

2020 Yale Invitational

Parliamentary Debate Procedures

This document provides some technical tips, policies and procedures for Parli at the 2020 Yale Invitational. **The common theme of this document, based on the language and implicit assumptions therein, is that you are a guest of the Yale Debate Association and, by attending the tournament, you are agreeing to adhere to our guidelines as a condition of participation in the Yale Invitational.**

Thank you to the other tab folks at Yale and at Duke from whose versions I have borrowed liberally. Any errors are entirely my own creation.

We expect most debaters and judges will have been through one NSDA tabroom/Campus tournament already. If you have not, or even if you have, please read the following carefully.

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Prior to the Tournament (at least one day)

Technology Requirement

We are using Tabroom.com and NSDA Campus. Campus requires Google Chrome.

- Be sure you have Chrome installed and working on your device.
- Test your tabroom id and login. It helps if you have Chrome remember the password so you won't have to if you get knocked off during the day and have to log back in.
- If you are unfamiliar with tabroom, this video explaining how to use tabroom.com may help: <https://youtu.be/IEHBHm5itGY> . It is oriented to Judges, but all users will find it valuable.
- If you are not familiar with Campus, it is strongly recommended that you visit a Campus 'test room' at <https://campus.speechanddebate.org/> . This will allow you to read the documentation, experience the NSDA Campus room, check your camera frame, and test out the various functions. In particular, in Campus you can:
 - Reduce the video quality if you are having connection problems.
 - Set timers in the Campus window next to the video window.
 - Raise your hand, possibly for a POI or other reason.
- If you have never debated in or judged an online tournament before using tabroom.com and NSDA Campus, [please watch this tutorial by Bro. John McGrory of Chaminade High School](#). It is aimed primarily at Judges, but Debaters will also find it useful.
- Please test that your camera, microphone and headset (if you are using one), and make sure they are all working.
- If you are using a wireless internet connection, if possible get closer to the wireless router for a better signal. If you can, a wired internet connection is even better.
- If you can negotiate with the others in your location, ask them to minimize their internet usage during the tournament. Online gaming or video streaming eats up your available bandwidth and may affect your connection speed and quality.

Parli Style Guide

The [Yale Parli Style Guide](#) is posted on the main tournament page. If you are:

- a debater new to Parli;
- a Parli debater from outside of the Northeast;
- a judge new to Parli;
- a Parli judge from outside of the Northeast; or
- anyone participating in the Parli division at Yale;

you should read the Style Guide before the tournament.

Parli Team Communication

Obviously you cannot use the Campus debate room for case prep or to talk with your partner while the other team is speaking. You are not permitted to use the "squad room" that Campus

provides each school entered in the tournament. You will need a “back channel” to work with your partner. This is your problem, not ours. Some suggestion:

- A shared google doc for case notes or messages.
- Cell phone or other means of verbal communication.

We remind debaters that Yale Parli does not permit the use of research materials or consulting anyone outside the two debaters on the team during case prep. We expect this policy will be respected. Please see the posted [Yale Parli Style Guide](#) for more information.

Judges

The [Yale Parli Style Guide](#) is posted on the main tournament page. If you have judged other forms of debate and you are unfamiliar with Parli, or have not judged Parli at Yale before, please read it.

- If you would like brush up on judging debate in general, one resource for judge training on debate in general is: <https://sites.google.com/view/judge-training/home> .
- If you are unfamiliar with tabroom, this video explaining how to use tabroom.com may help: <https://youtu.be/1EHBHm5itGY> .
- If you have never judged an online tournament before using tabroom.com and NSDA Campus, [please watch this tutorial by Bro. John McGrory of Chaminade High School](#). The only way you can access an NSDA Campus room is via your judge assignment that comes from tabroom.com. Your tabroom login gives you access to both.

Morning of the Tournament (before GA)

Before logging in, going to tabroom or heading for General Assembly for last minute instructions, **restart your computer**. The longer a laptop runs the more likely it is to get confused.

When your computer restarts, don't run any applications or open any browser windows you do not need.

- You need Google Chrome to access tabroom and NSDA Campus. You should log in to tabroom.
- As a debater, you may need another application to communicate with your partner as noted above.
- You will need to access zoom in order to attend GA, but that should be over quickly.

We all like to have lots of applications, email, and browser windows open so we can multi-task around what we are supposed to be doing. Every one of those additional applications or browser windows may reduce the quality of your debate connection.

