Dear BCFL Coaches,

Your school is invited to compete in BCFL 4 to be held virtually on Saturday, January 23rd.

Registration will take place at <https://www.tabroom.com/index/index.mhtml>.

Please see the posted deadlines. No additions will be allowed after that time. Drops or name changes on Saturday morning will only be accepted because of an emergency. You may also contact Teresa Needer on her cell phone at 443-798-0052 if you have problems registering. Please provide each student's first andlast name and event.

*Coaches, please check-in your team and judges on Saturday from 8:00-8:30 on zoom*. The link will be sent out a couple days before the tournament. Here it is in case you want to send it out early:

<https://zoom.us/j/92223066339>

Passcode: BCFL

We need to be certain that all contestants and judges are present so the tournament may start on time.

We are expecting you to prepare your judges ahead of time for any events they may be judging, both in judging the event and in having linked Tabroom accounts.

Coaches, please communicate to your students that we will follow the rules of the National Catholic Forensics League for all events.  These rules can be found at [www.ncfl.org](http://www.ncfl.org).  If these rules are not followed during competition, your students could be disqualified. In addition, competitors should have created their Tabroom account which you have linked to your school.

Please note:

1. Students in the following events can only be entered in one of them: IM, EXT, POL, LD, PF. Students cannot double enter in PF and IM, for instance.

2. Students may register in speech for up to 2 flight A events (EXT, CL, DEC, DUO) and up to 2 flight B events (DP, OI, OO, IM) except for any conflict with #1. You may not enter a student in IM and EXT. IM and EXT are the only two “live” speech events.

3. When you register students in OI, you will be registering for OI-Prose and OI-Poetry separately as you will need a link to each performance video.

4. When you are registering students in OI, DEC, DP, OO, DUO, and CL, you will need to take one more step to upload the link to their video. You may contact Aimee Sann (sanna@notredameprep.com) if you are having difficulty uploading links. Please obtain these links in advance of the Wednesday deadline so you have time to fix any tech issues. You are responsible for submitting a working link for the correct student and event. This ought to be a new video, not entered in a previous tournament. Entries without videos will be dropped Wednesday evening.

5. All judges and all students must have Tabroom.com accounts to join the tournament. In addition, the school’s coach needs to link each competitor and judge in their own account using the Competitors tab and the Judges tab and searching by email. Please do this in advance of the tournament.

6. You need to obtain the required number of judges who are prepared in judging the events in which they are registered to judge—see the resources on the BCFL website on judging. Coaches need to register them, make sure they have created their own accounts on Tabroom.com, link them to your school’s Tabroom account, and have them show up on Saturday. Anticipate and be prepared to offer alternates on Saturday in the event of last-minute cancellations.

**Judging requirements:**

Policy: 1 qualified judge for every two teams

Lincoln/Douglas: 1 qualified judge for every four debaters

Public Forum: 1 qualified judge for every four teams

Speech events: 1 qualified judge for up to 4 entries (cap of 5 per school). There is a Virtual Speech Manual for speech judges on the BCFL website: <https://mdspeechanddebate.org/resources/>

7. Anyone new to competing or judging this year ought to watch this short video to understand how to navigate the tournament: <https://www.youtube.com/watch?v=Aw7J8_ags6s&feature=emb_logo>. Each EXT and IMP student will have access to a “utility room” where they wait for their turn to speak in a round. For round 1, EXT and IM students and judges will need to report to the zoom meeting for instructions.

8. You should go to the location where you will be using the internet to compete and check to see if you have access to tabroom.com <https://www.tabroom.com/index/index.mhtml>. Every competitor, judge, and coach should test their access (after logging into account, see the Test NSDA Campus on the right, above Your Account). Note that this explains the “ghosts.”

9. All coaches will receive by email a link to join the Zoom session on Saturday. Please share this link with all judges and all competitors who are competing “live.” That way, they will have access to help with questions or tech issues.

 10. Finally, mind the posted deadlines. Once registration is closed, it is closed.

We look forward to seeing you on January 23rd!

Best regards,

The BCFL Executive Committee

Steven Sprouse, Diocesan Director

Teresa Needer, Tournament Director

Michelle Dacey, Speech Director

Cayman Giordano, Lincoln-Douglas Director

Emily Mandile, Public Forum Director

Aimee Sann, Secretary/Treasurer

Joe Scheide, Student Congress Director

Peter Susko, Policy Debate Director