2020-2021 Tournament Calendar

October 10th – DSDL #1

November 14th – DSDL #2

December 12th – DSDL #3

January 23rd – DSDL #4

February 6th – DSDL #5 at Jack Britt HS

February 20th – DSDL #6 at Cumberland Polytechnic HS

February 27th – DSDL Novice

Coaching in a Digital World

Pre-Competition Thoughts:

Coaches should keep parents informed and give them time to adequately plan for their student's participation in virtual tournaments. While this list is by no means exhaustive, it should serve as a jumping off point for times you want to share with parents:

1. Recommended Technology and Need for Performance Space – While competitors can compete and record with computers and cellphones, small tech changes may make huge differences. The sooner you communicate with parents, the longer they have to make adjustments.
2. Due to safety concerns, students may not be able to compete at their school. Communicating with parents about a student's need for competition space (ethernet access, adequate lighting, space to move/perform/walk) are all-important considerations that allow families time to think about the arrangement of their home head of time.
3. Coaches should release their full proposed tournament schedule as soon as possible, to give parents time to adjust their schedule if needed.
4. Coaches should provide schedules of competition for individual tournaments based on the events that students have chosen in order to give parents an idea as to what each day of competition will look like.
5. It should also be noted that students will be asked to have their cameras on while they participate in debate rounds. This is to help ensure that students are not receiving coaching or communication from individuals who are not participating in the round. Parents should be asked to limit the amount of communication with their student while the student is competing. While a student is not likely to be disqualified because they answer a question about what they would like for dinner, for example, repeated conversation with someone not on camera could be interpreted as cheating.
6. In order to help guarantee safety and to resolve disputes/challenges, tournaments may need to record speech and debate rounds. Parents may be asked to sign a release form so that their student may be recorded during competition. These recordings will not be made public, nor shared with other teams, but will only be used for the purposes of reviewing judge/ student behavior should the need arise.

During the Tournament:

Depending on the circumstances, coaching during a virtual tournament will come with its own set of challenges. Regardless of whether you are allowed to utilize school classrooms or everyone is competing form their own home, communication and coaching will likely look largely different than in-person tournaments. What follows in this section are merely suggestions that may aid you in this transition.

1. Messaging Platform: You will likely need some way to quickly and efficiently disseminate information to your team in a virtual manner. While at brick and mortar tournaments, students most often return to the cafeteria during rounds, that is not always the case in a

virtual world. So, your time will need to utilize one or more of these platforms: Microsoft Teams, Slack, Remind, Groupme, Discord, etc.

2. Team Video Call: If you would like to replicate the cafeteria/prep room feel of a brick and mortar tournament, one option of doing so would be to create a separate team video call with your students on a video platform, such as Zoom, so that your team has a place to congregate after their round. **All DSDL Tournaments will offer a team prep room via NSDA campus to all schools entered in the tournament**. One thing to discuss with your team is that similar to their competition rooms, you will want to establish proper online etiquette during a video call, so that everyone is not trying to talk over each other.

3. Pre-round Organization: As best practice, the Tournament Director should attempt to have pairings released at least 30 minutes ahead of the time in which the rounds are scheduled to begin, so that coaches have time to communicate with students in different events, help younger students navigate to their room, troubleshoot tech issues, call missing partners, etc.

4. Digital Bus: It is highly recommended that coaches institute a policy of forming a "digital bus" on each day of competition. The coach should create a team video call in which all students competing at the tournament are there to check-in. This is a great way to ensure that you have no drops and a great time for students to do a video and sound check, so that you can troubleshoot any tech issues before competition begins.

Coaching Roles in a Digital World:

A coach or school affiliate (the person who has been designated by a coach who is responsible for the students while they are competing at a tournament) **must** be present at the tournament, or immediately reachable for students to be able to compete. This means that coaches or school affiliates cannot "check in" to a tournament in the morning and then log off/be unreachable for the rest of the day. If a coach or a school affiliate is not present at the tournament , or is not immediately reachable, the first violation will result in a warning of the team, and the coach or school affiliate will obviously not be involved in any decisions that must be made on behalf of that team at that point. However, if a coach or school affiliate is not present, or is not immediately reachable a second time, all students from that school will be disqualified from the tournament.

