

# 2020 Carolina Kickoff

**“Welcome to Riverside!”**

Please make sure all students, judges, and coaches have access to this guide before and during the 2020 Carolina Kickoff tournament.

Questions about directions or procedures in this guide should be emailed to the tab staff at [carolinakickoff2020@gmail.com](mailto:carolinakickoff2020@gmail.com)

We look forward to “seeing” your teams this weekend!

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Riverside HS

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## Pre-Tournament Checklists

*Prior to Saturday morning*

### All Participants

- Verify they can login to their [Tabroom.com](https://www.tabroom.com) accounts
- Verify that all phone and email information in Tabroom profiles is correct
- Login successfully to the [NSDA Campus](#) test room and test their video and sound
- Have access to a desktop or laptop computer with camera and microphone access
- Have Google Chrome downloaded on their device
- Ensure they have a quiet, stable location with strong connectivity to participate from

### Coaches

- Verify that all student and judge entries are linked correctly in Tabroom
- Verify that the tournament manager has received the [required participation statement](#)
- Verify invoices and ensure [payment procedures](#) are followed
- Verify that Duo Interpretation performances have been uploaded to Tabroom (if applicable)
- Ensure they have an immediate method in place to reach any competitor or judge from their school on Saturday
- Ensure that all participants from their school understand the expectations for Saturday

## Debate Competitors

- Make sure all evidence files and case / speech materials are easily accessible and ready to exchange with opponents or judges
- Make sure they have tested their preferred method of partner communication for in-round communication in Public Forum
  - Public Forum teams may compete in one location together or from separate locations depending on school and state regulations
- Debaters are encouraged to practice reading parts of their cases/speeches in the NSDA Campus practice platform prior to Saturday in order to make sure lighting/sound/etc. are effective
  - Competitors are welcome and encouraged to use headsets and mics to improve audio quality and reduce audio feedback during debates

## Speech & Congress Competitors

- Make sure they have identified and tested with mic and camera where and how they will perform in-round on Saturday
- Make sure they are familiar with their desktop or laptops recording capabilities in case of technology emergencies

## Judges

- Judges should know which category (Speech, PF, LD, or Congress) they are assigned to judge and should be familiar with the rules and norms of judging competition in these categories
- If a judge is brand new to speech & debate (welcome!) they may want to review the NSDA approved training for [adjudicating speech and debate](#)

## Tournament Registration

On Friday, 9/25, Tabroom will open “Onsite Registration.” Coaches who have verified that all their school’s participants are ready for Saturday must confirm their registration by marking the “Confirm Onsite” button from their Tabroom account page.

This confirmation will serve as the final acknowledgement to the tab staff that all of your students and judges have completed the pre-tournament checks and know when and how to log-on on Saturday.

On Saturday morning beginning at 8:00 AM the tab staff will host, via Zoom, a morning check-in meeting for coaches and judges to review final directions. Any outstanding registration issues must be solved prior to this meeting so that the tournament can begin on time.

Round 1 will blast at 8:30 AM on Saturday.

## Schedule Overview

The schedule for this Saturday is very spaced. All participants will have ample down-time between rounds. This is purposeful, and the schedule will not be accelerated no matter how smoothly we run on Saturday. In a best-case scenario, students and judges will have time to relax and refresh, and to step away from screens in-between rounds. In a worst-case scenario where a participant (or the tournament in whole) encounters significant tech issues, this schedule ensures that no one will be overly rushed and the tournament will still run on time. We would love for this not to happen! But it is 2020 so ... we're taking precautions!

### All Times EDT

8:00 AM	Morning Meeting for Judges and Coaches
8:30 AM	Round 1 (SPCH, PF, LD) and Session 1 (CON) blasted - Extempers to Prep
8:50 AM	All competitors and judges should be in their assigned NSDA Campus room for R1
9:00 AM	Round 1 / Session 1
10:30 AM	All ballots due for R1 (non-Congress) before this time
11:00 AM	Round 2 (SPCH, PF, LD) blasted - Extempers to Prep
11:20 AM	All competitors and judges should be in their assigned NSDA Campus room for R2
11:30 AM	Round 2
12:50 PM	Session 2 (CON) competitors and judges should be in their assigned room
1:00 PM	Session 2
1:00 PM	All ballots due for R2 (non-Congress) before this time
1:30 PM	Round 3 (SPCH, PF, LD) blasted - Extempers to Prep
1:50 PM	All competitors and judges should be in their assigned NSDA Campus room for R3
2:00 PM	Round 3
3:30 PM	All ballots due for R3 before this time
4:00 PM	Round 4 (SPCH, PF, LD) blasted - Extempers to Prep
4:20 PM	All competitors and judges should be in their assigned NSDA Campus room for R3
4:30 PM	Round 4

\*Ballots for Round 4 due ASAP at the completion of the Round\*

\*Awards ASAP following completion of all Rounds\*

# What to Do During The Tournament

## Judges and Coaches

Before you do anything else, make sure you are logged into Tabroom.com and your notifications are turned on.

