



Debate Judge Instructions

STATE QUALS EDITION

Golden Gate Speech Association
Individual Events
Judge Instructions

SCHEDULE & ASSISTANCE

Tournament Schedule can be found at

ggsasquals.tabroom.com

Tournament Contact?

- Tournament Officials will post contact email information on the Tabroom website (linked above)
- Coaches will be able to address questions in the Judge Lounge throughout the day
- Most questions can also be answered by your school's coach.

Access your ballot.



The screenshot shows the Tabroom.com interface. At the top, there is a dark blue header with the Tabroom.com logo on the left and 'Logout Profile' on the right. The email address 'bstewart@iwgraphix.com' is displayed in the top right corner and is highlighted with a red box. Below the header, there are navigation tabs for 'Settings', 'Entries', 'Paneling', and 'Schematic'. The main content area is titled 'CURRENT BALLOTS' and 'Pending Rounds'. It features a table with columns for Round, Room, Starts, and Entries. The first row shows 'DI Round 2' in 'Cafeteria 2' at '1:00 PM PDT' with 7 entries. A green 'START ROUND' button is located to the right of the table and is highlighted with a red box. A mouse cursor is pointing at the button.

Round	Room	Starts	Entries
DI Round 2	Cafeteria 2	1:00 PM PDT	1. 126 2. 174 3. 143 4. 186 5. 150 6. 127 7. 165

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 minutes before the start of each round. It will show up on the Dashboard like this.
4. Click **START ROUND** or **ACCEPT BALLOT** to confirm you have received your ballot & acknowledge that you have accepted the round.

If you do not see a ballot appear 15 minutes before the start of the round, you are on **STANDBY**. Please go to the **Judge Lounge Room** -- tournament officials will be taking roll and may assign you a round.

You are obligated to judge the **ENTIRE DAY**. 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.

Campus Map on next page!

15 mins prior to round - Accept Ballot

10 mins prior to round - Judge enters room

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

IMPORTANT REMINDERS:

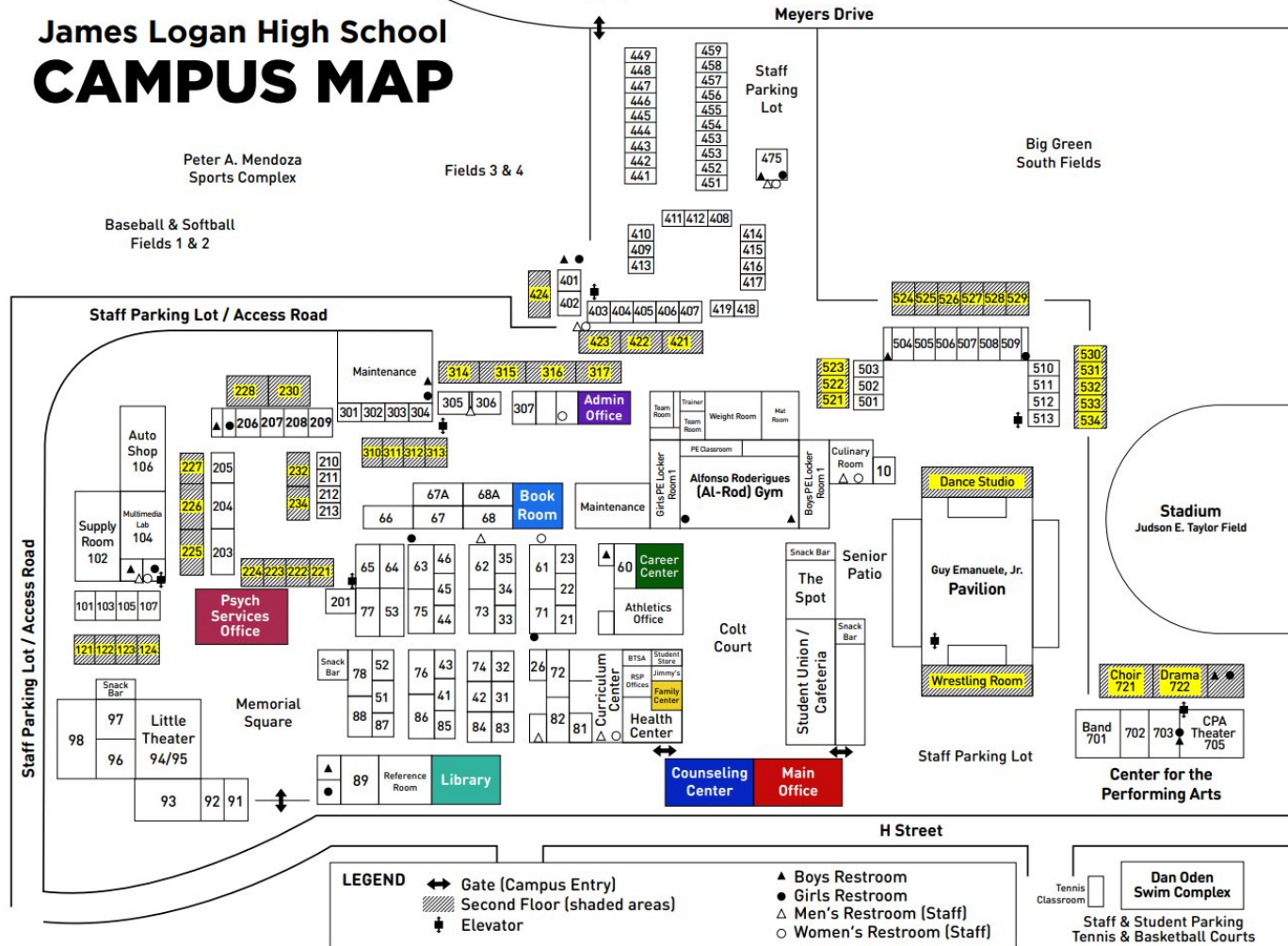
-- We ask that as the responsible adult in the room, you are the first to enter the classrooms and last to leave.