1. First and foremost, the ability to contact coaches and other school affiliates is going to be paramount in a world of virtual competition. Whether it is the tournament tabroom looking for a missing judge or giving a coach a chance to find a missing competitor before a disqualification is issued, quick and reliable communication is key. **In order to accomplish this, it is important that your tabroom.com account for yourself and all judges that you bring to tournaments contain up-to-date phone numbers that the coach or school affiliate in charge can be reached at any point during the tournament, if needed.**

2. The team room is a room designated to each school that allows for coaches to create a central meeting place for their team to congregate before and after rounds (similar to the cafeteria at a brick and mortar tournament, but only for your school). This is an acceptable location for coaches or school affiliates to hang out in a case a member of the tournament staff needs to find/contact them. If you choose to not use the tournament-provided team

room, please make sure to provide the Tournament Director with the information needed to get into your team room in case they need to find you.

3. The judge lounge is also an acceptable location for coaches or school affiliates to be present until all rounds for the event that they are obligated to judge have started and the tournament staff says the round is clear. If you are a coach or school affiliate who has placed themselves in a judge pool, you will also need to be in the "judge lounge," on standby, if you are not immediately assigned a ballot to judge.

4. If a coach or school affiliate is judging, then you are obviously "present" at the tournament, and this is an acceptable location for coaches or school affiliates to be present.

5. Depending on the size and nature of virtual tournaments, there may be a variety of roles that member coaches are asked to fill. Fulling any of these roles counts as being "present," and this is an acceptable location for coaches or school affiliates to be present.

   a. Tournament Ombudsperson – This person is responsible for fielding questions relating to tournament procedure, protests, challenges, etc.. They serve as someone who fields initial questions from coaches.

   b. Tabulation Staff- The Tournament Director may ask coaches with tabulation experience to help tabulate events. These people may be utilized to check rooms or call judges who are missing.

   c. Judge Room – Tournaments may ask a coach to monitor the judge room to ask for judges and give them the "all clear' when a round has begun.

   d. Wing/Room Monitors – Tournaments may also ask coaches to serve as wing/room monitors for specific events in order to ensure that all competitors and judges are present and rounds are starting on time.

Other Coach Considerations:

1. While the virtual debate landscape offers opportunities for schools to compete at tournaments outside of their traditional tournament schedule, this should be tempered with supporting local tournaments so as to ensure a thriving local circuit when we return to in-person speech and debate tournaments. Coaches should try to support local tournaments within their area when possible/feasible.

2. However, there are a variety of factors that may cause a school to go to a tournament in another area, such as the number of rounds offered, large squads who have more entries than available space at a local, TOC bid opportunities, etc..

3. While hosting a virtual tournament may allow for tournaments to avoid spending money on times such as facilities and hospitality, there are other costs associated with online tournaments that coaches may want to consider, such as the increased cost of virtual rooms, shipping trophies, and increased judge competition.

Judging Debate in a Digital World

Pre-Competition Thoughts:

1. You will need a tabroom.com account to judge at all virtual DSDL tournaments. Tabroom.com is the registration, online balloting, and tabulation system for all tournaments. Creating an account is free, quick and easy, and can be done at www.tabroom.com through the "Sign Up" link at the top right corner of the homepage. Judges should create their tabroom.com account at least one week before judging at a virtual tournament to allow the Tournament Director time to link judge accounts to the tournament. If you already have a tabroom.com account, please make sure you know your login credentials before the day of the tournament to avoid any last-minute issues.

2. To judge at a tournament, your Tabroom account must be linked to the tournament:
   a. **If you're a hired judge (or want to be hired),** you may either contact the Tournament Director and give them your tabroom.com account information (the email account you use to login should be sufficient), or you can enter yourself as an available hired judge using the "Public Signup" feature on tabroom.com
   b. **If you're fulfilling a school judging obligation**, the school's coach will need to enter you as one of their affiliated judges when they register for the tournament. Please make sure that your tabroom.com email address has been provided to the school's coach for this purpose.

3. Judges cannot simultaneously be hired to judge or fill a school judging obligation at multiple tournaments with conflicting obligations on the same weekend – a judge my only fulfill one judging obligation per weekend.

4. Conflicts – It's very important that you enter any of your standing conflicts with schools and specific debaters into your tabroom.com judging profile prior to the tournament. Tabroom.com saves your standing conflicts so that you don't have to re-enter them for every tournament you judge. Here's how:
   a. Login to your tabroom.com account, then go to your profile page (click your email address in the top right corner), then click the link "Standing Conflicts" under the "Judging" section to the right.
   b. On this page, you can enter both personal conflicts and school-wide conflicts. This page also shows your existing standing conflicts.

