Sample Live Doc

Rules, policies, and procedures for Lincoln Douglas and Public Forum

Please check in here throughout the tournament to help answer questions, comments, and concerns. This document will be updated during the tournament as needed.

Announcements/Updates

1/29 We have reevaluated NLD, NPF and VPF. In order to break all 4-2s, we have added run-offs tonight. The schedules have been readjusted.

1/28 - Maverick rule clarified: Students in VPF may not debate as mavericks. In JV and Novice PF, if a student's partner has health or tech issues that prevent them from debating during one or more rounds, the remaining partner may continue to compete, at their discretion, with no additional prep time provided. Please consult with tab if such issues arise.

1/28 Obligations: All judges are obligated through Octos (Quarters in NLD), then one round past their school's participation.

1/28 Zoom link to attend panel at 3:00 today on representation, equity, and diversity in debate: xxxxx

1/27 Judge lounge link just added.

The doc is live as of 1/26/22.

Judge Lounge Link: https://xxxxxxx

Helpline email: tabroomissues@gmail.com **or text:** 929 249 1476

Schedule

- All rounds are SINGLE-FLIGHTED.
- The schedule plan:
  - Pairing Released: 30 minutes before scheduled start time. Judges must be in judge lounge.
  - Mandatory In-Room Time: 20 minutes after postings, i.e., 10 minutes before round start time. **THIS IS WHEN YOU MUST BE IN YOUR ROOM!** Ensure that everyone can hear everyone else and resolve tech issues before start time. Coordinate email chains for evidence sharing during this time. Send a message to tab if anyone is not present 5 min after in-room time (contact email is above, or instructions on how to access in campus is below).
  - Start Time: 30 minutes after pairings are posted. This is the **LATEST** that a round should begin. IT IS OKAY TO START EARLY IF ALL COMPETITORS WANT TO BEGIN.
- **TEAMS**: forfeit time is 10 minutes after the mandatory in-room time (so, the start time is the forfeit time). If you have not communicated with the judge/tournament by this time, you will be given a forfeit for the round
  - Teams will be allowed up to 10 minutes of "tech time" per round to resolve connection issues during the round. As tech issues arise, judges will begin a 10 minute tech timer for that competitor. If the round cannot continue after the 10 minutes have elapsed, the tab room reserves the right to forfeit as necessary, and will come to the room if a forfeit needs to be declared.
- **JUDGES:**
  - If you are assigned a round: push start to acknowledge the ballot as soon as you receive it, be in the room by the mandatory in-room time, and start on time.
  - If you are not assigned a round, be in the judge lounge. This will prevent all sorts of problems, and insure no one misses a round. You will be released when all rounds have started.

Debate Schedule

ALL DIVISIONS

Round	Ballots Released	Required to be in Room	Start Time	Decision Times
Friday				
1	4:00 PM	4:20 PM	4:30 PM	5:40 PM
2	6:00 PM	6:20 PM	6:30 PM	7:40 PM

Saturday				
3	8:30 AM	8:50 AM	9:00 AM	10:10 AM
4	10:30 AM	10:50 AM	11:00 AM	12:10 PM
5	1:00 PM	1:20 PM	1:30 PM	2:40 PM

6	3:00 PM	3:20 PM	3:30 PM	4:40 PM
Octs for all except NLD, NPF and VPF (Run-offs)	5:00 PM	5:20 PM	5:30 PM	6:40 PM

Sunday NLD, VLD, JVPF				
Quarters	8:30 AM	8:50 AM	9:00 AM	10:10 AM
Semi	10:30 AM	10:50 AM	11:00 AM	12:10 PM
Final	1:00 PM	1:20 PM	1:30 PM	2:40 PM

Sunday VPF				
Doubles	8:30 AM	8:50 AM	9:00 AM	10:10 AM
Octas	10:30 AM	10:50 AM	11:00 AM	12:10 PM
Qrts	1:00 PM	1:20 PM	1:30 PM	2:40 PM
Semi	3:00 PM	3:20 PM	3:30 PM	4:40 PM
Final	4:45 PM	5:05 PM	5:15 PM	7:00 PM

Sunday NPF				
Octs	8:30 AM	8:50 AM	9:00 AM	10:10 AM
Quarters	10:30 AM	10:50 AM	11:00 AM	12:10 PM
Semi	1:00 PM	1:20 PM	1:30 PM	2:40 PM
Final	3:00 PM	3:20 PM	3:30 PM	4:40 PM

Decision Timer

Judges have **70 minutes** from the ROUND START TIME (not when you click start, not when you really start, but the scheduled start time) to submit their decisions. This countdown is visible on the ballot. This rule exists a) to keep us 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.

