

Harbourfront Commission
Inter-school Debating Competition on Harbourfront Issues

Competition Guidelines (English Division)

A. Basic Information

I. Objectives

To arouse participants' interest and awareness of harbourfront topics and allow participants to better understand and reflect on harbourfront development and management issues from different perspectives.

II. Eligibility

- a. Entry must be submitted by school. Members of each Participating Team must be students of that particular school during the Competition.
- b. The Competition consists of a Cantonese and an English Divisions. Each secondary school can send only one team for each Division. (For details of the Cantonese Division, please refer to the Competition Guidelines and Application Form of the Cantonese Division.)
- c. Each Participating Team must have at least **7 members**. Team Captain must be one of the Team Members.
- d. Once the line-up of a Participating Team is submitted, **no change is allowed** except under very special circumstances. Team Members joining each match of the Competition must be part of the line-up submitted.

III. Competition Schedule

The Cantonese Division consists of four rounds, namely, the Preliminary, Quarter Final, Semi-Final and Final; while the English Division has three stages, including the Preliminary, Quarter Final and Final. Details of the Competition Schedule are as follow:

| | Cantonese Division | English Division |
|--|--|-------------------------|
| Wednesday, 26 March 2014 | Application Deadline | |
| 5:30pm, Friday, 28 March 2014 Venue: Room 1729, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar | Briefing Session (A draw will be conducted at the Briefing Session to assign number for each Participating Team and therefore confirm the roadmaps of the two Divisions. Opposing teams and motions for Round 1 and motions for Round 2 of the Cantonese Division.) | |
| Saturday, 12 April 2014 | Round 1 | / |
| Thursday, 17 April 2014 | Round 2 | / |
| Saturday, 26 April 2014 | Quarter Final | Preliminary |
| Saturday, 3 May 2014 (morning) | Semi-Final | Quarter Final |

| | |
|---|-------|
| Saturday, 10 May 2014 (morning) Venue: Multi-purpose Hall, City Gallery (3 Edinburgh Place, Central; near to City Hall Lower Block) | Final |
|---|-------|

IV. Venues, Adjudicators and Key Working Staff

Participating Teams are encouraged to volunteer venues for matches from Preliminary to Semi-Final, and also to recommend teachers as Adjudicators of matches from Preliminary to Semi-Final, and/or students to be Chair and Time-keeper of each match.

V. Awards

Both the Cantonese and English Divisions will have a Champion and a First Runner-up. There will also be a Best Debater in the Final of each Division. Champion, First Runner-up and the Best Debater of the Final of each Division will be awarded book coupons:

- Champion Team Book coupon of HK\$10,000
- First Runner-up Team Book coupon of HK\$5,000
- Best Debater Book coupon of HK\$1,000

VI. Application

Please read this Competition Guidelines carefully before application. To apply, please return a completed Application Form to the Secretariat of the Harbourfront Commission by post (17/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar; please mark “Inter-school Debating Competition on Harbourfront Issues” on the envelope), fax (2110 0841) or email (enquiry@hfc.org.hk) **on or before 26 March 2014** (according to post mark or time of receipt).

VII. Entry Quota

Entry quota for the Cantonese Division is 32 while the number for the English Division is 8. If applications exceed the limit, the Organiser will shortlist Participating Teams on a “**first-come-first-served**” basis, but Teams that can provide venues, and recommend teachers as Adjudicators of matches from Preliminary to Semi-Final, and/or students to be Chair and Time-keeper of each match will have priority. **After accepting the applications, the Organiser will email respective Teams to confirm.**

VIII. Enquiry Phone Number : 3509 7754

B. Competition Details

IX. General Rules

Competition Format

1. A draw will be conducted at the Briefing Session on 28 March 2014 to assign number for each Participating Team and therefore confirm the roadmaps of the two Divisions.
2. Competitions of both the Cantonese and English Divisions are conducted on a knockout

basis. According to the result of the draw, at the Preliminary, the first team will face the second, the third with the fourth, and so on. At the Quarter Final, the winning team between the first and second teams will face the winning team between the third and the fourth teams, and so on.