5. To judge online, the most optimal and recommended setup is a computer with a webcam and a stable internet connection. The computer will be sued to access the video call for the competition and for submitting ballots online through tabroom.com. Both desktop and laptop computers work equally well. As a backup, judges may use a smartphone with its video camera on to login and judge a round, as well as to submit their tabroom.com ballot, so long as that smartphone's camera is on and allows participants to see the judge for the duration of the round.

6. A stable internet connection is a must. Dropped calls interrupt the rhythm of competition and potentially delay the schedule. The internet connection speed must be sufficient to sustain a video call. A WIFI connection will work, especially if it's stable and reliable. An

Ethernet connection, while not mandatory, is strongly recommended to improve connection stability and audio quality.

7. Please be cognizant of the environment you present to the participants through your video call. Judges should act professionally and present an environment that is professional. While recognizing that an online tournament presents new challenges with stay-at-home orders, you should do your best to judge in a quiet space that minimizes interruptions and distractions for you and the participants. Additionally, behaviors that aren't tolerated at in-person tournaments will also not be tolerated at online tournaments (e.g. smoking, consuming alcohol, nudity, etc.

During the Tournament:

1. Just like at an in-person tournament, judges need to digitally check in with tournament officials before the first round of the day. Tournament staff will only "activate" a judge after they're checked-in and confirmed to be present. Put another way, if you don't check in, you will not receive ballots and you won't receive payment (or will cause your school to be charged judging fees). In lieu of the usual check-in you would do an in-person tournament, please follow the Tournament Director's instructions on how to digitally check in with the tournament before your first round.

2. Like in-person tournaments, virtual tournaments will also have a "Judge Room," dedicated video conference call room in which judges who are not currently adjudicating may hang out. When you are not judging, please log into the tournament's Judge Room, as it's where the tournament staff may need to find you in case you're needed to fill in for another judge. Failure to be present in the Judge Room when called upon may result in a penalty. Most tournaments may require that judges for particular events be in the Judge Room until all rounds for that event have begun.

3. Pairings will be posted on tabroom.com under the "Pairings" tab of the specific tournament's tabroom.com page. You should also receive notification of your specific pairings by email and text if that feature is enable in your tabroom.com profile.

4. All participants (judges included) should login to their competition room 30 minutes prior to the start time of the round. This allows the tournament staff to check that everyone is present, substitute in a new judge if the originally assigned judge is missing, and also allows the participants to engage in any necessary pre-round disclosure.

5. Like in-person tournaments, debaters forfeit a debate if they don't arrive within 15 minutes of the designated start time of the round. Additionally, please note that being late to their debate counts against their 10 minutes of tech time (more on this below). For example, if a student arrives in the online debate room at 9:08AM for a 9:00AM round, they will also only have two minutes of tech time during that round to resolve any technical issues that may arise.

6. The secure link to access your competition room is on your ballot on Tabroom.com. To access it, login to Tabroom.com, and click the small video camera that is on your ballot under "Room."

7. After entering the room, judges should use the following naming convention: Judge – First Name Last Name (for example, "Judge – Crawford Leavoy") to help tournament staff identify who should be in the room.

8. Judges should also remind the participants to follow a similar naming convention – "Team Code – First Name Last Name" (for example, "Durham CL – Crawford Leavoy")
9. To change your name in Jitsi, click on the three dots in the bottom right corner to pull up the menu, then click your current name (at the top of the list) and change it according to the appropriate naming convention.
10. After everyone has joined, judges should conduct a quick microphone and camera check for all the participants before staring the round.
11. To facilitate the sharing of evidence, participants may create an email chain, which may also include the judge. The first speaker should start the chain with all participants' emails on the initial email. This should happen at least 5 minutes before the start of the round.
12. Please don't forget to hit "Start Round" on tabroom.com ballot, as that will let the tournament staff know that the round has started.