This should create an incentive for all participants to start on time (or early!), move swiftly through the round, and quickly notify tab of any tech issues or missing persons. It may NOT be used to justify cutting time from speeches, crossfires, prep, or tech time.

The ballot does not disappear when the timer ends - even if you exceed the time allotted, finish the round and vote as normal! Remember that the decision timer is only for **points and the winner**. If you find yourself approaching the end of the decision time, you can submit speaker points and a decision without comments and re-visit your ballot throughout the rest of the tournament to include your comments.

Judge Notes and Expectations

The Judges' Lounge is accessible from your tabroom.com home page (click on Current Ballots and Panels if you do not see it). There is no coffee, but there will be someone on staff to answer your questions. Judges who have not received assignments are required to be in the lounge when ballots are released.

ONLY THE ASSIGNED JUDGE MAY JUDGE THE DEBATE. YOU MAY NOT (NEVER EVER) ALLOW SOMEONE ELSE TO JUDGE IN YOUR NAME. YOU MAY NOT FIND A SUBSTITUTE JUDGE.

Before the Tournament

- Check your connection - test your ability to access the test room at campus.speechanddebate.org. You must be using Chrome!

Before Rounds

- PLEASE CLICK START TO ACKNOWLEDGE YOU HAVE RECEIVED THE BALLOT. Otherwise pop over to the judge lounge.
- If debaters are missing at the mandatory in-room time, send a message to the helpline. Use the contact button (more info below) or email us at the contact email above.

During Rounds

- Judges must have camera on
- Flow (take notes)
- Keep time
- Enter comments on tabroom between speeches or during prep time
- That's it. **Do not ask questions, answer questions, comment on arguments, or get involved in the debate in any way until your ballot is fully submitted in tabroom.**

After Rounds

1. Quickly read any evidence that is crucial to making your decision.
2. Confirm (verbally) that the sides listed on your ballot are correct.
3. Enter points (following the scale; see ballot and below) and a decision (must be one winner and one loser).
4. Write the winning SCHOOL and SIDE in your RFD. Help debaters and coaches by explaining the argument that caused you to vote.
5. Confirm decision in tabroom.
6. Discuss with the teams now, if you are so inclined.
7. Take a screen break, have a snack, and hydrate!
8. You may revisit your ballot to complete more comments later - they remain open until the end of the tournament

Forfeits

Only tab can declare and issue forfeits. If you think a team should be forfeited, you must talk to tab staff. The tab staff will come to the room if a forfeit needs to be declared.

Rules Violations

Please consult tab before deciding that something in the round warrants punishment for violating the rules, excepting the evidence violation process described below.

Judge Obligations

All schools are obligated to provide judging for all rounds.

Advice

A great resource for judge training: https://sites.google.com/view/judge-training/home
A video explaining how to use tabroom.com: https://youtu.be/lEHBHm5itGY
A set of event explainers and sample rounds with commentary: PCFL Resources and Videos

Tech Stuff

The tournament will use NSDA Campus/tabroom.com for all rounds. The system runs in Google Chrome, and that's it. All competitors and judges will need Chrome. Everyone should test their set up at https://campus.speechanddebate.org/ - enter a practice/test room, be sure that the application can see your camera and microphone.
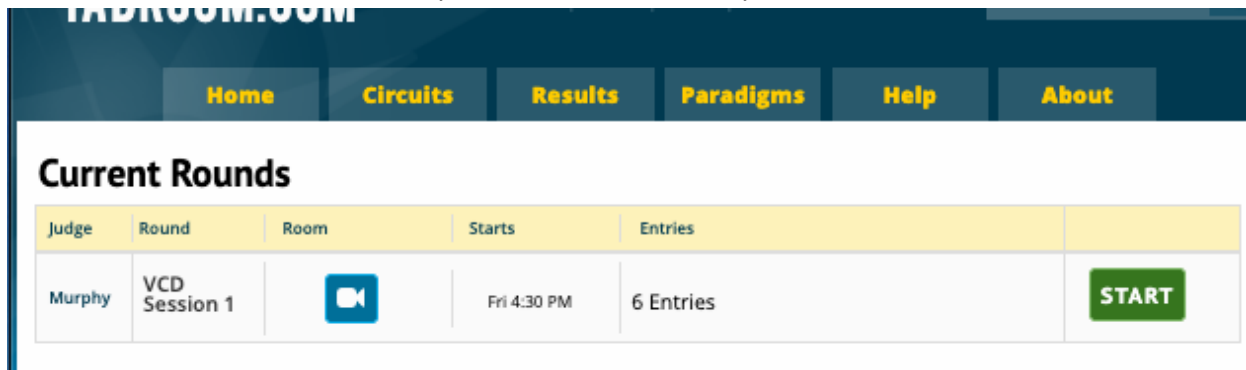
Our best advice to solve connection issues is to start each tournament day with a browser restart (not closing a tab, closing the full browser) and clearing cookies. This is also a key troubleshooting step that has solved most issues for most people. If you have a finicky computer, try restarting the entire system before rounds.

