Dear BCFL Coaches,

You are invited to participate in the BCFL 5 to be held virtually on Saturday, January 22nd. Registration for BCFL 5 will be at <https://www.tabroom.com/index/index.mhtml>.

Please see the posted deadlines at Tabroom.com. No additions will be allowed after the deadlines. 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 and last name and event.

Coaches, please check-in your competitors and judges on Saturday from 8:00-8:30 on Zoom. The link will be resent a couple days before the tournament. It will also be the link for the awards ceremony. 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> . EXT and IM competitors should report at the beginning of each round as directed for a tech check and 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).

9. Please share the Zoom link with all judges and all competitors who are competing “live.” That way, they will have access to instructions and assistance with tech issues.

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

We look forward to seeing you on December 18th!

Best regards,

The BCFL Executive Committee

Steven Sprouse, Diocesan Director

Teresa Needer, Tournament Director

Michelle Dacey, Speech Director

Kelli Midgley, Lincoln-Douglas Director

Michelle Flynn, Public Forum Director

Aimee Sann, Secretary/Treasurer

Rachel Campbell, Student Congress Director

Peter Susko, Policy Debate Director