During the Round:
1. Judges should keep their cameras on for the duration of the round. It's important for students to read non-verbal cues, just as they would at an in-person tournament. It's also important for students to know when their judges are present and ready to hear their speech.
2. Judges should mute their microphones when not speaking, which should be the majority of the round.
3. If you cannot hear the debater speaking due to poor connection or other audio problems, please speak up and pause the round at that time. Nothing's more frustrating for the debaters to find out at the end of the round that a critical argument that made wasn't heard because of a technical malfunction. It's still incumbent on the participants to speak clearly and slowly enough for you to understand them, but at the same time, poor audio connection issues should be be resolved during the round rather than ignored until the round's conclusion.
4. Technical malfunctions may happen. Please be as forgiving as possible, as online competition is new for everyone. Judges should allow for up to 10 cumulative minutes of "tech time" per side, counted separately from prep time. That tech time is for the debaters to resolve their technical malfunctions. If tech issues cannot be resolved during a side's allocated tech time, that side will forfeit that round. For example, if a competitor's computer crashes and they cannot join the round within 10 minutes of the time in which the round as scheduled to begin, they would forfeit that round.
5. If you have a technical malfunction in the room. Please check the following:
    a. Check whether the competitor speaking is muted.
    b. Check the audio input and output settings – in Jitsi, the small arrow button just to the right of the mute icon allows you to see what devices are being used to input and output audio.
    c. Check whether the headset/microphone is still physically plugged into the computer – these can become loose mid-round and create connection problems.
    d. Check the internet router – check is everything is still plugged in correctly.
    e. Login from a phone as a last resort.
6. For Congressional Debate:

a. Each questioning period will be divided into 30=second increments, with each student being able to utilize the entirety of the 30 seconds. When a student fails to use the entire 30 seconds, the remaining time will be absorbed. Precedence will be tracked for questioning in the same way as it is kept for speeches.

b. The Parliamentarian will be provided an online "Pre-precedence chart" that will be used by the PO to determine the geography of the room. The Parliamentarian will provide a link to this chart to the chamber's elected PO following the election. This chart will be sued to set initial precedence when multiple speakers seek to speak at the same time. This is not meant to indicate a required order of speaking, but instead will allow Presiding Officers to determine how to fairly call upon speakers. Pre-Precedence charts will be made available to all judges and competitors.

c. Presiding Officers have been encouraged to avoid gaveling, and instead to use visual signals to indicate passing speech time. PO's are encouraged to use either easily identifiable finger signals or printed notecards. Verbal stops are encouraged when speakers have exhausted their time.

d. Students are encouraged to sit while competing.

e. No one will be allowed to observe rounds.

Submitting Ballots:

1. Judges will submit through tabroom.com. The fastest way to find your currently assigned ballot is to click on your email address at the top right corner of the tabroom.com homepage. Your currently assigned ballot is at the top of the page. You can access your ballot through both a computer and a smartphone.

2. We recommend keeping your ballot in a separate tab that's open throughout the round. You can update and save feedback during the round without submitting your ballot. However, even if you accidentally close your browser or logoff, you can always log back in and find your current ballot by going to your tabroom.com profile page.

3. There are feedback sections that go to each student in the round in case you want to keep some feedback confidential for just that student. There is a section for "Reason for Decision" that will go to all students in the round. If you submit a ballot with any errors (such as a low-point win without checking the box or no speaker points), tabroom.com will show you those errors so that you may correct them before final submission. However, double-checking your ballot before submitting it is recommended, especially for common errors.

4. Please check that the sides are correct and that you are voting for the side you're intending to vote for. This is especially important in Public Forum, where sides are determined by a coin flip immediately prior to the debate (that will happen electronically).

5. In debate events, tabroom.com allows you to enter points by half-points (28.5 or 29.5). Please follow the instructions on the ballot concerning ties. You must check the box if you intend a low-point win.

6. You can also edit and add feedback during the tournament, even after submitting your ballot, but you cannot change your decision. To keep the tournament running on schedule, we recommend submitting your decision and speaker points when you know

which way you'll vote or rank, and then completing your feedback to the participants afterward. After the tournament has ended, you may not edit your feedback.

Emergency or Dangerous Situations:

1. Due to the nature of the online settings, judges interact with students in their "home" spaces. If you observe a situation where a student may be in physical, emotional or psychological danger, please visit the tournament's tabroom and notify the Tab Staff immediately (or as soon as safely possible.)
2. We are all influenced by implicit bias, or the stereotypes that unconsciously affect our decisions. When judging, our implicit biases negatively impact traditionally marginalized and disenfranchised students. Before writing comments or making a decision, please take a moment to reflect on any biases that may impact your decision making.
3. Judges ought to remember that students come from diverse backgrounds and they should make an effort not to penalize students for things beyond their control. This may include unanticipated interruptions, technical issues and the visual background students have available to them.

