorary members of SEDA and have full membership rights. (amended Februar/2007)**
- 2) *Suspension*
- a) Any member who is in arrears for membership fees can be suspended by the Board and shall cease to enjoy membership rights.
 - b) **Continued membership is conditional on each member hosting a SEDA event at least once every three-years. Events can include but are not limited to workshops, speech and debate tournaments, Provincials and inter-provincial events. Any member who fails to host such an event can be suspended by the Board and shall cease to enjoy membership rights. (to be ratified at the 2008 AGM)**

D) Special General Meetings

- 1) An Annual General Meeting of the Association shall be held before the end of each fiscal year. The location and date of the Annual General Meeting shall be determined by the Board of Directors.
- 2) Special General Meetings shall be called by the Board of Directors, or upon written request to the President, by thirty percent of the member clubs.
- 3) Fourteen days notice shall be given to all member clubs of the Association for any Special General Meeting.
- 4) Representatives of twenty-five percent of member clubs of the Association shall constitute a quorum at the Annual General Meetings and at any Special General Meetings.
- 5) There shall be no voting by proxy at a General Meeting of the Association.

E) The Board of Directors

1) *Composition*

- a) The Board of Directors shall consist of up to 11 individuals: the Past President (an ex-officio member), and up to ten directors, eight of whom shall be elected at large with the remaining two individuals being appointed alumni representatives. Directors shall serve for two years, with one-half of the Board being elected annually.
- b) The Board's term of office will be from the Annual General Meeting of a given year to the Annual General Meeting of the following year.
- c) The President and the Vice-President shall be selected annually by the Board at its first meeting.
- d) Where possible and practical, the Board shall be regionally representative.

2) *Duties of the President*

- a) The President shall be ex-officio a member of all committees. He shall preside over all meetings of the Board of Directors and shall chair the Annual General Meeting. In his absence, the Vice-President shall preside. To preside in his absence, the President and the Vice-President in turn may appoint a member of the Board of Directors or the Annual General Meeting to chair the meetings of the same. In the event of no such appointment, meetings may elect their own chairperson.

The President shall:

- b) Ensure that accurate minutes of all meetings of the Association are kept and are available to the membership; that the membership roster is current; that students are properly classified; and that upon acceptance into the Association, each member receives a copy of this constitution and current bylaws and policies.
- c) Ensure that the financial accounts of the Association are up-to-date and accurate; have submitted to the Annual General Meeting a statement of the financial position of the Association.
- d) The President may delegate these responsibilities to a member of the Board of Directors.

3) *Duties of the Vice-President*

In the event, the President is unable to fulfil his role, resigns, or is removed from office, the Vice-President shall assume the duties of the President.

4) *Duties of Directors*

- a) Assist the President in the performance of his prescribed duties.
- b) Create and revise policy to ensure the promotion of SEDA's goals.
- c) Make reasonable effort to attend SEDA Board Meetings. Board members who miss three consecutive meetings shall be asked to step down by the President. (*amended March/2005*)
- d) When and where possible and practical, conduct visits on behalf of the Association to non-member schools for the purpose of promoting new debate and speech activities.
- e) Act as a liaison between member schools, regions and the Association.
- f) Communicate needs and concerns between members, Association staff and the Board.
- g) When and where possible and practical, act as consultants in the area of invitational debate and speech events. Duties may include:
 - i) advising on tournament organization;
 - ii) advising on structural aspects of tournament hosting;
 - iii) ensuring that a tournament host is trained in the area of briefing judges or that an acceptable briefer is available;
 - iv) ensuring that a tournament host is trained in the area of statistics;
 - v) ensuring that a complete statistic record for each event is sent to the Association office;
 - vi) representing the Association at SEDA-sponsored events;
 - vii) briefing judges at SEDA-sponsored events if a suitable alternate cannot be located;
 - viii) acting as referee in disputes at SEDA-sponsored events, if the tournament coordinator is unavailable or unwilling to do so.
 - ix) ensuring that complete statistics are kept and forwarded to the Association office.
 - h) Undertake any other tasks which they feel will further the program of debate and speech in their regions.

5) *Duties of Alumni Representatives*

- a) To continue to develop communication channels between the Association and the alumni.
- b) The alumni representatives are the official liaisons between the post-secondary debate clubs and SEDA. Whenever possible and practical, SEDA will conduct all business with the post-secondary debate clubs through their alumni representatives.
- c) The two alumni representatives will be appointed by the Board. One will informally represent the northern post-secondary institutes and one will informally represent the southern post-secondary institutes.
- d) Appointed alumni representatives shall enjoy the same privileges as the elected members of the Board except for the right to make motions on, or vote on, monetary matters or matters involving SEDA staff.

SEDA Constitution and Policy Manual

- e) Alumni representatives must be registered full-time students at the post-secondary institution they represent.
 - f) The terms of the alumni representatives will be staggered by one year.
 - g) Post-secondary debate clubs that receive regular monetary disbursements from SEDA may spend no more than 50 percent of the total annual amount to assist members of their club to attend the World University Debate Championships.
- 6) *Treasurer*
- A treasurer shall be appointed by the Board from amongst themselves on an annual basis. The Treasurer's duties shall be:
- a) to scrutinize the SEDA financial books;
 - b) to report on the state of finances to the Board members at Board meetings;
 - c) to report to the membership.
- 7) *Elections*
- a) One-half of the elected members of the Board of Directors shall be elected at the Annual General Meeting for a two-year term.
 - b) Individuals running for elected office of the Association shall be nominated by at least one member of the Association.
 - c) Six of the eight elected members of the Board of Directors shall be elected from among the member clubs of the Association.
 - d) Members of the Board of Directors shall hold office for the period of two years (a "year" running from the Annual General Meeting of a given year to the Annual General Meeting of the following year).
 - e) The Board of Directors may appoint an individual to any vacant position.
 - f) Individuals are not limited to serving one term on the Board.
- 8) *Meetings*
- a) The Board of Directors shall meet as it deems necessary. A special meeting of the Board of Directors shall be called on the instructions of a majority of members of the Board of Directors. The President shall be requested in writing to call such a meeting.
 - b) A special meeting of the Board may be called on the instructions of three members of the Board who shall request the President in writing to call such a meeting.
 - c) Seven days notice in writing or by telephone shall be given to all members of the Board for all Board meetings.
 - d) A majority of the members of the Board of Directors shall constitute a quorum at meetings of the Board of Directors. Each member of the Board of Directors is entitled to one vote at meetings of the Board of Directors.
 - e) There shall be no voting by proxy at meetings of the Board.
 - f) The Board meeting held immediately after the Annual General Meeting shall be a joint meeting of the old and new Boards.
 - g) When possible, the first Board meeting with the new Board should be a planning/Board development workshop.

9) *Telephone Calls*

Board members shall have access to the SEDA billing number and may make collect calls on behalf of the Association provided that it concerns business arising from their duties as Board members.

10) *Resignations*

A member of the Board shall be deemed to have resigned his office if he delivers his written resignation to the President, or if he is required to resign by three-fourths of the votes cast at a special General Meeting called for that purpose, of which the Board member has notice and at which the Board member is entitled to be heard. The President shall deliver a written resignation to the Board of Directors if he wishes to resign.

11) *Remuneration of the Board*

Members of the Association shall receive no remuneration for services to the Association, but they may receive reimbursement for expenses incurred in Association activities, provided that such reimbursement is approved by the Board of Directors. (An honorarium is not considered a reimbursement.)

12) *General Authority*

The Board of Directors shall be empowered to exercise authority respecting any other matter considered necessary or advisable to carry out the purpose or intent of the SEDA constitution and policy manual.

V) Policies - Administration

A) Employees of the Association

The Board of Directors may appoint such agents and engage such employees as it shall deem necessary from time to time to assist the Association, and such person(s) shall have the authority, shall perform the duties, and shall receive the remuneration that shall be prescribed by the Board of Directors.

B) Signing Authorities

The Board of Directors shall annually appoint the signatories of the Association for receipts, expenditures, and official documents. Generally, three signatories are appointed: the Executive Director, the President, and one other Board member.

C) Auditing

The following procedures, or others required by law, shall be the auditing procedures of the Association.

- 1) The books, accounts, and records of the Association shall be audited at least once each year by a duly-qualified accountant. If a qualified accountant cannot be obtained, two persons appointed by the Board of Directors may audit the books, as long as they are familiar with the auditing process. These appointed persons cannot be members of the Association or Directors of the Association.
- 2) The books and records of the Association may be inspected by any member of the Association at the Annual General Meeting provided for herein, or at any time satisfactory to the officer having charge of the books and records in question.
- 3) The auditor for the current fiscal year will be appointed at the Annual General Meeting.

D) **Fiscal Year**

June 30th in each year shall be the end of the fiscal year of the Association.

E) **Financial Powers**

- 1) The Board of Directors may borrow, raise or secure the payment of money in such manner as it thinks fit. Any borrowing beyond \$1,000 per year is subject to the approval of the general membership.
- 2) The Executive Director is authorized to sign cheques on behalf of SEDA, with each cheque supported by an invoice and not exceeding the sum of \$200.00, to a monthly cap of \$1000.00 and each cheque reported to the Treasurer within three business days. *(amended March/2004)*

F) **Travel, Accommodation, and Meals**

Association employees and Board members conducting business on behalf of the Association shall be subsidized at:

- 1) The rate of **30** cents per kilometer.
- 2) Up to \$70 per evening (including taxes), preferably for double accommodation.
- 3) **Up to \$25 per evening for private accommodations**
- 3) **Up to \$7.00 for breakfast, \$9.50 for lunch, and \$14.00 for dinner.**
(amended February/2007)

VI) **Policies - Code of Conduct**

This Code of Conduct is to guide volunteers, participants, coaches, Board members, and the SEDA staff in their conduct relating to SEDA's programs and business affairs. This code governs the conduct of SEDA participants at all events, including inter-provincial and over-night events.

A) **Student Debaters (Debaters)**

- 1) Debaters are expected to be of good character. Without limiting the generality of this rule, student debaters shall:
 - a) be honest in using facts and information in debate. Debaters should demonstrate good sportsmanship, fair play, and respect for their opponents. Other dishonest conduct including fraud, cheating, lying, or stealing will not be tolerated.
 - b) abstain from alcoholic beverages, illegal drugs, and all mind-altering substances. If consuming over-the-counter or prescription drugs, students should take them only in recommended dosages and not in combination with other reactive substances.
 - c) not engage in any sexual misconduct, sexual harassment, or sexual activity.
 - d) ensure that their conduct is above reproach in all regards.
- 2) Debaters shall abide by the laws and rules of their schools, provinces, and country as well as the local law and custom of any place they visit.
- 3) Debaters shall respect other people and their customs, cultures, religions, and ideologies. Debaters shall not make discriminatory, obscene, or defamatory remarks, or propagate hatred of anybody.
- 4) Debaters shall be considerate of others, especially their billet families. Debaters shall also follow the instructions of event organizers and their adult chaperones. Event organizers and chaperones should be advised immediately of any emergencies or problematic situations.

