

CONSTITUTION OF THE SOUTH AFRICAN SCHOOLS DEBATING BOARD

138-467 NPO
Amended 2013

The Constitution of the South African Schools Debating Board

NPO registration number 026-935

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A. Name

1. The organisation hereby constituted will be called the **South African Schools Debating Board**.
2. Its shortened name will be the **SASDB** (hereinafter referred to as the board).

B. Objects

3. The South African Schools Debating Board ("the Board") is a public, non-profit organisation established for the objects of:
 - 3.1. coordinating schools debating in South Africa;
 - 3.2. developing schools debating in South Africa;
 - 3.3. furthering schools debating in South Africa;
 - 3.4. affirming the ownership of the intellectual property of the Board.
4. To this end, the Board undertakes the following specific activities
 - 4.1. Overseeing and ensuring the occurrence of the National Schools Debating Championships
 - 4.2. Overseeing and ensuring the occurrence of the National Schools Debating Academy
 - 4.3. The selection and training of the national South African school debating team, to represent the country at international competitions
 - 4.4. Training activities, the creation and distribution of resources, support to existing members as well as assistance in the creation of new debating structures in areas or provinces where they do not already exist
 - 4.5. Any other activities that promote the aforementioned objectives
5. The activities and resources of the Board must be exclusively applied in the furtherance of these stated objectives.

C. Status

6. The Board is a body corporate with its own legal identity, which is separate from its individual members and the members of its Executive Committee, and the Board will continue to exist even if its members change. The Board may own property, enter into contracts, and sue or be sued in its own name. The status of the Board shall have limited liability.

D. Income and property

7. The organisation will keep a record of everything it owns.



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8. The Board may not distribute its funds directly or indirectly to any person, unless this occurs in the fulfilment of the Board's objects. The organisation may not give any of its money or property to its members or office bearers.
 - 8.1. The only time it can do this is when it pays for work that a member or office bearer has done for the organisation. The payment must be a reasonable amount for the work that has been done.
 - 8.2. A member of the organisation can only get money back from the organisation for expenses that she or he has paid for or on behalf of the organisation.
9. Members or office bearers of the organisation do not have rights over things that belong to the organisation.
10. The Board may not accept any donation that may be recalled by the donor, except where the recipient fails to abide by the conditions of the donation. Furthermore, a donor may not impose conditions which will entitle the donor or a connected person to obtain some direct or indirect benefit from the application of the donation. This prohibition is, however, not applicable where the donor is an approved PBO, or an entity established by or under law which is exempt from income tax in terms of Section 10(1)(cA)(i) and which itself is carrying on a public benefit activity.

E. Membership

11. Members of the Board are limited to one body from each province of the Republic of South Africa that is recognized by the Board as the being the official debating association of that Province.
12. The following associations shall be members of the board:
 - 12.1. The Eastern Cape Schools Debating Board;
 - 12.2. The Free State Schools Debating Board;
 - 12.3. The Gauteng Schools Debating Board;
 - 12.4. The KwaZulu-Natal Schools Debating Association;
 - 12.5. The Western Cape Schools Debating Board.
13. The following Provinces, upon creation of and submission to the Board of a debating association, and upon the Board recognizing that association as the official debating association of that Province, shall have that association become a member of the board, and the Board shall amend this constitution appropriately so as to reflect their membership:
 - 13.1. The Northern Cape;
 - 13.2. Mpumalanga;
 - 13.3. Limpopo;
 - 13.4. The North West.
14. A Member gains voting rights when it:



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- 14.1. has attended Nationals for two consecutive years.
- 15. The Board may remove the membership of any member which in the opinion of the Board:
 - 15.1. is not the official debating association of the Province it claims to represent.
 - 15.2. allows its membership to lapse through:
 - 15.2.1. failing to pay the compulsory affiliation fee required by the Board; or
 - 15.2.2. failing to be represented at three consecutive Annual General Meetings of the Board.
 - 15.2.3. fails to abide by the policies and structures of interaction agreed upon by the Board.
- 16. No member of the Board shall organize, participate in, or be party to any event purported to be run by the Board without the Board's prior approval.

F. Structure

- 17. There shall be a Governing Body which shall:
 - 17.1. comprise:
 - 17.1.1. two representatives from every member of the Board; and
 - 17.1.2. the incumbent President of the Board.
 - 17.2. elect the new President of the Board and members of the Executive Committee of the Board;
 - 17.3. make recommendations to the Executive Committee concerning any issue related to schools debating, only with the support of a simple majority of Governing Body voting members;
 - 17.4. set the affiliation fee to be paid by members of the Board to the Board;
 - 17.5. temporarily suspend any part of this Constitution, amend this Constitution, change the name of the Board and dissolve the Board, only with the support of two-thirds of the Governing Body;
 - 17.6. pursue the objects of the Board as best they see fit
 - 17.7. have a subcommittee which shall be known as the Administrative Complaints and Conduct Committee, which shall comprise of:
 - 17.7.1. a representative of each member of the Board, who shall be a member of the Governing Body;
 - 17.7.2. a representative of the Executive Committee, who shall be designated chairperson, unless a conflict of interest prevents all members of the Executive Committee from hearing a matter in which case the Committee shall elect an acting chairperson from amongst its membership.
- 18. There shall be an Executive Committee which shall:
 - 18.1. comprise of the following voting positions:
 - 18.1.1. a President
 - 18.1.2. a Vice-President
 - 18.1.3. an Operations Officer
 - 18.1.4. a Finance Officer
 - 18.1.5. a Development Officer



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- 18.1.6. a Funding Officer;
 - 18.2. include the following non-voting positions:
 - 18.2.1. the National Chief Adjudicator
 - 18.2.2. the National Head Coach;
 - 18.2.3. the National Shadow Coach
 - 18.2.4. the National Academy Coach
 - 18.2.5. the National Academy Shadow Coach.
 - 18.3. be responsible for the leadership of, the day to day management of, and the execution of the objects of the Board, as detailed in section G.
19. There shall be an Equity Panel, which shall:
- a) comprise of one representative of each member of the Board, who shall not be a member of the Executive Committee, the Governing Body or the committee or executive of the member, nominated to serve a term of office beginning at the start of the National Schools Debating Championships and ending at the beginning of the following Championships; and
 - b) be chaired by the member of the Panel nominated by the member that previously hosted the National Schools Debating Championships.

G. Meetings of the Governing Body

20. The Annual General Meeting (AGM) of the Board shall occur every year at the National Schools Debating Championships. Any other meeting of the Governing Body may occur at any other time, so long as it meets quorum and the Executive Committee is made aware of its occurrence.
21. All meetings of the Governing Body shall be open to any interested parties wishing to attend, but voting rights are limited as stipulated in Section G 24.
22. The chairperson of any meeting shall ordinarily be the President of the Board. In the case that the President is unable to chair the meeting, the following chain of command shall be respected:
- 22.1. Vice-President;
 - 22.2. Operations Officer;
 - 22.3. any other member of the Executive.
23. The quorum of any meeting of the Board is 50% of the voting members of the Board.
24. Proper minutes shall be kept by a nominated secretary, along with a full record of attendance.
25. The Governing Body shall consist of a maximum of 19 voting members (depending on the number of members of the Board), each with only one vote. Those voting members are:
- 25.1. Two representatives of each member of the Board who have been officially nominated and confirmed in writing, prior to the NSDC, by the member of the Board that they purport to represent;



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25.2. The incumbent President of the Board.

26. The Executive Committee may initiate an electronic vote on a motion by email provided that:

- 26.1. a digital copy of the motion is emailed to every voting member;
- 26.2. digital ballot sheet is emailed to every voting member;
- 26.3. the closing date of the vote is not less than one week from the date the digital copy of the motion was sent to voting members;
- 26.4. all voting members return their completed digital ballot sheets by email before the closing date of the vote or be counted as in abstention;
- 26.5. quorum be met;
- 26.6. quorum is set at 50% of votes being cast by the Board in favour, against or as abstentions

H. The Executive Committee

27. The six voting members of the Executive Committee shall be appointed:

- 27.1. at the AGM of the year in which the incumbent Executive Committee members' terms end;
- 27.2. only if they are nominated prior to the beginning of that same AGM by at least two voting members of the Governing Body;
- 27.3. only if they win the support of a simple majority of the voting members of the Governing Body;
- 27.4. only if there is no other person who has already been appointed to that position on the Executive Committee in that same AGM;
- 27.5. rotationally, with the Vice-President, the Finance Officer and the Development officer being replaced at every second AGM, and the President, the Operations Officer and the Funding Officer of the Executive Committee being replaced at every other AGM;
- 27.6. by an electronic vote of the Governing Body if no appointment can be made at the AGM, if an incumbent is relieved of his or her position, or if an incumbent resigns his or her position;
- 27.7. provided they do not already occupy another role on the Executive Committee.

28. The five non-voting members of the Executive Committee shall be appointed:

- 28.1. in September each year for the Head Coach and the National Academy Coach. The National Shadow Coach's appointment will occur at the discretion of the National Head Coach. The National Academy Shadow Coach's appointment will occur at the discretion of the National Academy Coach. The National Chief Adjudicator will be appointed in March of each year
- 28.2. only if they win the support of a simple majority of the Executive Committee;
- 28.3. only if they have submitted all relevant written documentation required by the Executive Committee to the Executive Committee prior to the deadline for applications;
- 28.4. The position of National Head Coach or National Shadow Coach or National Academy Coach or National Academy Shadow Coach may be occupied by a single person or, at most, a team of two people.



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29. The Executive Committee shall hold ordinary quorate meetings at least two times a year; where quorum is three voting members.
- 29.1. The chairperson, or two members of the committee, can call a special meeting if they want to. But they must let the other management committee members know the date of the proposed meeting not less than 21 days before it is due to take place. They must also tell the other members of the committee which issues will be discussed at the meeting. If, however, one of the matters to be discussed is to appoint a new management committee member, then those calling the meeting must give the other committee members not less than 30 days notice.
- 29.2. The chairperson of any meeting shall ordinarily be the President of the Board. In the case that the President is unable to chair the meeting, the following chain of command shall be respected:
- 29.2.1. Vice-President;
- 29.2.2. Operations Officer;
- 29.2.3. any other member of the Executive.
- 29.3. Minutes of all meetings must be kept safely and always be on hand for members to consult.
30. The members of the Executive Committee shall be, as a group, accountable to the Governing Body for the following:
- 30.1. furthering the objects of the Board;
- 30.2. the design and implementation of policies;
- 30.3. assisting any provinces that do not have official debating associations to create them;
- 30.4. maintaining the high profile of the Board;
- 30.5. for voting on actions put before it in the course of conducting its work;
- 30.6. actions shall be decided on the basis of a simple majority;
- 30.7. in the event of a tie the final vote shall be decided by the President of the SASDB;
- 30.8. ensure that the Board meets the requirements of any external bodies the Board belongs to (**annexure A**)
31. The members of the Executive Committee shall be independently accountable to the Governing Body for the following:
- 31.1. the President shall serve a term of two years, shall act as the Chief Executive Officer of the Board, and shall:
- 31.1.1. provide leadership to the Board;
- 31.1.2. provide general secretarial services to the Board;
- 31.1.3. monitor the performance of the Executive Committee;
- 31.1.4. along with the Operations Officer, oversee the occurrence of the annual National Schools Debating Championships (NSDC) in line with the official NSDC rules (**annexure B**);
- 31.1.5. act in accordance with the duties set out in the Terms of Appointment (**annexure C**).
- 31.1.6. provide quarterly reports to the Board on the Board's general activities.
- 31.1.7. provide annual reports to the NPO register as required.