Judging Speech in a Digital World

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6. A stable internet connection is a must. Dropped calls interrupt the rhythm of competition and potentially delay the schedule. The internet connection speed must be sufficient to sustain a video call. A WIFI connection will work, especially if it's stable and reliable. An

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During the Tournament:

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2. Like in-person tournaments, virtual tournaments will also have a "Judge Room," dedicated video conference call room in which judges who are not currently adjudicating may hang out. When you are not judging, please log into the tournament's Judge Room, as it's where the tournament staff may need to find you in case you're needed to fill in for another judge. Failure to be present in the Judge Room when called upon may result in a penalty. Most tournaments may require that judges for particular events be in the Judge Room until all rounds for that event have begun.

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5. The secure link to access your competition room is on your ballot on Tabroom.com. To access it, login to Tabroom.com, and click the small video camera that is on your ballot under "Room."

6. After entering the room, judges should use the following naming convention: Judge – First Name Last Name (for example, "Judge – Crawford Leavoy") to help tournament staff identify who should be in the room.

7. Judges should also remind the participants to follow a similar naming convention – "Code – First Name Last Name" (for example, "602 – Crawford Leavoy")

8. To change your name in Jitsi, click on the three dots in the bottom right corner to pull up the menu, then click your current name (at the top of the list) and change it according to the appropriate naming convention.

9. After everyone has joined, judges should conduct a quick microphone and camera check for all the participants before staring the round.

10. Please don't forget to hit "Start Round" on tabroom.com ballot, as that will let the tournament staff know that the round has started.

During the Round:

1. Judges should keep their cameras on for the duration of the round. It's important for students to read non-verbal cues, just as they would at an in-person tournament. It's also important for students to know when their judges are present and ready to hear their speech.
2. Judges should mute their microphones when not speaking, which should be the majority of the round.
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4. Technical malfunctions may happen. Please be as forgiving as possible, as online competition is new for everyone. Judges should allow for up to 10 cumulative minutes of "tech time" per side, counted separately from prep time. That tech time is for the debaters to resolve their technical malfunctions. If tech issues cannot be resolved during a side's allocated tech time, that side will forfeit that round. For example, if a competitor's computer crashes and they cannot join the round within 10 minutes of the time in which the round as scheduled to begin, they would forfeit that round.
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   a. Check whether the competitor speaking is muted.
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   c. Check whether the headset/microphone is still physically plugged into the computer – these can become loose mid-round and create connection problems.
   d. Check the internet router – check is everything is still plugged in correctly.
   e. Login from a phone as a last resort.
6. For All Rounds of Extemporaneous Speaking:
   a. The competitor will give their topic verbally or type their topic into the chat.
   b. Judges will keep time, but do not need to provide time signals. Competitors will also be keeping time. When the speech concludes, the student will announce the time recorded and the judge will confirm with their time.
   c. No one will be allowed to observe rounds.
   d. The DSDL recommends that competitors stand for their speech and position themselves in such a way that judges can see their whole body.
7. For All Rounds of Impromptu Speaking:
   a. The Tournament Director will provide a list of unique topics for each speaker to the judges of Impromptu Speaking.

b. Judges will copy and paste the three possible topics for each speaker into the chat feature.
c. Students will select their topic and tell the judge their selection in the chat feature.
d. A 7-minute timer will begin. The student will prep for any amount of that time they wish, and speak for the remainder of the time.
e. Judges will keep time, but do not need to provide time signals. Competitors will also be keeping time. When the speech concludes, the student will announce the time recorded and the judge will confirm with their time.
f. No one will be allowed to observe rounds.
g. The DSDL recommends that competitors stand for their speech and position themselves in such a way that judges can see their whole body.

8. For Asynchronous Preliminary Rounds for other Speech Events:
a. Competitors may not use green screens, virtual/professional backgrounds that are not a solid color. On-screen text is also prohibited.
b. Students are encouraged to attend the round when available but are not required. Students who are present will introduce their name or code and their piece title and author(s) prior to their recording being played.
c. No one will be allowed to observe rounds.

9. For Synchronous Finals for other Speech Events:
a. Judges will keep an official time and may provide time signals. Competitors may time themselves.
b. Competitors may not use green screens, virtual/professional backgrounds that are not a solid color. On-screen text is also prohibited.
c. No one will be allowed to observe rounds. The Tournament Director may provide for livestreaming.
d. Students should notify judges when cross-entered through the chat feature when entering and leaving the performance room.