- 5) Debaters shall arrive at all events promptly, unless delayed by circumstances beyond their control.
- 6) Debaters shall ensure that they are suitably prepared for events.
- 7) Debaters may be subject to sanctions for contravening these guidelines, including losing eligibility for tournament awards, removal from the event, or prohibition from future SEDA events. The implementation of these sanctions shall be at the discretion of the tournament host and the Executive Director, in consultation with the President and the Board.

B) Volunteer Participants and Coaches

- 1) Volunteers shall act in good faith and with concern for the safety and well-being of SEDA's other participants. Volunteers are expected to be of good character. Without limiting the generality of this rule, volunteers shall:
 - a) encourage debaters to be honest in using information in debate. They should demonstrate good sportsmanship and respect. Other dishonest conduct including fraud or stealing will not be tolerated.
 - b) abstain from illegal drugs and all mind-altering substances. They must also refrain from the abuse of alcohol. Over-the-counter or prescription drugs should only be taken in recommended dosages and not in combination with other reactive substances.
 - c) not engage in any sexual misconduct or sexual harassment.
 - d) ensure that their conduct is above reproach in all regards.
- 2) Volunteers shall abide by the laws and rules of their affiliated schools, provinces, and country as well as the local law and custom of any place they visit.
- 3) Volunteers shall respect other people and their customs, cultures, religions, and ideologies. Volunteers shall not make discriminatory, obscene, or defamatory remarks, or propagate hatred of anybody.
- 4) Volunteers shall be considerate of others, especially billet families. Volunteers shall also follow the instructions of event organizers. Event organizers should be advised immediately of any emergencies.
- 5) Volunteers shall arrive at all events promptly, unless delayed by circumstances beyond their control.
- 6) Volunteers may be subject to sanctions for contravening these guidelines. Such sanctions may include removal from the event or prohibition from future SEDA events. The implementation of these sanctions shall be at the discretion of the tournament host and the Executive Director, in consultation with the President and the Board.

C) Board of Directors and Staff Members

- 1) The Board and staff shall engage in ethical and business-like conduct. This includes proper use of authority and appropriate decorum when acting on SEDA's behalf.
- 2) The Board and staff shall use good judgment and act in SEDA's best interests.
- 3) The Board and staff shall approach their responsibilities with professionalism and collegial respect.
- 4) The Board and staff must avoid conflicts of interest, including conflicts with respect to their fiduciary responsibilities or conflict arising out of involvement with other groups or organizations.

SEDA Constitution and Policy Manual

- 5) The Board and staff may not exercise individual authority over SEDA except as stated in the constitution.
- 6) Board members and staff will respect the confidentiality appropriate to sensitive issue.

VII) Policies - Debate and Speech Activities

A) Local Activities

1) *Events*

Only Association-sponsored or Association-sanctioned events shall be considered for ranking at E.C. Leslie Debate.

Events shall be defined as:

- a) Association-sponsored where the Association organizes the activity in cooperation with the member clubs;
- b) Association-sanctioned where the Association provides general assistance and materials to participatory members hosting invitational events;
- c) Association-sanctioned where the organizers agree to a briefing for judges prior to competition and uses approved statistical methods to calculate results; and,
- d) Association-sanctioned where all potentially eligible debaters are invited to participate.
(to be ratified at the 2008 AGM)**

2) *General Tournament Policies*

a) Registration

- i) All entries for SEDA-sponsored events must be made in writing.
- ii) All entries for SEDA-sponsored events must be received by the specified deadline and must be accompanied by full payment of entry fees.
- iii) The event organizer may change the aforementioned requirements regarding registration according to individual circumstances.
- iv) No refunds shall be made for cancellation of registration for SEDA-sponsored events.
- v) (a) **With the exception of sanctioned co-ordinate events, and** subject to (b), to be eligible to participate in SEDA sponsored events, both team members must represent the same recognized club at the same school.
(amended February/2007)
- (b) Debaters wishing to form teams with students from other schools may do so in exceptional circumstances, with the approval of SEDA's Executive Director in consultation with the SEDA Board of Directors. In the event that a debater is unsatisfied with this decision, the debater may make a formal written appeal to the Board within ten days. Only one appeal may be made.
- (c) Circumstances are considered exceptional when:
 - (i) A pair of debaters has debated together within a recognized club and one debater moves to a school without a debate club;

- (ii) The student wishing to debate attends a school that does not have a recognized debate club;
- (iii) A debater loses his partner during the year and there is no longer sufficient opportunity to qualify for Provincials with a new partner. In that event, that person may partner with an available debater from another school if it would enable that team to attend Provincials; or
- (iv) Other such reasons as the Board sees fit.
- vi) Only teams with a full complement of members will be allowed to participate in a debate tournament.

b) Tournament Assistance Fund

For schools hosting a debate tournament, the subsidy paid will be the following: \$100 for one category of debate + \$75 for each additional category of debate to a maximum of \$400.

c) Tournament Director

The tournament director conducting a speech or debate tournament may prescribe the schedules, the organization, and the interpretations of the rules at his tournament. On questionable matters, the tournament organizer is strongly encouraged to consult with a Board member or a representative of the Board.

d) The Timekeeper

- i) A timekeeper shall be present in each room where a debate or speech competition is occurring.
- ii) His function is to time all speeches, advise debaters/speakers during their addresses how much speaking time they have remaining, and in the case of debates, allow extra time for unfair interruptions and points not well taken. When a debater or speaker has exhausted his speaking time and a 15-second period of grace, the moderator shall require him to terminate his speech.
- iii) The timekeeper and the moderator can be the same person.

e) The Moderator

- i) A moderator shall preside over every debate room where a debate or speech competition is occurring.
- ii) His role is to maintain order and enforce the rules; he should not take an active part in the debate or speech competition except as specified in the rules for cross-examination and parliamentary debate.
- iii) Decisions of the moderator are final and cannot be appealed. Debaters and speakers shall accept such rulings without question and should always obey the orders of a moderator.
- iv) In parliamentary format, the moderator shall be known as the Speaker.
- v) The timekeeper and the moderator can be the same person.

f) Coaching/Chaperoning

- i) **All members of a debate club at SEDA events must be accompanied, for the whole duration of the event, by at least one adult chaperon and in the case of school-based clubs, that adult must be a teacher or other adult acceptable to the school's chaperoning policy. (to be ratified at the 2008 AGM)**

SEDA Constitution and Policy Manual

- iii) Only officials and debaters or speakers may speak during a competition. Debaters or speakers shall not be coached by teammates or others attending the debate/speech competition while the event is in progress.
 - iii) Although coaches are encouraged to assist their debaters/speakers as much as possible, coaches must refrain from directly preparing an individual's presentation.
 - iv) **Coaches are not allowed to assist debaters with any preparation for the impromptu round.
(amended February/2007)**
- g) Workshops
- i) The Association shall establish limits on the number of individuals from each club who may attend workshops.
 - ii) In the event that a workshop has additional spaces available after the registration deadline has passed, clubs will be allowed to enter an increased number of individuals above the initially established limit.
 - iii) Each club must be accompanied by at least one teacher-supervisor who is responsible for that club's participants.
 - iv) Selections for the workshops shall be made as follows:
 - a) the first 60% of space shall be divided equally amongst all schools registering.
 - b) the remaining 40% shall be divided proportionately to reflect the size of delegations registered.
- h) French Language Activities
- i) The Association fully supports the concept of French and bilingual language activities.
 - ii) All tournament organizers are encouraged to consider hosting a category of debate or speech that involves the French language.
 - iii) At the Board's discretion, a French or bilingual debate will be part of the E.C. Leslie Provincial Debate Tournament.
- i) Awards
- i) *The F.W. Johnson Lieutenant Governor's Award*

This award is presented annually to the top parliamentarian at the SEDA Model Legislature.
 - ii) *The Dale Scrivens Provincial Speech Trophy*

This award shall be presented annually to the top speaker in **Senior Speech** at the South Regional Speech Tournament.
 - iii) *The North Saskatchewan Provincial Speech Tournament Top Speaker Award*

This award shall be presented annually to the top speaker in **Senior Speech** at the North Regional Speech Tournament.

- iv) The following awards shall be presented annually at the E.C. Leslie Provincial Debate Tournament.
- a) *E.C. Leslie Trophy*
Presented annually to the top open English-speaking debater at the E.C. Leslie Provincial Debate Tournament.
 - b) *Shumiatcher Trophy*
Presented annually to the top open English-speaking team at the E.C. Leslie Provincial Debate Tournament.
 - c) *Leader Post Award*
Presented annually to the top novice English-speaking debater at the E.C. Leslie Provincial Debate Tournament.
 - d) *Rt. Hon. John G. Diefenbaker Centre Award*
Presented annually to the top novice English-speaking team at the E.C. Leslie Provincial Debate Tournament.
 - e) *Melville Comprehensive Award*
Presented annually to the top **Junior** English-speaking debater at the E.C. Leslie Provincial Debate Tournament.
 - f) *The Husky Oil Award*
Presented annually to the top **Junior** English-speaking team at the E.C. Leslie Provincial Debate Tournament.
 - g) *The Elaine Beamish Memorial Award*
Presented annually to the top **Junior** English-speaking team from a rural club at the E.C. Leslie Provincial Debate Tournament.
 - h) *Assiniboia S.D. #69 Award*
Presented annually to the top **Intermediate** English-speaking debater at the E.C. Leslie Provincial Debate Tournament.
 - i) *Melville District Credit Union Award*
Presented annually to the top **Intermediate** English-speaking team at the E.C. Leslie Provincial Debate Tournament.
 - j) *The Michael Misanchuk Award of Excellence*
Presented annually to the top **Intermediate** English-speaking team from a Saskatoon club at the E.C. Leslie Provincial Debate Tournament.
 - k) **Beginner Speaker Award**
Presented annually to the top Beginner English-speaking debater at the E.C. Leslie Provincial Debate Tournament.
 - l) **Byron Merkosky Award**
Presented annually to the top Beginner English-speaking team at the E.C. Leslie Provincial Debate Tournament.
(amended February/2007)

m) *The Canadian Parents for French Award*

Presented annually to the top Senior French-speaking debater at the E.C. Leslie Provincial Debate Tournament.