General Assembly

There will be an open Zoom meeting at 10AM to welcome everyone, make any last minute announcements and provide a chance for questions. It will be as short as we can possibly make it.

The call will open at 9:30AM so everyone has time to join. Because we cannot easily police attendees or admit attendees by hand, everyone's microphone and camera will be off for the duration of the call. Any questions will be through the zoom chat function.

The first round will begin immediately after the call concludes.

Saturday Schedule

All times are Eastern Daylight (New Haven, CT).

- General Assembly and Round 1: 10 AM
- Round 2: 12 Noon
- Round 3: 2PM
- Round 4: 4PM
- Round 5: 6PM

Sunday Schedule

We will begin Sunday with partial double-octos at 10AM. We hope to move along more quickly thereafter:

- Partial double-octos: 10AM
- Octos: 11:30AM
- Lunch break: 1PM
- Quarters: 1:30PM
- Semis: 3PM
- Finals: 4:30PM

We remind all Judges that they are obligated through Octo-Finals!

Round Procedures

On Saturday, we have allowed 2 hours for each of five rounds, starting at 10AM Eastern time. Absent technical problems we expect to keep to that schedule. The speech times in a Parli round add up to 40 minutes, case prep is 15 minutes, 5 minutes to choose motion and sides, for a total of one hour. An additional 30 minutes for the incidental time between speeches and for the judge to make a decision. That should leave another 30 minutes for debaters and judges to stretch their legs, etc. between rounds.

Each round should proceed as follows, using Round 1 times as an example. Judges and debaters should move along promptly. Times are approximate and generous. Each step should proceed immediately upon completion of the one prior—don't wait!

Please use the following as a template with all times adjusted to the actual round starting time.

- **Round Start (e.g. 10 AM): 5 minutes**
 - *All debaters and judges must be at their computers, no exceptions!*
 - Debaters and judges check tabroom for assignments.
 - Assigned debaters and judges click the camera icon to go to Campus debate room.
 - Debaters should access the Announcement Document for the motions.
 - *Judges without assignments should stay at their computers. We will release you once we are sure all rounds have judges.*
- **Tech Check (e.g. 10:05 AM): 5 minutes**
 - Judge verifies that all four debaters are in the room.
 - Judge and debaters test video and audio to verify all can be seen and heard.
 - *Assuming no problems, Judge presses **Start** button on electronic ballot to notify Tab that the round is in progress.*
- **Choice of Motion and Side (e.g. 10:10 AM): 5 minutes**
 - A coin is tossed, winner has choice of motion or side, team with the right to pick the motion chooses the motion, the team with the right to pick the side chooses their side.
 - Choice of motion and side should be done with dispatch—no more than 5 minutes total. It is not intended for extended strategy or preliminary case prep. *Judge should hurry the debaters along if they dawdle.*
 - Judge should ask each team who will speak first and who second, so the Judge can set the sides and speakers correctly on the ballot.
- **Case Prep (e.g., 10:15 AM): 15 minutes**
 - The Judge should set a timer for 15 minutes and each team should begin case prep.
 - *Debaters will have to use other means of communication than the Campus room during prep.*
 - *Debaters may not use their school's squad room or team room or communicate with their coach during case prep.*
- **The Actual Debate (e.g. 10:30 AM): 45 minutes**
 - Debate proceeds in Campus room as usual.
 - The expectation is that all parties will keep their cameras and be in view during the round.
 - Judge and debaters should agree on how they will raise POIs, for example by using the Campus "raise hand" button, or by saying "POI" out loud while the speaker is talking.

- Judges should move the round along with minimal delay between speeches.
- **Judge's Decision (e.g. 11:15AM): 15 minutes**
 - *The Judge should fill in the decision—win/loss and point scores—and submit the ballot as quickly as possible after the last speech to allow us to schedule the next round.*
 - Any verbal or written critique should occur after the ballot decision has been submitted.
 - We expect all Judges to provide at least a written reason-for-decision. Ballots will remain available to judges for written comments until the tournament ends on Sunday.
 - After the decision is submitted, the Judge may offer verbal comments and spend additional time adding written comments to the ballots.
 - Once the Judge has finished with verbal comments, all parties are free until the start of the next round.
- **Rounds must end and decisions must be received 15 minutes before the start of the next round (e.g., 11:45AM).**
- **All Judges and Debaters must be at their computers when the next round starts. (e.g., 12 Noon).**

We hope all rounds will end well before the start of the next. Debaters and Judges are encouraged to get up and stretch their legs, get refreshment, etc., when they can. *But all Judges and Debaters must be at their computers when the next round is scheduled to begin.*

Cameras in Debate Rounds

All participants and judges in a round should keep their camera on throughout the round.