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- 31.2. the Vice-President shall serve a term of two years, shall assist the President in providing leadership to the Board, and shall:
- 31.2.1. manage and develop the relationships between those associations that are Board members and the Board itself;
 - 31.2.2. ensure that all affiliation fees are paid;
 - 31.2.3. ensure that requirements of the Board are met by members;
 - 31.2.4. ensure that all rules adopted by the Board are broadly convergent with rules adopted by members;
 - 31.2.5. act in accordance with the duties set out in the Terms of Appointment (**annexure C**).
- 31.3. the Operations Officer shall serve a term of two years, and shall be responsible for the execution of the core programme of the SASDB in the following ways:
- 31.3.1. ensuring clear communication systems exist within the Board;
 - 31.3.2. along with the President, overseeing the occurrence of, but not fundraising for, the NSDC in line with the official NSDC rules (**annexure B**);
 - 31.3.3. act in accordance with the duties set out in the Terms of Appointment (**annexure C**).
- 31.4. the Finance Officer shall serve a term of two years, shall be responsible for the control and maintenance of the financial structures of the Board, and shall:
- 31.4.1. maintain all banking and investment accounts of the Board;
 - 31.4.2. handle financial transactions of the Board in accordance with existing financial policy;
 - 31.4.3. prepare an annual budget for the Board for each AGM;
 - 31.4.4. prepare the required reports for the NPO register at the end of each financial year,
 - 31.4.5. act in accordance with the duties set out in the Terms of Appointment (**annexure C**).
- 31.5. the Development Officer shall serve a term of two years, shall be responsible for the creation and maintenance of special projects that pursue the object of development, and shall:
- 31.5.1. oversee the occurrence of the South African Schools Debating Academy (SASDA), prior to the pursuit of the other responsibilities outlined in F19(E);
 - 31.5.2. develop and manage the Board's relationships with special project sponsors;
 - 31.5.3. manage the Board's relationships with special project employees;
 - 31.5.4. ensure the occurrence of special projects that further the object of development;
 - 31.5.5. act in accordance with the duties set out in the Terms of Appointment (**annexure C**).
- 31.6. the Funding Officer shall serve a term of two years, and shall source funding for the Board's core programme, specifically for:
- 31.6.1. the NSDC;
 - 31.6.2. the SASDA;
 - 31.6.3. the South African Schools Debating Team's (SASDT) participation in the World Schools Debating Championships (WSDC);
 - 31.6.4. act in accordance with the duties set out in the Terms of Appointment (**annexure C**).



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- 31.7. the National Chief Adjudicator shall serve a term of one year, shall provide leadership to the Board and the South African debating community on issues pertaining to adjudication, and shall:
- 31.7.1. seek to improve the standard of adjudication in South Africa;
 - 31.7.2. facilitate the accreditation of adjudicators;
 - 31.7.3. serve as Chief Adjudicator at the NSDC of the year in which they are appointed;
 - 31.7.4. act in accordance with the duties set out in the Terms of Appointment (**annexure C**).
 - 31.7.5. shall be appointed in March each year and serve his or her term until March of the following year
- 31.8. the National Head Coach shall serve a term of one year, shall provide leadership to the Board and the South African debating community on issues pertaining to the activity of debating, and shall:
- 31.8.1. seek to improve the standard of coaching materials in South Africa;
 - 31.8.2. serve as the Coach for the SASDT at any international competitions;
 - 31.8.3. shall be appointed in September of each year and serve a term that extends from the National Schools Debating Competition of that year until the March of the year following the next year;
 - 31.8.4. act in accordance with the duties set out in the Terms of Appointment (**annexure C**).
- 31.9. the National Shadow Coach shall serve a term determined by the National Head Coach but that shall not exceed the National Head Coach's own term and shall:
- 31.9.1. assist the National Head Coach in fulfilling the mandate of the National Head Coach;
 - 31.9.2. assist in coaching the SASDT at any international competitions if determined by the National Head Coach;
 - 31.9.3. shall be appointed at the discretion of the National Head Coach;
 - 31.9.4. acts in accordance with the duties set out in the Terms of Appointment (**annexure C**).
- 31.10. the National Academy Coach shall serve a term of one year, shall provide leadership to the Board and the South African debating community on issues pertaining to the activity of debating and the development thereof, and shall:
- 31.10.1. seek to improve the standard of coaching materials in South Africa;
 - 31.10.2. serve as the Coach for the South African Schools' Debating Academy Team (SASDAT) at any international competitions;
 - 31.10.3. shall be appointed in September of each year and serve a term that extends from the National Schools Debating Competition of that year until the March of the year following the next year;
 - 31.10.4. acts in accordance with the duties set out in the Terms of Appointment (**annexure C**).
- 31.11. the National Academy Shadow Coach shall serve a term determined by the National Academy Coach but that shall not exceed the National Academy Coach's own term and shall:
- 31.11.1. assist the National Academy Coach in fulfilling the mandate of the National Academy Coach;



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- 31.11.2. assist in coaching the SASDAT at any international competitions if determined by the National Academy Coach;
 - 31.11.3. shall be appointed at the discretion of the National Academy Coach;
 - 31.11.4. acts in accordance with the duties set out in the Terms of Appointment (annexure C).
32. Any member of the Executive Committee who chooses to resign must submit notice 30 days prior to leaving their post, and must return all assets of the Board.
33. Any member of the Executive Committee may be relieved of their position by either a two- thirds majority vote by the Governing Body in any vote, or by a simple majority of the Executive Committee, so long as:
- 33.1. a report on the matter is submitted to the Board;
 - 33.2. those relieved of their positions are given reasonable opportunity to make representations.
34. When a position of the National Executive Committee is vacated before incumbent has completed his or her term of office:
- 34.1. That position must be advertised within 2 weeks of the vacancy;
 - 34.2. The procedure outlined in sections F15(c) and F15(f) will be followed for the election of a new person to fill the vacated post, following the circulation of all applications; OR
 - 34.3. If no applications occur within 2 weeks of the post being advertised, the Executive Committee can either appoint someone to the post or distribute the duties of that post among the remaining members of the Executive Committee.
35. When the procedure outlined in (c) is followed, the Executive Committee must issue a report about the decision it takes at the AGM closest to the position on the AGM having become vacant.

I. The Administrative Complaints and Conduct Committee

36. The Administrative Complaints and Conduct Committee shall be empowered to hear all complaints or matters referred to it concerning an administrative decision by a structure of the Board (except the Chief Adjudicator and the Governing Body) or the administrative conduct of an officer of the Board.
37. The Administrative Complaints and Conduct Committee shall make recommendations to the Governing Body regarding how to address a matter, provided that:
- 37.1. such recommendations shall be made with the aim of furthering the Objects of the Board;
 - 37.2. recommendations may propose any course of action the Governing Body is empowered to take; and
 - 37.3. that the Governing Body may choose to not to adopt the recommendation.



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38. The Administrative Complaints and Conduct Committee shall apply the principles of natural justice, which include that:
- 38.1. all parties shall have equal chance to state their version of the events;
 - 38.2. the investigation and making of a decision should be procedurally fair;
 - 38.3. where a judgment must be made, the burden of proof shall be that of a balance of probabilities given the facts of the case;
 - 38.4. the decision should be made in a manner where a reasonable person is satisfied that the Panel applied their minds in a fair and equitable manner;
 - 38.5. all parties shall have the right to present evidence and call witnesses.
39. The Administrative Complaints and Conduct Committee shall attempt to reach decisions by consensus, failing which alternative courses of action shall be proposed to the Governing Body.
40. The Administrative Complaints and Conduct Committee shall apply all Board policies and procedures that guide its work or affecting a decision that it must make.

J. The Equity Panel

41. The Equity Panel shall be empowered to hear all complaints or matters referred to it concerning:
- 41.1. the conduct of a participant in a Board event, including the National Schools Debating Championships; or
 - 41.2. any other matters delegated to it by a policy adopted by the Board.
42. The Equity Panel shall apply the principles of natural justice, which include that:
- 42.1. all parties shall have equal chance to state their version of the events;
 - 42.2. the investigation and making of a decision should be procedurally fair;
 - 42.3. the burden of proof shall be that of a balance of probabilities given the facts of the case;
 - 42.4. the decision should be made in a manner where a reasonable person is satisfied that the Panel applied their minds in a fair and equitable manner;
 - 42.5. all parties shall have the right to present evidence and call witnesses.
43. The Equity Panel shall attempt to make decisions by consensus, failing which by majority vote where the chairperson shall have both a deliberative and casting vote;
44. The Equity Panel shall be guided by Board policy, provided that such policy may:
- 44.1. allow for the appointment of equity officers who may attempt resolve issues before the panel considers them;
 - 44.2. prescribe penalties for poor conduct; and
 - 44.3. determine what constitutes unacceptable conduct.
45. In the absence of Board policies, the Equity Panel shall:



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- 45.1. be guided by the Code of Conduct of the World Schools Debating Championships;
 - 45.2. determine its own procedures; and
 - 45.3. shall require a member to recuse him/herself should a conflict of interest exist or if there is the potential for reasonable suspicion of a conflict of interest, provided that a replacement may be nominated by the relevant member of the Board.
46. Decisions of the Equity Panel shall be final and binding, provided that the Governing Body may overturn a decision with the support of two-thirds of its members voting should a motion be proposed by a member of the Governing Body.

K. Finance

47. The finances of the Board may be used to further the objects of the Board, and for no other purpose.
48. All funds are to be put into a bank account in the name of the Board. All financial transactions are to be made through this account, and proper financial records and statements are to be kept.
49. If the Board has funds that can be invested, the funds may only be invested with registered financial institutions. These institutions are listed in Section 1 of the Financial Institutions (Investment of Funds) Act, 1984. Or the organisation can get securities that are listed on a licensed stock exchange as set out in the Stock Exchange Control Act, 1985. The organisation can go to different banks to seek advice on the best way to look after its funds.
50. All cheques, promissory notes and other financial documents requiring signature on behalf of the Board shall be signed by the President of the Board and one other voting member of the Executive Committee, provided that the Executive Committee may authorise a member the Executive Committee to act in the President's place should he or she not be available.
51. All financial activities shall be carried out under the financial policies stipulated by the Executive Committee.
52. The President of the Executive Committee and the Financial Officer will exercise fiduciary responsibility for the Board and the Executive Committee.
53. The Executive Committee shall be responsible for producing an annual financial report for distribution at the annual AGM at the NSDC.
54. The Board's financial year end will be the last working day of November of each year.



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L. Child Protection Policy

55. The Board shall ensure that all Board sanctioned events abide by the SASDB's Child Protection Policy (annexure D)

M. Changes to the constitution

56. The constitution can be changed by a resolution. The resolution has to be agreed upon and passed by not less than two thirds of the members of the governing body who are at the annual general meeting or special general meeting. Members must vote at this meeting to change the constitution.
57. Two thirds of the members of the governing body shall be present at a meeting ("the quorum") before a decision to change the constitution is taken. Any annual general meeting may vote upon such a notion.
58. A written notice must go out not less than fourteen (14) days before the meeting at which the changes to the constitution are going to be proposed. The notice must indicate the proposed changes to the constitution that will be discussed at the meeting.
59. No amendments may be made which would have the effect of making the organisation cease to exist.

