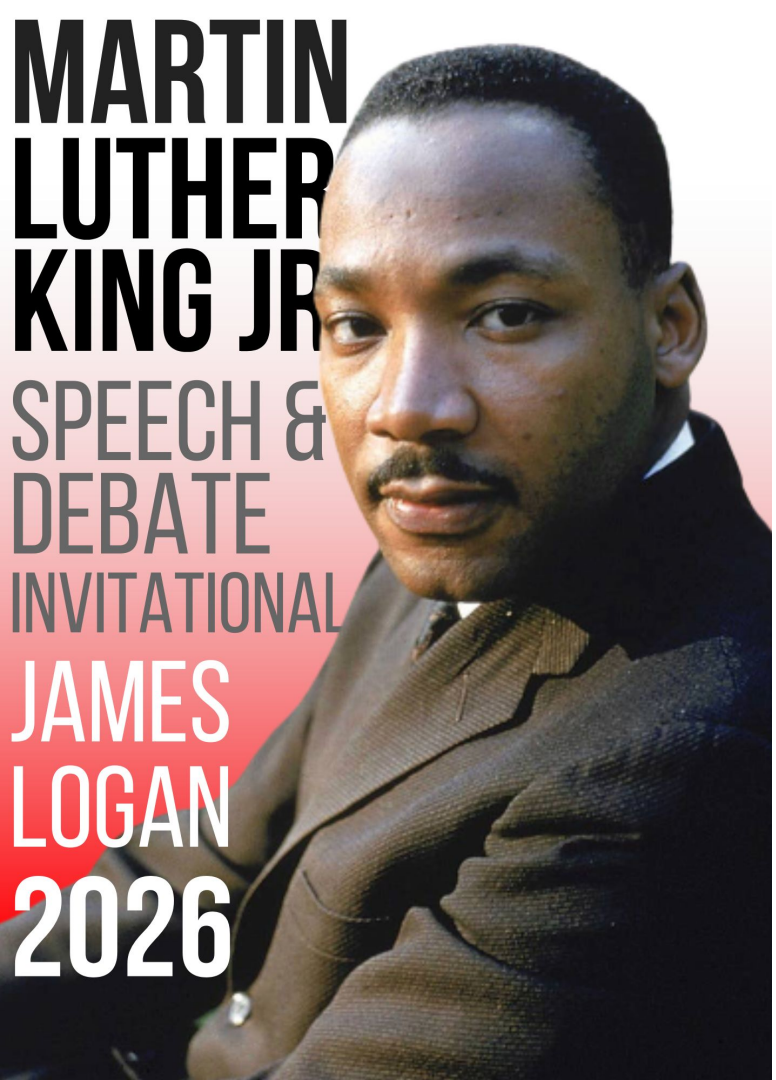


DEBATE
Judge Instructions

Tournament Contact

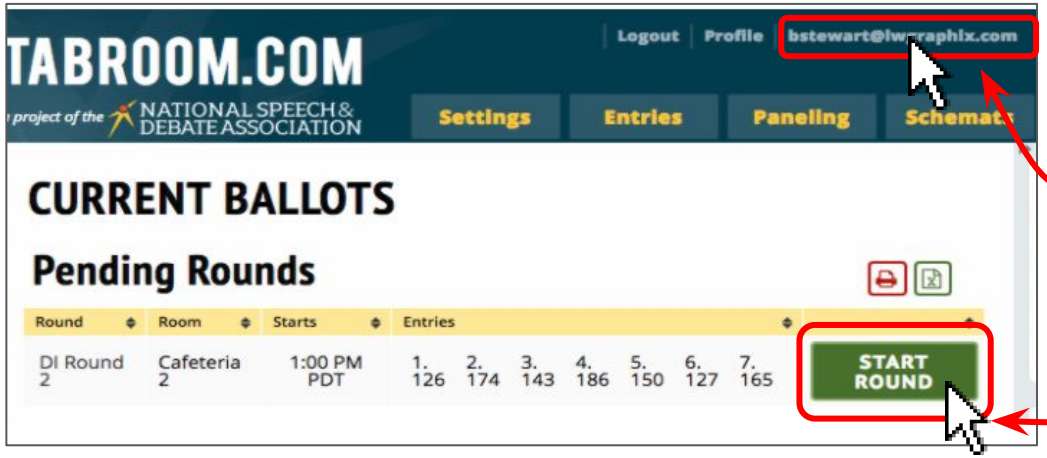
Tournament Officials will be able to address questions in the Judge Lounge only before the start of each speech round.