Submitting Ballots:

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2. We recommend keeping your ballot in a separate tab that's open throughout the round. You can update and save feedback during the round without submitting your ballot. However, even if you accidentally close your browser or logoff, you can always log back in and find your current ballot by going to your tabroom.com profile page.
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4. Please check that the sides are correct and that you are voting for the side you're intending to vote for. This is especially important in Public Forum, where sides are determined by a coin flip immediately prior to the debate (that will happen electronically).
5. In debate events, tabroom.com allows you to enter points by half-points (28.5 or 29.5). Please follow the instructions on the ballot concerning ties. You must check the box if you intend a low-point win.
6. You can also edit and add feedback during the tournament, even after submitting your ballot, but you cannot change your decision. To keep the tournament running on schedule, we recommend submitting your decision and speaker points when you know which way you'll vote or rank, and then completing your feedback to the participants afterward. After the tournament has ended, you may not edit your feedback.

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2. We are all influenced by implicit bias, or the stereotypes that unconsciously affect our decisions. When judging, our implicit biases negatively impact traditionally marginalized and disenfranchised students. Before writing comments or making a decision, please take a moment to reflect on any biases that may impact your decision making.
3. Judges ought to remember that students come from diverse backgrounds and they should make an effort not to penalize students for things beyond their control. This may include unanticipated interruptions, technical issues and the visual background students have available to them.

Guidelines for Recorded Speech Events

Recorded Events:
1. Dramatic Performance
2. Informative Speaking
3. Oral Interpretation of Literature
4. Oratorical Declamation
5. Original Oratory
6. Program Oral Interpretation

Approved Platforms:
1. Loom

Standards for recordings:
1. Competitors may not use green screens, virtual backdrops, or on-screen text.
2. Competitors may not use professional equipment enhancements such as professional lighting kits or professional grade camera recording and audio devices during their performance in any event.
3. Submissions or recordings may not be edited using any software; all submissions must be non-stop footage of the entire performance done through the permitted submission platform.
4. The camera being used must remain stationary throughout the entire performance, and no zooming or panning is permitted.
5. Other individuals (including a coach) may be present while filming, but audience interaction (laughing, applause, etc.) must not be included in the performance.
6. Competitors may determine how close or distant the camera is set up in order to maximize both verbal and nonverbal communication.
7. If possible, it is recommended that students and judges remove items that may be distracting in the background.
8. Backdrops of a solid color with no special markings may be used by competitors and judges.
9. Competitors ought to record performances with an ethernet connection when possible to increase audio and video quality. If using WIFI, the student should be close to the router. It is recommended to limit household WIFI use by others in the household when recording if possible.

Recording frequency:
1. A competitor may not use the same recorded performance for multiple tournaments.
2. When the submission portal opens, the Tournament Director will donate a specific "introduction statement" that must be recited at the beginning of each recording in order to verify its authenticity for that tournament.
3. Submitted performances should be no longer than 10 minutes and 30 seconds in length.

Submission process:

1. When you complete the recording, Loom will generate a web link where your video can be viewed. Coaches should watch each performance in order to make sure that it is the representation of the performance that you approve to be submitted.
2. Once a Coach has approved the submission, they will enter the link to the Loom recording in Tabroom.com under the student's entry page. (Entries Tab – Select Event under "Add Entry To" – Select Name of Student under "Add Entry in ___" – Click "Add Entry" – Place link in "Link to Performance Video"
3. Submissions are due on the Wednesday prior to a tournament by 5:00PM EDT.

Round Procedures for Asynchronous Rounds:

1. Competitors may attend the round when possible. **Competitor attendance is not required.** Competitors who are present may only introduce their name or code and their piece title(s) and author(s) prior to the recording being played. No other information may be provided to judges.
2. No observers are allowed at any time. Only students and judges assigned to a room may access that room on the virtual platform. Tab Staff may appear in order to help the tournament to function. Tab Staff should have their camera off.

Guidelines for Judges:

1. All ballots will be accessed through tabroom.com
2. Judges are expected to have their camera on at all times during the round.
3. Due to the nature of the online settings, judges interact with students in their "home" spaces. If you observe a situation where a student may be in physical, emotional or psychological danger, please visit the tournament's tabroom and notify the Tab Staff immediately (or as soon as safely possible.)
4. We are all influenced by implicit bias, or the stereotypes that unconsciously affect our decisions. When judging, our implicit biases negatively impact traditionally marginalized and disenfranchised students. Before writing comments or making a decision, please take a moment to reflect on any biases that may impact your decision making.
5. Please remember that the video quality of a student's performance or speech may be impacted by lighting, internet, access to equipment, and other family members' presence in the home. To ensure a more equitable experience for participants, please be sure your decision-making process and comments are related only to the content and quality of the performance or speech.