N. Dissolution

60. The organisation may close down if at least two-thirds of the members of the governing body present and voting at a meeting convened for the purpose of considering such matter, are in favour of closing down.
61. In the event of the dissolution of the Board, after all debts and commitments have been paid, any remaining assets will not be paid to or distributed among its members, but will be transferred by donation to some other non-profit organization which the Executive Committee (and failing which the High Court) considers appropriate and which:
- 61.1. has objectives the same or similar to the objectives of the Board; and
 - 61.2. should the Board be exempt from the payment of any taxes and duties, is also exempt from the same taxes and duties.



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ANNEXURE A: REQUIREMENTS OF ANY EXTERNAL BODIES TO WHICH THE BOARD BELONGS

This annexure will be added if applications made to various institutions are successful. These will be added only with the required votes from the governing body.

NPO requirements

If the Board is a registered NPO, the Board should fulfill the requirements of the national NPO register as follows:

1. The Documentation of the NPO (section 16 & 17 Obligations)
 - (a) The registered status and registration number of the Board must be reflected on all its documents.
 - (b) The Board must comply with the provisions of the DSD in its founding document.
2. Finances of the NPO (section 17 Obligations)

The Board must:

 - (a) Keep accounting records of its income, expenditure, assets and liabilities accordingly to the standards of generally accepted accounting practice.
 - (b) Draw up financial statements, within six months after the end of its financial year, which must include at least:
 1. a statement of income and expenditure for that financial year; and
 2. a balance sheet showing its assets, liabilities and financial position as at the end of that financial year.
 - (c) Within two months after drawing up its financial statements, the organisation must arrange for a written report to be compiled by an accounting officer. The Accounting Officer report must state whether or not:
 1. the financial statements of the organisation are consistent with its accounting records;
 2. the accounting policies of the organisation are appropriate and have been appropriately applied in the preparation of the financial statements; and
 3. the organisation has complied with the provisions of this Act and of its constitution which relate to financial matters.
 - (d) Preserve each of its books of account, supporting vouchers, records of subscriptions or levies paid by its members, income and expenditure statements, balance sheets and accounting officer's reports, in an original or reproduced form, for at least five years.
3. Required Information to be submitted to the NPO Directorate in writing



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- (a) Within nine (9) months after its financial year, a narrative report of its activities in the prescribed form together with its financial statements and the accounting officer's report accordingly to its obligation of keep records.
 - (b) the names and physical, business and residential addresses of its office-bearers within one month after any appointment or election of its office-bearers even if their appointment or election did not result in any changes to its office-bearers;
 - (c) a physical address in the Republic of South Africa for the service of documents to be received from the Directorate.
 - (d) notice of any change of address within one month before a new address for service of documents will take effect; and
 - (e) such other information as may be prescribed.
4. Changes to the Founding Document (section 19)
- (a) When the Board changes its constitution or name, it must send the NPO Directorate with:-
 - i. A copy of the resolution and a certificate signed by a duly authorised office-bearer confirming that the resolution complies with its constitutions and all relevant laws;
 - ii. Where the Board has resolved to change its name, the original of its current certificate of registration.
5. Winding-up or Dissolution of the NPO (section 23)
- (a) When the organisation resolves to wind-up or dissolve it must, within one month after completing of the dissolution process, send to the Directorate a written notice that the organisation dissolved with,
 - i. Certified copies of all relevant documents confirming the winding up or dissolution; and A copy of the narrative report, financial statements and the accounting officer's report for the period from its previous financial year end of the written notice.

PBO requirements

If the Board is a registered Public Benefit Organisation, , the Board should fulfill the requirements of the South African Revenue Services as follows

- 1. Founding documents
 - (a) This constitution is to be kept in line with the requirements for PBO status
- 2. Finances
 - (a) Any books of account, records or other documents of the board must be retained and carefully preserved for a period of at least four years after the last date of an entry in any book or, if kept in electronic or any other form, for a period of four years after completion of the transaction, act or operation to which they relate. It is the responsibility of the President to ensure that the necessary records are kept.



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- (b) The Board obliged to render annual income tax returns, notwithstanding the approval which may result in no tax liability for the PBO.
- (c) As from 2007, supporting documents must not be submitted together with the return. Such documentation must however, be retained for a period of five years should SARS require you to substantiate any aspect of the declaration in the tax return. Such supporting documents will include financial statements constituting an income statement, balance sheet and any other accounts necessary to support the information. The accounts must be signed by the person responsible in a fiduciary capacity and by the person who has prepared them on behalf of the taxpayer.

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ANNEXURE B: RULES OF THE NATIONAL SCHOOLS DEBATING CHAMPIONSHIPS

Definitions

‘Championships’ refers to the National Schools Debating Championships, an annual debating competition organised under the auspices of the South African Schools Debating Board.

‘SASDB’ refers to the Governing Body of the South African Schools Debating Board, as laid out in Section C and Section D(6) of the Constitution of the South African Schools Debating Board.

‘SASDB Executive’ refers to the Executive Committee of six voting members, the National Chief Adjudicator and the National Head Coach(es) as laid out in Section D(7) of the Constitution of the South African Schools Debating Board.

1. Format

1.1. The format for debates in the Championships is World Schools Style.

1.1.1. There are three speakers a side, with only two teams in each debate (proposition and opposition). The speakers from each side take it in alternating turns to speak.

1.1.2. After all speakers have spoken once, the first or second speaker for each side gives a reply speech, with the opposition reply going first and the proposition second.

1.2. Speaking time for speeches in the senior section is 8 minutes, and for reply speeches 4 minutes. Speaking time for speeches in the junior section is 7 minutes, and for reply speeches 3 minutes. A grace period of 20 seconds will be allowed after the allotted time has elapsed.

1.2.1. The chairperson of the debate must signal once after one minute of the speech has elapsed, once when there is one minute remaining, and twice at the end of the allotted time. After the 20 seconds grace period, the chair should indicate to the speaker that he/she should sit down.

1.2.1.1. The first time signal may be omitted in reply speeches.

1.2.1.2. The chairperson may delegate this function to a member of the adjudication panel or to a trusted audience member.

1.2.2. In addition to time signals referred to in rule 11.3.2, team members or the team coach may give time signals to a speaker, provided that the signals are discreet and unobtrusive.

1.3. Before a debate begins, each team must inform the chairperson of the names of their three speakers and the order they will be speaking in.



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- 1.3.1. The only persons who may speak in a debate are the three speakers for each team announced by the chairperson at the start of that debate.
- 1.3.2. During a debate, speakers may not communicate with their coach, other team members who are not speaking in that debate, or any person in the audience, except to receive time signals in accordance with rule 1.2.2.
- 1.3.3. Notwithstanding rule 1.3.1:
 - 1.3.3.1. If, during a debate, a speaker declares that they are unable to make their speech, one of the two other speakers on their team who have been announced by the chairperson as speaking in that debate may give a speech in substitution.
 - 1.3.3.2. Similarly, should one or more team members be unable to participate in a debate at all, a team may compete with only two speakers, with one speaker presenting two substantive speeches. A team may not compete with only one speaker.
- 1.3.4. Substitute speeches shall be awarded minimum marks in accordance with the following rules:
 - 1.3.4.1. If a substitute speech is given in accordance with rule 1.3.3.1, judges shall award that speech the lowest possible score within the Marking Standard (see Annexure 2), regardless of the quality of the speech. (If such a situation occurs, the marks for this speech shall not be used in the calculation for any individual speaker rankings or awards.)
 - 1.3.4.2. If a speaker informs the chairperson at the start of the debate that they will be presenting two substantive speeches (i.e. if a speaker delivers two substantive speeches in accordance with rule 1.3.3.2), they must decide before the debate begins which speech they would like to receive the minimum score, and which speech they would like to be scored normally, and inform the judging panel of their decision. (In this instance, only the marks for the normally-scored speech shall be used in the calculation for any individual speaker rankings or awards.)
- 1.3.5. Rule 1.3.4 shall not apply in the case of reply speeches provided that, in accordance with rule 1.1.2, the reply speech is delivered by either the first or second speaker on the team.

2. Eligibility

- 2.1. Each SASDB-affiliated provincial debating board (or, in the absence of a debating board in a particular province, any other provincial structure recognised by the SASDB) may send up to a maximum of 20 seniors and 10 juniors.
- 2.2. A member of a province's team must:
 - 2.2.1. Have been a full-time student at a school or FET College in the Republic of South Africa within one month of the start of the Championships;
 - 2.2.2. Not be enrolled at a tertiary or post-secondary school institution where their first term of study begins on or before the opening day of the Championship.



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- 2.3. A member of a junior team must have reached at least Grade 7, and must not have begun Grade 10, by the starting date of the Championships.
- 2.4. A member of a senior team must have reached at least Grade 7, and must comply with criterion 2.2
- 2.5. The selection and composition of the provincial teams is a matter for the debating board of each individual province, subject to the following conditions:
- 2.5.1. At least 50% of the speakers in the senior section and at least 50% of the speakers in the junior section must qualify as Academy Eligible, according to criteria set by the South African Schools Debating Board. (See Section 8 for more details.)
- 2.5.2. Provinces should strive to extend the reach of their debating programmes over time, so as to give as many schools and learners as possible access to the provincial debating leagues and selection mechanisms.
- 2.6. A team may have up to five members.
- 2.7. Definition of eligible institutions:
- 2.7.1. Students completing an extra year of schooling beyond normal requirements at an institution that is plainly a secondary school only, and which gives no tertiary credits, are eligible provided that they meet criterion 2.2.
- 2.7.2. Students completing at least one year or more, at an institution that spans both secondary and tertiary levels, are eligible provided that they meet criterion 2.2 and are not clearly completing the first year at a tertiary level.
- 2.8. Every team at the Championships must be accompanied by a team coach. All team coaches must be aged 18 or above on the start date of the Championships.
- 2.9. Each province which sends teams to the Championships shall appoint two coaches, adjudicators or registered observers from that province to serve as their chaperones. Chaperones shall be responsible for looking after the welfare of their team members and ensuring their compliance with the Code of Conduct during the tournament.
- 2.9.1. One of the chaperones must be male and the other must be female.
- 2.9.2. When provincial boards appoint chaperones, they must ensure that all chaperones are aged 18 or older on the start date of the Championships, and must deem them to have sufficient maturity to act in loco parentis and ensure discipline among their delegation.

3. The Draw

- 3.1. This section outlines the rules that govern the draw for each competition at the Championships, i.e. the junior competition and the senior competition.