If there are any issues, contact

LD → MLKlincolndouglastab@gmail.com
Public Forum → MLKpftab@gmail.com
Policy → MLKpolicytab@gmail.com
Parli → MLKparlitab@gmail.com

- ➔ **Judge Lounge located in Pavilion**
- ➔ **Link: Tournament Schedule**
- ➔ **Link: James Logan Campus Map**

Access your ballot.



1. Log in to your Tabroom.com account.
2. **Click on your email address** at the top right corner. This will take you to your Dashboard.
3. **Ballots will be available 15-30 minutes before** the start of each round. It will show up on the Dashboard like this.
4. Click ACCEPT BALLOT to confirm you have received your ballot & acknowledge that you have accepted the round.

If you do not see a ballot appear by the start of the round, you are on **STANDBY.**
Please go to the **Judge Lounge** -- tournament officials may assign you a round. Wait there until you are excused.

You may not be assigned every round but you can expect to get multiple rounds to judge throughout the day. We need ALL judges through the end of the tournament.

Failure to accept a ballot or be present in the Judge Lounge as a standby judge will result in your school being fined. If you have scheduling conflicts or emergencies that arise, you need to speak to your school's coach directly as they will need to provide a judge as your replacement.

Finding your room.

Current Rounds

Judge	Round	Room	Starts	Entries			
102	HI Round 1	412	Sat 3:00 PM EDT Sat 2:00 PM CDT	1: 500 4: 502	2: 511 5: 503	3: 501 6: 504	BALLOT

To get to your round, there will be a **room number** once you accept your ballot.

HARD START TIME for rounds - Failure to do the above will result judge being Replaced & Fined

15 mins prior to round - Accept Ballot
10 mins prior to round - Judge enters room

BE FLEXIBLE! Other events may be using the assigned room. Wait patiently until they are done and start the round immediately after. As soon as the round is over, please vacate so the next round can take place.

IMPORTANT REMINDERS:

