

Important information

Judge lounge Zoom link	Here . Passcode: averill
Email helpline	Email: MSDLDebate@gmail.com or Text: (857) 245-7122

ALL TIMES ARE EASTERN

[Updates](#) - Check to see what may have changed since we posted this document

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1-PAGE SUMMARY - IMPORTANT STUFF

- BEFORE the tournament, please:
 - Check that you can log into Tabroom.com
 - Be sure you are using the Chrome browser.
 - Check that you can connect to NSDA Campus by following these directions (document [here](#), or 3-minute video [here](#)).
 - **New judges** - Please check out the instructional videos (this web page, [here](#)). We will have “office hours” via Zoom on Wednesday evening before the tournament. Watch for an email with the Zoom link.
- ON THE DAY OF THE TOURNAMENT - Judge lounge link is [here](#).
 - If you have questions:
 - Friday judges - Judge lounge opens at 3:30 PM
 - Saturday judges - judge lounge opens at 8:00 AM
 - All judges - Be in the judge lounge at least 10 minutes before first round
 - Friday judges - 4:35 PM for round starting at 4:45 PM
 - Saturday judges - 8:20 AM for round starting at 8:30 AM
 - Go to the judge lounge (link [here](#)) at least 5 minutes before the first assignments of the day get sent out. See page 1 of this document for the link.
- FOR EACH ROUND:
 - **Be in the judge lounge a few minutes before assignments are scheduled to be released.** See schedule [here](#).
 - **If you get an assignment, click START immediately. Doing so is key to your school avoiding late judge fines.**
 - If you do not get an assignment, stay in the judge lounge until we release judges (we might have to call for substitutes).
- AFTER EACH ROUND -
 - Enter your decision and points before talking to the debaters or writing your comments. You can edit your comments throughout the day (although we recommend getting ballots written before the start of the next round).

Quick Notes

Preparation time for each team

- Public Forum Debate - 3 minutes
- Lincoln Douglas - 4 minutes
- Policy (CX) - 8 minutes

Keep cameras on - All round participants should keep their cameras on - including the judge - unless technical issues make that infeasible.

Public Forum coin flip - The coin flip takes place online a minute or so after the round assignment postings go out. Judges need not worry about the coin flip. But we do ask that you check that the information on your ballot (team speaking order and sides) matches the selections made by the debaters. If it does not, please reload the page displaying your ballot. If that fails to fix the problem, come back to the judge lounge.

Judging obligations (finding out when you will be done judging) - Judges are obligated for all rounds on days they are assigned, although Varsity Public Forum judges may be released at some point after all debaters from their school have finished competing. For more information, please consult with tournament personnel or with your team's coach.

SCHEDULE - ALL DIVISIONS

Note: Try to get your ballot submitted by the DECISION TIME (right column). Nothing terrible happens if you do not, but someone from Tab may visit your room.

Friday, October 28 (Varsity PF only) - ALL TIMES ARE EASTERN

Round	Ballots Released	Required to be in Room	Start Time	Decision Times
1	4:30 PM	4:50 PM	5:00 PM	6:15 PM
2	6:30 PM	6:40 PM	6:45 PM	8:00 PM

Saturday, October 29 - Varsity PF - ALL TIMES ARE EASTERN

Round	Ballots Released	Required to be in Room	Start Time	Decision Times
3	8:15 AM	8:25 AM	8:30 AM	9:45 AM
4	10:15 AM	10:25 AM	10:30 AM	11:45 AM
5	12:45 PM	12:55 PM	1:00 PM	2:15 PM
Octos	2:45 PM	2:55 PM	3:00 PM	4:15 PM
Quarters	4:30 PM	4:40 PM	4:45 PM	6:00 PM
Semis	6:15 PM	6:25 PM	6:30 PM	7:45 PM
Finals	7:45 PM	7:55 PM	8:00 PM	9:00 PM