-- **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 of results.** 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 at the conclusion of the debate(s).

-- Be prepared to judge any event offered at the tournament.

James Logan High School CAMPUS MAP



LEGEND

- ↔ Gate (Campus Entry)
- ▨ Second Floor (shaded areas)
- ▲ Boys Restroom
- Girls Restroom
- ▲ Men's Restroom (Staff)
- Women's Restroom (Staff)
- ⬆ Elevator

Tennis Classroom

Dan Oden Swim Complex

Staff & Student Parking
Tennis & Basketball Courts



[Click Here for Description of Debate Events](#)

Sometimes judges will be assigned a debate event that they weren't registered for, so please be prepared to judge any Debate event offered at the tournament. Your flexibility is appreciated.

GENERAL PROCEDURE

If a speaker is missing, wait for them to show up 15 minutes after start time of round. If they don't show, please notify Tab staff.

Do not interrupt the student's debating. Make your final decision after all the speeches have been given. 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 are not permitted to judge your child or the event + division in which your child is competing in. You may end up assigned to a round 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 feel that you cannot be a fair and impartial judge to a student you may know, please come back to the Judge Lounge and we will reassign the ballot.

Please return to the Judge Lounge 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.

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 all the speeches, 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 information for [Parli Debate here](#).

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”

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.

The screenshot shows a ballot form with the following details:

- Section: **Points**, Range: 0-30 (Whole points only. No Dec.)
- Table with columns: **Side**, **Entry Code**, **Points**
- Row 1: **Aff** | Aditya Chordiya | Aditya Chordiya | [Input field]
- Row 2: **Neg** | Saurish Srivastava | Saurish Srivastava | [Input field]
- Buttons: **Winner** (Choose Winning Entry), **Side** (Aff, Neg), **Low-Point Win?** (checkbox)
- Submit Button: **Submit Ballot**
- Footnote: * The full point range is 0 - 100 but you must ask the tab room to give points outside of 0 - 30.
- Footnote: † These entries are double entered in another category this round. Please accommodate their need to leave early, or wait for them to appear late.

STEP 5

Once you confirm your ballot, you cannot change it online.

You'll have to contact the tournament staff to make any further changes

You are able to write more comments/feedback until the end of the tournament; you just may not change scores.

NO! RE-ENTER BALLOT

YES! CORRECT! CONFIRM IT

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 4

Submit Ballot

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

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

There are **MORE THAN ONE judge in EVERY ROUND** for the State Qualifier. Start the round once all judges are in the room.