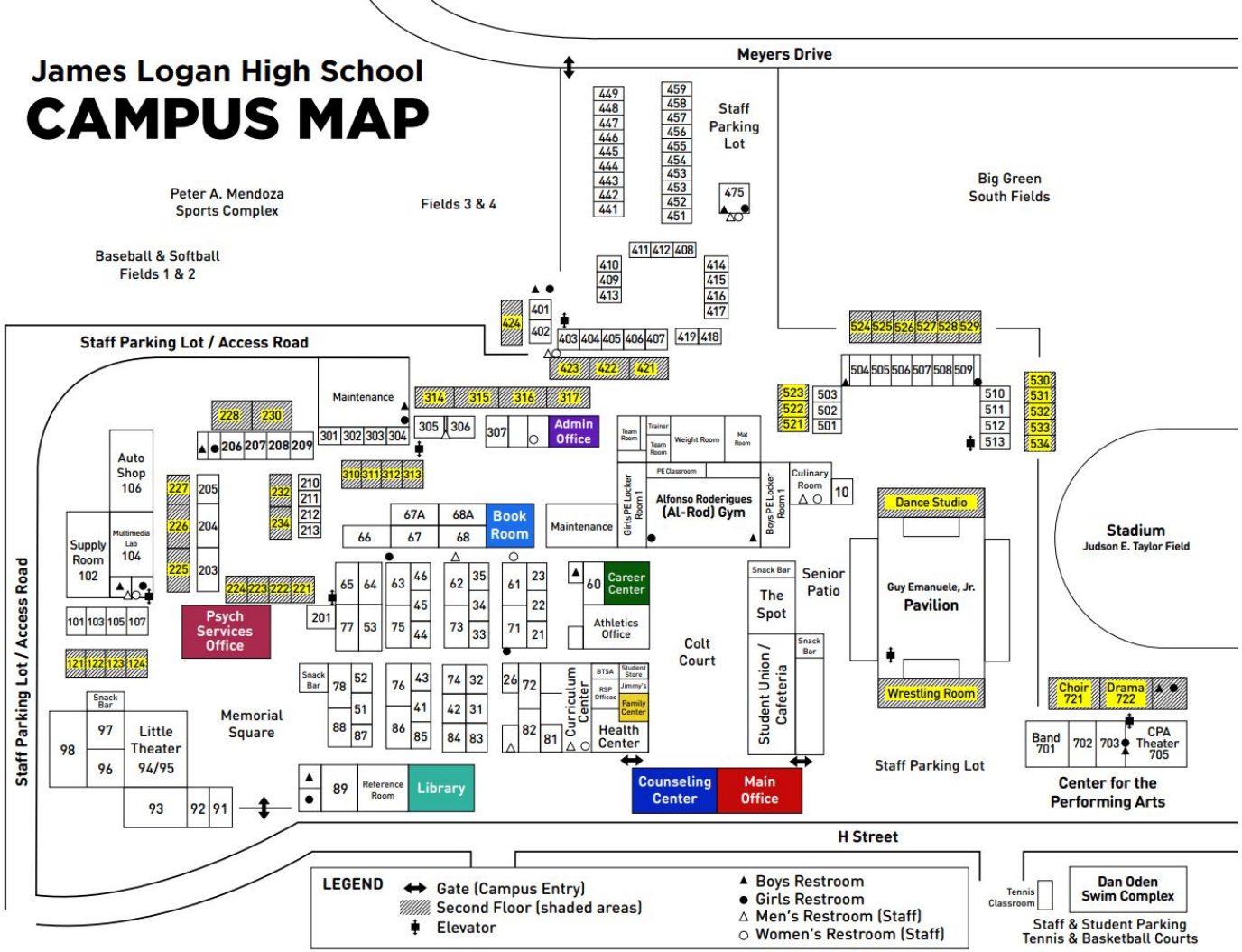
-- We ask that as the responsible adult in the room, you are the first to enter the classrooms and last to leave.

-- **Parli, Public Forum, and Lincoln Douglas will be double-flighted.** You will watch two debates in a row; flight 1 and flight 2. Please be sure you are filling out the correct ballot during your round.

-- **There is no disclosure.** Please do not stay to tell students the reason for your decision. The classrooms are being used by speech events as well. Please vacate the classroom as soon as the debate(s) conclude.

-- Some competitors may be entered in other events. Please allow them to to arrive late if they may be speaking in another event.

James Logan High School
CAMPUS MAP



GENERAL PROCEDURE

There are students entered in multiple events. If a speaker is missing, wait for them to show up no more than 15 minutes after start time of round. If they don't show, please notify Tab staff via the help desk emails.

Do not interrupt the student's debating. Make your final decision after all the debate has completed. Fill in the online ballot completely then **immediately submit your completed ballot.** Do not tell students their results or comments. **Please offer the speakers written comments on the ballot.** We need the students and their coaches to be able to see the feedback.

CONFLICTS

You may end up assigned to a panel where you have judged students before or may know some of the students. **Our expectation is that you remain a fair and impartial judge.** If you are assigned a ballot with a student you may know, please contact the Help Desk or come back to the Judge Lounge and we will reassign the ballot.

Please contact Tab to reassign your ballot if:

- You closely know a student in a group you are about to judge.
- You have already judged that student debating on the same side (ie. you previously judged the student at this tournament on the Affirmative and assigned to judge them again on the Affirmative).

ENFORCING THE RULES

Confusion or conflict about specific rules may arise while you are judging. Almost always, the best course of action is for you to hear the entire debate, make your evaluation of the speakers as if there were no question about the rules, and then consult with tournament officials about the rules in question after the round is over.

SPEECH TIMES

For each event, there may be different formats and structure of how long each student can speak, how often, and when they speak.