n) *The Conseil Culturel Fransaskois Award*

Presented annually to the top Senior French-speaking team at the E.C. Leslie Provincial Debate Tournament.

o) *The Association des parents fransaskois Award*

Presented annually to the top Junior French-speaking debater at the E.C. Leslie Provincial Debate Tournament.

p) *The Association des juriste d'expression française de la Saskatchewan Award*

Presented annually to the top Junior French-speaking team at the E.C. Leslie Provincial Debate Tournament.

q) *The Western Canada Debate Seminar Award*

Presented annually to the top Saskatchewan delegate to the Western Canada Debate Seminar, at the E.C. Leslie Provincial Debate Tournament.

j) Certificates

When available and where practical, the tournament organizer shall supply certificates of participation to all participants at a tournament. (These can be obtained from the SEDA office.)

k) Supervision

A supervision roster shall be established by coaches, meeting at the start of multi-day functions.

l) Discipline

i) Individuals working against the aims and objectives of SEDA may be subject to disciplinary action. Any club director or advisor who feels that such action is necessary should contact the SEDA Board of Directors.

ii) The normal discipline of individual members shall be the responsibility of the respective club directors.

iii) In the absence of the club's director or when a member's conduct jeopardizes the general welfare of the Association or the normal functioning of the event, the Board or its appointed representative, after consultation with the member(s) in question or after having made reasonable effort to contact the club's director, shall be empowered to suspend that member from the balance of the event. The individual invoking disciplinary action shall inform the SEDA President, in writing, as soon as possible stating the action taken and its reasons.

iv) If the member's transgression is of such a serious nature that a longer suspension is considered, such an action may be proposed at the next Board meeting and may not take effect until after such a hearing has been held, and until the recommendation to suspend has been upheld.

- v) The Board shall allow any member receiving disciplinary action, or against whom further disciplinary action is contemplated, to put his case to the Board in person or in writing at the next Board meeting.
- vi) Disciplinary matters shall require approval of two-thirds of the Board.
- vii) Appeals respecting disciplinary action, sanctioned by the Board, may be made to a General Meeting of the Association. To be upheld, a majority vote in favour of the appeal at a General Meeting is required.

3) *Specific Debate Tournament Policies*

a) The Resolution

Resolutions for each of SEDA's four Rounds and Provincials are selected by the Resolutions Committee each spring. All resolutions are to be translated into French. Tournament hosts should consult with SEDA before selecting resolutions for the impromptu rounds. (*approved March/2005*)

The topic of every debate (the "resolution," the "position," or the "bill") shall be worded in a positive manner. Resolutions may range from propositions of policy (that is, ones proposing a course of action) to statements of value and interpretations of fact or history.

b) Research

i) The Association shall produce research material throughout the year on topics approved by the Board in consultation with the members. (Tournament hosts are encouraged to select topics that will take advantage of this research material.)

ii) Research material is not intended to limit additional research undertaken by debaters.

c) The Debate Draw

When preparing a debate draw, if team numbers permit, organizers should attempt to fulfil the following requirements:

i) Whenever possible, debaters should have an opportunity to debate both sides of a resolution or bill an equal number of times in a given format.

ii) If possible, a debate team should oppose a different team in every round.

iii) If the aforementioned is not possible, the teams meeting for a second time shall be on opposite sides.

iv) Whenever possible, a debate team shall debate before a different panel of judges for each round.

v) If it is necessary to debate before the same panel of judges, then a debate team shall at least be on the opposing side to the previous time in which they had the same judges.

vi) Every effort shall be made to avoid having teams from the same school debate one another.

vii) Other than the allowances made for the aforementioned situations, the draw shall be the result of a random selection process.

d) Debate Evaluation

i) Ballots

All SEDA-sponsored and -sanctioned tournaments shall be evaluated through the use of an Association-approved ballot.

ii) Ties

It is impossible for there to be a tie in debating; if judges are unable to select a winner on the basis of argumentation, they shall select the team that demonstrates the best presentation skills.

e) Judging at Debate Competitions

i) A judges' briefing will be conducted prior to the commencement of the first debate. Reasonable effort should be made to have SEDA staff provide the briefing, or to use materials provided by SEDA such as the briefing guide, the power point presentation or video. All briefings are to include reference to the Conflict of Interest clauses. (*approved March/2005*)

ii) Debates should be judged objectively (that is, on the speeches of the debaters as opposed to the judges previous knowledge, personal opinions, or prejudice of judges).

iii) Debates should be judged by an odd number of adjudicators, none of whom is known to be biased in favour of or against either team. Every effort should be made to ensure that there is a minimum of three judges.

iv) Judges should sit apart from one another in the debate room and must not confer with any other individual until each judge has recorded his independent decision.

v) To qualify as a SEDA-sanctioned event and to be counted toward the E.C. Leslie Provincial Debate Tournament and the National Debate Seminar, tournaments must not allow participating debaters to be judged by other debaters who are:

a) from the participating debater's school;

b) in the same category of debate or a lower category of debate.

vi) Conflict of Interest

a) Any participant (debater, judge or coach) who believes there is a conflict of interest or perceived conflict of interest between a judge and a debater must inform the tournament host prior to the start of the debate round so all reasonable effort can be made to reassign judges. It is the responsibility of the judges to self-identify.

b) Debaters have the right to register actual or perceived conflict with the tournament hosts after a debate if participants have not self-identified prior to the start of the round. However, this is not a mechanism to reverse a decision they are not happy with.

c) Any SEDA member present during the debate may become a potential witness and be questioned as to the fairness of the decision.

d) If this person was the sole judge in the room, a bye will be awarded to both teams if the judge's marks are more than 5 marks different than those awarded by judges to the debaters in question in other rounds at the tournament.

e) In the case of three or more judges, the marks will be compared and evaluated against those of the other judges in the room, and other scores received throughout the tournament. If necessary, the other judges' scores will be averaged to replace the judge's marks for that round. Decisions will not be reversed.

- f) Depending on the circumstances, any judge who fails or refuses to remove themselves from a situation of actual or potential conflict may be exempted from judging a particular category for a period of time. *(approved March/2005)*

- f) Debate Tournament Statistics
 - i) All results of SEDA-sponsored and -sanctioned tournaments shall be sent to the Association as soon as possible, using an official statistics record.

 - ii) Debate Tournament Statistics
 - a) Timers or chairpersons are responsible for checking judges' sheets to make sure all categories are scored.

 - b) In a case where a judge's ballot is spoiled and judge cannot be located, an average of the other judges' scores will be used.

 - c) All total scores, where possible, should be translated into percentages, to two decimal places.

 - d) If a team fails to show, **or declares a forfeiture during the debate**, the opposition is awarded a win by default. The individual scores for this round will be calculated by taking an average of the individual debaters' other rounds.
(amended February/2007)

 - e) In the case of a bye, the rules for a win by default will be applied.

 - f) In the case of a tie in team wins and losses, teams' average scores will be used to determine team ranking.

 - g) In the case of a tie in individual points, more than one award will be given.

 - iii) Only individuals involved with the calculation of results shall be present in the statistics room.

- g) Regional Debate Tournaments
 - i) Regional Tournaments will be implemented only if the demand for tournaments exceeds available space. This option will be selected at the Board's discretion.

 - ii) If implemented, the Regional Tournament will be an elimination event for the E.C. Leslie Provincial Debate Tournament, determined by the Board in cooperation with the Provincial host, and will take into account representation from all four regions at the Provincial.

- h) Provincial Debate Tournament
 - i) **To be eligible to attend the Provincial Debate Tournament, a team must have met the following three criteria:**
 - a) **participated in at least two prior tournaments this season;**

 - b) **with the same partner;**

 - c) **in the same category**
 - i) **For French debaters, at least one tournament must be in French**

- ii) **For bilingual debaters, one tournament must either be a French tournament or be a minimum of two rounds of bilingual debate spread over the four regular season tournaments to equal one bilingual tournament. All the bilingual scores are to be averaged to determine a one-tournament score.**
- ii) **Eligible teams in each category will be ranked based on combined speaker points from the team's two best tournaments in the same category.**
 - a) **Individual speaker points from sanctioned co-ordinate events will still count towards a debater's rankings for Provincials and inter-provincial events. If the speaker points are higher than the second best score, the co-ordinate event score will be substituted in to boost the overall team and individual ranking.**
 - b) **For French and Bilingual debaters, at least one of these scores must be from a French or Bilingual tournament. Eligible teams must choose to debate in English or French at Provincials. (amended February/2007)**
- iii) The top team in each category will be chosen from each region. The remaining spaces will be allocated to the top teams in each category with no regard to geographical location.
- iv) The Board shall, under special circumstances, have discretionary power over individual participant qualifications for the E.C. Leslie Provincial Debate Tournament. *(amended March/2004)*
- i) Canada Day Final
 - i) **The Top North and Top South Open teams at Tournament III will be invited to debate the Provincials resolution against each other in the Canada Day Final, which may or may not be taped and televised.**
 - ii) **In the event that Tournament III is cancelled and not rescheduled, the rankings from the previous Tournament shall be used. (amended February/2007).**
 - iii) In the case of a tie *between the top two teams during the qualifying rounds*, it shall be broken on the basis of the highest team mark awarded by one judge to one of the contending teams at the qualifying tournament. *(amended March/2006)*
 - iv) The North and South qualifying teams will decide their side to debate by coin toss, one-half hour prior to the start of the debate. *(amended March/2006)*
- 4) *Specific Speech Tournament Policies*
 - a) Speech Tournaments
 - i) **When ever possible, the SEDA schedule should include a Provincial Speech Workshop and Tournament event.**
 - ii) **This event is open to all Saskatchewan students in Grades 5-12, regardless of SEDA membership.**
 - iii) **This event shall include both a workshop portion and a Tournament.**
 - iv) **There shall be two categories of competition: Elementary (Gr. 5-8) and High School (Gr. 9-12).**

Competitors must participate in one round of each of the following styles:

- a) **Impromptu Speaking**
 - b) **Persuasive Speaking**
 - c) **Interpretive Reading**
 - d) **Discussion/Parliamentary Debating**
 - v) **Students are not permitted to use the same speech or presentation in more than one style.**
 - vi) **The tournament organizer may select a theme or topic for individuals to speak on. If not, then students may select whatever topic or theme appeals to them.**
 - vii) **Costumes, stage make-up, and props are not permitted.**
 - viii) **Tournament organizers may use student judging at speech tournaments, if this approach is representative of members' wishes.**
 - ix) **Although two or more judges is recommended per room in speech competition, tournament organizers may modify this requirement depending on circumstances.**
 - x) **Tournament organizers should, where possible, insure that students competing against a different group of students in each round.**
 - xi) **The top speakers in the Elementary and High School divisions shall be the Provincial Champions in speech.**
- b) **Speech Tournament Statistics**
- i) **Any speech event shall use SEDA-sanctioned ballots.**
 - ii) **Each of the four rounds of presentation shall be scored out of 25, for a total of 100 points.**
 - iii) **The competitor with the highest total score after completing the required number of rounds shall be the winner of the tournament.**
 - ii) **In the case of a tie, it shall be broken on the basis of the highest single mark awarded by one judge to one of the contending individuals.
(amended March/2004)**
 - iii) **Only individuals involved in the calculation of results shall be present in the statistics room.**
- c) **CanWest Speech Nationals**
- i) **The top High School Speaker in each of the North and South regions will be selected as the delegates to the National Speech Tournament at St. John's Ravenscourt.**
 - ii) **SEDA will only sponsor a competitor to attend the CanWest Speech Nationals once in their debating career. However, if a debater properly qualifies for a second time, they may, only with special permission of SEDA and the event host, attend again. The competitor will then be responsible for all their own costs.
(amended March/2006)**

In the event that a Speech Workshop and Tournament is not scheduled during a program year, Tournament I an II hosts are required to host a round of speech following the debate rounds.