This is to insure that outside assistance is not occurring, as well as confirming that judges are awake and attentive during the debate. Competitors and Judges will receive one gentle reminder if this is a problem. After that, the Tab Staff withholds the right to remove judges from the pool or contact Coaches of debaters who continually violate this policy.

Technical Problems

Please exercise patience and understanding if students get lost, drop out, freeze, lag, have dogs barking in the background, whatever. If a student's technology drops out, they should be afforded an opportunity to rejoin the room and continue where they dropped out.

- If it is the Judge who drops out, debaters should wait no longer than 5 minutes before one debater contacts Tab using text or email as provided below.
- If one or more students have technical problems that delay the round and likely prevent completion at least 15 minutes before the start of the next round (e.g., 11:45AM in the example above), the Judge should confer with Tab.
- A debater or team who cannot continue or who excessively delays the round due to technical problems may forfeit the round.

We appreciate that technology is one of many sources of inequality in high school debate, but we cannot hold up the entire tournament for a few students.

Fixing Technical Problems

If a debater or a Judge has a technical problem, Parli Tab cannot help. We do need to know in order to keep the tournament on schedule. YDA has promised a technical support line to deal with these issues.

If there is a general problem with NSDA Campus or tabroom, we will call a “rain delay” and all rounds will run late, though we will try to catch back up if we can.

There are several things a tabroom/Campus user can do if they have problems with their connection. They are listed in approximate order of severity. Each should be tried in turn. No need to continue down the list if the one you tried has solved your problem.

- **Lower your video quality:** At the lower left of the Campus screen, there are three dots arranged vertically that appear when you run your mouse over them. When you click on it, select *Manage video quality*. Reducing from *High definition* to *Standard definition* or *Low definition* will reduce the video load on your connection.
- **Turn off your camera:** Use the camera icon at the bottom center of the Campus video window. This will reduce your connection to audio only. *We prefer you not do this. All debaters are expected to have their cameras on at all times.* Debaters should ask the judge for permission before turning off their camera. Judges should only grant permission if the debater’s connection is problematic.
- **Google Chrome actions:**
 - **Clear cookies and cache:** This is done by clicking on the three vertical dots in the upper left corner of the Chrome screen, selecting *Clear browsing data*, selecting the *Cookies* and *Cached images* boxes, then clicking *Clear*. (This has never seemed to solve a technical problem for me, but almost all tech support groups I’ve spoken to regarding a problem have asked me to do it.) You may have to re-log into tabroom.com and re-enter the Campus room after doing this.
 - **Switch to Incognito Mode:** this requires you leave tabroom/Campus, open a *New incognito window* from the Chrome menu (the three vertical dots in the upper left), go to tabroom.com while in the incognito window, login, and re-enter your Campus debate room.
 - **Restart Google Chrome:** select *Exit* from the Chrome menu. When all the Chrome windows close, restart the program or app. You must re-login to tabroom.com and re-enter your Campus debate room.
- **Restart your computer:** this is the nuclear option.
- **Try another device:** This assumes you have one. Phones can be used if you download the Jitsi app and Chrome, but I am not familiar with this.

Alternative Platforms

Judges and debaters are not permitted to move the round to another platform other than the assigned Campus debate room for any reason. Tab staff cannot monitor or respond to issues that occur outside of the chosen tabroom/Campus online venue.

Announcements, Motions & Updates See:

- https://docs.google.com/document/d/1KxAjXwJ4PP_00HLVPMNEIFn1ijK4QwS5PinH5ZvIZIE/edit?usp=sharing

This google doc will be updated during the day with any announcements (hopefully few) and with the motions when the round pairings are released. Please check it frequently

If you need assistance during the day....

- **Email the Parli Tab Staff at:** yaleparlitab@gmail.com
- **Text (DO NOT CALL) the Parli Tab Staff at:** (646) 345-6628

Please identify yourself in the text or email:

- Status (student, judge, coach)
- Last name
- School

You may know who you are, but we won't unless you tell us!