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- 3.2. If the total number of teams in the competition is nine or less, every team shall debate every other team in the preliminary rounds.
- 3.2.1. If the total number of teams in the competition is more than nine, every team shall debate eight other teams in the preliminary rounds. The draw and method of tabbing for the preliminary debates is to be determined by the Chief Adjudication Panel in conjunction with the SASDB Executive (see 3.10).
- 3.2.2. The number of preliminary debates must be at least eight, and may be increased at the discretion of the Chief Adjudication Panel to preserve the accuracy of the break, depending on the size of the tournament and the chosen method of tabbing.
- 3.3. Each team shall have the same number of debates on any day as any other team.
- 3.4. In the event where an odd number of teams register for the junior or senior competition, the host will be responsible for organising a junior or senior shadow team (as appropriate) to make up an even number of teams.
- 3.4.1. Shadow teams are not eligible to progress to elimination rounds, and members of shadow teams are not eligible to receive individual speaker awards. However, members of shadow teams are eligible for selection for South African National Debating Team trials, as laid out in Section 12, and if they are Academy Eligible they are eligible for selection for the South African Schools Debating Academy, as laid out in Section 13.
- 3.5. As far as possible, each team shall have the same number of proposition and opposition sides in the preliminary round debates.
- 3.6. At the end of the preliminary rounds, teams shall be ranked according to the number of wins. If teams are tied on the same number of wins, they shall be separated on the following priority:
- 3.6.1. First, by the number of adjudicators submitting ballots in favour of the team (**only if an individual ballot system is implemented by the Chief Adjudication Panel** – see Section E of Annexure 1);
- 3.6.2. Second, and in place of 3.6.1 should consensus judging be used (see Section E of Annexure 1), by the total speaker points accumulated by each team.
- 3.7. If the total number of teams is 11 or less, the top four teams shall debate in semi-finals, with the top team against the fourth and the second team against the third. The winners of the semi-finals compete in the Grand Final.
- 3.7.1. If the total number of teams is more than 11 but less than 24, the top eight teams shall debate in Quarter-Finals as follows:
- Quarter-Final A – Team 1 and Team 8
 - Quarter-Final B – Team 2 and Team 7
 - Quarter-Final C – Team 3 and Team 6



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- Quarter-Final D – Team 4 and Team 5

3.7.2. The winners of the Quarter-Finals debate in Semi-Finals with the winner of Quarter-Final A against the winner of Quarter-Final D and the winner of Quarter-Final B against the winner of Quarter-Final C.

3.7.3. If the total number of teams is 24 or more, the top 16 teams shall debate in Octo-Finals as follows:

- Octo-Final A – Team 1 and Team 16
- Octo-Final B – Team 2 and Team 15
- Octo-Final C – Team 3 and Team 14
- Octo-Final D – Team 4 and Team 13
- Octo-Final E – Team 5 and Team 12
- Octo-Final F – Team 6 and Team 11
- Octo-Final G – Team 7 and Team 10
- Octo-Final H – Team 8 and Team 9

3.7.4. The winners of the Octo-Finals debate in the Quarter-Finals as follows:

- Quarter-Final A – Winner of Octo-Final A and winner of Octo-Final H
- Quarter-Final B – Winner of Octo-Final B and winner of Octo-Final G
- Quarter-Final C – Winner of Octo-Final C and winner of Octo-Final F
- Quarter-Final D – Winner of Octo-Final D and winner of Octo-Final E

3.8. The occurrence of a second-tier Plate competition shall take place, consistent with rule 3.7. The plate break will be no larger than equal in size to the main break of the tournament and will be no smaller than a four team break, failing which the plate break will not take place.

3.9. Should a shadow team participate in the preliminary rounds in order to make an even number of teams, they shall not be allowed to progress to the elimination rounds, regardless of their team ranking. The top 4, 8 or 16 teams, excluding the shadow team, shall progress to the elimination rounds.

3.10. At the end of the championships, teams' final rankings shall be determined as follows:

3.10.1. The champions and runners-up shall be ranked 1 and 2 respectively;

3.10.2. All other teams shall be ranked according to the round of championships the team reached and, where equal, their preliminary round ranking.

3.11. Octo-Finals, Quarter-Finals, Semi-Finals and Finals shall be impromptu debates (with 1 hour prep time). The preliminary debates may be all impromptu, or a combination of prepared and impromptu, depending on the decision of the Chief Adjudication Panel.

3.12. The Chief Adjudication Panel shall adhere to the following procedure when determining the method of tabbing for the preliminary round debates:

3.12.1. Following internal discussion, the Chief Adjudication Panel shall submit a proposal to the SASDB Executive that outlines the system they would like to use for the Championships.



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- 3.12.2. This proposal shall include a motivation that identifies the merits of that system and discusses the desirability of using that system as opposed to other systems that the Chief Adjudication Panel has considered.
- 3.12.3. The SASDB Executive shall either approve this proposal or reject it on the grounds of inadequate motivation. In the case of rejection, the SASDB Executive shall identify clear concerns and make recommendations for improvement.
- 3.12.4. If the proposal is rejected, the Chief Adjudication Panel shall revise the proposal, taking into account the feedback of the SASDB Executive, and resubmit it to the SASDB Executive.
- 3.12.5. Once the proposal is approved, the Operations Officer of the SASDB shall inform the NSDC Organising Committee and the provincial debating boards of the tabbing system that will be used at the Championships in that year.

4. Judges

- 4.1. Every province must send at least 1.5 judges for every team, rounded up if the province sends an uneven amount of teams. Provinces are strongly encouraged to send additional judges to the Championships above and beyond this minimum requirement, subject to limitations on numbers imposed by the NSDC Organising Committee, and approval by the Chief Adjudication Panel (see 4.3 below).
- 4.2. Coaches will be expected to judge unless there is a surplus of judges.
- 4.3. Non-coach judges (hereafter referred to as “independent judges”) will be accepted on the following basis:
 - 4.3.1. The Chief Adjudication Panel shall call for independent judge applications, setting a deadline no less than six weeks before the start date of the Championships.
 - 4.3.2. All independent judges who wish to attend the competition must submit their debating CV to the Chief Adjudication Panel before the deadline.
 - 4.3.3. The Chief Adjudication Panel will accept as many independent judges as they deem suitable and competent to judge at the Championships, subject to limitations on numbers imposed by the NSDC Organising Committee. Should there be more suitable and competent judge applicants than there are places available, the Chief Adjudication Panel shall select the successful applicants based on a combination of judging ability and provincial representation.
 - 4.3.4. The Chief Adjudication Panel shall announce the successful applicants no less than five weeks before the start date of the Championships.
- 4.4. As far as possible, all Championship debates shall be judged by an odd-numbered panel of at least three judges.
- 4.5. Judges shall not judge a team from their own province.



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- 4.6. A judge may judge the same team more than once, provided that the judge does not judge that team a disproportionate number of times.
- 4.7. A judge who is clashed with both teams in a debate may judge the debate under the following circumstances:
- 4.7.1. No suitable judge is available who clashes with neither team.
 - 4.7.2. Both teams and/or their coaches agree to this judging allocation.
 - 4.7.3. The judge in question does not coach either team.
- 4.8. At the discretion of the Chief Adjudication Panel, debates may be won by (a) the team who is deemed to have won after judges have conferred and reached a consensus, or (b) the team who secures a majority of the votes of the judges, voting independently on a ballot system according to the WSDC rules (See Section E of Annexure 1).
- 4.8.1. Should the SASDB decide that either consensus judging or an individual ballot system should be used at every Championships, its decision shall bind every Chief Adjudication Panel from that point on.
 - 4.8.2. Should the SASDB not implement a consistent policy as contemplated in 4.8.1, the Chief Adjudication Panel shall notify the SASDB and the Organising Committee of the Championships no less than six weeks prior to the start of the competition.
- 4.9. The marking standard, rules of debate, and principles of judging, are set out in the Judging Schedule which is an annexure to these rules.
- 4.9.1. The Judging Schedule is a part of the rules and may be amended in the same way that the rules may be amended.
 - 4.9.2. The SASDB Executive may authorize guidelines and instructional material for judges, consistent with the Judging Schedule and the rules.
 - 4.9.3. The Chief Adjudication Panel shall ensure that judges are familiar with the Judging Schedule and any guidelines and instructional material authorized by the SASDB Executive.
 - 4.9.4. All judges shall judge in accordance with the Judging Schedule and any guidelines and instructional material authorized by the SASDB Executive.
- 4.10. To be eligible to judge at the Championships (“an eligible judge”), a person must:
- 4.10.1. Be nominated by the provincial debating board of their province or of another province;
 - 4.10.2. Have experience at judging high school debates in their province or elsewhere in the country, and have judged such debates regularly during the year prior to the Championships.
 - 4.10.3. Not be a student at a school in the Republic of South Africa or elsewhere.
- 4.11. The Chief Adjudication Panel may accept a person to be an eligible judge at a Championships who does not meet the requirements of rule 4.10.1 and 4.10.2 if, in the opinion of the Chief Adjudication Panel, that person is sufficiently experienced and competent to be an eligible judge. All judges must meet the requirements of rule 4.10.3.

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- 4.12. Judges for all Championship debates, including the Grand Final, are to be selected for their ability to judge, not because they hold any particular office or occupation.
- 4.13. The Chief Adjudication Panel may assess an eligible judge at any time before or during a Championships to determine that judge's:
- 4.13.1. Competence to judge, and
 - 4.13.2. Understanding of the Rules, the Judging Schedule, and any guidelines and instructional material authorized by the SASDB Executive.
- 4.14. The Chief Adjudicator may at any time, as a result of an assessment in accordance with Rule 4.13, decide that a judge should not judge any debates, or should not judge any further debates without a further assessment if the Chief Adjudicator is satisfied that there is sufficient doubt about that judge's ability to judge competently or impartially.
- 4.15. In undertaking an assessment in accordance with rule 4.13 the Chief Adjudication Panel may take into consideration:
- 4.15.1. Whether the judge has been able or unable to give sufficient reasons for awarding the debate to one team as opposed to another;
 - 4.15.2. Whether the judge has misdirected himself or herself as to some or more of the rules of debate to a significant extent;
 - 4.15.3. Whether a judge has made remarks to a team or other participant at the Championships in a way that casts significant doubt as to the judge's competence or impartiality;
 - 4.15.4. Whether as a result of excessive consumption of alcohol or other substances or tiredness or sickness or other such factors, the ability or perceived ability of the judge to adjudicate competently is seriously in question;
 - 4.15.5. Whether a complaint has been upheld against the judge pursuant to rule 5.5;
 - 4.15.6. Any representations made by the judge in question; or
 - 4.15.7. Any other matter the Chief Adjudication Panel considers relevant.
- 4.16. In undertaking an assessment provided for in 4.13, the Chief Adjudication Panel shall inform itself of evidence and facts as it deems fit, with a view to understanding the situation or incident as fully as possible.
- 4.17. Before deciding whether a judge should not judge a further debate or debates, the Chief Adjudication Panel shall determine whether the matter could be more appropriately resolved by counseling or other appropriate procedure.
- 4.18. Notwithstanding rules 4.13-4.17, no result of any debate shall be overturned.