- a) All registered debaters are then required to compete in an Impromptu Speech round during those tournaments.**
- b) There will be only one Elementary and one High School Speech category.**
- c) The Top Speakers will be determined by taking the best score of the two speech rounds.
(amended February/2007)**

5) *Specific Model Legislature Policies*

- a) SEDA shall endeavour to hold a Historical Model Legislature in the Legislative Building in Regina each year, funding permitting.
- b) All Saskatchewan grade 9-12 students, regardless of their membership in SEDA are invited to attend, to a maximum of the number of seats available in the House.
- c) The Open speaker from the North and the one from the South with the top individual average from all SEDA debate tournaments attended, including Provincials, with exceptions allowed if Provincials conflicted with other debate opportunities, will be invited, in consultation and agreement with their coaches, to be the Premier and Leader of the Opposition at the Model Historical Legislature. The speaker with the highest score will have first selection as to the leadership role they wish to play. If they are unable to attend or decline the invitation, the next highest speaker in their region will be approached.
- d) The theme of the legislature shall be based on the tenure of a specific Saskatchewan government. Resolutions from each era will be debated in subsequent years, from 1905 onwards.
- e) Awards winners will be selected by the attending debaters and given to the top three Junior (gr. 9) and top three Senior (gr. 10-12) Parliamentarians, plus the top three best costumes representing the era of debate.
- f) Participants will be reimbursed SEDA's standard **Provincial events** mileage and accommodation rate only at the discretion of the Board.
(amended February/2007)

B) Interprovincial Activities

1) *Adult Delegates*

a) Adult Delegates to Major Events

- i) The Association will not schedule inter-provincial trips unless supervisory personnel have been selected as chaperon(s).
- ii) The selection of an adult supervisor(s) who accompanies the debaters to out-of-province tournaments, e.g. Westerns and Nationals, shall be made by the President on the recommendations of Board members.
- iii) Adult registration fee for the C.S.D.F. National Seminar shall be paid entirely by SEDA.

- iv) An adult delegate may or may not accompany the SEDA delegation to the National Speech Tournament.
- v) When funds permit, two adult delegates shall accompany the SEDA delegation to the C.S.D.F. National Seminar.
- vi) The opportunity to attend the National Championships should both reward coaches for excellent coaching and to provide further training in a new National debate style to as many Saskatchewan coaches as possible. The Board will first approach the coach of the top team attending the National Championships to be the adult delegate. If that coach has already attended a National Championships, other coaches in that club will be asked. If all such coaches are ineligible or unable to attend, then the coach of the next eligible team will be asked. If no adult delegate is found in this method, the Board will use the usual selection criteria for adult delegates. If at all possible, no coach should attend two consecutive National Championships. *(amended September/2004)*

b) Leave Requested for Adult Delegates

The Executive Director or the President shall request leave, in writing, from the appropriate Principal or Director, on behalf of the adult delegates selected to attend inter-provincial events.

c) Voting Delegates to the National Seminar

SEDA will select the adult to be designated as the voting delegate to the National Seminar.

2) *Western Canada Debate Seminar*

a) Delegate Selection (General)

A student delegate cannot attend the Western Canada Debate Seminar twice in his high school career.

In English, an individual's **top Open score at Tournament I shall be used to determine rankings for selection to the "Westerns"**. In French, a minimum of one tournament will be required to qualify for the "Westerns".
(amended February/2007)

b) Delegate Selection (French Language)

The French language delegates to the Western Canada Debate Seminar will be selected on the following regional basis: one from the north and one from the south.

c) Delegate Selection (English)

The "Westerns" team will be selected on the following basis:

- i) One Open debater will be selected from each of the recognized regions.
- ii) If fewer than four participants can attend then the one with the lowest average score will be dropped.
- iii) If a tie exists, it shall be broken on the basis of the highest single point score achieved by one of the contending individuals.

3) *The **Junior** National Debate Tournament*

Delegates to the **Junior** National Debate Tournament are selected as follows:

- a) The minimum number of tournaments to qualify for selection to the **Junior** National Debate Tournament shall be any two **Junior** tournaments and the E.C. Leslie Provincial Debate Tournament.
- b) A team's two top team scores (combined individual) at **Junior** tournaments shall be averaged to form 60% of their score toward the **Junior** National team selection. The E.C. Leslie shall count as 40% of their score.
- c) Three teams shall be selected from the **Junior** and French Junior categories. Note that Grades 7 and 8 are still eligible to attend, provided that they are competing in the Division III Senior category.
- d) To be eligible for **Junior** Nationals, French Junior teams must debate in English at the **Junior** level in at least one tournament. The score from their best **Junior** tournament will be used - along with the score from their best French Junior tournament and the Provincials (in French) - to determine their rank.
- e) The top Northern team and the top Southern team will be selected. The next highest team, regardless of whether they are Northern or Southern, will be selected with the provision that if the first two teams selected both represent either rural or urban regions, then the third team must represent the opposite type of region (either rural or urban).
- f) Each team attending the **Junior Debate Tournament** must represent a different school.
- g) A student may attend the **Junior** National Debate Tournament only once.

4) *The Canadian Student Debating Federation National Seminar*

a) Delegate Selection

- 1) **When the C.S.D.F. National Seminar is hosted in the fall, delegates will be chosen as follows:**
 - i) **Representatives to the National Seminar will be selected from the Open and French Senior categories of debate only. Students must have participated in Provincials (in any category) the previous debate season and Tournament I (in Open) of the current debate season.**
 - ii) **Rankings will be based on 60% of an individual's score from the previous year's E.C. Leslie Provincial Debate tournament (regardless of category) and 40% of that individual's Open or French Senior score from Tournament I in the current year.**
 - iii) **The provincial delegation shall consist of the top scoring English representative from each of SEDA's four recognized regions: North Rural, Saskatoon, South Rural and Regina.**
 - iii) **If a region is not represented, the next highest scoring debater in the closest region, subject to the criteria in section 2) will fill the position.**
 - v) **Depending on the yearly allocations from the Canadian Student Debating Federation, the provincial delegation may further consist of up to two French and two Bilingual delegates. All qualified French and Bilingual delegates will be ranked together based on the above formula.**

- a) **Students who debate In English at Provincials and have met the requirements of a Bilingual debater, may qualify as Bilingual delegates to the National Seminar.**
 - b) **Students who debate in French at Provincials may qualify as French delegates to the National Seminar.**
 - c) **Bilingual teams who debate in French at Provincials will qualify as either French or Bilingual delegates if no other French delegates are qualified. (amended February/2007)**
- 2) **Further, to be eligible to attend a national seminar:**
- i) **A student shall be at least 14 years of age, and not yet 20 years of age on the first day of January of the year of the seminar.**
 - ii) **A student must not have attended a previous National Seminar as a delegate, unless they attended previous seminars as an unofficial swing debater.**
 - iii) **Each student on the National delegation shall be from a different school than all other students on the delegation with the permitted exceptions of French and/or Bilingual debaters.**
 - iv) **The selection of delegates to the National Seminar shall conform to the selection requirements of the Canadian Student Debating Federation, in addition to complying with SEDA's policies.**
- 3) **The SEDA Board may disqualify a student form attending a National Seminar on the grounds that his conduct, attitude, preparation, or suitability constitutes a danger to the credibility of the debating program.**
- 4) **If the National Seminar is scheduled at a time as to make this criteria moot, the Board shall calculate rankings based on an individual's two top scores from the previous year's tournaments which shall be averaged to form 60% of his score plus 40% of an individuals E.C. Leslie Provincial Debate tournament results. Eligible debaters must intend to debate in Open in the same year as the Seminar. (amended February/2007)**
- c) Delegate Meeting

The student and adult delegates to the National Seminar shall meet prior to the National Seminar to:

- i) ensure preparation of and use of research materials;
- ii) ensure group interaction and involvement;
- iii) ensure familiarity with SEDA rules and the expectations of the provincial association;
- iv) ensure awareness of C.S.D.F. rules and obligations.

5) ***World Schools Debating Championships***

a) **Team Canada Selection**

Selection of Team Canada will be at the discretion of the Worlds Committee, based on the following selection process:

Delegates to the Worlds Schools Debating Championships are selected by the Canadian Schools Debating Team (“Team Canada”) Worlds Committee at a two-day Qualifying Tournament held either just before or just after the National Student Debating Seminar.

- i) Each province may send up to 3 delegates.
- ii) Delegates shall be in Grade 9, 10, or 11 to participate in the Qualifying Tournament.
- iii) Delegates must submit an application form and resume.
- iv) Delegates will be interviewed by the Committee. (approved March/2005)

b) SEDA Delegate Selection to the Worlds Team Qualifying Tournament

In order to provide the Selection Committee with the best possible delegates, SEDA’s selection process shall mirror that of the World’s Committee:

- i) A series of advanced workshops will be implemented by SEDA which will be open to **all students** to both enhance all debaters' skills and to provide the preparation debaters need to be selected for the Worlds qualifier.
- ii) Where possible, SEDA will hold a practice tournament prior to selecting the delegates.
- iii) A committee of the SEDA Board is responsible for setting the selection criteria, which may include applications and interviews, and for making the final selection based on all factors. Overall debating marks shall be just one of the factors.
- iv) The committee shall first consider delegates to the National Seminar, but are not restricted to those delegates/
- v) Air fare of any delegates to the Worlds Qualifying Tournament who are not primary members of the current year’s delegation to the National Seminar will be covered at an amount equal to the air fare of sending one delegate to the National Seminar as long as SEDA continues to pay the air fare of primary delegates. Qualifier delegates are responsible for their own registration fee and other expenses.
- v) All expenses of any SEDA debater selected to Team Canada are their own responsibility.
(amended February/2007)

6) *National High School Debate Championships*

Delegates to the National High School Debate Championships are selected as follows:

- a) When the National championships are held in the spring, eligible teams must have attended either Tournament I or II in the Open category in the fall of that season. Then, 50% of their team score from the best of their two tournaments will be combined with 50% of their individual Provincial score from either the Novice or Open category at the previous year’s Provincials.
- b) When the National Championships are held in the fall, a team’s two top team scores (combined individual) at Open tournaments shall be averaged to form 60% of their score toward the National High School Debate Championships team selection. The E.C. Leslie Provincial Championships shall count as 40% of their score. Only those debaters that are not in grade 12 will be selected for the following year’s Championships.