Guidelines for Live Speech Events

Live Events (All Rounds):
1. Extemporaneous Speaking
2. Impromptu Speaking

Live Events (Finals & Next-In Finals Only):
1. Dramatic Performance
2. Informative Speaking
3. Oral Interpretation of Literature
4. Oratorical Declamation
5. Original Oratory
6. Program Oral Interpretation

Procedures for Extemp Draw:
1. Competitors participating in Extemporaneous Speaking should check in at Extemp Draw no less than 30 minutes prior to the start of draw.
2. Students should keep their camera on for the duration of prep time and prepare in view of the camera.
3. Students are not allowed to receive outside assistance on their speeches. This includes, but is not limited to, help from other students or coaches or referencing previous speeches or outlines.
4. Competitors will be supervised by an extemp draw worker for the entirety of their 30 minutes of preparation.

Round Procedures for Live Rounds:
1. When students are entering the competition room, it is advised that their camera is off and their mics are muted. Competitors may be entering a room while someone is presenting and should not cause a disruption.
2. Competitors should engage in a sound check with judges and make sure that any judge in the room can hear them and that there are no technical issues before they begin speaking.
3. It is recommended that students keep their own time in a way that is visible to them. Judges will keep time but are not obligated to provide time signals.
4. Competitors should stand for their speeches in individual events and position themselves in such a way that judges can see the entirety of the performance.
5. No observers are allowed at any time. Only students and judges assigned to a room may access that room on the virtual platform. Tab Staff may appear in order to help the tournament to function. Tab Staff should have their camera off.

Guidelines for Judges:
1. All ballots will be accessed through tabroom.com.
2. Judges are expected to have their camera on at all times during the round.

3. Due to the nature of the online settings, judges interact with students in their "home" spaces. If you observe a situation where a student may be in physical, emotional or psychological danger, please visit the tournament's tabroom and notify the Tab Staff immediately (or as soon as safely possible.)
4. We are all influenced by implicit bias, or the stereotypes that unconsciously affect our decisions. When judging, our implicit biases negatively impact traditionally marginalized and disenfranchised students. Before writing comments or making a decision, please take a moment to reflect on any biases that may impact your decision making.
5. Please remember that the video quality of a student's performance or speech may be impacted by lighting, internet, access to equipment, and other family members' presence in the home. To ensure a more equitable experience for participants, please be sure your decision-making process and comments are related only to the content and quality of the performance or speech.

Guidelines for Online Congressional Debate

Round Procedures for Live Rounds:
1. All competition in Congressional Debate will occur live with other students present.
2. Competitors are expected to have their camera on at all times during the round. Competitors may ask for personal privilege, but their camera should remain on for the duration of the competition.
3. Competitors should be muted for the duration of the contest unless they are recognized by the Presiding Officer or Parliamentarian. Competitors serving as the Presiding Officer may keep their microphone on at all times during their term as Presiding Officer.
4. The Parliamentarian will be provided an online "Pre-Precedence" list that will be used by the Presiding Officer to determine the order of speeches. This list will be used to set initial precedence when multiple speakers seek to speak at the same time. This is not meant to indicate a required order of speaking but instead will allow Presiding Officers to determine how to fairly call upon speakers. Pre-Precedence lists will be made available to all judges and competitors.
5. Presiding Officers are encouraged to avoid gaveling, and instead to use visual signals to indicate passing speech time. Presiding Officers are encouraged to use either easily identifiable finger signals or printed notecards. Verbal stops are encouraged when speakers have exhausted their time.
6. Competitors are encouraged to sit while competing.
7. No observers are allowed at any time. Only students and judges assigned to a room may access that room on the virtual platform. Tab Staff may appear in order to help the tournament to function. Tab Staff should have their camera off.

Guidelines for Judges:
1. All ballots will be accessed through tabroom.com.
2. Judges are expected to have their camera on at all times during the round.
3. Due to the nature of the online settings, judges interact with students in their "home" spaces. If you observe a situation where a student may be in physical, emotional or psychological danger, please visit the tournament's tabroom and notify the Tab Staff immediately (or as soon as safely possible.)
4. We are all influenced by implicit bias, or the stereotypes that unconsciously affect our decisions. When judging, our implicit biases negatively impact traditionally marginalized and disenfranchised students. Before writing comments or making a decision, please take a moment to reflect on any biases that may impact your decision making.
5. Judges ought to remember that students come from diverse backgrounds and they should make an effort not to penalize students for things beyond their control. This may include unanticipated interruptions, technical issues and the visual background students have available to them.