To view exactly how to access your online ballots and NSDA Campus rooms, please view [this training video from the tab staff](#).

At the beginning of the day on Saturday you will access a Zoom meeting link from the Tabroom.com homepage to attend the morning meeting for final reminders.

When you are assigned a ballot you will get a text blast and/or email notification alerting you to your ballot for the upcoming round. In this case, please make sure you are “present” in the NSDA Campus room and have hit the “**START**” button by the time posted on the schedule (10 min prior to the round time).

Note: do not actually start the round until the all (in debate) or some (in speech) competitors are accounted for in the round. You must hit the “**START**” button to let us know you are “in” the room.

Note for **SPEECH**: some students are entered in multiple categories and may either arrive to your NSDA Campus room late, or may leave the room early to accommodate competition in multiple rooms. This is OK. It is also OK to allow the students to perform “out of order” if you are missing double-entered competitors. If you have finished a round of Speech and are still missing competitors, please alert tab on the help line so we can investigate. Do not submit a ballot with missing students unless you are given the OK from tab.

Note for **EXTEMP**: Students will arrive one at a time in order - there will never be more than 1 student present with you in this event. Due to the unique nature of remote competition, students may keep their own time while speaking in this event.

The **ONLY** exception to the above is if you are judging DUO Interpretation. In DUO you will not have an NSDA Campus room. You will need to hit your “**START**” button no later than the posted start time of the round to let us know you are ready to begin viewing the asynchronous DUO videos. You may start the videos at any time - there will be no students coming to you in this event **ONLY**.

If you are not assigned a ballot you will go to the holding room for your event category and hang out for a few minutes in case the tournament needs a substitution. You’ll be dismissed from holding once the rooms have all started.

Once rounds have concluded, please submit your ballots ASAP. To submit a ballot, you must hit BOTH the “**SUBMIT**” button, and then the “**CONFIRM**” button - do not simply shut your device after hitting “**SUBMIT**” !!

You can continue to add written feedback AFTER you submit if you were not able to get it all down during the round. To do this, navigate back to your “Ballots” screen (see training video above) and click the “**Edit Feedback**” button next to a completed ballot.

## Students

Before you do anything else, make sure you are logged into Tabroom.com and your notifications are turned on.

When a round is blasted, if you are in EXTEMP you must report immediately to prep. The Extemp Prep Room will be an NSDA Campus Utility room. Navigate to your Tabroom account home screen and you will see a Utility room link to Extemp Prep above the link to your assigned round.

All other events except DUO, you must be present in the assigned NSDA Campus room for your event no later than 10 min prior to the start time of the round.

Rooms can be accessed from your Tabroom.com account page (click your email address in the top-right of the screen from Tabroom.com if you do not know how to get to that screen). You must click the blue camera icon to access your NSDA Campus room.

If you are a double entered speech competitor, go to the event where you are listed in a higher speaker order FIRST. Proceed immediately to your other event room after you have performed your first event. Because you may enter in the middle of a performance, make sure your mic and camera are off when entering a second room.

DUO competitors will not go to NSDA Campus rooms.

Note for PUBLIC FORUM: Tabroom.com will be conducting automatic flips once a round is blasted. You must access your Tabroom.com account screen to enter your choices for the coin flip. If you fail to enter your choice it will default to your opponents.

## Troubleshooting Tips and Helpline Contact

If you are a **STUDENT** and have **GENERAL QUESTIONS** during the competition (ex: “*What’s my code?*” or “*Where do I go?*”) **you must contact and ask your COACH.** Tab will delete non-emergency emails and messages from students.

If you are a **JUDGE** or **COACH** and you have **GENERAL QUESTIONS** (ex: “*What is Extemp?*” or “*What time will this be over?*”) during the day - but not while you are actively judging - please access the holding room for the relevant event category. There will be a tab staff member to help you. See the linked video under the Judges and Coaches section to learn how to access holding rooms.

**The tournament helpline for urgent issues that occur during competition that require immediate tab assistance is [carolinakickoff2020@gmail.com](mailto:carolinakickoff2020@gmail.com).**

Before emailing the helpline, try a few things to solve common tech problems:

- Close tabs that aren’t being used
- Turn off/on your wifi connection
- Restart Chrome
- Clear your browser cache
  - Settings -> Privacy & Security -> Clear Browsing Data
- Use an “Incognito Window”
  - Settings -> New Incognito Window
- Restart your computer
- Restart your router

With the exception of Congress, If a student or judge is disconnected in the middle of a round, immediately stop the round. In debate, no competitors may be prepping during a tech stoppage.

Note: do not stop a speech event if a student who is not actively performing is disconnected.

The disconnected party must immediately attempt to rejoin the room. If they are successful in re-joining within a matter of minutes, resume the round from the moment it was paused (yes, even if it was in the middle of a speech).

If they are unsuccessful, immediately contact the helpline. Someone from the tab staff will advise you on next steps!