



ENGLISH-SPEAKING UNION

discovering voices

Schools' Mace 2018-19 Hosting Guide

Thank you for considering whether your school could act as a Schools' Mace 2018-19 host. We depend on the generosity and time that teachers take to host heats in Rounds 1 and 2, so without host schools, the competition could not run so efficiently.

There are a few things to know about hosting, so please read over this brief document before you agree to host when you register for the competition. More detailed information will be sent to you if you are chosen to host a Schools' Mace heat, but for now, here are the basics.

The Process

- Once all registrations are in, heats are arranged according to geographical proximity by the Competitions Officer in groups of four or six schools, for two or three debates to happen in one evening.
- If there is an odd number of schools in a heat, a reserve or 'swing' team will be required, or the remaining place will be given to a late-entry school.
- Host schools are chosen based on convenience for the surrounding schools amongst those that have offered. *This means that in Rounds 1 and 2, schools may be allocated as hosts twice in a row, or in some cases, not at all.* However, as far as possible, different hosts will be chosen for each of the first two rounds.
- The Competitions Officer will send an email to each school with their host school, motion and position.
- The Competitions Officer will then send a **separate email to hosts with the names and contact details of the teachers involved in their heat**, along with other information and support.

Hosting Duties

Hosts are asked to arrange the following:

- **A date and time** with the schools in your heat. You can do this fairly easily with a [Doodle poll](#) instead of trying to keep track of answers in an email

thread. You will then have to alert the Competitions Officer ASAP when your date is agreed upon so that they can find you a judge.

- **Two ‘lay’ judges** - the ESU will provide one adjudicator for each heat in Rounds 1 and 2, but it is in the interest of all schools participating that up to two more impartial judges be found. Details on who can act as a lay judge can be found in the Schools’ Mace Handbook. Lay judges attend on a voluntary basis but their travel expenses can be reimbursed by the ESU. The attendance of two additional judges is not absolutely essential, but is strongly encouraged.
- **A swing team** - this swing team will need to be a back-up team present on the night in case a school pulls out at the last minute. Swing teams act as a stand-in for a debate, **but are regrettably unable to progress through the competition**. As well as allowing the remaining team to compete when their opponent has pulled out, it does give more of your students an opportunity to be involved in the Schools’ Mace and the opportunity to stretch their debating skills in a national competition, which is always a great experience.
- **A Chair and Timekeeper** - this duty can be shared between two students or done by one person, a student or teacher. If unsure about how to Chair, please ask the Competitions Team for an adaptable script.
- **Catering** - refreshments for the evening. These are reimbursed up to £50 by the ESU for Rounds 1 and 2, and up to £250 for a Regional Final.
- **Venue** - a hall, large classroom, library or lecture theatre for the debates to take place, including the use of a break-out room for the judges to deliberate.

Support

But don’t panic - it may sound like a lot, but many schools manage all of the above every year!

Whether this is your first time offering to host or your fifty-first time, **the Competitions Team are on hand every step of the way to give you advice or help you with any stage of hosting that you may be struggling with.**

We’d really appreciate it if you offered to host. If you have any additional questions about hosting, before or after you register, please do not hesitate to contact [Bob Saull](#), Competitions Officer for the Schools’ Mace.

Thank you!