3. Winning teams of the Semi-Final (Cantonese Division) and Quarter Final (English Division) will proceed to the Final. There is no second runner-up for this Competition.
4. There is a Floor Time Session at the Final.

Participating Teams and Team Members

5. For each match, each Team needs to send one Opening Speaker, two Speakers and one Concluding Speaker. As there is Floor Time Session at the Final, each Team need to send three more Floor Speakers for questions from the floor.
6. Team Members (including Floor Speakers) joining each match of the Competition must be part of the line-up submitted. Participating Teams must submit their “order of Speakers” two days before their respective matches to the Secretariat of the Harbourfront Commission via email or fax. If the order of Speakers is not received on or before the specific date, the Organiser has the authority to forfeit that Team’s right of participating in the Competition.
7. Except under very special circumstances, no Participating Team can change its Team Members joining a match after its order of Speakers is submitted. However, Team Members joining each match can be different.
8. In case there is unanticipated event that a Participating Team must change its order of Speakers after submission, the change must be put forward by its teacher-in-charge in writing with the reason(s) to change clearly stated. The Organiser reserves the right not to approve the change.

Motions and the Time of Announcement

9. All motions are arranged by the Organiser.
10. Opposing teams and motions at Round 1 and motions for Round 2 of the Cantonese Division will be decided by a draw at the Briefing Session. Sides (affirmative or opposition) at Round 2 of the Cantonese Division will be decided by a draw immediately after Round 1, while the sides and motions at the Quarter Final, Semi-Final and Final will be decided by a draw and announced immediately after Round 2, the Quarter Final and the Semi-Final, respectively. For the English Division, opposing teams at the Preliminary will be decided by a draw at the Briefing Session. Motions and sides at the Preliminary of the English Division will be decided by a draw and announced one week in advance, while the motions and sides of the Quarter Final and Final will be decided by a draw and announced immediately after the Preliminary and Quarter Final, respectively.

Advisors, Adjudicators and Other Working Staff

11. The Organiser has the authority to invite anyone to be Advisors, Adjudicators, Chairs, Time-keepers and Supervisors.
12. Adjudicators, Chair, Time-keeper and Supervisor of each match will not be taken up by principals, teachers or students of opposing teams.
13. Each match will have three to five Adjudicators.
14. Duties of the Adjudicators:
 - Responsible for the judging of each match;
 - After each match, the Adjudicators can send a representative or to individually provide comments for Speakers of that match.

15. For duties of the Chair, Time-keeper and Supervisor, please refer to Points 16 to 22 below.

X. Rules of the Competition

Working Staff

16. There are one Chair, one Time-keeper and one Supervisor for each match. The Chair and Time-keeper also act as Markers to calculate the scores.
17. The Chair is in-charge of the proceeding of the match s/he chairs.
18. At the beginning of a match, the Chair announces the motion of that match, rules of the Competition, and introduces the Participating Teams as well as the Adjudicators, etc. Should the Participating Teams have any queries of the rules, it must be raised before the match or it would not be taken care of.
19. The Time-keeper needs to keep the time fairly and accurately, and records the times on a record sheet. The Chair and the Time-keeper will sign on the time record sheet if they find no mistake after checking at the end of a match.
20. The Markers are responsible for calculating and checking the total scores of each score sheet. Score sheets will need to be signed by the Chair, Adjudicators and Team Captains of the opposing teams in order to be valid.
21. The Supervisor is the overall in-charge of each match. His/her authority includes supervising the proceeding of that match, preparation of necessary materials, assisting the Chair to handle unanticipated events, etc. The Supervisor is usually a staff of the Organiser.
22. All Working Staff must arrive at the venue at least 30 minutes before a match.