Saturday, October 29 - Novice PF and all LD - ALL TIMES ARE EASTERN

Round	Ballots Released	Required to be in Room	Start Time	Decision Times
1	8:45 AM	8:55 AM	9:00 AM	10:15 AM
2	10:45 AM	10:50 AM	11:00 AM	12:15 PM
3	1:15 PM	1:20 PM	1:30 PM	2:45 PM
4	3:00 PM	3:10 PM	3:15 PM	4:30 PM

Saturday, October 29 - CX (Policy) - ALL TIMES ARE EASTERN

Round	Ballots Released	Required to be in Room	Start Time	Decision Times
1	8:45 AM	8:55 AM	9:00 AM	11:00 AM
2	11:15 AM	11:25 AM	11:30 AM	1:30 PM
3	1:45 PM	1:55 PM	2:00 PM	4:00 PM

TO-DO BEFORE THE ROUND

SUMMARY: Help us avoid fines. (1) Be in the judge lounge when round assignments are due out. (2) Click START as soon as you get a ballot.

1. Watch for a ballot around the PAIRINGS RELEASED time (left column in the schedule table).
 - a. You may get an email notifying you that you have a round.
 - b. You can click your username in Tabroom. If you have a ballot, it will appear on your screen.

Judge	Round	Room	Starts	Entries	
Cohen	PF-V R0		Sat 8:30 AM	Newton South BD Concord Carlisle BB	START

2. If you get a ballot, click I GOT MY BALLOT immediately (button is labeled START in the illustration above) . Doing so will open a window in your browser with your ballot. In the upper left corner of the ballot page, you will see a blue camera icon that you will use to get to your debate room (Step #4).

Room Link:

Joshua Cohen **PF-V R0**

Topic: Resolved: The National Security Agency should end its surveillance of U.S. citizens and lawful permanent residents.

We are all influenced by implicit bias, or the stereotypes that unconsciously affect our decisions. When judging, our implicit biases negatively impact students who are traditionally marginalized and disenfranchised. Before writing comments or making a decision, please take a moment to reflect on any biases that may impact your decision making process.

3. If you do not get a ballot, stay in the judge lounge (see Zoom link on first page of this document). And watch for messages from Josh in case you missed your ballot).
4. Proceed to your room by clicking on the blue and white camera icon. Get to your room no later than the MANDATORY IN-ROOM TIME (middle column in schedule table).

5. If debaters are missing at the MANDATORY IN-ROOM TIME, send a message to tab (see PF Email Helpline on p. 1 of this document).
6. Once debaters are in the room, check that the side designations and team speaking order on your ballot match what the debaters think is happening.
 - a. On the ballot image below, the sides appear in the right column. The team speaking first is listed above the team speaking second. So - Newton South is speaking first on the PRO; Concord Carlisle is speaking second on the CON. If what you have does not match what the debaters think is happening, reload the webpage with your ballot. If that doesn't work, contact tab (see PF Email Helpline on p. 1 of this document).
 - b. Public Forum judges - the teams will have determined sides and team speaking order following a coin-flip that takes place online. You need not worry about flipping a coin for them, but we do ask that you check that what's on your ballot matches their selections. If it does not, try reloading the page displaying your Tabroom ballot.

Points: Range: 25-30 . Ties are OK. Steps of 0.5. Online Flips Complete

Side	Speaking Position	Entry Code	Name	Speaker	Points
PRO		Newton South BD	Bouzinier & DeVlieger	Laura Bouzinier:	<input type="text"/>
				Hewitt DeVlieger:	<input type="text"/>
CON		Concord Carlisle BB	Branigan & Bhatt	Alisha Bhatt:	<input type="text"/>
				Molly Branigan:	<input type="text"/>

Winner Choose Winning Entry Side PRO CON Low-Point Win?

7. Be sure you know which debater is which on each team so that you can properly award speaker points after the round. If you mouse over a video image, you will see the speaker's name. But it's good to write down which speaker is speaking first and second on each side so that if they leave after the round before you award speaker points, you will know who was who.
8. During the round, you must keep your camera on, but you should mute yourself unless you are communicating some logistical information to the debaters (e.g., "You're muted" or "PRO is out of prep time".).