Guidelines for Online Lincoln-Douglas & Public Forum Debate

Round Procedures for Live Rounds:

1. Competitors & Judges can find the pairings under the "Pairings" tab of the specific tournament's tabroom.com page. Competitors & Judges will also receive notification of pairings by email and text if that feature is enabled for your tabroom.com profile.

2. All competitors & judges should login to their competition room 30 minutes prior to the start time of the round. This allows for the tournament staff to check that everyone is present, substitute in a new judge if the originally assigned judge is missing, and also allows the participants to engage in any pre-round disclosure.

3. Competitors are eligible to be forfeited if they don't arrive within 15 minutes of the time in which the round was scheduled to begin.

4. Competitors and Judges can find the secure link to access your competition room by logging in to tabroom.com

5. When you enter a competition room, the virtual platform should auto-populate your role and name (i.e. – Student – Crawford Leavoy; Judge – Crawford Leavoy; Tab – Crawford Leavoy). If you do need to change it, click the three dots on the bottom right corner of the pull up menu, then click your current name (at the top of the list) and change it according to the appropriate naming convention.

6. After everyone has joined, competitors should conduct a quick microphone and camera check for all the participants before starting the round.

7. To facilitate the sharing of evidence, the competitors may create an email chain, which may include the judge. The first speaker should start the chain with all participants' emails on that initial email. This should happen at least 5 minutes before the start of the round. Please utilize the chat feature to share email addresses. Students may also choose to use www.speechdrop.net which is a free service for exchanging Word docs and PDFs.

8. During the debate, it is important for students to remember that they may need to slow down more than they would expect they'd need to. Remember that even if they have a great tech setup with an exceptionally fast internet connection, their judge might not, and they need to adapt to their internet speed just as they would need to adapt to their judge paradigm.

9. Competitors and judges should keep their cameras on for the duration of the round. This helps safeguard against outside coaching and assistance during the round. Keeping the camera on is also important to the social and interactive elements of competing online. Also, be mindful of the location of your camera when speaking. Competitors should try to look at the camera as much as possible when speaking in order to maximize eye contact with judges and opponents. Both competitors and judges should be mindful of their facial expressions, as they will be constantly visible to all participants at all times in online competition.

10. Competitors and judges should mut their microphones when not speaking. In team events, competitors should double-check that their microphone is muted before they begin prep time. Also, competitors in team events should mute their phonecalls with their partners while giving speeches.
11. If you cannot hear one of your competitors speaking due to poor connection and other audio problems, please speak up and ask that the round be paused at that time.
12. **Tech Time: Technical malfunctions happen. Each side has up to 10 cumulative minutes of "tech time" per side, counted separately from prep time. That tech time is for the competitors to resolve their technical malfunctions. If tech issues cannot be resolved during a side's allocated tech time, that side will forfeit the round. For example, if a competitor's computer crashes and they cannot join the round within 10 minutes, they will forfeit that round. The vast majority of technical malfunctions fall into the following categories:**
    a. Check whether the competitor speaking is muted.
    b. Check the audio input and output settings. In Jitsi, the small arrow button just to the right of the mute icon allows you to see what devices are being sued to input and output audio.
    c. Check whether the headset/microphone is still physically plugged into the computer – these can become loose mid-round and create connection problems.
    d. Check the internet router- check to make sure everything is still plugged in correctly.
    e. Login to the round from a phone as a last resort.
13. Receiving coaching during competition is cheating and results in disqualification. That was true at in-person tournaments and will be continue to be true at online tournaments. You should not be texting, direct message chatting, calling or in any other form of communication during a round (unless it is your debate partner). Students are not allowed to receive anything – whether digital or physical documents – from anyone other than their partner or opponents during rounds.
14. No one will be allowed to observe rounds. The Tournament Director may make arrangements to Livestream a select number of rounds.

Guidelines for Judges:
1. All ballots will be accessed through tabroom.com.
2. Judges are expected to have their camera on at all times during the round.
3. Due to the nature of the online settings, judges interact with students in their "home" spaces. If you observe a situation where a student may be in physical, emotional or psychological danger, please visit the tournament's tabroom and notify the Tab Staff immediately (or as soon as safely possible.)
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5. Judges ought to remember that students come from diverse backgrounds and they should make an effort not to penalize students for things beyond their control. This may

include unanticipated interruptions, technical issues and the visual background students have available to them.