Participating Teams

23. Participating Teams must arrive at the venue at least 15 minutes before their respective matches, and present their student identifications for registration and checking.
24. If a Participating Team is late for over 15 minutes (from the beginning of the respective match), the opposing team will proceed directly to the next round.
25. The Affirmative side sits to the right of the Chair, while the Opposition to the left. No objection shall be raised.
26. Books and reference materials can be brought to the venue, but are forbidden to be brought on stage.
27. Participating Teams can use cue cards not bigger than 15.6cm x 9.5cm during presentations.
28. Participating Teams can use blank paper provided by the Organiser for notes taking.
29. During competition, any form of communication or information exchange is forbidden between the Speakers on stage and the audience, or the Organiser could forfeit the Team's right of participation.
30. Participating Teams must turn off their mobile phones and any other beeping devices during competition.

Rules of Presentation

31. All presentations at the English Division must be in English, while presentations at the Cantonese Division in Cantonese, except when quoting names of people and/or books.
32. Personal attack, foul language or any rude behaviour is not allowed during competition. The Chair can stop the Speaker if any of the said situations turns up.

Durations and Points to Note for Presentations On-stage

33. Each Speaker can only begin his/her speech after the Chair says “start” and the Time-keeper rings the bell once. When each Speaker has one minute left, the Time-keeper will ring the bell once to indicate the Speaker’s allocated time is about to end.
34. At the end of the allocated time, the Time-keeper will ring the bell twice to indicate the Speaker should conclude his/her speech as soon as possible.
35. After the 15-second grace period at the end of the allocated time, i.e. the 16th second after the allocated time, the Time-keeper will ring the bell several times and points will be deducted from that Speaker. Chair will stop the Speaker immediately at the 40th second after the allocated time.
36. Overtime penalty: after the 15-second grace period at the end of the allocated time, each Adjudicator will deduct five points from that Speaker for every five seconds. Duration shorter than five seconds will also be counted as five seconds.
37. Before the Concluding Speaker of the Opposition speaks, three minutes will be given to both sides to prepare for the concluding session.

Rundown of Each Match

| | Item | Duration | Remark |
|-----|-------------------------------------|-----------------|----------------|
| 1. | Opening Speaker of Aff | 4min | / |
| 2. | Opening Speaker of Opp | 4min | |
| 3. | 1 st Speaker of Aff | 3min | |
| 4. | 1 st Speaker of Opp | 3min | |
| 5. | 2 nd Speaker of Aff | 3min | |
| 6. | 2 nd Speaker of Opp | 3min | |
| 7. | 1 st Floor Speaker (Aff) | 1min | For Final only |
| 8. | 1 st response (Opp) | 1min | |
| 9. | 1 st Floor Speaker (Opp) | 1min | |
| 10. | 1 st response (Aff) | 1min | |
| 11. | 2 nd Floor Speaker (Aff) | 1min | |
| 12. | 2 nd response (Opp) | 1min | |
| 13. | 2 nd Floor Speaker (Opp) | 1min | |
| 14. | 2 nd response (Aff) | 1min | |
| 15. | 3 rd Floor Speaker (Aff) | 1min | |
| 16. | 3 rd response (Opp) | 1min | |
| 17. | 3 rd Floor Speaker (Opp) | 1min | |
| 18. | 3 rd response (Aff) | 1min | |
| 19. | Preparation of concluding session | 3min | / |
| 20. | Concluding Speaker of Opp | 4min | |
| 21. | Concluding Speaker of Aff | 4min | |

Points to Note for Floor Time Session (Final)

38. Floor Speakers must also be Team Members joining that particular match, and they can only pose questions to the other side.
39. Floor Speakers cannot designate anyone to answer their questions.
40. If either side cannot send a representative for floor question within 30 seconds, it will be considered as forfeiting one’s own right automatically. In addition to losing the 10 points of that question for the Team, the other side also takes all of the 30 points under “response” for that question. The 30 seconds is counted when the Chair says “start”

and the Time-keeper rings the bell once. At the end of the 30 seconds, the Time-keeper will ring the bell twice.