Review the speech times per event for LD, PF, and Policy here: NSDA Competition Events.

Review the speech times for Parli here: CHSSA Debate Rules, section 4.

MONITORING THE ROOMS

James Logan High School has generously donated its entire campus to our endeavors. It is our goal that the teachers and school administrators return on Monday with no evidence of our having been here. So please...

Do not allow any food or drinks in the classrooms. Ask the students to dispose of food outside the classroom so the ants do not visit over the weekend.

Limit moving any furniture! If it is absolutely necessary to move furniture in the room so students can speak, then ask students to put the room back the way they found it. Also, please watch to make sure nothing is taken from the room.

Do not allow students to erase teacher material on the whiteboard. If students are using the whiteboard, make sure they use the correct pens and erase their material.

Charge your devices in the classroom. There are limited outlets in the judge house.

Turn on the classroom heaters. Use the touchscreen or hold the button until the screen turns to "Auto/On" or the until is says "Override".

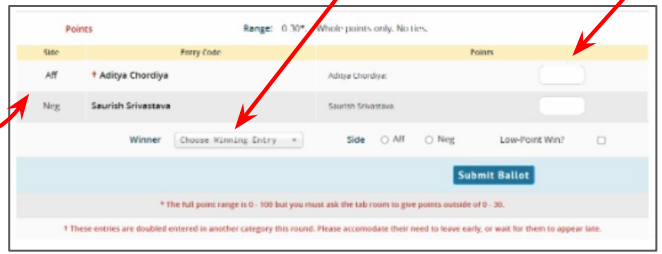
Submit your ballot & speaker points as soon as the round is over.

STEP 1

AFF vs NEG
PRO vs CON
Students will typically be assigned which side their debating. This will be on your ballot.

STEP 2

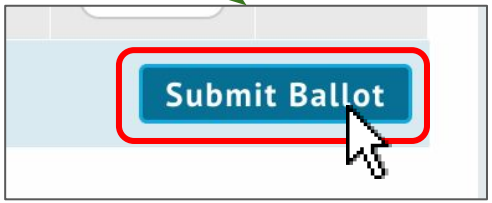
At the conclusion of the debate, choose which side **WINS**.



STEP 3

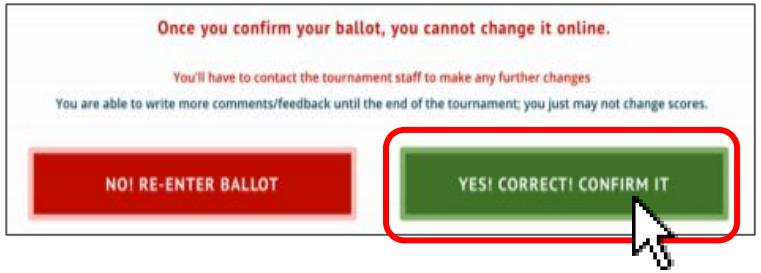
Assign **speaker points** to each speaker that assess how well the students articulated their points. As a general practice, **points should be assigned between 27 -30**. Under 25 is reserved for really poor behavior in round.

STEP 4



SUBMIT YOUR BALLOT IMMEDIATELY.
Submit your ballot within 10 minutes of the round being done. You will be able to go back and finish writing comments and feedback later.

STEP 5



You will need to review & **CONFIRM**.

The panel on the right of your ballot has some helpful tools.