TO-DO AFTER THE ROUND

1. Enter your decision into Tabroom before speaking to the debaters

- a. Choose the winning entry. On the ballot above, that would be either Newton South or Concord Carlisle.
- b. Choose the SIDE advocated by the winning entry. For example, if you voted for Newton South, you would in this case click on the PRO radio button. If you voted for Concord Carlisle, you would click on the CON radio button.
- c. Award speaker points. A scale appears below but will also appear on the right side of the ballot page (you may have to scroll down). If you awarded more points to the losing teams, then click on the LOW POINT WIN button.
- d. Click on the Blue SUBMIT button that is below the ballot and toward the right side of the screen.
- e. Now the confirmation screen will appear. You can click the RED button if you need to make any changes. Otherwise, click the GREEN button.
- f. **Please do not leave the video room until you submit your ballot.**

You voted for

Newton South BD on the PRO
(Bouzinier & DeVlieger)

Newton South BD (Bouzinier & DeVlieger)		Concord Carlisle BB (Branigan & Bhatt)	
Laura Bouzinier:	29	Molly Branigan:	29
Hewitt DeVlieger:	29	Alisha Bhatt:	28.5

Please check the accuracy of the information above & confirm.

You cannot change confirmed ballots online.

You may write further feedback until the end of the tournament.

NO! RE-ENTER BALLOT

YES! CORRECT! CONFIRM IT

2. **After entering your decision, please speak to the debaters**

At this tournament we ask that you verbally report whom you voted for (e.g., “I voted for Lake Placid on the CON). You may also explain your reasoning verbally, but you do not have to. If you do explain your reasoning verbally, be conscious of the time. You and the debaters will need a rest before the next round. AND - you must still enter your comments in writing on the ballot. Please limit your verbal comments to 2-3 minutes.

3. **Enter your written comments into Tabroom**

- a. You must enter written comments even if you verbally explain your reasoning to the debaters after the round
- b. After clicking on the green CONFIRM button (Step #1), something like the following screen will appear. Click on the blue RETURN HOME button in the upper right.

Online Ballot Confirmed Room Link: [Return Home](#)

You were the 1st judge out of 1 to submit your ballot for R0

Decision Complete Newton South BD wins on the PRO

Joshua Cohen votes for Newton South BD the 0th speakers on the on the PRO

- c. Something like the following screen will appear. Click on the EDIT FEEDBACK button. Note that if you have judged more than one round, you will see more than one ballot. You can edit any ballot during the duration of the tournament, although I recommend getting ballots written up sooner rather than later so that you still remember the round as clearly as possible (the rounds will run together).

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

MSDL Online Happy New Year Speech Congress and Debate Tournament PF-V R0 [Edit Feedback](#)

PRO	Newton South BD	W	Laura Bouzinier:	29
			Hewitt DeVlieger:	29
CON	Concord Carlisle BB	L	Molly Branigan:	29
			Alisha Bhatt:	28.5

- d. Now you will see the ballot comments sections.
- Please write at the top of your decision the team and side you voted for. For example, “I voted for Newton South on the PRO.”
 - Enter your comments and remember to periodically save them (SAVE button is below and to the right).
 - The REASON FOR DECISION text box will go to both teams. There are also comment boxes that go to each individual team. Most comments belong in the REASON FOR DECISION text box. Use the team-specific boxes for comments that a team could find embarrassing (e.g., “You were a bit aggressive in cross-ex”) and which the other team does not need to see.

EDIT COMMENTS PF-V R0
In

Reason for Decision Reasons for Decision are sent to everyone in the round; comments only go to that entry

Comments for Newton South BD – Bouzinier & DeVlieger

4. The decision timer

Judges have 75 minutes from the ROUND START TIME (the scheduled start time in the far right column of the schedule) to submit their decisions. This countdown is visible on the ballot. This rule exists a) to keep the tournament on schedule, b) to encourage debaters to minimize wasted time within rounds, and c) to prevent judges from overanalyzing every piece of evidence in a round. Tab may visit Judges who have not decided by the decision deadline, unless they are aware of the tech issues that caused a delay. The ballot does not disappear when the timer ends - even if you exceed the time allotted, finish the round and vote as normal!