5. The Chief Adjudicator and the Complaints Procedure



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- 5.1. The National Chief Adjudicator, as appointed by the SASDB Executive, shall serve as the Chief Adjudicator for the National Schools Debating Championships, unless otherwise approved by the SASDB Executive.
- 5.2. In accordance with the Rules, the Chief Adjudicator is responsible for:
- 5.2.1.determining the eligibility of judges,
 - 5.2.2.training judges prior to the start of the Championships (see Annexure 3 for suggested training framework),
 - 5.2.3.assessing whether eligible judges are competent to judge debates,
 - 5.2.4.assigned judges to debates,
 - 5.2.5.recording results of debates,
 - 5.2.6.determining the team rankings at the end of the preliminary rounds,
 - 5.2.7.determining the draw for the Octo-Finals, Quarter-Finals, Semi-Finals and Grand Final,
 - 5.2.8.determining the final speaker rankings, and
 - 5.2.9.any other matter connected with the adjudication of debates at a Championships.
- 5.3. Prior to the start of the Championships, the Chief Adjudicator shall appoint a panel of experienced judges, to serve as Deputy Chief Adjudicators, to assist the Chief Adjudicator in his or her responsibilities.
- 5.3.1.The Chief Adjudicator and the Deputy Chief Adjudicators shall jointly be known as the Chief Adjudication Panel.
 - 5.3.2.The number of Deputy Chief Adjudicators to be appointed shall be determined by the Chief Adjudicator in consultation with the Organising Committee, bearing in mind financial and logistical constraints.
 - 5.3.3.The Deputy Chief Adjudicators should come from as many different provinces as possible.
 - 5.3.4.The coach of a team at a Championships is not eligible to be a member of the Chief Adjudication Panel.
- 5.4. A member of the Chief Adjudication Panel may advise and assist the Chief Adjudicator, but may not independently carry out any of the Chief Adjudicator's responsibilities or exercise the Chief Adjudicator's powers.
- 5.5. Any complaint about a judge in a particular debate shall be made to the Chief Adjudicator, or to a Deputy Chief Adjudicator designated by the Chief Adjudicator:
- 5.5.1.within 24 hours of the alleged incident giving rise to the complaint, by:
 - 5.5.2.a judge or judges accredited by the Chief Adjudicator for the tournament, and who were on a panel with the judge who is the subject of the complaint; or
 - 5.5.3.the official and registered coach or team manager of a team participating in the tournament who shall make the complaint in writing.



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- 5.6. Complaints shall include but are not necessarily restricted to one or more of the following:
- 5.6.1. the judge has misdirected him/herself as to one or more of the rules of debate to a significant extent;
 - 5.6.2. the judge has made remarks prior to, during or after a debate in a way that raises significant doubt as to his or her impartiality for that debate.
- 5.7. Upon receipt of a complaint pursuant to rule 5.5, the Chief Adjudicator (or their designate) shall determine:
- 5.7.1. whether the complaint can be resolved without further investigation; or
 - 5.7.2. whether the complaint requires further investigation in which case the Chief Adjudicator (or their designate) shall undertake such further investigation including but not limited to talking to:
 - 5.7.2.1. the judge who is the subject of the complaint; and
 - 5.7.2.2. other judges on the panel with that judge; and/or
 - 5.7.2.3. coaches present at the debate; and/or
 - 5.7.2.4. such other persons as the Chief Adjudicator shall deem appropriate.
- 5.8. In conjunction with the Chief Adjudication Panel, the Chief Adjudicator (or their designate) shall determine the complaint by:
- 5.8.1. dismissing the complaint; or
 - 5.8.2. upholding the complaint and:
 - 5.8.2.1. taking no further action; or
 - 5.8.2.2. counselling the judge; or
 - 5.8.2.3. directing that the judge act as a 'shadow judge' for such portion of the Championships as the Chief Adjudicator shall deem appropriate; or
 - 5.8.2.4. directing that judge undergo further training prior to acting further as a judge at the Championships; or
 - 5.8.2.5. standing the judge down for such portion of the Championships as the Chief Adjudicator shall deem appropriate.
- 5.9. No determination pursuant to rule 5.8.2 shall be made without the further investigation to which rule 5.7.2 refers and in particular, without first speaking to the judge who is the subject of the complaint.
- 5.10. Where a complaint has been determined according to rule 5.7, the Chief Adjudicator shall advise the following people:
- 5.10.1. the person or persons who made the complaint, either in writing if the complaint was in writing or verbally if the complaint was made verbally;
 - 5.10.2. where the determination according to rule 5.8 is the result of the further investigation to which rule 5.7.2 refers, the judge who was the subject of the complaint shall be advised in writing.



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- 5.11. Where any complaint has been determined pursuant to rule 5.8.2, the Chief Adjudicator (or their designate) shall advise the following people in writing:
- 5.11.1. the person or persons who made the complaint;
 - 5.11.2. the judge who was the subject of the complaint;
 - 5.11.3. the Chief Adjudicator of the immediately following Championships.
- 5.12. Where a complaint is laid against a member of the Chief Adjudication Panel, or against the entire Chief Adjudication Panel, pursuant to rule 5.5, the above procedure as laid out in rules 5.5 – 5.11 shall be followed with the following amendments:
- 5.12.1. The complaint should be lodged with the President of the SASDB, or his/her deputy should the President not be present at that Championships.
 - 5.12.2. The complaint will be adjudicated pursuant to rules 5.7 – 5.11 by the SASDB Executive.
- 5.13. Notwithstanding rules 5.5 – 5.12, no result of any debate shall be overturned.

6. Motions

- 6.1. There shall be a Motions Committee for the Championships.
- 6.2. The Motions Committee shall consist of:
- 6.2.1. the Chief Adjudication Panel, and
 - 6.2.2. an Independent Adjudication Advisor, who must be an experienced judge and motion-setter, and who preferably should have experience in the role of a Chief Adjudicator at high-school level tournaments. The Independent Adjudication Advisor should not be an organizer or participant (as speaker, coach, judge or chaperone) at the Championships in question, and shall be appointed by the SASDB Executive following an open call for applications.
- 6.3. The Motions Committee shall select all motions for debate at the Championships.
- 6.3.1. The following procedure shall be followed in selecting motions:
- 6.3.1.1. The Chief Adjudication Panel shall select a shortlist of motions for both the preliminary rounds and the elimination rounds, and refer this to the Independent Adjudication Advisor.
 - 6.3.1.2. The Independent Adjudication Advisor shall veto any motions he or she feels unsuitable, comment on the strength or otherwise of the motions that are submitted to him or her, and suggest ways of improving/replacing motions on the shortlist.
 - 6.3.1.3. Following this assessment, the Chief Adjudication Panel shall revise their list of motions.
 - 6.3.1.4. The final list of motions should include at least one more motion than is required for the preliminary rounds in both the junior section and the senior section.
 - 6.3.1.5. The final list of motions should include at least one spare motion for each



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elimination round.

6.4. At least one month prior to the start of the Championships, the Motions Committee shall forward to the Host the list of motions it has selected for prepared debates (if applicable).

6.4.1. The host shall forthwith notify all teams of the prepared motions for debate.

7. Language

7.1. All Championships debates shall take place in English.

8. Academy Eligibility

8.1. Individual team members shall be classified as follows:

8.1.1. As an Academy Eligible speaker if:

8.1.1.1. they meet the criteria set by the SASDB for Academy Eligibility. Such criteria may include the human and other resources of their school, the annual fees charged by their school, the socioeconomic conditions of their school or home environment, or anything else as the SASDB Executive sees fit; or

8.1.1.2. they are granted an exemption from the Academy Eligibility criteria by the SASDB Executive, on the application of their coach or team manager.

8.1.1.2.1. Such an application must show that the speaker falls within the spirit of the eligibility criteria even if he or she does not meet the letter of the criteria.

8.1.1.2.2. Provincial debating boards must submit all applications for exemptions by at least six weeks before the scheduled start date of the Championships.

8.1.1.2.3. The SASDB Executive must notify the relevant provincial debating board of the outcome of their application within two weeks of receiving that application (even if the application was received before the six week deadline).

8.1.2. As an Open speaker otherwise.

8.2. The team manager of each provincial delegation must make a submission to the Organising Committee prior to the start of the Championships outlining the educational and/or home backgrounds of their Academy Eligible speakers showing that they meet the conditions for Academy Eligibility as laid out in 8.1.1.

8.2.1. This submission must include, but need not be limited to:

8.2.1.1. a letter from the school of each Academy Eligible speaker confirming the annual school fees of that school; or

8.2.1.2. a demonstration that the school of each Academy Eligible speaker is included on an official list of no-fee schools.

8.2.2. It is the responsibility of each provincial board to verify such letters and demonstrations. These documents must be kept by the Organising Committee so that they may be referred



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to in the event of a dispute about the Academy Eligibility of a speaker or speakers at the Championships.

8.3. Based on the information in the forms submitted in accordance with rule 8.2 and any other information available, the Organising Committee shall compile a list of the Academy Eligible speakers in the Championships, no later than the day before the start of debates at the Championships.

8.3.1. This list shall be made available to the Academy selection panel (see Section 13) and anyone else who reasonably requests to see it.

8.3.2. Any team manager or coach may appeal against the inclusion on, or exclusion from, the aforementioned list of any speaker.

8.3.2.1. An appeal shall be in writing and submitted to the SASDB Executive. The Executive may amend the list by a simple majority vote, should it feel there is sufficient justification (in accordance with these Rules).

8.4. Any senior delegation or junior delegation which does not meet the 50% Academy Eligible quota in Rule 2.5.1 shall not be eligible to break to elimination rounds in their competition, unless they have been granted an exemption from Rule 2.5.1 by the SASDB Executive.

8.4.1. Such an exemption may be, but does not necessarily need to be, based on one or more of the following considerations:

8.4.1.1. the provincial league is in its developmental stages and has not had sufficient time to incorporate schools whose learners meet the criteria mentioned in 8.1.1.1;

8.4.1.2. the last-minute withdrawal of Academy Eligible speakers from the provincial teams;

8.4.1.3. unforeseen circumstances which severely disrupted the provincial selection process to the extent that not enough Academy Eligible schools or speakers could participate, e.g. a major teachers' strike.

9. Impromptu Debates

9.1. At least one-half of the debates for any team in the preliminary rounds must be impromptu debates.

9.2. The following rules govern the procedure of impromptu debates:

9.2.1. The preparation time for impromptu debates shall be one hour from the time that the motion is announced.

9.2.2. Both teams in an impromptu debate must receive the motion (or choice of motions) at the same time.

9.2.3. Teams must be informed of their sides (proposition or opposition) before the motion is announced.

9.2.4. A team may be required to prepare outside, but must be able to access desks and chairs, and the area in which they prepare must be reasonably quiet.



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9.2.5. Teams may not be made to prepare outside in unreasonably adverse weather conditions.

9.2.6. Only the members of the team may take part in the prep session.

9.2.7. Teams may bring any handwritten, printed or published materials with them into their preparation venue for impromptu debates.

9.2.8. Teams taking part in the preparation of an impromptu debate may not be in possession of a telephone, cellphone, computer, iPad, Kindle, or any other device capable of communicating or accessing information stored electronically or outside the preparation room.

9.2.9. Any team which is found to be violating rule 9.2.6 or rule 9.2.8 may face disciplinary or punitive measures at the discretion of the Chief Adjudication Panel, up to and including forfeiture of the debate in question.

10. Dates and venues of forthcoming Championships

10.1. The Championships shall be hosted in a rotational fashion by each of the provinces, so as to ensure a fair share of the organizational work, in the following order (starting in 2012): Eastern Cape, Gauteng, Western Cape, KwaZulu-Natal, Limpopo, Free State.

10.1.1. Should the Championships be expanded to regularly include other provinces, the SASDB may vote to expand the list of provinces in 10.1.

10.2. The Championships shall be held annually in the first week of the December school holidays.

10.3. The dates and venue for the Championships shall be fixed no later than one Championships prior to the tournament in question ('the scheduled Championships').

10.3.1. In case the SASDB is unable to decide the dates for the scheduled Championships in accordance with Rule 10.3, the dates may be set by email vote or consensus no later than 10 months prior to the first day of the scheduled Championships.

10.4. The SASDB may vary the dates fixed in Rule 10.3, provided that such variation is passed by a two-thirds majority of those members entitled to vote and either present or casting votes in a postal ballot; and provided that:

10.4.1. the SASDB may vote to vary the already fixed dates, no later than 7 months prior to the first day of the originally scheduled Championships, or;

10.4.2. where the variation is considered less than 7 months prior to the first day of the originally scheduled Championships, only in a case of genuine emergency, disaster or Act of God.