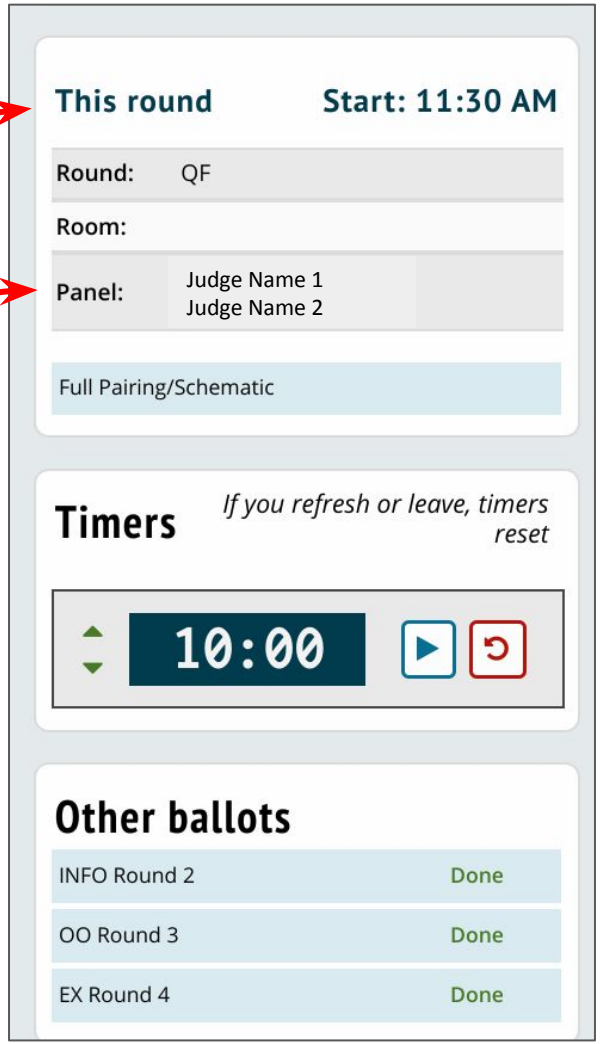
You will be the **only judge in the room for all preliminary rounds.** Students should begin speaking at the start time (do not wait for all competitors as some may be in other events).

Rounds 1 - 6 are prelims for PF & LD
Rounds 1 - 5 are prelims for Policy & Parli

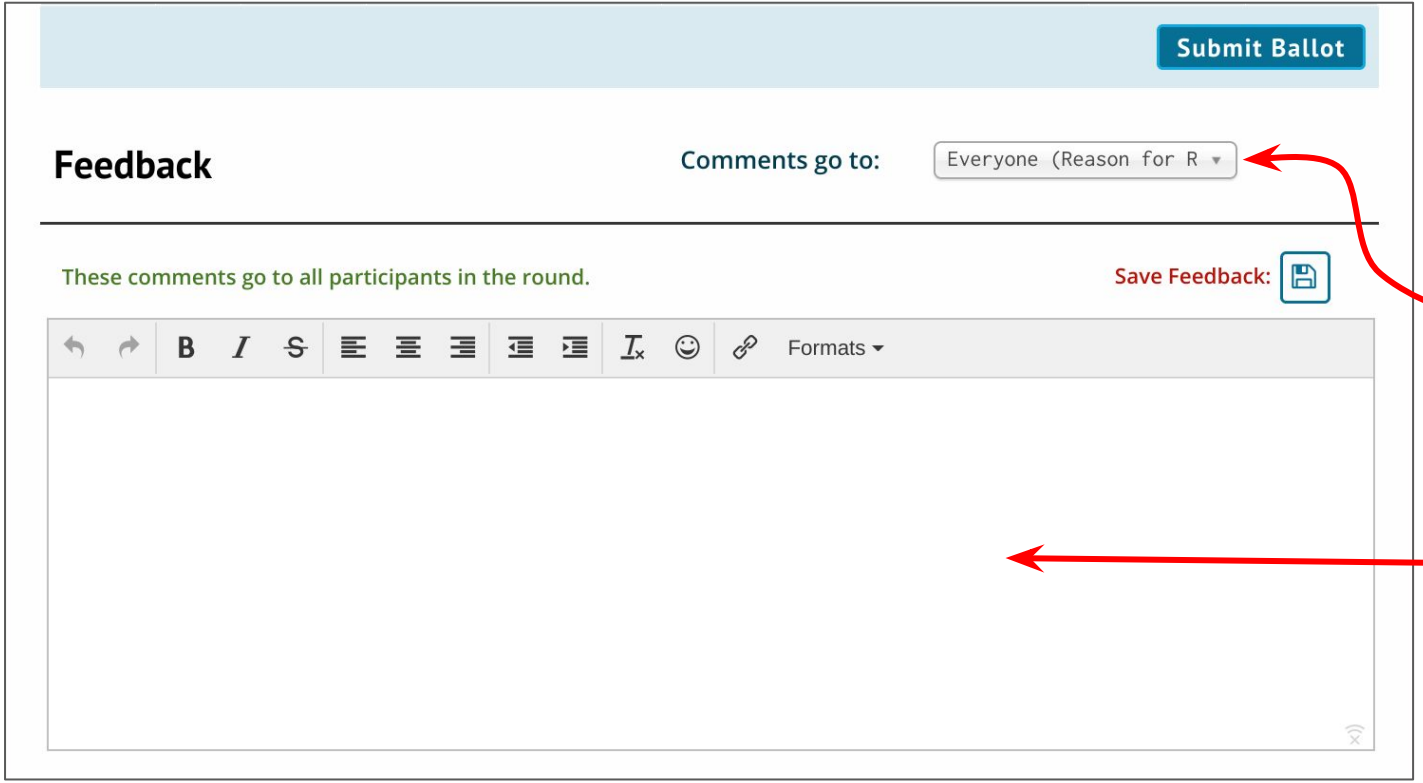
After preliminary rounds, we will have elimination rounds. There will be **3 or more judges for every elim round.** Do not start these rounds until all judges are present. You can see who is on the "judge panel" in this toolbar. Each judge must evaluate the students independently; **do not confer.**

