What to Expect at NYCFL Speech Tournaments

==We will email a unique Google doc WITH LINKS to schools before every tournament.==
==This document is meant to answer some basic questions about what to expect.==

Hyperlinked Contents of this Doc: Important Links ~ How This Works ~ Virtual Judging Protocols ~ Extemp Schedule ~ DUO Protocols ~ Technology Troubleshooting ~ Compiled Resources for Virtual Speech

Generic Tournament Schedule

7pm Thursday	Online training session for NEW judges. Recorded video overview of online judging HERE.
By 9pm Friday	**Competitors, judges and coaches** meet in their school Squad Room for a Tabroom/ video/ microphone tech check. **Coach submits Google form confirmation** to the Tournament Director.
8:30 - 9:00 AM	School **Check In**
Extempers go to Prep	All Extemp competitors meet in appropriate "**Extemp Announcements Room**" linked on their "Current" tab in Tabroom.com. Exact time TBA in the tournament blast.

Morning Assembly	*All* judges and (non-extemp) competitors meet in the Zoom Lounge (link below). Exact time TBA in the tournament blast.
Round 1	Students and judges find their pairings/rooms in Tabroom.com when they login. **Round begins at the time indicated on Tabroom.** Judges press start as soon as they receive their ballot.
Round 2	Students and judges find their pairings/rooms in Tabroom.com when they login. **Round begins at the time indicated on Tabroom.**
Round 3	Students and judges find their pairings/rooms in Tabroom.com when they login. **Round begins at the time indicated on Tabroom.**
Finals	Students and judges find their pairings/rooms in Tabroom.com. **Round begins at the time indicated on Tabroom.** Unfortunately it is not possible to observe finals.
Awards Ceremony	We announce the results from Finals and the top 10 schools via Webinar

Important Links

Link for NEW judge training	TBA in the tournament blast
'Front' page of the tournament	TBA in the tournament blast
Individual room assignments for rounds	Go to your personal Tabroom account for schematics and rooms
Judge chart	TBA in the tournament blast

Zoom Lounge for opening assembly, tech, and equity issues	TBA in the tournament blast
Awards Ceremony Zoom Webinar Link	TBA in the tournament blast

How this works:

- You must use Chrome browser on ALL devices (desktop, laptop, tablet, phone).
- 20 min prior to the scheduled start of the round, schematics will become live and ballots will be pushed out.
- 15 min prior to the scheduled start of the round, judges should have clicked Start in tabroom to indicate receipt of the ballot. We know that at some tournaments they say not to click start until the round actually starts but please adhere to this rule for NYCFL tournaments.
- 10 min prior to the start of the round
  - ALL competitors and all judges should be in their rooms
  - Judge takes attendance and allows each speaker to do a quick mic and camera check
  - Anyone having tech issues should report to the Zoom lounge
  - Unassigned judges should report to the Zoom lounge
  - A member of the tabroom staff will pop into your room to confirm that there are no problems
  - Do not start the round until you have been visited.
- If you are unable to access the Zoom Lounge (which ought to be your first line of defense), we will provide you with a name and number of someone you can text
- Awards:
  - Any student who knows they will be recognized at the Awards Webinar Zoom, when they log onto the Zoom, they must change their name to "Category - Code - Name". Instructions on how to change your name can be found here (make this a link).

○ For any category with no final round, you will find a list of competitors that will be recognized at the awards ceremony below when the list is available.

Some notes on virtual judging protocols:

- In order to conserve bandwidth only the judge and the competitor presently performing people should have their cameras on.
- The only person that should have their mic on is the performer.
- The NSDA Online National Tournament Equity Committee offered guidance on equity issues:

    "We are all influenced by implicit bias, or the stereotypes that unconsciously affect our decisions. When judging, our implicit biases negatively impact traditionally marginalized and disenfranchised students. Before writing comments or making a decision, please take a moment to reflect on any biases that may impact your decision making. Please remember that the video quality of a student's performance or speech may be impacted by lighting, internet, access to equipment, and other family members' presence in the home. To ensure a more equitable experience for our participants, please be sure your decision-making process and comments are related only to the content and quality of the presentation or speech itself."