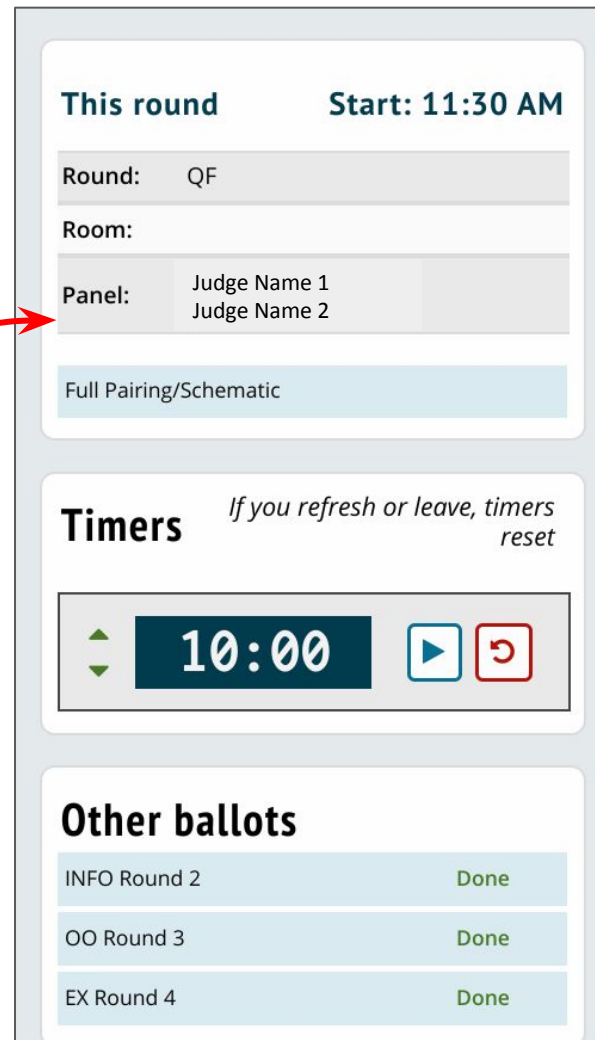
Do not start rounds until all judges are present. You can see who is on the “judge panel” in this toolbar. Each judge must evaluate the students independently; **do not confer.**

Make sure you start each debate on time.

Starting more than 15 minutes late can delay the tournament.

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 speech, not on whether you agree with a student.** Never take the student’s appearance into consideration.



The screenshot shows a ballot interface with the following sections:

- This round** Start: 11:30 AM
- Round: QF
- Room:
- Panel: Judge Name 1, Judge Name 2
- Full Pairing/Schematic
- Timers** *If you refresh or leave, timers reset*
- Timer display: 10:00 with play and refresh buttons
- Other ballots**
- INFO Round 2 Done
- OO Round 3 Done
- EX Round 4 Done

Be sure to write feedback for every speaker that you are judging. This is how they grow and learn as a speaker. **Leaving a blank ballot is unacceptable.**

The screenshot shows a feedback ballot interface. At the top right is a blue 'Submit Ballot' button. Below it, the word 'Feedback' is on the left, and 'Comments go to:' is followed by a dropdown menu currently set to 'Everyone (Reason for R)'. A red arrow points from the text 'Select the name of the speaker...' to this dropdown. Below the dropdown, it says 'These comments go to all participants in the round.' To the right is a 'Save Feedback:' button with a floppy disk icon. Below this is a rich text editor toolbar with icons for undo, redo, bold, italic, strikethrough, bulleted list, numbered list, link, and link removal, followed by a 'Formats' dropdown. The main text area is empty. A red arrow points from the text 'Write comments to every speaker...' to this text area. At the bottom right of the text area is a small wireless signal icon.

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.

Past Ballots You may edit comments until the tournament ends.
You cannot change scores once confirmed; contact tournament officials to fix errors

EX Round 4 Flt 1 **Edit Feedback**

1st spkr	454	3
2nd spkr	351	2
3rd spkr	408	4
4th spkr	394	5
5th spkr	324	1
6th spkr	332	6

OO Round 3 Flt 1 **Edit Feedback**

1st spkr	505	3
2nd spkr	532	2
3rd spkr	506	1
4th spkr	655	6
5th spkr	575	5
6th spkr	592	4

INFO Round 2 Flt 1 **Edit Feedback**

1st spkr	1053	5
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Judging

- Current Ballots & Panels
- Upcoming History
- Standing Conflicts Paradigm
- Offer Hired Judging Rounds

Your Account

- Edit Live Updates/Parent Memos
- Create a new school/team
- Request a new tournament
- Link your account to a judge
- Link your account to a competitor

Helpful Resources

When you have Questions about...	You can use these resources to help...
Issues about the round of competition Facilities issues Tabroom.com account issues	Contact 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 debates 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 & contact Tab staff before submitting a "No Show" or "Forfeit" on the ballot.
The room you were assigned to is locked or has an issue.	Report room number to Judge Lounge.