Best Practice for an EQUITABLE Competition

In making your evaluations, consider both the **content** and the **delivery** of the speech. Students may support issues or viewpoints that are contrary to your thinking. **Please judge on the quality of the debate, not on whether you agree with a student.** Never take the student's appearance into consideration.



Written feedback is required for every debate that you are judging.
Do not provide oral feedback as it holds up the tournament.
Leaving a blank ballot is unacceptable.



Select the name of the speaker from the drop-down menu to give them individual comments and feedback.

Write comments to every speaker in the round so students know what they're doing well and what they can improve on.

Remember you can always go back and write feedback after you have submitted the ranks for the round.

Go Back to Edit Feedback

After you have submitted & confirmed your ranks you can add individual feedback for the speakers in the round.

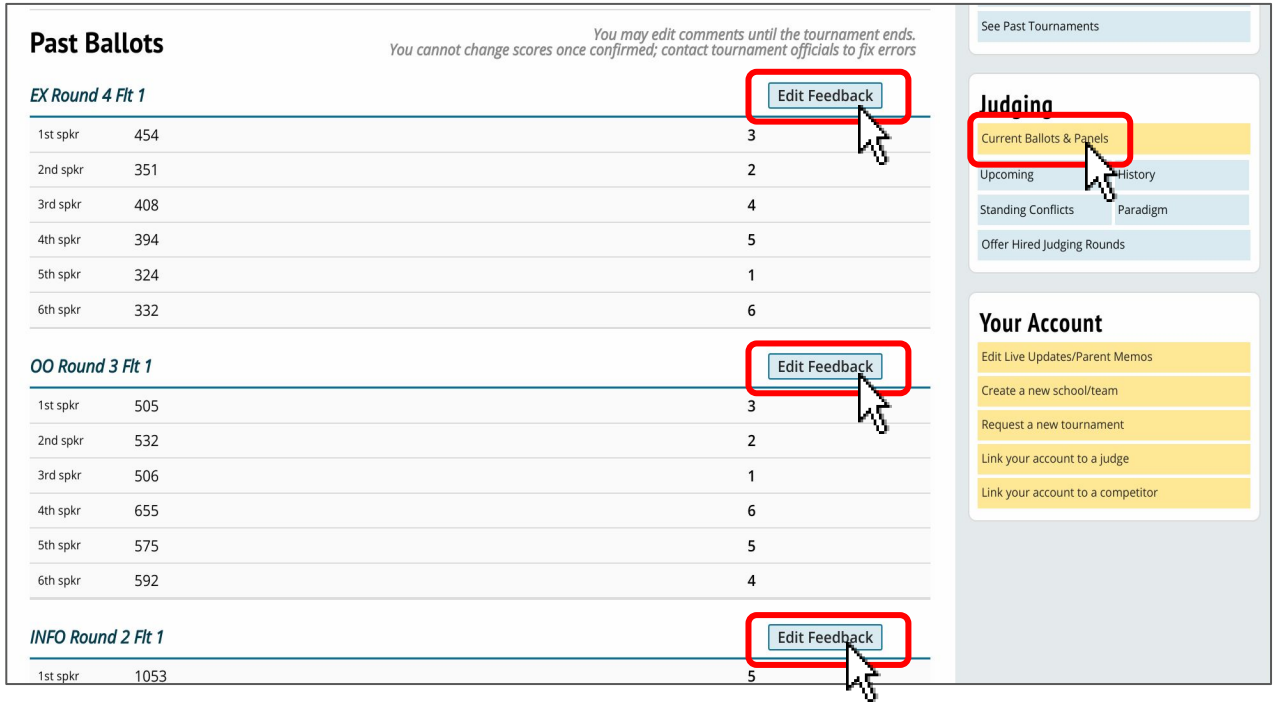
1. Under Judging, click on **Current Ballots & Panels**
2. Click on **Edit Feedback** for the round you are looking for.
3. **You can edit feedback until the end of the tournament.** Students *absolutely need* your feedback to learn, improve, and grow. Leaving no feedback is unacceptable.

