

NYCFL On-line Extemp Procedures

For all competitors and judges

Extemp is, perhaps, the most complicated of events to run at a tournament, and certainly is complex as an online event. It is also crucial that it run on-time in order not to delay the entire tournament.

These procedures have been carefully crafted after much experience running online tournaments. It is critical that all coaches make sure that their student-competitors and judges have been briefed about what extemp is, how it works in general, and what the basic rules are – it is always surprising how many competitors show up with little real understanding of how extemp works at all: we cannot train your students in the midst of a tournament.

- Well before the tournament all students competing should be trained and conversant in tabroom.com, our online competition management program. Students **MUST** have an account, be able to log on, know how to find their room assignments/schematics, know how to “click into” or “open” a competition room, and be able to find the extemp meeting and prep rooms (listed on tabroom, usually down the right-hand side toward the bottom, by the “utility rooms”).
- There will always be a preliminary morning meeting for student competitors for *extempers only*. Extempers should **NOT** go to the general meeting for all other speakers, but must attend the extemp-specific general meeting in its own “zoom room,” the link for which will be in the tournament live document and on the tabroom schematics. This meeting starts quite promptly, usually at 9 a.m.: it is mandatory, not optional, and lateness is unacceptable. It is also for competitors, not parents, coaches, or judges, who have their own, different meetings for the tournament.
- Most Saturday competitions will run with three preliminary rounds, which will break to a final round. The times for the rounds will be in the tournament live document but be aware: **ROUND TIMES ON TABROOM ARE SPEAKING TIMES – EXTEMP PREP THEREFORE BEGINS A FULL HALF HOUR BEFORE THAT TIME LISTED FOR THE ROUND ON TABROOM!!!**
- It is the extemper’s responsibility to be where that extemper needs to be and on time: the tournament will not be delayed for an individual competitor, nor will latecomers to a round get extra prep time if they are late to a draw.

Here is the general procedure for today:

1. About **15 minutes before DRAW for each round** the schematics for that round will be released and blasted to all competitors.
2. ***AS SOON AS THAT SCHEMATIC IS RELEASED, YOU SHOULD GO TO YOUR PREP ROOM.***
3. It does not matter that you are fifth speaker, say: be in your prep room and ready to go before *first* speaker draws.
4. You will find on tabroom.com your assignment: an icon for your competition room and your speaker order are listed when you log on.
5. You will also see icons down the right-hand side of the tabroom page under “online utility rooms” for “VX 1, 2,3” etc., or “JVX 1,2,3” etc. Those are the prep rooms.
6. All first speakers, and only first speakers, for that round (no matter what competition room you are in) should go to VX/JVX 1, second speakers go to VX/JVX 2, third to VX/JVX 3, etc.
7. **DO NOT ENTER THE ACTUAL COMPETITION ROOM yet**, just go to the **draw room** for your speaker order.
8. Open the chat in your prep room: the chat is for ADMINISTRATION, not for other purposes. It is **not** for socializing, chit-chatting, etc. Official communications there only please – competitors should be posting in that chat only if they have a problem or question for the coordinator.

9. A few minutes before your draw time, you will see the extemp coordinator's camera come on. If you cannot hear him, check your own speakers – make sure that they are on and volume up. If you still cannot hear him, leave the prep room and immediately return. This usually clears audio glitches.
10. The coordinator will ask for a thumbs up to see if everyone is ready.
11. At the right time, the coordinator will then post in the chat for that prep room the three questions from which you must choose
- 12. You should type into the chat your code number and the question number that you have selected.**
13. You then have 30 minutes to prep. Your camera must remain on the whole time, but your microphone should be off.
14. When it is time to speak, the coordinator will turn his camera on and tell you to go to your competition room. You should close out of the prep room. **THEN, AND ONLY THEN, SHOULD YOU ENTER THE COMPETITION ROOM.**
15. Once in the competition room, you should see at least one judge and at least one other person – there should be three people in that room at all times. Because that third person may be an observer from the league, you should make sure that you know who the judge is, and that the judge can see and hear you.
- 16. Put your code number and cut and paste the text of your question into the room chat.**
17. Discuss with the judge your time signals: you may, if you choose, time yourself (make sure the judge knows that you intend to do that), or you may ask for the judge to give you time signals – but realize that what for you is a “standard five-down” is NOT standard: it means something different to everybody. **Show the judge what YOU mean by it, so that there is no question for either of you as to what those signals mean.**
18. Once you and the judge (or judges in rounds with multiple judges) are all ready, you may begin to speak.
19. Once you are finished, **YOU MUST REMAIN IN THE ROOM:** you MUST remain in the room and watch the speaker after you. YOU MAY ONLY LEAVE WHEN THE SPEAKER AFTER THAT HAS ARRIVED. That is, 1st speaker will stay and watch 2nd speaker, and 1st speaker may only leave when 3rd speaker has arrived. 2nd speaker watches 3rd, and waits until 4th speaker has arrived, etc.
20. Then, you may leave. Now it is time to wait for schematics for the next round to be blasted – about 15 minutes before the next round's draw. As soon as it is blasted, head for your proper prep room.
21. All extemp rules are in force. Varsity speakers may NOT use notes. JV speakers may, in theory, use an index card with no more than 50 words on it, but need not use notes at all.
22. Speakers have up to 7 minutes to speak. They have 30 seconds grace period after that, but if they speak for 7 minutes and 31 seconds or longer, they may not be ranked first.

Judges, note:

1. Please familiarize yourself with the above.
2. Note that you should be in the room in which you will judge early, if possible. The first speaker will arrive at the stated round time (or a minute or two later – we must be a little flexible about this online).
3. Judges should check the chat for the room. There may be reminders/instructions from tournament administration there. Competitors should also post their questions there once they enter.
4. At the start of the round, there will be another person “in the room” – this will be a tournament observer to ensure that no student is alone with an adult judge. You need not interact with the observer, and as observers may be watching several rooms, please do not assume that you can expect to engage in audio discussion with them. They are there as silent observers.
5. Please make sure that each speaker remains until the next speaker is done and a fourth person has entered the room (as described above).