- c) **Subject to funding, the top ranking teams, in order and who have met the criteria for eligibility, shall be selected from the Open category.**
- d) More than one team from the same school may attend the National High School Debate Championships.
- e) A student may attend the National High School Debate Championships more than once.
- g) If no funding is available, SEDA views the National High School Debate Championships as an invitational tournament. If SEDA is not sending a delegation, and Saskatchewan teams may apply directly to the tournament hosts, however, those teams then assume all organizational and financial responsibility for attending the tournament. **Provincial team allocations are set each year by the hosts.**
(amended February/2007)

7) *Debate Camp Criteria*

Delegates to Debate Camp Canada (Camp) are selected as follows:

- a) Debaters must be completing either Grade Seven or Grade Eight at the end of the school year and must not have attended Camp previously to be eligible for selection.
- b) The minimum number of tournaments to qualify for selection to Camp shall be any two Division III Junior tournaments and the E.C. Leslie Provincial Debate Tournament.
- c) An individual's two top speaker scores at Division III Junior tournaments shall be averaged to form 60% of their overall score towards Camp selection. The E.C. Leslie speaker score shall count as 40% of their overall score.
- d) Individuals meeting the above eligibility criteria will be ranked first by grade and then in order of descending overall scores, regardless of school or region. More than one individual from the same school may attend Camp.
- e) Subject to funding, the Board reserves the right to first select the top Division III Junior debater currently in Grade Seven and then the top Division III Junior debater currently in Grade Eight. If the top delegates are unable to attend, the next ranked candidate in that grade category will be selected, until all available spots are filled. If funding permits, the board may decide to sponsor further delegates, alternating between ranked individuals in the two grade categories.
- f) Delegates will only be eligible to attend camp during the summer immediately following the end of the school year in which they are selected. Sponsorship will not be deferred to the next year. Debaters who decline to attend are permitted to re-qualify based on their performance the following year and if they are still eligible.
- g) Debaters may only receive sponsorship from SEDA to attend Camp once, but may attend again at their own expense. Debaters who are sponsored by SEDA to attend Camp are expected to write a report to SEDA about what they have learned and to commit to contributing back to the debate community.
- h) Subject to funding, SEDA will sponsor only the Camp registration fee and the airfare to the most economical location. No other expenses will be covered. Selected delegates may apply for CSDF or other sponsorships if they are available. Delegates travel on their own and are only chaperoned by Camp staff. Parents may attend at their own expense, subject to the regulations of the Camp.
- i) Any other SEDA debater may attend Camp at their own expense if they so desire and are eligible to apply to any other sponsorship programs available. Please see www.debatecamp.org to apply. (approved March/2005)

C) **Travel Reimbursements**

SEDA reimburses the travel costs for various events.

1) *Inter-provincial events*

Delegates to inter-provincial events receive reimbursement for both travel to team meetings and travel from their hometown to the nearest airport/departure point at the rate equivalent to return bus fare, for one round trip. Costs of a hotel are covered up to \$70 for one night if needed. No meals are reimbursed. Chaperons are reimbursed for one round trip at SEDA's mileage rate. SEDA does not cover any sub costs. While at inter-provincial events, SEDA will cover a chaperon/coach's hotel bill, all transportation expenses, and meals not provided on non-travel days. (*amended March/2006*)

2) *Provincial events*

- a) **For eligible events, one vehicle per club is reimbursed at a rate of \$0.20/km for the first 400 km and \$0.30 for any additional miles. For Provincials, one hotel room will be subsidized at a rate of \$35, with submission of receipts. For Model Legislature, each participant staying in a hotel will be subsidized at a rate of \$15, with submission of receipts. Eligible events include Provincials and Model Legislature.**
- b) **When a Board meeting is combined with eligible events, the attending Board member/coach will receive the Board reimbursement rate, but not the club reimbursement. The club will not receive any further reimbursement, even if there are more non-Board member coaches in attendance.**
- c) **Coaches newly selected to the Board at the AGM will only receive their club reimbursement, not the Board reimbursement rate. (amended February/2007)**

VIII) **Speech Activities**

Categories

1) *Persuasive Speaking*

- a) Speeches must be written by the speaker.
- b) Speeches shall not consist primarily of quoted material.
- c) During a speech, the manuscript may be held or referred to by the contestant, but there must be no obvious reading from the manuscript except when using quotations.
- d) The maximum speaking time shall be seven minutes, with a minimum of five minutes.

2) *Interpretive Reading*

- a) The contestant shall read a selection from a published work of literary merit.
- b) The selection may be drama, prose or poetry. Two separate selections may be read if they share an integrated theme.
- c) A brief introduction may be given, but may not exceed 200 words.
- d) The manuscript may be held during the delivery of the selection and the contestants may read from it.
- e) The maximum speaking time shall be eight minutes, with a minimum of **six** minutes.

3) ***Impromptu Speaking***

- a) **At the discretion of the hosts, either the same or different topics will be given out approximately five minutes prior to the speech.**
- b) Notes may be held by the speaker.
- d) The maximum speaking time shall be five minutes, with a minimum of three minutes.

4) **Discussion/Parliamentary Debate**

- a) **Speech tournaments shall include a co-ordinate round of discussion debate at the Elementary level and a co-ordinate round of Parliamentary debate at the High School level. All SEDA rules pertaining to those styles apply. (amended February/2007)**

IX) Policies - Debate Activities

A) **Debate Categories**

The following are the categories of debate and formats currently in use. These may be modified if numbers warrant.

There are **five** categories of debate in English:

Beginner	For students in grades 5 and 6	<ul style="list-style-type: none"> •Discussion •National
Intermediate	For students in grades 7 and 8	<ul style="list-style-type: none"> •Discussion •Cross-Examination •Parliamentary •National
Juniors	For students in grade 9	<ul style="list-style-type: none"> •Discussion •Cross-Examination •Parliamentary •National •Worlds
Novice	For students in Gr. 10 or 1st year of Div. IV debate regardless of grade	<ul style="list-style-type: none"> •Cross-Examination •Parliamentary
Open	For students after one year of Div. IV debate	<ul style="list-style-type: none"> •Cross-Examination •Parliamentary

There are two categories of debate in French:

French Junior	For students in grades 5, 6, 7, and 8	<ul style="list-style-type: none"> •Discussion •Cross Examination •Parliamentary •National
French Senior	For students in grades 9, 10, 11, and 12	<ul style="list-style-type: none"> •Discussion •Cross-Examination •Parliamentary •National •Worlds

(amended February/2007)

B) Eligibility

1) *General Eligibility*

- i) **If debaters or teams feel confident of their skills, they may advance to a higher category at any time during the year. They may not return to a lower category after advancing to the higher category unless they were:**
 - a) **required to enter a higher category to enable a student to qualify for inter-provincial team selection;**
 - b) **required to enter a different category through lack of the appropriate category in a particular tournament.**
- ii) **In the case of the above exceptions, these marks will still count for provincial rankings which will be in the category the debater or team originally started the season in, unless they continue to debate in the new category for the remainder of the year.**

2) **Eligibility for Elementary Beginner**

- a) **Students in Grades 5 and 6 shall participate in Beginner.**
- b) **Students in Grades 5 and 6 may advance to Intermediate.**

3) **Eligibility for Elementary Intermediate**

- a) **Students in Grades 7 and 8 shall participate in Intermediate.**
- b) **Students in Grades 7 and 8 may advance to Junior and be eligible for Junior Nationals.**

4) **Eligibility for High School Junior**

- a) **Students in Grade 9 shall participate in Junior.**
- b) **Grade 9 students may advance to Novice or Open, but they will be ineligible for Junior Nationals.**

5) **Eligibility for High School Novice**

- a) **High School students (Grades 9, 10, 11, and 12) may participate in the Novice category during the program year in which they entered their first High School tournament. Students may enter this category regardless of their Elementary and Junior category debate experience.**

6) **Eligibility for High School Open**

- a) **High School students (Grades 9, 10, 11, and 12) may participate in the Open category if they have previous debate experience or upon the recommendation of their coach.**
- b) **Debaters must proceed to Open at the start of the program year following the program year (September to June) in which they entered their first Novice debating tournament.**

(amended February/2007)

C) Debate Formats

1) Discussion Style

	Fr. Jr.	Beg. & Int.	Jr.
1st Affirmative Constructive	4 min.	4 min.	5 min.
1st Negative Constructive.....	4 min.	4 min.	5 min.
2nd Affirmative Constructive.....	4 min.	4 min.	5 min.
2nd Negative Constructive	4 min.	4 min.	5 min.
Discussion Period	10 min.	6 min.	10 min.
Break	5 min.	5 min.	5 min.
1st Negative Rebuttal	3 min.	3 min.	3 min.
1st Affirmative Rebuttal	3 min.	3 min.	3 min.

- a) During the discussion period debaters raise their hand, and upon being recognized by the chair, proceed to ask, and respond to questions from their opponents.
- b) No new constructive arguments may be introduced, although it is permissible to introduce new evidence.
- c) Each contribution should not exceed one minute.
- d) Questions should alternate from side to side.
- e) An equal contribution must be made by all debaters. Judges should penalize lack of participation by a debater.

2) Cross-Examination Style

1st Affirmative Constructive	5 min.
1st Affirmative cross-examined by 1st Negative.....	3 min.
1st Negative Constructive.....	5 min.
1st Negative cross-examined by 2nd Affirmative	3 min.
2nd Affirmative Constructive	5 min.
2nd Affirmative cross-examined by 2nd Negative	3 min.
<i>Cross-Examination Style Continued</i>	
2nd Negative Constructive	5 min.
2nd Negative cross-examined by 1st Affirmative	3 min.
Break	5 min.
1st Negative Rebuttal	4 min.
1st Affirmative Rebuttal	4 min.