10.5. The SASDB may vary the host province which has been fixed in accordance with Rule 10.1, provided that such variation is passed by a two-thirds majority of those members entitled to vote and either present or casting votes in a postal ballot; and:

10.5.1. such variation is passed no later than one Championships prior to the scheduled Championships, or;



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10.5.2. where the variation is considered less than one Championships prior to the originally scheduled Championships, only in a case of genuine emergency, disaster or Act of God.

11. Awards

- 11.1. Special awards or recognition shall be given at the conclusion of each Championships to:
- 11.1.1. all teams which reached the Grand Finals of their respective (junior or senior) competitions;
 - 11.1.2. the 10 highest ranked senior speakers overall (see Section 14);
 - 11.1.3. the 10 highest ranked junior speakers overall (see Section 14);
 - 11.1.4. the 5 highest ranked Academy Eligible senior speakers (see Section 14);
 - 11.1.5. the 5 highest ranked Academy Eligible junior speakers (see Section 14);
 - 11.1.6. the 3 highest ranked junior reply speakers (see Section 14);
 - 11.1.7. the 3 highest ranked senior reply speakers (see Section 14);
 - 11.1.8. the triallists for the South African Schools Debating Team (see Section 12)
 - 11.1.9. the speakers selected for the South African Schools Debating Academy (see Section 13)
- 11.2. The form of the awards or recognition described in rule 11.1 shall be wholly at the discretion of the hosts.
- 11.3. The host may also decide to acknowledge or give awards to other teams or speakers.

12. Selection of Triallists for the South African Schools Debating Team

- 12.1. Prior to the start of the Championships, the South African Head Coach (as appointed by the SASDB Executive) shall convene a panel of experienced judges and coaches to select the triallists for the South African Schools Debating Team ('the national team').
- 12.1.1. The members of the selection panel should come from as many different provinces as possible.
- 12.2. During the Championships, this panel shall identify and observe potential triallists for the national team.
- 12.3. By the start of the Championships, the South African Head Coach shall have created, distributed and explained a set of selection criteria to the members of this selection panel. These selection criteria shall act as the framework according to which the selection of triallists is discussed.
- 12.4. Speakers who are in matric in the year of the Championships in question are not eligible for selection unless the primary competition for which the national team is being selected is scheduled to be concluded before the end of February of the year immediately following the



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Championships.

- 12.5. Speakers who speak less than twice in the preliminary rounds are not eligible for selection.
- 12.6. At the end of the Championships, the panel must announce not less than 12 speakers who will attend trials for the national team.
- 12.7. The Chief Adjudication Panel should work with the Head Coach to ensure that, as far as is reasonably practicable, members of the selection panel are assigned to judge debates featuring potential triallists.

13. Selection of Participants for the South African Schools Debating Academy

- 13.1. Prior to the start of the Championships, the SASDB Development Officer, or other person designated by the SASDB Executive, shall convene a panel of experienced judges, coaches and trainers to select the participants for the South African Schools Debating Academy ('the Academy').
- 13.2. During the Championships, this panel shall identify and observe potential participants for the Academy.
- 13.3. Speakers who are in matric in the year of the Championships in question are not eligible for selection.
- 13.4. Speakers who speak less than twice in the preliminary rounds are not eligible for selection.
- 13.5. At the end of the Championships, the panel must announce 12 speakers who will attend the Academy in the following year.
 - 13.5.1. Of these 12 speakers, one must be chosen from each province which sends Academy Eligible speakers to the Championships in that year. The remaining speakers may come from any province.
- 13.6. The Chief Adjudication Panel should work with the convenor of the Academy selection panel to ensure that, as far as is reasonably practicable, members of the selection panel are assigned to judge debates featuring potential Academy participants.

14. Individual Speaker Rankings

- 14.1. At the end of the Championships, the final speaker rankings shall be determined for each competition (junior and senior) as follows:
 - 14.1.1. The average speaker score of each speaker shall be determined by adding up all of their speaker scores and dividing the total by the number of debates in which that speaker has



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been scored.

14.1.2. Only speeches in the preliminary rounds shall be taken into consideration.

14.1.3. Only speakers who have participated in at least two preliminary round debates shall be taken into consideration.

14.1.4. Reply speeches shall not be taken into consideration.

14.1.5. Any replacement speech given in terms of Rule 1.3.3 and awarded the minimum score in terms of Rule 1.3.4 shall not be taken into consideration.

14.2. At the end of the Championships, the final reply speaker rankings shall be determined for each competition (junior and senior) as follows:

14.2.1. The average reply speech score of each speaker who delivered a reply speech shall be determined by adding up all of their reply speech scores and dividing the total by the number of debates in which that speaker has been scored for reply speeches.

14.2.2. Only reply speeches in the preliminary rounds shall be taken into consideration.

14.2.3. Only speakers who have delivered at least two reply speeches in the preliminary rounds shall be taken into consideration.

15. Changes to the Rules

15.1. The SASDB may temporarily suspend any part of these Rules or amend these rules, only with the support of two-thirds of the SASDB Governing Body.



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Annexure 1 – Judging Schedule

A. Marking Standard

- 1.1. Each speaker's substantive speech is marked out of 100, with 40 for content, 40 for style and 20 for strategy.
 - 1.2. The reply speech is marked out of 50, with 20 for content, 20 for style and 10 for strategy.
 - 1.3. In order to encourage consistency of marks, speeches are marked within the accepted range of marks and judges may not go outside that range. This means that main speeches must be scored from 60-80 and reply speeches must be scored from 30-40 (see the *Marking Standard – Annexure 2*).
 - 1.4. Half marks are acceptable in both the substantive speeches and the reply speeches. No smaller fraction of a mark is permissible.
 - 1.5. Judges may not use any other marking standard or categories of marks.
 - 1.6. If a debater declares that they are unable to make their speech after a debate has begun, another member of their team who was announced by the chairperson as being a speaker in that debate may speak in their place. In such a situation judges shall award the speech the lowest possible score within the Marking Standard, regardless of the quality of the speech.
-
- 2.1. Content is the argument used by the speaker, divorced from the speaking style.
 - 2.2. If an argument is weak it should be marked accordingly, even if the other team does not expose its weakness.
 - 2.3. In deciding the strength or weakness of an argument, judges should not be influenced by their own personal beliefs or specialized knowledge.
-
- 3.1. Style is the way speakers speak.
 - 3.2. Judges should make allowance for different accents, speaking styles and debating terminology.
 - 3.3. Debaters for whom English is a second language shall be judged as if they were home language English speakers.
 - 3.4. In general, the use of palm-cards, lecterns, folders, notepads or other forms of speaker notes should not affect the mark a speaker is given.
 - 3.5. However, speakers should not read their speeches, but should use notes that they refer to only from time to time.
-
- 4.1. Strategy covers two concepts:
 - 4.1.1. Whether the speaker understands what are the issues of the debate and
 - 4.1.2. The structure and timing of the speaker's speech.
 - 4.2. A speaker who answers the critical issues with weak responses should get poor marks for content but good marks for strategy.

B. Definitions and Cases



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5.1. The Proposition must present a reasonable definition of the motion. This means:

5.1.1. On receiving a motion, both teams should ask: 'What is the issue that the two teams are expected to debate? What would an ordinary intelligent person reading the motion think that it is about?'

5.1.2. If the motion poses a clear issue for debate (i.e. it has an obvious meaning), the Proposition must define the motion accordingly. When the motion has an obvious meaning (one which the ordinary intelligent person would realize), any other definition would not be reasonable.

5.1.3. If there is no obvious meaning to the motion, the range of possible meanings is limited to those that allow for a reasonable debate. Choosing a meaning that does not allow the Opposition room for debate would not be a reasonable definition. Truisms and tautologies leave the Opposition no room for debate and are clearly illegitimate. Definitely absolute words literally may prevent a reasonable debate, and they can therefore be read down.

5.1.4. When defining the words in the motion so as (i) to allow the obvious meaning to be debated or (ii) (when there is no obvious meaning) to give effect to a possible meaning which would allow for a reasonable debate, the Proposition must ensure that the definition is one the ordinary intelligent person would accept.

5.2. The definition must match the level of abstraction (or specificity) of the motion, so that the debate is as specific or as general as the motion itself. Specific motions should be defined specifically and general motions generally.

5.3. Motions expressed as general principles must be proven true as general principles. A single example will neither prove nor disprove a general principle. Finding arguments that explain the majority of relevant examples will be more important.

5.4. When suggesting parameters to the debate, or proposing particular models or criteria to judge it by, the Proposition must ensure such parameters, models or criteria are themselves reasonable. They must be ones that the ordinary intelligent person would accept as applicable to the debate.

5.4.1. The Proposition's ability to set reasonable parameters to a debate does not provide a license to restrict the motion arbitrarily.

5.4.2. When the motion requires the Proposition to propose a solution to a problem and the Proposition has to set out the details of its proposed solution to prove its effectiveness, the Proposition must ensure that the detailed solution given (the Proposition's 'model' or 'policy') is a reasonable one, such that the ordinary intelligent person would accept it as applicable to the debate.

5.5. If the Proposition's definition is unreasonable, the Opposition may:

5.5.1. Accept it anyway (and debate the Proposition's case regardless);

5.5.2. Challenge it (argue that the definition is unreasonable, put up an alternative, reasonable definition and a case based on this);

5.5.3. Broaden the debate back to the words in the motion (if the Proposition has unreasonably restricted the motion and is arguing a narrower version of it);

5.5.4. Challenge the definition (as in 5.5.2), but argue that 'even if' it is reasonable, the Proposition's



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case is flawed (as in 5.5.1).

5.6. The definition settled, each team has to present a case, supported by arguments and examples.

5.6.1. A case sums up the team's arguments and states why its side of the motion is correct. 5.6.2. Arguments are reasons or rationales why the team's case is correct.

5.6.3. Examples are facts, events, occurrences and the like that show the team's arguments are correct.

5.7. Whereas an unduly restrictive definition (such as limiting a general motion to a single example) is illegitimate and can be challenged or broadened, a Proposition that runs a restrictive case (such a limiting itself to a single argument) acts legitimately and cannot be challenged for doing so, but runs the risk of the Opposition being able to more easily counter that case (by disproving that one argument and/or by raising other arguments that disprove the motion, as defined).

C. The Roles of the Speakers

6.1. The role of the first speaker of the proposition is to define the topic, establish the issues for the debate, outline the proposition case, announce the case division between the speakers, and present his or her part of the proposition case.

6.2. The proposition may define the topic in any way provided that the definition:

6.2.1. is reasonably close to the plain meaning of the topic, 6.2.2. allows the opposition team reasonable room to debate,

6.2.3. is not tautological or truistic, and

6.2.4. is otherwise a reasonable definition.

6.3. Squirreling, place-setting and time-setting are not permitted.

6.3.1. Squirreling is the distortion of the definition to enable a team to argue a pre-prepared argument that it wishes to debate regardless of the motion actually set;

6.3.2. Place-setting is the setting of a debate of general application in a particular place

6.3.3. Time-setting is the setting of a debate of general application in a particular time, past or future.

7.1. The role of the first speaker of the opposition side is to challenge the definition if necessary, present an alternative definition if the definition is challenged, respond to the proposition case, outline the opposition case, announce the case split, and present his or her part of the opposition case.