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.

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 other judges to begin the round. Competitors who are double-entered may speak and leave or arrive late. Please be flexible in the speaker order.

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.

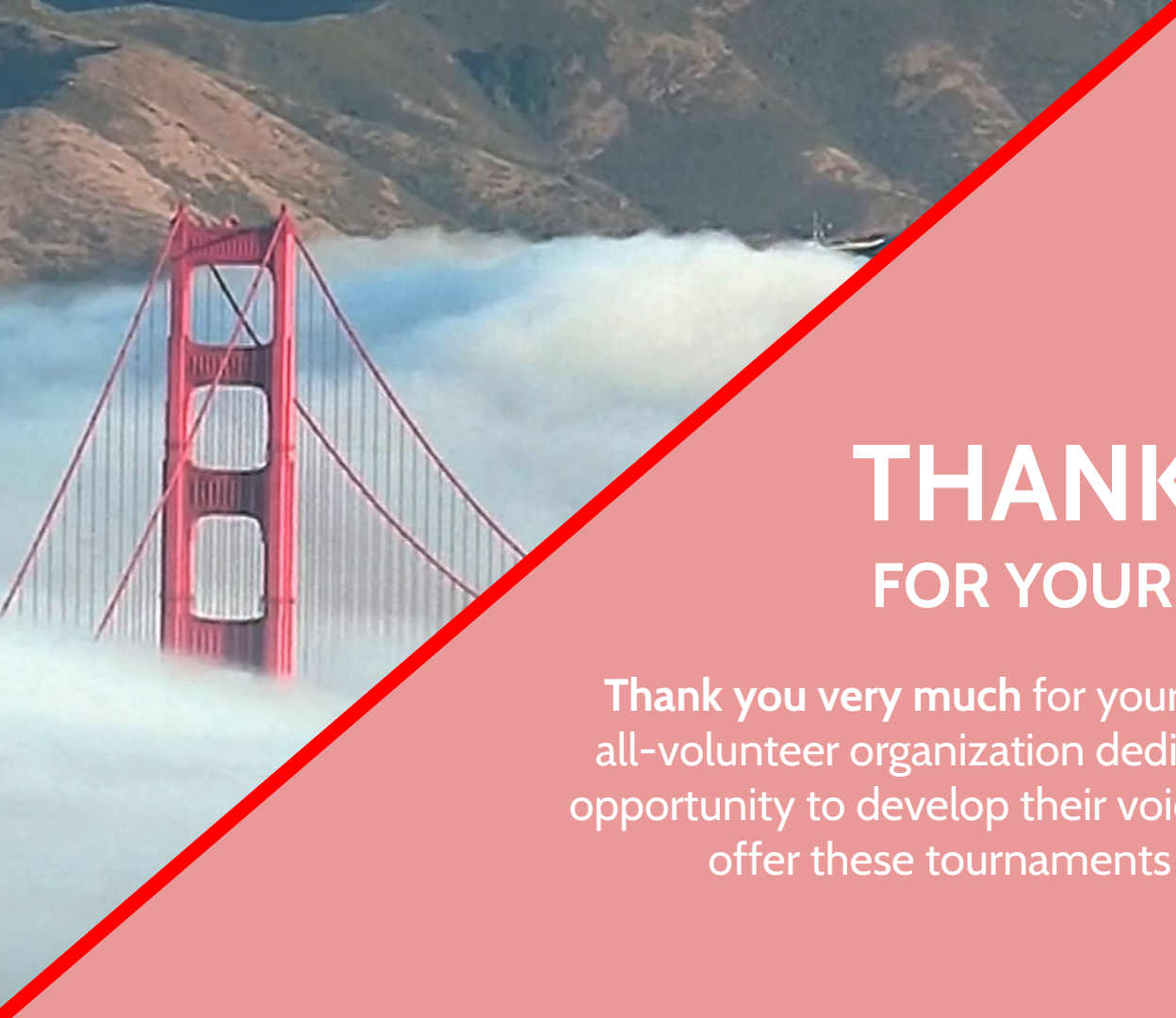
You **do not** need to complete your comments before submitting your ballot.

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.



THANK YOU FOR YOUR SERVICE

Thank you very much for your time and help today. As an all-volunteer organization dedicated to giving students the opportunity to develop their voices, it would be impossible to offer these tournaments without your support!