- a) The examiner controls the cross-examination. The respondent should be permitted reasonable - but not unnecessary - time to answer questions.
- b) The respondent must answer all relevant questions and must not ask questions except to request clarification.
- c) A debater shall not seek assistance from his partner while asking or answering questions.
- d) Judges should penalize speech-making, irrelevance, flippancy, discourtesy or any attempt to personally discredit an opponent. Judges should also penalize lack of co-operation by a respondent and browbeating and rebutting by an examiner. (Examiners should only ask questions.)

- e) New contentions and evidence may be introduced during cross-examination.
- f) The examiner should ask fair, relevant questions. Questions need not directly relate to the speech just delivered but should relate ultimately to the topic at hand.
- g) If an irrelevant answer is given to a relevant question the moderator, on request or on his own initiative, should order the respondent to answer the question properly.

3) *Parliamentary Style*

Prime Minister's Introduction	5 min.
First Opposition Speech	8 min.
Second Government Speech.....	8 min.
Leader of the Opposition's Speech.....	8 min.
<i>The last three minutes of this speech are a rebuttal.</i>	
Prime Minister's Rebuttal.....	3 min.

- a) The moderator of a Parliamentary debate is styled the Speaker. All debaters must address themselves to "Mr. Speaker" or "Madame Speaker" at the outset of their speeches and throughout the debate. The Affirmative is called the Government and the Negative is the Opposition. Participants in the debate and members of the audience are referred to collectively as the House, while the resolution is termed the Bill. The House represents the Canadian House of Commons, unless otherwise specified.
- b) Debaters must always refer to one another in the third person (for example, the Prime Minister, Leader of the Opposition, Minister of Recreation and Honourable Member).
- c) Only one debater at a time may hold the floor of the House. As soon as another member rises to address himself to the Speaker, an interrupted debater shall surrender the floor by sitting down. When the Speaker rises to his feet, all debaters must immediately cease speaking and resume their seats.
- d) Heckling is not only permitted, it is encouraged, as long as it is pertinent, brief and infrequent. Wit is welcome but should not be used just to disrupt the delivery of a debater. Judges should severely penalize debaters who lower the level of debate through excessive or irrelevant heckling.
- e) A debater may question an opponent during the latter's speech by rising to his feet and once recognized by the Speaker inquiring, "Mr. Speaker, will the honourable member entertain a question?" If the honourable member agrees to consider the question, the question may be posed; otherwise, the questioner must resume his seat. Neither the time taken to ask such a question nor the period required to answer it shall be included in the speaking time of the interrupted speaker. While occasional formal questions are welcome, such questions should not be used just to disrupt the delivery of opponents. Judges shall severely penalize debaters who lower the level of debate through excessive or thoughtless formal questions.
- f) There is no protected time during any speaker's speeches. Heckling, questions, points of Personal Privilege and Order are allowed at all times, including during official rebuttals. (*amended March/2006*)
- g) Debaters must not defer answering questions to the end of their speeches.
- h) Every debater may insist on the observance of the rules of Parliamentary debate and may rise on a Point of Order immediately after he believes a rule has been violated. A Point of Order may involve a debater other than the one holding the floor.

- i) To raise a Point of Order, a debater stands and once recognized by the Speaker says, “Mr. Speaker, I rise on a Point of Order.” The Speaker then says to the complainant, “Please explain your point.” After the complainant explains his objection, the Speaker rules whether the point was “well taken” (valid) or “not well taken”. If the Point of Order is well taken, the offender must apologize. The Speaker then calls upon the interrupted debater to continue his speech.
- j) If a point is well taken and involves a rule infraction by the interrupted debater, the time used during the interruption is included in his speaking time. Otherwise, the interrupted debater is allowed additional time to compensate him for the interruption.
- k) In Parliamentary debates, the timekeeper should make every effort to stop the clock when a speaker stands to pose a question and to start the clock when they are reasonably sure the speaker has completed their response. If the timekeeper is unable to stop the clock, they should add approximately 30 extra seconds for each question posed, to a maximum of an extra minute, to the end of a speaker’s time. *(amended March/2006)*
- l) The Speaker may call any member to order on his own initiative even though no other debater has objected to a member’s conduct.
- m) A debater may rise on a Point of Personal Privilege if he has been misquoted or misrepresented, slandered or otherwise insulted. No member may raise such a point on behalf of another member. The same procedures and time adjustments apply as those governing Points of Order. If a Point of Personal Privilege is well taken and involves a distortion of the complainant’s remarks, the Speaker may allow the complainant to clarify his position (though not to introduce any new material in doing so). The offending party should apologize.

4) National Style

High School Elementary

First Proposition Speaker 8 minutes.....6 minutes
First Opposition Speaker 8 minutes.....6 minutes
Second Proposition Speaker 8 minutes.....6 minutes
Second Opposition Speaker 8 minutes.....6 minutes

Summary/Rebuttal speeches

First Opposition Speaker 4 minutes.....3 minutes
First Proposition Speaker 4 minutes.....3 minutes

- a) **Each team consists of two people, and the teams are called the “Proposition” and “Opposition”. Individual speakers are referred to as its First and Second Speakers.**
- b) **Topics are to be on substantive issues. All motions will start with “This House...”.**
- c) **No squirreling is permitted.**
- d) **The first proposition speaker has to define the terms, establish the case line, give the case division (who covers what points), present two or three constructive arguments and make the team’s approach crystal clear.**
- e) **The first opposition speaker must clash with the points just made by the first proposition, advance the case line and case division, and present the first two arguments of the opposition side. Constructive argumentation or refutation may be done first, and the judges will consider the effectiveness of the strategy chosen.**

- f) The second proposition speaker has to clash with the case presented by the first opposition speaker, advance one or two more constructive arguments for the proposition, and rebuild the proposition case.
- g) The second opposition speaker should also introduce one or two constructive arguments, clash with the new constructive matter, and summarize the opposition case. He/she should NOT engage in an overall summary/rebuttal of the debate.
- h) The first speaker on each side, starting with the Opposition, will deliver a summary/rebuttal speech, which: summarizes the key themes or ideas in the debate; puts the debate in context; explains the; ‘crux’, or the internal logic of both cases; and explains why, on this basis, his/her team has to win.
- i) During those speeches no new constructive arguments may be introduced except by the proposition debater who is exercising his/her right to reply to new arguments tendered during the final Opposition constructive speech. He/she can not introduce new lines of reasoning. The counter argumentation and counter example (or even counter illustration) must be in ‘close and direct’ opposition to the opposition points.
- j) Points of Information (POI’s), are a question or statement that debaters interject during an opponent’s speech, to gain a tactical advantage. Points of Information should be short and to the point.
- k) Each debater should accept about two POI’s and should offer at least two POI’s to each opponent.
- l) POI’s are only allowed during the constructive speeches, but not during the first and last minutes of these speeches (called “protected time”).
- m) To offer a POI, a debater may stand silently, possibly extending an arm. A debater may also simply say “on a point of information”, or “on that point”. The speaker has control over whether to accept the point. One may not continue with their point of information unless the floor is yielded by the speaker. The speaker may do one of several things:
 - i) reject the point briefly, saying “no thank you” or “not at this time” or politely waving down the speaker. The debater who stood on the point will sit down.
 - ii) accept the point to be asked, and then proceed to address the point. A speaker may address the point briefly and move on, choose to merge an answer into what they were going to say, or state that they will deal with this later on (in which case be sure you do!).
 - ii) say “just a second”, or “when I finish this point”, and then yield the floor when they have finished their sentence or thought.
- n) Points of order, points of personal privilege and heckling are all prohibited.

5) **Worlds Style**

	High School	Elementary
First Proposition Speaker	8 min.	8 min constructive
First Opposition Speaker	8 min.	2 min clash/6 min constructive
Second Proposition Speaker	8 min	2-3 min clash/5-6 min constructive
Second Opposition Speaker	8 min.	4 min clash/4 min constructive
Third Proposition Speaker	8 min.	2 min summarize/6 min rebuttal
Third Opposition Speaker	8 min.	1 min rebuild/7 min rebuttal

(amended February/2007)

D) General Rules of Debate

1) *Definitions*

- a) Defining the resolution is the responsibility of the Affirmative team. The first speaker must reasonably define key words in the resolution.
- b) The Affirmative shall not define the resolution in such a way as to give them a competitive advantage not inherent in the resolution. The definition must not be manipulated to produce a self-evident fact or something that is true by definition.
- c) If the first Affirmative speaker fails to define the resolution he must accept any reasonable definitions proposed by the first Negative speaker. If the first and second speakers fail to define the terms, the right to define falls to the remaining speakers in turn.
- d) If the first Negative speaker believes that the first Affirmative speaker's definitions are unreasonable or unfair he may challenge them and redefine the terms. Judges shall then accept the definitions best supported by evidence and argumentation.
- e) If there is no other clash between Affirmative and Negative cases, the debate must be decided solely on the issue of the interpretation of terms.
- f) **In SEDA impromptu debates, the affirmative teams share definitions with the negative teams 10 minutes prior to the start of the debate. If the definitions are unfair, the negative is to contest them at this time. Both teams are to agree on the terms prior to the start of the debate. (amended February/2007)**

2) *Evidence*

- a) Assertions of fact by debaters must be accurate and should be supported by proof. Debaters must be prepared to cite specific authority.
- b) Debaters may introduce any visual aids and tangible evidence they desire; such evidence then becomes available for use by their opponents.
- c) Except for reasonable role-playing purposes, all assertions of fact by debaters must be accurate and debaters must be prepared to cite specific authority (publication, page, author, date, etc.). The actual publication or at least a copy of that page must be available. It is the opponents' prerogative to examine evidence, if they so desire.
- d) Interviews may be introduced as evidence if the debater has with him a transcript signed by the interviewee.
- e) Letters from experts may be used as evidence and must be available to the opposing team.
- f) Evidence must not be fabricated, misquoted, distorted or quoted out of context.
- g) If a judge suspects that evidence is inaccurate he may request full documentation at the end of the debate, before rendering a decision. Judges should penalize debaters severely for using inaccurate evidence.
- h) If a judge is *certain* that a debater has *deliberately* fabricated or falsified evidence he should report this to the tournament host immediately. A debater guilty of fabrication or falsification of evidence becomes ineligible to win any prize or distinction at the tournament.
- i) **In SEDA impromptu debates, debaters are not allowed to refer to any published or printed materials to assist them with preparation, with the exception of a print dictionary. (amended February/2007)**