SPEAKER POINT SCALE

29.5-30: I wish I could frame your speeches – hard to imagine a better speaker

29.1-29.4: you were consistently excellent

28.8-29.0: you were effective and strategic, and made only minor mistakes

28.3-28.7: you hit all the right notes, but could improve (e.g. depth or efficiency)

27.8-28.2: you mainly did the right thing, but left something to be desired

27.3-27.7: you missed major things and were hard to follow

27.0-27.2: you advanced little in the debate or cost your team the round

26.0-26.9: you are not ready for this division/tournament

Below 26: you were offensive, ignorant, rude, or tried to cheat (MUST come to tab)

TROUBLESHOOTING CONNECTION ISSUES

Try these steps, starting with a browser restart, if you have trouble connecting. You don't need to try all the steps at the same time! Judges, if you are experiencing tech issues or have trouble getting onto NSDA Campus, please contact tab so we don't fine you!

1. Restart browser (not just the tab, close all browser tabs and windows and re-open Chrome)
2. Try on another device (i.e. phone...download the Jitsi App and Google Chrome)
3. Reduce video quality (in NSDA Campus, click the three dots in the bottom right, select Manage Video Quality, and crank it down - and ask the rest of the room to do the same)
4. Turn camera off
5. Clear cookies
6. Incognito mode
7. Restart computer

If a student loses their connection in the middle of a round, the team's 10-minute tech timer (or what is left of it) begins counting. The judge should contact tab right away. This is not prep time! If the team is unable to reconnect before tech time elapses, they will forfeit the round.

If a judge loses their connection in the middle of a round, the debaters should contact tab right away.

CONTACTING TAB

In NSDA Campus, to the right of your room there is an info box. The fourth tab is contact:



Which opens up this:

A screenshot of the contact form in the NSDA Campus interface. The form is white and has a menu at the top with four tabs: 'INFO', 'FILE SHARE', 'TIMER', and 'CONTACT'. The 'CONTACT' tab is selected and underlined. Below the tabs, the text reads 'Please fill out the form below, which will open a new email in your email program.' There are two input fields: 'Type of Issue' with a dropdown arrow and 'Details' with a text area and a double-slash icon at the bottom right. At the bottom of the form is a blue button labeled 'OPEN EMAIL'.

Which will send a message directly to the tab email. You can also send an email directly. Please include the room number and full description of the problem!

OR - If things are really a mess, just come back to the judge lounge (link on p. 1 of this document).

Equity and Inclusion

Implicit Bias Reminders

We live in a world that is filled with bias. While it may be impossible to completely separate ourselves from our worldview and the many factors that influence us on a daily basis, we can make a concerted effort to minimize the way our personal biases impact the way that we interact with students within this activity. The vast majority of adults within this activity do a phenomenal job of this throughout the season but we wanted to put out a few reminders for everyone to take note of:

- Accents do not reflect intelligence.
- Race does not indicate socioeconomic status.
- Gender is fluid.
- There is no uniform in Speech and Debate. Your personal opinions about what a student chose to wear should not be indicated on your ballot.
- Pitch is not a personal choice.
- Positions that students take while competing don't necessarily equate to their personal beliefs.
- Your beliefs on a topic should have no bearing on how you judge a speech or performance.
- Recognize that words do not exist in a vacuum. Avoid using charged language on your ballots.
- You are the adult in the room. As such, please be mindful of how students will interpret what they see and hear you do. Please demonstrate respect in every aspect of the word.

- Content Warnings

- Content warnings are intended to give speakers, judges and debaters time to prepare their minds for potentially difficult content. It is the position of this tournament that all students who might explore such content provide warnings prior to the start of the round so that all listeners can be prepared. This should not be construed as a reason to win or lose debates, but should be done in the interests of making debate as comfortable a place as possible for all participants, given the complicated world in which we live.
-
- Content warnings cannot be used to exclude content from the round and cannot be used by judges in the voting process. We are constantly in the process of learning, growing, and trying to become more inclusive as a community. We ask that competitors, judges, and coaches use this opportunity as a teachable moment and not for competitive gain.

UPDATES

Date	Update