7.2. The first opposition may challenge the definition only if it does not conform to 5.2 or 5.3. If it challenges the definition, the first opposition must propose a new definition that conforms to 5.2 and 5.3.

7.3. If the first opposition does not challenge the definition, the opposition is taken to have accepted the definition and the opposition may not challenge the definition in any other speech unless the



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proposition significantly alters the definition in their subsequent speeches.

8.1. The role of the second speaker of the proposition is to deal with the definition if it has been challenged, respond to the opposition case, and continue with the proposition case as outlined by the first speaker.

8.2. If the second proposition does not challenge a re-definition of the debate made by the first opposition, the proposition is taken to have accepted the oppositions re-definition and no further challenges to the definition may be made.

8.3. The role of the second speaker of the opposition is to deal with the definition if it is still in issue, respond to the proposition case, and continue with the opposition case as outlined by the first speaker.

9.1. The role of both the third speakers is to deal with the definition if it is still in issue, and respond to the other team's case.

9.2. The third speaker of the proposition may have a small part of the team's case to present, but this is not obligatory as the third speaker's primary role is to respond to what has gone before in the debate.

9.3. If the third speaker is to present a part of the team's case, this must be announced in the case split by the first speaker.

10.1. The more the debate progresses, the more each speaker must spend time dealing with what has been said by previous speakers.

10.2. Hence the more the debate progresses, the more each speaker must spend time dealing with what has been said by previous speakers.

11.1. The role of the reply speeches is to sum up the debate from the team's viewpoint, including a response to the other team's overall case and a summary of the speaker's own team's case.

11.2. The reply speaker may be either the first or second speaker of the team, but not the third.

11.3. The reply speakers are in reverse order, with the opposition reply first and the proposition reply last.

11.4. Neither reply speaker may introduce a new part of the team case.

11.5. A reply speaker may respond to an existing argument by raising a new example that illustrates that argument, but may not otherwise introduce a new argument.

12.1. The proposition team does not have to prove its case beyond reasonable doubt, but merely that



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its case is true in the majority of cases or as a general proposition.

12.2. The opposition team must prove more than a reasonable doubt about the proposition case.

12.3. Where the topic is expressed as an absolute, the proposition must prove the topic true in the significant majority of cases, but not in every single conceivable instance.

12.4. Where the topic is expressed as an absolute, the opposition must do more than present a single instance where the topic is not true and prove that it is not true for at least a significant minority of cases.

D. Points of Information

13.1. Between the first and seventh (sixth for juniors) minutes of a senior speaker's substantive speech, members of the other team may offer points of information.

13.2. The purpose of a point of information is to make a short point or ask a short question of the speaker.

13.3. Points of information need not be addressed through the person chairing the debate, and may be in the form of a question.

13.4. A point of information should be brief, and no longer than 15 seconds.

14.1. Points of information are an important part of the clash between the teams, and enable speakers to remain a part of the debate even when they are not making a speech.

14.2. Hence a speaker should offer points of information both before and after that speaker has given his or her substantive speech.

15.1. The speaker has the absolute right to refuse to accept a point of information, or to accept it only at the end of the next sentence.

15.2. However, a speaker is obliged to accept some points of information, provided that they have been offered at reasonable times in the speaker's speech.

15.3. As a general rule a speaker should accept at least 2 points of information in his or her speech. But a speaker who accepts a significantly greater number of points on information risks losing control of his or her speech.

15.4. Members of the opposing team should not offer an excessive number of points of information to the point that they are barracking. As a general rule each team member should offer between 2 and 4 points of information per speech, and should not offer them within a short time of a previous point of information having been offered.



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16.1. The response by the speaker to a point of information should be included in the mark for that speaker's speech.

16.2. The offering of points of information should be included in the mark for the speaker offering points.

E. The Judging

17.1. The Chief Adjudication Panel may choose to make use of an individual ballot system or consensus judging, or may use one type of judging in the preliminary rounds and another in the elimination rounds.

17.2. The procedure for an individual ballot system is as follows:

17.2.1. Judges mark independently of each other, and should sit apart from each other during the debate so that they cannot see each other's mark-sheets.

17.2.2. At the end of the debate, the judges fill in their mark-sheets independently, and hand them to the person chairing the debate before leaving the debate room briefly to confer.

17.2.3. The team which receives the majority of the judges' votes wins the debate.

17.2.3.1. In the event that there are too few adjudicators to have three-person panels for each debate, at least some panels will consist of a chair and one panelist. In this event, the chair receives two votes and the panelist receives one vote. The scores awarded by the chair judge will also be weighted double in calculating team speaker scores and individual speaker rankings.

17.2.4. The purpose of the post-debate conference is to brief the chair of the judging panel to give a short oral adjudication on behalf of the judges. It is not intended for convincing any of the other judges of one's own opinion.

17.2.5. After the judges have handed in their ballots and left the room, they may not change the data on the ballots unless specifically requested to clarify something by the Chief Adjudication Panel.

17.3. The procedure for consensus judging is as follows:

17.3.1. After the debate, the judges leave the room to confer about the debate. They do this without having filled in a ballot, but after considering the debate carefully.

17.3.2. The judges have a brief discussion to try to reach a consensus regarding the winner of the debate.

17.3.3. Should no consensus be reached after 10 minutes of discussion, a vote will be taken.

17.3.3.1. On even-numbered panels, the chair of the judging panel has the deciding vote.

17.3.4. The judges then jointly fill in a single ballot for the debate.

17.4. The oral adjudication is given by the chair of the judging panel in either instance.

17.5. The oral adjudication should be short, and should explain the result to the audience. In



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particular, it should set out the key reasons why the winning team won, and comment on significant matters of debate style or technique that were displayed in the debate.

17.6. The adjudication should be constructive, not negative.

17.7. The winning team must always have higher points than the losing team.

17.8. No judge may declare a debate to be a draw, i.e. one team must be identified as the winner and the other team must be identified as the loser.



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Annexure 2 – The Marking Standard**1. Substantive Speeches (out of 100)**

Standard	Overall (/100)	Style (/40)	Content (/40)	Strategy (/20)
Exceptional	80	32	32	16
Excellent	76-79	31	31	15-16
Extremely Good	74-75	30	30	15
Very Good	71-73	29	29	14-15
Good	70	28	28	14
Competent	67-69	27	27	13-14
Weak	65-66	26	26	13
Very Weak	61-64	25	25	12-13
Extremely Weak	60	24	24	12

2. Reply Speeches (out of 50)

Standard	Overall (/50)	Style (/20)	Content (/20)	Strategy (/10)
Exceptional	40	16	16	8
Very Good to Excellent	36-39	15	15	7.5
Good	35	14	14	7
Very Weak to Competent	31-34	13	13	6.5
Extremely Weak	30	12	12	6

In marking reply speeches it may be easier to mark them out of 100 and then halve each mark. That will leave you with half-mark steps, but that is not a problem. Thus a reply speech could be given, say, 13.5 for content, 14.5 for style and 7.5 for strategy, for a total of 35.5.



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Annexure 3 – Suggested Judge Training Framework

This is a framework for a two-hour adjudicator training session that has been successfully implemented in the past. Chief Adjudication Panels are encouraged to take inspiration from this Annexure, but are not required to replicate it or even follow the same framework.

The training is split into three sections. Section 1 involves a brief discussion of the logistical concerns of the tournament (e.g. panel sizes, time available for adjudication, oral adjudications, feedback forms, etc.). Section 2 involves all adjudicators writing an unmarked quiz (see sample below), followed by a 20-30 minute discussion of what the correct answers are. The quiz is designed to ensure familiarity with the rules of World Schools Style debating and judging. Section 3 involves adjudicators watching a live or recorded debate, filling out a marking ballot, and providing a brief written justification of why they awarded the debate the way they did. These tests are marked by the Chief Adjudication Panel before the first round of debates, and are used to rank judges and thus assist in assigning them to panels.

Sample Quiz:

2011 National Schools Debating Championships

Adjudicator Test

Name: _____

1. Define an average speech. What score is assigned to an average speech?

.....

2. What is the maximum mark that can be given to a speaker for strategy (excluding reply speeches)?

.....

3. Which column(s) of the ballot paper would you use to mark a speaker's response to points of information?

.....



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4. If a speaker scores 77 for her speech and offers excellent points of information, what adjustment do you make to the POI column?
5. What do you consider when giving a speaker a mark for strategy?
.....
.....
6. Can a team win or lose a debate based on their style?
7. If the First Opposition does not challenge the definition and the Second Proposition does not change the definition, may the Second Opposition then challenge?
8. Should judges take into account the fact that some speakers are not speaking in their home language?.....
9. The Third Opposition speaker engages with an issue that has run throughout the debate. However, she does so with a new counter-example or a new reason. Is this allowed?
10. What is the difference between the third speech and the reply speech?
.....
.....
.....
11. Can the difference between two reply speeches ever be a reason for awarding a debate?
.....
12. A speaker is offered 15 points of information spread throughout their speech, but accepts only one. What is the consequence?
13. At what point do you stop listening to speeches in a below-average debate?
.....
14. What is the maximum points difference between teams that the rules allow?


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15. If a speaker got high strategy marks but poor content marks for his rebuttal, what does that mean?

.....

.....

16. What is the most effective way to structure a third speech?

.....

.....

17. The First Opposition must identify the clash. What does this mean?

.....

.....



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ANNEXURE C: TERMS OF APPOINTMENT

This annexure will be added once the terms of appointment have been drafted by the Executive Committee and agreed to by the governing body. These will be added only with the required votes from the governing body.



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ANNEXURE D: SASDB CHILD PROTECTION POLICY

1. Mission

It is the policy of the South African Schools Debating Board (SASDB) to safeguard the welfare of all children under its aegis by protecting them from physical, sexual, verbal or emotional harm, or the neglect that allows such harm to occur. The SASDB also seeks to extend child protection guidelines and a tradition of ethical and safe conduct in its agents, namely Provincial Boards, especially when members and/or SASDB agents convene with children at SASDB events such as the National Schools Debating Championship (NSDC).

Accordingly, the SASDB is committed to:

- recognising the political affiliation, health and ability status, sex, gender, sexual orientation, culture and religious diversity of South Africa's youth;
- approaching the above diversity in a way that is fair and undiscriminating;
- respecting the rights, wishes and feelings of the young people with whom it is working and building a relationship of trust;
- considering the well-being of young people when planning for or undertaking any decisions and activities;
- protecting the safety and well-being of young people who are placed in its care, especially in times where its agents are their adult supervision;
- communicating with and seeking permissions from parents or legal guardians as appropriate;
- taking all reasonable, practical steps to protect them from physical, sexual and emotional abuse;
- ensuring it and its agents act within the principles of South African law and the United Nations Convention on the Rights of the Child.

2. Aims

The aims of the Child Protection Policy are to:

- provide clear guidelines to prevent harm;
- provide clear guidelines to follow in the event of potential/actual abuse;
- ensure that this policy is accessible to agents and can realistically be implemented.

3. Use

3.1. Who MUST use the Policy

The SASDB must always use this policy for children falling under its aegis namely:

- All children attending the National Schools Debating Championship
- SA Academy
- SA Academy Team



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- SA Trials
- SA Team

The SASDB must always use this policy for agents falling under its aegis namely:

- All members of the NEC
- Anyone hired by or mandated to act on behalf of the SASDB, for example coaches paid to train at SASDB Boot Camps.

3.2. Who MAY use the Policy

Any SASDB member may choose to adopt the policy or refer to the policy as a guideline.