    The long and short of it is: judge only the quality of the performance, full stop. Any student or judge with an equity concern should report to the Lounge and ask for Ms. Ablon.

- If a competitor has a significant technical issue during their performance, use your best judgement about letting them start over or picking up from some point in their speech.
- Students may perform either standing or sitting, but if they begin standing, they must remain standing. If they begin sitting, they must remain sitting.
- Students are allowed and encouraged to have their own timing devices. Please communicate with each

student about coordinating the start of time. Let the student's choice of start of time be the driving force. Judges should still offer time signals if requested.

- All extempers should type their question in the chat. All other performers should put their titles and authors in the chat. That should be the singular use of the chat except for a student to inform their judge of some issue.

Extemp meeting and draw times will be announced in the tournament invitation and on Tabroom:

Example Round I:

9:15 am : General meeting in Extemp Announcements virtual room

9:45 am : Speakers will be in their Virtual Prep Rooms, 1st Speaker draw

9:55 am : 2nd Speaker draw

10:05 am: 3rd Speaker Draw

10:15:am: 4th Speaker Draw; 1st Speaker speaks (5th Speaker attends in room)

10: 25 am: 2nd Speaker speaks; 5th Speaker returns to virtual Prep Room, draws

10:35 am: 3rd Speaker speaks

10:45 am: 4th Speaker speaks

10:55 am: 5th Speaker speaks

(Round should be over by 11:05)

Round II and III will follow the same incremental schedule:

0:00 : Speakers will be in their Virtual Prep Rooms, 1st Speaker draw

+10 minutes: 2nd Speaker draw

+10 minutes: 3rd Speaker draw

+10 minutes: 4th Speaker draw; 1st Speaker speaks (5th Speaker attends in room)

+10 minutes: 2nd Speaker speaks; 5th Speaker returns to virtual Prep Room, draws

+10 minutes: 3rd Speaker speaks

+10 minutes: 4th Speaker speaks

+10 minutes: 5th Speaker speaks

A Word on <u>Synchronous</u> DUO:

- Students and judges should go to the DUO room indicated by tabroom to check in and take attendance.
- Once the round has clearance to proceed, all speakers should leave the room (judges stay) and all students should report to the DUO holding room.
- The first duo team should enter the room with the person on the judge's left entering first and the person on the judge's right entering second (the teams should coordinate with each other).
- The team and judges should confirm that students are correctly situated and the team should give final confirmation by virtually pointing at each other. (If necessary the team can leave and reenter the room.)
- When the team has completed performing, they should return to the DUO holding room and send in the next team.
- This continues until the round is over.
- All teams should remain in the holding room until the conclusion of the round in case there is an issue.

Technology Troubleshooting:

A common problem that occurs is that a judge or student doesn't see the room when they are logged in. Oftentimes this is because the email they are using to log-in to Tabroom is different from what the coach has on their competitor list. The student should contact someone who has admin rights on their school's account to check that the email that they are using is the same as what is on the competitor list. Here (I will make this a hyperlink to a

screencastify when I have a moment to do this later today) is a link to a video that you can watch as a coach on how to resolve this problem.

There may be a variety of problems that arise during a debate round with the technology. These suggestions have fixed 99% of problems on NSDA Campus:
1) Restart Google Chrome (Don't just close the tab, restart the Application)
2) Try on another device (Download the Jitsi app and Chrome on a phone or iPad)
3) Use Incognito Mode
4) Turn Camera Off
5) Clear Cookies/Cache
6) Restart Computer

Additional Resources:

If you want to view an overview of NSDA Campus, watch this video:
http://www.lifa.org/lifadocs.org/NSDACampus.mp4

If you'd like to review compiled resources (docs and videos) for performing in and judging virtual competition, go here: https://sites.google.com/cshnyc.org/nycfl-virtual-speech-resources/home