3) *Team obligations and rights*

a) Right to speak

The moderator (or in Parliamentary style, the Speaker) grants the right to speak by introducing a debater. Once gaining the floor, a debater is obliged to surrender it only when ordered to do so by the moderator or timekeeper.

b) Delivery

i) Debaters shall stand to deliver all speeches and while asking and answering questions in cross-examination debate. In discussion style, all debaters remain seated during the discussion period.

ii) Debaters must not read their speeches, though they may make reasonable reference to notes and may read quotations. Judges should penalize debaters for excessive reading, and for memorization which results in stilted or unnatural delivery.

c) Forms of address

i) Debaters need not engage in formal or elaborate forms of address except in Parliamentary style.

ii) Debaters must refer to one another in the third person (for example, my worthy opponent).

d) Refutation

i) In these rules “refutation” means attacking the opposing arguments and evidence and defending one’s own arguments and evidence.

ii) Refutation is not restricted to the official rebuttal period. The Affirmative must not wait until the official rebuttal to respond to important opposition points in the debate.

iii) The functions of refutation and defence shall be divided among the members of each team. All debaters must attack the opponent’s case while developing their own. Judges will score debaters on how well they discharge their respective responsibilities.

iv) No new constructive arguments or evidence may be introduced during an official rebuttal except that the Affirmative may respond to new arguments or evidence introduced during the second Negative constructive speech.

v) **Both teams are expected to present constructive arguments as well as deconstruct or clash with their opposition’s arguments. Clash can be direct, global or case line in nature. Judges should severely penalize debaters in the deconstruction category who rely heavily upon reading prepared negative speeches rather than presenting relevant clash.**

vi) **While a team may challenge their opposition’s plan or counter-plan on the basis of feasibility, it is not essential the presenter show that the plan is legal or constitutional.**
(amended February/2007)

e) Rule violations

Except in Parliamentary style debate, following the rebuttals, both teams are given the opportunity to register rule violations by their opponents. Each team is allowed to speak once, debate is not allowed and each alleged violation must refer to a specific rule. Judges must determine whether the alleged infraction is legitimate, how serious it is and what penalty (if any) is appropriate.

4) *Conduct*

- a) Debaters should always conduct themselves with dignity and be courteous towards everyone present. They should not make personal comments about their opponents. Judges should penalize debaters guilty of any attempt to personally belittle another debater. The moderator should try to protect debaters from abuse.
- b) Debaters must not disturb a speaker with interruptions or distractions such as loud whispering, shuffling papers, etc.
- c) Debaters must use appropriate language.
- d) Debaters should not try to unduly influence judges.
- e) Debaters may speak on any relevant topic but should not be obscene, blasphemous or defamatory.
- f) Debaters may not communicate with or prompt colleagues in any way while one of them is speaking nor shall a speaker consult them for assistance, but they may consult with one another quietly while an opposing speaker delivers his speech.
- g) At a tournament, debaters and coaches must not attend debates involving potential opponents to gain a competitive advantage. Coaches may observe their own teams debate.
- h) A team must not seek information regarding the case of potential opponents.
- i) No ostensible signs of school affiliations are allowed in a debate room. *(amended March/2006)*
- j) **Coaches are not allowed to assist debaters with any preparation for the impromptu round.**

E) **Debate Fees**

Tournament hosts set their own event fees. SEDA sponsored event fee are set by the Board. SEDA subsidizes a delegate’s registration and travel fees, even though the actual costs of inter-provincial event fees may vary each year. Inter-provincial delegates are required to pay the following portion of the overall fees. All fees may be revised at any time by the Board as needed. Students can approach SEDA if they are low income or are needs-based and if community fundraising by students is not working

Event	Fee
<i>SEDA Sponsored Events</i>	
Weekend workshop	\$40/debater and \$20/coach
One-day workshops	\$15/debater and \$7.50/coach
Advanced workshops	Currently no fee/bring own food
Speech tournament	\$15/debater and \$5/coach
Provincials	\$35/team
Model Legislature	\$40/student
Tournaments	Fees and meal tickets set by hosts; No fees for first two coaches

<i>Inter-provincial Events</i>	
Westerns	\$100/debater
National Speech	\$225/student
Junior Nationals	\$125/debater
National Championships	\$150/debater when not fully paid for
National Seminar	\$150/debater
World's Qualifier	\$100/debater

Carried at the June board meeting
(amended February/2007)

X) Policies - Board Conflict of Interest Policy

1) Conflict of Interest

A conflict of interest is a situation in which an individual has two separate and competing interests. Possible conflicts should be discussed during the recruitment process, but need not prevent a volunteer from joining the board. As long as board members disclose their dual interests to the full board, a conflict of interest does not have to be problematic. Creating policies, enforcing disclosure, and maintaining a code of ethics that everyone in the organization abides by will help prevent even the perception of impropriety which can harm an organization's image. (paraphrased from, *The Truth About Conflict of Interest* by Berit Lakey, BoardSource, Mar 14/04)

2) Rationale

The Board of Directors of the Saskatchewan Elocution and Debate Association (SEDA) is entrusted by the people of Saskatchewan, through the Cultural Advisory Committee (CAC) and the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation, with responsibility for certain public funds from the sale of lottery tickets by Saskatchewan Lotteries.

This public trust is an extension of the trusteeship imposed by the Non-Profit Corporations Act of Saskatchewan. As a member of SaskCulture, SEDA participates in the election both of that organization's Board of Directors, and of the members of the Cultural Advisory Committee. It is in SEDA's best interests to institute a conflict of interest policy to ensure that the responsibility for the public funds are not compromised by a conflict of public trusteeship by any of its officers or staff members; or by any organizational associations, contractual agreements, or monetary relationships of its members which may prejudice their obligations and responsibilities to SEDA.

As a member of a SEDA, volunteers represent the interests of the association. All SEDA, board members and staff covered by this policy shall conduct themselves in such a way as to avoid situations of conflict and potential conflict of interest, whether real or perceived. Due to the nature of volunteers' duties, it may be, in some cases, necessary to restrict the activities of the individuals serving as volunteers to ensure that a conflict of interest does not, or does not appear to exist.

The board commits itself and its members to ethical and businesslike conduct. This includes proper use of authority and appropriate decorum when acting as board members. Members must represent unconflicted loyalty to the interests of SEDA. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staffs and the personal interest of any board member acting as a consumer of SEDA's services.

3) Policy Goal

It is the intent of this policy to ensure that the confidence of the CAC, SaskCulture, Saskatchewan Lotteries and the general public in the integrity of SEDA is maintained intact.

4) Objectives

In order to minimize the risk of conflict of interest potential throughout SEDA, the policy has the following objectives:

1. To define conflict of interest and those areas in which such perceived conflict of interest must be avoided.
2. To minimize any personal element in conflict issues for the protection of both the individual whose conduct may be under scrutiny and the integrity of the organization itself.
3. To provide a satisfactory procedure for the resolution of conflict of interest issues.

5) Definitions of Key Words and Phrases

- a) **Individuals:** Volunteers, and staff members of SEDA
- b) **Volunteers:** refers to any member of SEDA’s Board of Directors or committees who works on behalf of SEDA without remuneration except perhaps as provided for out-of-pocket expenses.
- c) **Staff:** Anyone paid a salary, commission or contract of monetary value by SEDA.
- d) **PCOs:** Provincial Cultural Organizations, members of SaskCulture
- e) **Conflict of Interest:** Any situation where an individual attempts to promote a private or personal interest for themselves or some other person, or is involved in a decision which results or appears to result in the following:
 - i) An interference with the objective exercise of their responsibilities
 - ii) A gain or an advantage for the individual or any members of the individual's family with whom the individual has a material interest, or any corporate entity in which the individual or his/her family as described above has an interest, monetarily; (see Section 104 of the Non-Profit Corporations Act) or;
 - iii) The preferential treatment of one organization at the expense of others for which the individual is also responsible.
- f) **Disinterested:** The condition of being free from any selfish motive or interest.

6) Areas of Conflict

a) Other Boards and Organizations

- i) Individuals shall not sit on the SaskCulture Board, or the Cultural Advisory Committee (CAC).
- ii) Individuals employed by voting member boards or a government department or branch whose work involves policies or programs aligned with the disposition of Lottery Trust Funds or the policy development and delivery of SEDA shall not be in a volunteer or staff position involving the negotiation or allocation of SEDA funds.
- iii) In certain circumstances, individuals may serve on SaskCulture committees, or committees established separately or jointly by other PCO's, provided that this service precludes any personal benefit accrued to such staff members, save the regular approved compensation for volunteers and such benefits as would accrue to the general class of individuals of which the person is a part.

b) Relationship with members

- i) All individuals must exercise care that the decisions of the Board are in the best interest of SEDA as a whole and do not directly benefit any one individual club or debater to the detriment of other SEDA members.

c) Fiduciary Responsibility

- i) Individuals must avoid conflict of interest with respect to their fiduciary responsibility.
- ii) There must be no self-dealing or any conduct of private business or personal services between any individual and the organization except as procedurally controlled to assure openness, competitive opportunity and equal access to “inside” information.
- iii) Individuals must not use their positions to obtain employment in the organization for themselves, family members or close associates. Individuals will not be considered for contracts or staff positions while serving as a Board member. Should a volunteer desire employment, they must first resign, with the following exception:
 - a) Alumni representatives may each contract for a maximum of 3 research packages a year, for a fee or recommend members of their Debate Societies to do so.

d) Personal relationships

- i) No individual shall be personally involved in an official capacity (directly or indirectly) in any SEDA decision-making process that could result in advantage or material gain for:
 - a) said individual, their immediate family, or disclosed or perceived relationships
 - b) an organization in which the individual has (or is negotiating) a financial interest, fiduciary responsibility or is employed

SEDA Constitution and Policy Manual

- ii) Individuals who exercise regulatory, inspectionary and/or discretionary control over others must not give or appear to give preferential treatment to family members, friends, current or former business associates or any organization that they are presently or were formally associated with.
- iii) Individuals shall manage their private affairs so that neither they nor their relatives, friends, current or former business associates benefit or appear to benefit from information not available to the public.
- e) **Individual authority**
 - i) Volunteers may not attempt to exercise individual authority over the organization except as explicitly set forth in board policies.
 - a) Volunteers' interaction with the executive director or other staff must recognize the lack of authority vested in individuals except when explicitly board-authorized.
 - b) Volunteers' interaction with public, press or other entities must recognize the same limitation and the inability of any board member to speak for the board.
 - c) Performance reviews of the Executive Director and will be conducted by a committee of the board, not by any individual.
- f) **Use of Information**
 - i) Individuals must not reveal information to any unauthorized individual prior to its public release date nor knowingly take advantage of, or benefit from, such information. Individuals will respect the confidentiality appropriate to issues of a sensitive nature.
- g) **Gifts**
 - i) Individuals shall never accept any gift or service which could be viewed as payment for services rendered through their position with SEDA. Any payments, gifts or service accepted would be in conflict with this guideline.