Quick Note on COMMENTS:

The evaluation guidelines on the ballot suggest areas for comments, but you should not feel restricted to these areas. Please write both positive and constructively critical comments.

Put all comments on the ballot; **do not give oral critiques.**

If a student doesn't place among the top speakers in the room, it's very useful for them to understand why.



Helpful Resources

When you have Questions about...	You can use these resources to help...
Issues about the round of competition Tabroom.com account issues	Contact the Tabroom by submitting a help ticket to Help Desk emails or visit tournament staff in the Judge Lounge. **Your school's coach** can also be a great resource. Tabroom support page: https://docs.tabroom.com/Main_Page Always hear all the speeches if possible, and ask a tournament official about the problem when you return to the judges' room.
A student on your ballot doesn't show up to the round.	Students are **allowed 15 minutes from the start time of the round to arrive**. Please wait for a student/team before submitting a "No Show" or "Forefeit" on the ballot.
The room you were assigned to is locked or has a facilities issue.	Email the help desk with the room number & wait for a response. If you do not hear back in a few minutes, you may return to the judge lounge to notify tournament staff.

DOs

Click START ROUND as soon as you receive your ballot to confirm you will be judging that round.

Submit your decision before completing comments. You will be able to go back and edit feedback to individual students.

Arrive in your room at least 10 minutes before the start of each round time.

Only judge the student's performance and not their appearance or pitch of their voice (ie. any other things that may be out of a student's control).

Be patient. This is difficult for everyone. If a student is experiencing difficulty please be flexible to make it possible for them to compete.

Wait for all all competitors (& other judges if finals) to begin the round.

Allow accommodations for cross entered students to compete.

DON'Ts

Do not wait to click START ROUND until you are in your room. That button is to acknowledge that you accept your ballot.

You **do not** need to complete your comments before submitting your ballot.

Do not wait to the round start time to enter your room. Arrive 10 minutes early to do a technology check to make sure everything is working.

DO NOT DISCLOSE or provide oral feedback to the debaters. They will get their written ballot at the end of the tournament. The classroom needs to be used for other events, please vacate at the conclusion of the round.

Never take into consideration the student's appearance when making your decision.

DO NOT go to an alternate room if you dislike the one you are assigned. This is a safety concern. Doing this will result in immediate disqualification of all students and removal of the judge with a fine levied toward your school.

JAMES LOGAN
FORENSICS

THANK YOU

FOR YOUR SERVICE

As our tournament is dedicated to Martin Luther King Jr. and his tremendous legacy of service, we appreciate you being a part of providing students the opportunity to develop their voices, it would be impossible to offer this competition without your support!