

Student Tournament Guidelines

1: Tabroom

A] Creating a tabroom account(For both judges and students):

https://docs.tabroom.com/Sign_Up

B] How to create a paradigm as a judge (scroll down to the third step)

<https://docs.tabroom.com/Paradigms>

2: Finding Tournaments

Tournaments will be posted on our debate website where debaters can see tournament dates and relevant deadlines.

3: Registering for Tournaments

The registration process starts when Monta Vista Debate sends an email regarding a specific tournament. If you are not receiving these messages double check with an officer if you are on the mailing list and that the emails aren't going to spam.

Emails will have all relevant tournament information -- when you need to enter, the deadlines to drop, payment rates, and judging information.

Most importantly, these emails will include a binding registration form. These forms go through tabroom, your judge, as well as important contact information that our team will need to contact you.

If you are facing any issues with the registration form or information provided in the email, contact us at: montavistasd@gmail.com

4: Dropping Guidelines

In order to keep the tournament process smooth and stress-free for our officers, we will have penalties for late tournament changes:

These include dropping an entry from the tournament:

- If an entry is dropped 5 days before the tournament starts, students have to pay a \$15 fine
- If an entry is dropped and penalty fees from the tournament apply, the student is solely responsible for paying the fine
- Furthermore, students are going to be dis-eligible from participating in further tournaments at discretion of the Debate Officer Team
- Students also have to understand officers need to be informed in 2 day's advance about dropping entries (which means even if a student asks to be dropped but an officer takes 1 day to do so and late fees incur, the student is still responsible)

Changing judge:

- Fine if it's at least 3 days before judging is due
- Assuming it's not, students need to be prepared to pay any tournament fines as well as a \$10 fee to the debate club
- Changes, after the judging deadline has passed, require students to pay a \$15 fine to the debate club

5: Tournament Process

The most important thing is responsibility -- if a student doesn't show up on time, a judge misses a round or anything else that falls on a student/judge, solely responsible for paying the fines ASAP.

Check-in/Check-out - Parents (or their approved adult as shared with school staff on-site) are responsible for dropping and picking up their child at specific times. They need to explicitly communicate with the school staff/chaperon on each day of the tournament. To facilitate communication, a Whatsapp group will be created to coordinate that includes students, parent and school chaperon

Leaving campus - No student is allowed to leave the campus w/o the consent of school staff/chaperon.

Students are expected to arrive by a specific time on respective days as communicated on whatsapp. Any delays will result in them getting dropped off that round.

Parent judges/hired judges need to follow a similar check-in/check out process with the staff. They are obligated to judge one elimination round irrespective of their child progressing to elimination or not.

In case of an emergency, students need to reach out to school staff on-site.

Another important rule is that debaters should **NEVER** be forfeiting rounds. Even if the tournament isn't going well for you, as long as the round doesn't directly harm your mental health, you should be giving it your best and trying your hardest to win and improve. Failure to do so will result in a conversation with a student's respective branch head, potentially spilling over to the president as well as the student's parents.

6: Missing Rounds

Missing a round will result in a \$15 fine along with full responsibility of any tournament-incurred fees. These should be largely avoided in most instances, especially at in-person tournaments, and having others remind you about this could help.