41. Floor Speaker needs to raise his/her hand as indication and step forward to the microphone. S/he can only speak when the Chair says so. If more than one Floor Speaker raise their hands, the Chair will decide the order.
42. Each Floor Speaker can speak for one minute. S/he can only begin after the Time-keeper rings the bell.
43. When there is 15 seconds left, the Time-keeper will ring the bell once to indicate the allocated time is about to end. After the end of the allocated time, the Time-keeper will ring the bell twice to indicate that Floor Speaker must stop immediately. Chair will stop the Floor Speaker immediately if the latter does not stop.
44. If either side cannot send a representative to respond within one minute after the Floor Speaker of the other side spoke, it will be considered as forfeiting one's own right automatically. The one minute is counted after the Chair says "start" and the Time-keeper rings the bell once. Forty-five seconds after the Floor Speaker spoke, the Time-keeper will ring the bell once to indicate the other side should send a representative within 15 seconds. At the end of the one minute, the Time-keeper will ring the bell twice.
45. Each Team in the Final has three response times. Each time there is one minute for response. Speaker can only begin after the Chair says "start" and the Time-keeper rings the bell once.
46. When there is 15 seconds left, the Time-keeper will ring the bell once to indicate the allocated time is about to end. At the end of the allocated time, the Time-keeper will ring the bell twice to indicate that Speaker must stop immediately. Chair will stop the Speaker immediately if the latter does not stop.
47. The response side can only send one representative each time to answer question, and other Speakers cannot supplement. The same Speaker cannot answer all of the questions.

Judging Criteria

48. Except for the Floor Time Session, each Speaker can score a maximum of 100 points for each presentation. The 100 points include 40 for contents, 30 for delivery, 20 for organisation and 10 for poise.
49. Each Team can score a maximum of 20 points for co-operation.
50. Each Floor Speaker can gain a maximum of 10 points each time for his/her Team.
51. Speaker responding to question can gain a maximum of 30 points each time for his/her Team.
52. Each Participating Team can score a maximum average of 420 points (when there is no Floor Time Session) or 540 points (at Final).
53. There is overtime penalty. After the 15-second grace period at the end of the allocated time, each Adjudicator will deduct five points from that Speaker's total score for overtime of every five seconds.
54. Criteria to decide the winning team:
 - Each Adjudicator has one vote, and the Team with the higher number of votes wins;
 - Each Adjudicator will vote according to the scores s/he gives to each Team of that match;
 - In the event of split votes, the Team with the highest total points wins.
55. Criteria to select the Best Debater:
 - Best Debater is selected among Speakers of the opposing teams according to the ranking of their scores and supplemented by comments of the Adjudicators;

- According to the ranking of the scores given by each Adjudicator to each Speaker, the Speaker that scores the highest has eight points, the second place has seven points, and so on. Speakers with the same score will be placed at the same rank;
- Adding the ranking points from each Adjudicator to each Speaker, the one with the most number of ranking points will be the Best Debater;
- If there is more than one Speaker with the most number of ranking points, the Adjudicators will decide the winner.

Appeal Mechanism

56. Any technical fault during competition must be brought up within 10 minutes after the Chair has announced the result. The Chair will announce the final decision within 15 minutes after an appeal was raised.
57. Decisions made by the Organiser in relation to any appeal are final. No objection shall be raised.

Arrangement under Extreme Weather

58. If No.8 tropical cyclone warning signal or Red/Black rainstorm warning signal is still in force three hours before the first match of the same day, all matches that day will be postponed. The Organiser will inform the Teams being affected within one week about the new date and venue of the competition.

Other Unanticipated Events

59. In case of anything that would hinder a fair proceeding of the competition, the Organiser, Chair, Adjudicators and the Opening Speakers of the opposing teams can request to stop the competition immediately.

Others

60. Rules of the Competition are drawn up by the Organiser. The Organiser reserves the final right to amend, extend and interpret any of the rules.
61. All decisions made by the Organiser are final. No objection shall be raised.