4. Legal Framework

This document does not stand in place of the law and in no way removes the responsibility of individual agents or members to know and behave in accordance within the law. The SASDB draws on the spirit of the UN Convention on the Rights of the Child, The Bill of Rights and the spirit of fair treatment. However, the legal framework adopted is that of

The Children's Act no 38 of 2005(as amended by the Children's Amendment Act no 41 of 2007)

4.1. The Act defines child abuse as one of the following:

- physical abuse
- sexual abuse
- psychological abuse
- deliberate neglect

4.2. According to the Act, all people in positions of authority who have reasonable grounds to suspect that child abuse may be taking place, must report abuse, including:

- Police officers
- Doctors and Nurses
- Religious leaders
- Educators
- Traditional leaders
- Volunteers
- Social workers

4.3. Any person in the community who suspects that a child may be abused, should inform one of these people.

5. Definitions



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These definitions are largely but not exclusively informed by statute, largely the Sexual Offences Act. A person may be guilty of an offence and subject to internal and external disciplinary action where they commit an act not defined by this section but which is covered by the Sexual Offences Act and/or other appropriate legislation.

5.1. **Child** means a person under the age of 18 years

5.2. **Violence** is any activity or conduct by a person, organisation or context that does not allow a person to reach their human rights. This can be: verbal, physical, emotional, armed conflict, political.

5.3. **Child exploitation** is exposure of a child to the certain situations including but limited to: child labour, slavery, sexual exploitation, child-pornography, child trafficking, forced removal of body parts.

5.4. **Physical abuse**, is any act or conduct that results in inflicted injury or death to a child. This can include but is not limited to bruises and welts, cuts and abrasions, fractures or sprains, poisoning, burns, and any repeated injury for which the explanation is inadequate or inconsistent.

5.5. **Emotional and psychological abuse** is a pattern that harms or limits a child's emotional development or sense of self-worth. It can include but is not limited to: criticism, threats or rejection, ignoring, isolating, taking advantage, corrupting, swearing at a child & lying to a child.

5.6. **Sexual abuse** involves forcing or enticing a child by means of physical or emotional threats, subjection to physical, emotional or psychological abuse or any other conduct, to take part in sexual activities. This holds even cases where the child is over the age of consent but was forced or enticed. In instances where the child is below the age of consent, it is abuse whether the child has consented or not. This can include but is not limited to flashing, peeping or forced nudity, fondling, exposure to pornographic material, oral sex, finger penetration of the anus, rape, sodomy or prostitution.

5.7. **Neglect** constitutes the failure to act reasonably where a duty is owed to cater to the physical, medical, emotional, physiological and psychological needs of the child.

6. Rights and Responsibilities

6.1. Rights of the Child

I have the right not to be hurt.

I have the right to be protected from physical, sexual and emotional harm.

I have the right to speak and to be taken seriously, and I have the responsibility to tell the truth



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I have the right to be treated equally no matter my race, gender, language or religion, and I have the responsibility to treat others equally.

I have the right to privacy, and the responsibility to respect the privacy of others.

I have the right to be protected from cigarettes, alcohol and drugs, and I should not use substances that will harm me

I have the right to proper care and the responsibility to be the best person that I can be

6.2. Responsibilities of Adults

- they observe the Rights of the Child;
- their behaviour is fair, responsible and open at all times;
- they observe the rules established for the safety and security of young people;
- they follow the procedures following suspicion, disclosure or allegation of child abuse;
- they recognise the position of trust in which they have been placed

7. Procedures for the Protection of Children

7.1. Preventative

7.1.1. Dissemination of Information

- the SASDB NEC must always know the Child Protection Policy well
- the Child Protection Policy must be shared with new NEC agents
- the Child Protection Policy must be shared with all Provincial Boards
- the Child Protection Policy must be shared with any other affiliated organisations working with the SASDB and/or the children under its aegis
- aspects of the Child Protection Policy should be explained to children where relevant and appropriate

7.1.2. Finding Persons Unsuitable to Work with Children

The call for applications for any office bearer must include a request to disclose if the applicant has ever been a) charged with or b) prosecuted for child abuse or neglect. Where the applicant answers yes to the former, the application assessment process should take that into account. Where the applicant answers yes to the latter, the applicant must be declined. This is a non-negotiable rule.

The SASDB should also consider past and current internal complaints against any applicant or member as a safe guard for ensuring the safety of children. The more frequent and severe in nature are the claims, the more caution the SASDB should exercise in tasking those agents with working with children. This is a



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discretionary function exercised by several organisations in general and the SASDB in particular.

7.2. Corrective

In the event of a child alleging abuse or in the event of suspected abuse where a child has not come forward

7.2.1. How to Respond to a Child's Allegation of Child Abuse

1. Listen to the child
2. Believe the child
3. Thank the child for having courage to talk to you
4. Tell the child that it was not his or her fault
5. Explain confidentiality – that although the child has disclosed in confidence, you as the adult need to report to the right authority, like a social worker, so that the child can get help and support
6. Explain that the SASDB has a policy to help you help the child address this situation
7. Address the child's concerns
8. Recognise and be sensitive to the child's feelings and fears
9. Reassure them you will find support for them

7.2.2. What One Should Not Do

1. Investigate the alleged/suspected abuse on your own
2. Remove the child unless the child is in immediate and serious danger
3. Confront the alleged/suspected abuser or the child's parents
4. Decide if the child is telling the truth or not
5. Over-react when a child tells you of the abuse – listen kindly and calmly
6. Make any promises to the child that you or the SASDB can't keep
7. "Bad mouth" the alleged/suspected abuser

7.2.3. What One Should Do

1. Report the abuse immediately to the President of the SASDB via email or to the Vice President if the President is the accused/one of the accused. Any NEC member may be contacted in the event of both the Vice President and the Vice President being accused.
2. The following details must be included in the report:
 - a. Name, surname and age of the child
 - b. Physical address or contact details of the child
 - c. Information on parents or care giver details
 - d. The type of abuse you suspect/child alleges has occurred, and any other details you have (without investigating the abuse)
 - e. Lastly your details although anonymous reports will be accepted and investigated. Even where not anonymous, the procedure tries to maintain the confidentiality of the reporter except in court of law.
3. In cases of allegation, inform the child that you have taken steps to improve their situation

7.2.4. What the SASDB will do in the Event of Alleged/Suspected Child Abuse



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In the case of the criminal, and of the non-criminal Dismissal Offences, the accused will be immediately suspended pending the outcomes of investigation. If their position as a SASDB agent is vital and time sensitive, the SASDB will seek to fill the position.

7.2.4.1. Criminal

In the event that the suspected or alleged abuse constitutes illegal action, the SASDB has the moral responsibility according to the Children's Act to report cases or suspected cases of child abuse to police, social worker or any Child Protection organisation in the relevant area. Criminal child abuse is defined as physical abuse, sexual abuse, psychological abuse, deliberate neglect. (see Definitions for further detail)

7.2.4.2. Non-Criminal

In the event that the suspected or alleged abuse constitutes borderline action that may be seen as indicators/precursors to abuse, neglect or general harmful behaviour, the SASDB may investigate the situation on its own according to the following steps:

1. Confer with original reporter and/or child separately
2. Record the information gathered
3. Notify the accused and allow them to make representation
4. Verify or dismiss the claim.

Where the harmful action is proved true, see the following disciplinary guidelines:

a) Immediate Dismissal Offences

This includes any other offence not listed in this section that is considered to be so serious in nature that the SASDB NEC thinks it appropriate that dismissal is the correct action and/or a repeat of any offence listed as being less serious than this category but which repetition the SASDB NEC judges as being serious enough to dismiss the offender. In the event of such an occurrence, the SASDB will then include the previously unlisted offence under the list of offences.

- Possession of pornography at an SASDB event
- Allowing / encouraging nudity among minors
- Allowing / encouraging nudity among minors and adults
- Allowing mixed male and female nudity
- Racial or Religious verbal abuse
- Sexual intercourse or other sexual relations with a minor schools speaker over the age of consent

b) Final Written Warning Offences

This includes any other offence not listed in this section that is considered to be so serious in nature that the SASDB NEC thinks it appropriate that a Final Written Warning is the correct action and/or a repeat of any offence listed as being less serious than this category but which repetition the SASDB NEC judges as being serious enough to dismiss the offender. In the event of such an occurrence, the SASDB will then include the previously unlisted offence under the list of offences.

- Failing to act after discovering speakers who have acquired pornography



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- Failing to act after discovering speakers who have acquired illegal substances
 - Forcing a child to do things that go against their religion, e.g. forcing a child to eat something forbidden by their religion or denying a child reasonable opportunities for religious observance
 - Bullying or allowing bullying to continue
 - Threatening, humiliating, swearing at or belittling a child
- c) Written Warning Offences
- This includes any other offence not listed in this section that is considered to be so serious in nature that the SASDB NEC thinks it appropriate that a written warning is the correct action and/or a repeat of any offence listed as being less serious than this category but which repetition the SASDB NEC judges as being serious enough to dismiss the offender. In the event of such an occurrence, the SASDB will then include the previously unlisted offence under the list of offences.
- Swearing in front of children
 - Excessive shouting constituting verbal abuse
 - Enforcing physical forfeits / punishments such as press ups that are beyond the physical ability of the individual
 - Depriving a child of sleep
 - Inconsistent discipline
 - Failing to act after discovering speakers who have acquired cigarettes

8. Communication and Reporting

8.1. Communication

The SASDB will keep any involved bodies informed of developments, including but not limited to:

- the reporter
- the accused
- the child – through their parents and/or legal guardian
- any mediatory body like Child Line where appropriate
- the police where appropriate
- SASDB legal council where appropriate
- any member body who the accused individual may work with

8.2. Reporting

The SASDB will undertake after-the-fact reporting to members via email. These reports will remain nameless where no or warning action was taken. Where legal/criminal and/or dismissal action was taken against someone, that person will be named in the report and the general crime or offence given. The reporter and child/children will remain anonymous. This will allow member organisations to make an informed choice regarding working with the dismissed individual in the future, and entrusting children to them.

Annexure

Where the SASDB Can Report Criminal Abuse Issues



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CHILDLINE – 0800 55 555**The Childline Crisis line**

Childline is perhaps best known for its nationwide toll-free and 24-hour telephone service which is often the first place distressed children and adults turn to. Our trained counsellors provide information, support and assistance to often desperate children and their families. The crisis line deals with approximately 600 000 calls from children and adults every year, many of which result in cases of child abuse being opened. Counsellors log each call which enables us to keep accurate and updated statistics of the issues affecting children in our time.

The nature of the calls relate to issues and problems that include:

- Children and physical, emotional & sexual abuse
- Abduction & kidnapping of children
- exposure & witness to domestic & criminal violence
- pornography
- begging
- discrimination
- homelessness & neglect
- behavioural problems
- family relationship issues
- legal issues
- school problems & bullying
- substance abuse
- poverty & access to social grants
- disabled children at risk
- HIV/Aids
- sexuality
- trafficking & prostitution of young boys & girls
- parenting skills
- physical (e.g. anorexia) & emotional (e.g. suicide) health
- refugee children & their rights

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This constitution was approved and accepted by members of The South African Schools Debating Board
at the annual general meeting held on 14 December 2013 at the University of the Witwatersrand,
Johannesburg.

Elisha Kunene

President (name)



(signature)

Devi Pillay

Vice President (name)



(signature)



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