Individuals may accept any gift which is:

- a) The normal exchange between friends;
- b) The normal exchange of hospitality between persons doing business together; and
- c) Tokens exchanged as part of protocol

7) Disclosure

It is the personal responsibility of individuals to formally declare potential, actual or perceived conflicts of interest. Upon election, appointment or employment, individuals must complete the SEDA Conflict of Interest Declaration and update this declaration yearly or as the need arises to disclose their involvement with other individuals, organizations, vendors, or associations which might produce a conflict.

8) Self-Declared

- i) If the conflict of interest has not previously been disclosed, the individual involved shall disclose the nature and extent of the conflict to the SEDA Board as a whole as soon as the individual becomes aware of it. The disclosure of the conflict shall be recorded in the minutes of the next Board meeting.
- ii) Where such conflict of interest has been declared, the affected individual shall refrain from taking part in any decision-making process including discussion and voting on issues pertaining, or perceivably pertaining, to the area of conflict. The individual will be asked to leave the meeting. The voting abstention must be recorded in the minutes. Further, the individual shall in no way attempt to directly or indirectly influence other individuals regarding the matter in conflict.
- iii) When disclosure occurs during a board meeting, the individual should declare the conflict before there is any discussion of the item and leave the meeting for the duration of the discussion and the voting. This is recorded in the minutes.

9) Conflict Perceived by Others

- i) If an other individual perceives that conflict of interest exists, or has the potential to develop, they must inform the SEDA Board executive who shall decide if a conflict of interest situation actually exists, then if necessary, move to resolve it. The perceived conflict shall be reported in writing to the President of SEDA (or, if it directly involves the President) to the Vice-President, with the Past President, then the Treasurer, being next in line to receive the report.

- ii) The executive member shall then discuss the issue with the individual and ask for a declaration of conflict of interest. If the individual agrees and declares a potential or actual conflict, the procedure for abstention will apply.
- iii) If the individual does not perceive a conflict, the issue will be taken to the board for discussion and voting. The individual has a right to state their position, but will be asked to leave during the discussion and voting. The vote of the Board shall be decisive.

10) Resolution of Conflict

- i) To resolve the conflict, the individual shall exercise one or more of whatever options the Board of Directors, by majority vote, shall deem necessary to satisfactorily resolve the conflict.
- ii) If no conflict is deemed to exist, then no action is necessary.
- iii) If there is potential or actual and acknowledged conflict of interest, the involved individual will be asked to remove themselves from the discussion and voting on the issue as indicated above.
- iv) If an actual or perceived conflict of interest occurs and the individual was involved in the decision making, the SEDA executive may:
 - a) If, the conflict is of a very minor nature, just make note in the minutes;
 - b) Remove the individual from the responsibilities which are causing conflict;
 - c) Ask the individual to remove self from the other situation which is causing conflict;
 - d) Accept the individual's resignation;
 - e) Review and overturn any decision made in such circumstances.

11) Resolution of Disputes

- i) Where a perceived conflict remains in dispute after the decisive vote of the board, the matter of perceived conflict shall be directed to the SEDA Executive and the Executive Director to resolve as speedily as possible.
- ii) The President shall strike a committee consisting of the President, another member of the Board, and a third party (a member or staff member of SEDA or SaskCulture), who is acceptable to both the President and the individual whose conduct is under scrutiny.
- iii) This committee will hear both parties in the dispute as soon as possible, but within 30 days of receipt of the accusation, and will render a written decision within one week of the final hearing.
- iv) In the event of a failure to disclose a conflict of interest, the board may remove the individual from the responsibilities which are causing the conflict or request the individual's resignation.

12) End Notes

- i) The SEDA CONFLICT OF INTEREST DECLARATION form is appended to this policy.
- ii) An individual who abstains from participation due to conflict of interest is still included in determining quorum.
- iii) The minutes must record all declarations of conflict of interest. Minutes will record the individual's declaration and actions.
- iv) This SEDA Conflict of Interest Policy may be amended from time to time at the discretion of the SEDA Board.

(revised June/2004 and approved March/2005)

**SASKATCHEWAN ELOCUTION AND DEBATE ASSOCIATION (SEDA)
CONFLICT OF INTEREST DECLARATION**

(To be completed by Board, committee and staff members)

TO: President, Saskatchewan Elocution and Debate Association

I, _____

of _____,

Saskatchewan, **declare that:**

1. I understand the meaning of Conflict of Interest as it is used by the Saskatchewan Elocution and Debate Association
2. Activities that I, or members of my immediate family, has or proposes to have that may be (or perceived to be) in a Conflict of Interest with the Saskatchewan Elocution and Debate Association are:

(Including, but not limited to personal friendships between board and staff members, family relations to other board members, organizations involved with, or business contacts, etc.)

3. Immediately, upon becoming aware of a Conflict of Interest situation in the future, I will disclose in writing to the Saskatchewan Elocution and Debate Association the nature and extent of the suspected conflict, and the nature of my interest in it.

Signed: _____

Date: _____

XI) Policies - Privacy Policy

1) Introduction

The Saskatchewan Elocution and Debate Association (SEDA) is a non-profit organization driven by members committed to promoting the speech and debate arts in Saskatchewan.

The Federal Government has recently enacted *The Personal Information Protection and Electronic Documents Act* (“PIPEDA”). This new Act has been put in place to respond to the privacy concerns of Canadians relating to the collection, use and disclosure of personal information in the private sector. Consistent with SEDA’s commitment to our members’ privacy and the protection of their personal information, SEDA has developed in conformity with the requirements and principals of PIPEDA the following privacy policy to ensure our accountability our members.

2) What is Personal Information?

Personal information includes any factual or subjective information, recorded or not, about an identifiable individual. Personal information collected by SEDA may include but is not limited to the following: age, name, school, address, postal code, place of business/employment, personal, school and business phone numbers, fax numbers, email addresses, websites and individual or company profiles.

3) Why Do We Collect Personal Information?

As a member driven organization, SEDA is committed to providing access to debate opportunities to all Saskatchewan people, both youth and adults. SEDA is committed to bringing together like-minded individuals and organizations to network and work together towards promoting debate within Saskatchewan.

School clubs and the coaches are listed in a membership directory distributed to listed members and available to specific partners. The directory listing includes coaches’ names, club name or SEDA position, phone number, fax number, school and/or personal address, website and email addresses.

Further, individual debaters’s names, gender, grade and school are also collected. This information is specifically used for internal program control.

This information is subject to member consent on the membership application form. Benefits of membership include access to SEDA events and resources, speaking and voting rights at the AGM and the newsletter, Voice.

4) How Do We Collect Your Personal Information?

We initially collect your personal information directly from you as a member when you apply for your annual membership or by your attendance at workshops, conferences or other events.

Personal information, such as names and debate scores are collected on each debater at each event. Participation in SEDA’s programming implies consent for the collection of this data.

Upon occasion, members will fill out registration forms to attend specific events which request very specific personal information including any medical conditions. That information will be released to event organizers and any parties who need to be aware of this information.

5) Consent

In most cases, your application for membership and involvement in SEDA activities implies consent to be included in the membership directory. Please contact the SEDA office if you wish to have your name removed from SEDA’s published directory. Your name will stay on SEDA’s internal contact list.

6) Use of Your Information

We use your personal information to provide membership services, benefits, networking opportunities, directories and to promote general communication among members, individuals and corporations. The SEDA Membership Directory is distributed to all the members on this list and to a few organizations with similar objectives, such as the Mock Trials. This list is used to assist the SEDA office and it members to keep in contact with each other.

Any person wishing to opt out of the Membership directory will continue to have their name on an internal contact list, unless they specifically ask to no longer receive information from SEDA.

The names of debaters and their schools are only released on the website, where first names, last initials, corresponding statistics, and school name for award winners are listed, and in *Voice*, where full names are listed or in Press Releases.

This disclosure through our website and membership directories may result in third parties having access to your information for which we have no control. We do not however provide or sell our mailing lists to any advertising agencies or any other fundraising parties.

7) Disclosure of Your Personal Information

Under certain circumstances, we may be obliged, justified or permitted to disclose your personal information without your knowledge or consent. This may occur if we are required or authorized by law to do so by Court Order, Subpoena or Warrant. Disclosure may also occur where it is necessary to establish or collect outstanding fees or if the collection, use or disclosure is clearly in your interest and consent cannot be obtained in a timely way. If we engage a third party to provide administrative services to us (for example, computer back-up services or archival file storage, accounting services, etc): and the third party is bound by our privacy policy there may be disclosure.

In any of the above cases we will not disclosure more information than is required.

8) Updating Your Information

Since your information is used and distributed through our membership directory, it is important to maintain up-to-date information which is accurate so that all of the benefits and opportunities which come with membership may be accessible to all members. If during the course of your membership, any of your information changes or if you notice any errors, please inform us so that we can make any necessary changes.

9) Retention and Destruction of Information

Upon the expiry of your membership, if you do not chose to renew your membership, up to three years after the expiry of your previous membership you will continue to receive the membership directory and mailings. After that time, your information will be archived in SEDA's storage facilities. Membership information is retained as part of SEDA's history and corporate memory.

SEDA ballots are kept for a minimum of two years, after which time they may be destroyed. However, collated tournament results are archived and stored indefinitely.

10) How is Your Personal Information Secured?

SEDA takes all reasonable precautions to make sure that your personal information is kept safe from loss, unauthorized access, modification or disclosure for any other purposes other than those identified within this policy. The physical premises of the SEDA offices are locked and secured and access is restricted to current staff members and cleaning personnel. Access to storage and computers is restricted to staff. No formal computer security measures are currently in place.

11) Access to Your Personal Inforamtion

You may access your personal information on file with SEDA at any time during normal business hours. If the access granted is not satisfactory you may contact SEDA's privacy officer, who's duties will be carried out by the Executive Director.

12) Website

Our website contains links to other sites, which are not governed by this privacy policy and is accessible to third parties which are not governed by this policy.

13) Requests for Access or Complaints

If you have any questions, or concerns or wish to access your personal information, please write to SEDA's privacy officer. If you are not satisfied with our response, the Privacy Commissioner of Canada can be reached at 112 Kent Street, Ottawa, Ontario K1A 1H3 or at the Toll Free number: 1-800-282-1376. *(created June/2004 and approved March/2005)*