If your WiFi appears to be working slowly, please go to fast.com to check out your system's Mbps. If the number on the screen is less than 5 Mbps, please move closer to your router or hardwire your computer into the internet. If the issue persists, you may need to restart your router or modem, or contact your Internet Service Provider.

Please contact the helpline immediately if tech issues are preventing you from accessing your round.

Where's my ballot? Where's the room?

Here! On the main screen of your tabroom account (click your email address in the upper right to refresh the page) and under "Current Ballots and Panels" you'll see this view when you have a round.

The camera icon takes you to the room (in a separate window). The start button opens the ballot.

Tournament Rules

- All competitors MUST have cameras on while speaking or involved in crossfire and are encouraged to keep their camera on throughout the debate unless tech issues prevent this.
- Judges MUST have their cameras on throughout the round unless tech issues prevent this. This makes it possible for debaters to observe reactions and helps ensure that no tech glitches prevent judges from hearing debaters.
- Always mute your mic unless it is your turn to speak.
- Observers are not permitted in NSDA campus rooms
- Debaters MAY NOT record rounds or share their screen with non-participants or broadcast rounds in any format. **Students may record only their own speeches.**
- Participants are not allowed to move rounds to another platform. This causes legal problems. Moving rounds to another platform will result in large-scale disqualification of everyone involved.

Mid-round tech issues

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. This is not prep time! If the team is unable to reconnect before tech time elapses, they will forfeit the round. The judge should contact the helpline immediately if a team requires the tech timer.

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

Mid-speech tech issues

The above applies under mid-round tech issues, but the speech will resume from the point where it was lost.

Camera best practices

- Keep your webcam at eye level
- Do not move your webcam when someone is speaking. Ideally, keep your webcam at the same location for the entire round

Tech Troubleshooting Tips

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.

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

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:

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

LD Rules and Procedures

Structure of a Round

Affirmative Constructive - 6 minutes
Cross-examination - 3 minutes
Negative Constructive - 7 minutes
Cross-examination - 3 minutes
Affirmative Rebuttal - 4 minutes
Negative Rebuttal - 6 minutes
Affirmative Rebuttal - 3 minutes

The structure of a round is not modifiable, with the exception that speakers are not required to use all of their speech/cross-ex time. That time is simply absorbed, not transferred to other activities.

Prep time

4 minutes - teams may ask for prep time in between any two elements of the round and may divide their prep time in any increments.

Calling for and sharing evidence

Any evidence read/cited in the round must be made available to the opponent upon request. Requests for evidence, and the time spent finding the evidence, is untimed in the round and MAY NOT be used for prep time for any debater. Teams ought to be able to find and electronically share their evidence very, very rapidly. If the time spent finding a piece of evidence is excessive, you may begin running prep time - however, the lack of prep time CANNOT be a reason to deny a team the chance to see their opponent's evidence.

If a team simply cannot produce their evidence, or is out of prep time to find it, it should be tossed out of the round and not factored into your decision.

Time spent reading the opponent's evidence must be timed in some way, either as prep time or while another speech/crossfire is underway.

Judges may ask for evidence if they would like to, but are not required to read any evidence presented in round. Judges may not ask for evidence until the round is over.

Evidence challenges

The quality of evidence may be a part of the debate. In fact, good debaters make evidence comparisons. Here is a way to consider the escalation of evidence issues:
1. A team claims evidence is of low quality, from a disreputable source, uses a flawed methodology, etc. - decide this issue in the course of the debate based on the arguments made by the teams. Read the evidence after the debate if you'd like.

2. A team cannot produce evidence they read - disregard the evidence in your decision and pretend it was never mentioned
3. A team alleges that their opponent's evidence is fabricated - this claim would, under NSDA rules, stop the round for the judge to determine win/loss in the debate based <u>solely</u> on the evidence challenge. Please confirm that this is a team's intent before stopping the debate.

You can consult tab via the helpline email for directions on how to resolve this issue in the round, but we cannot make the decision for you.

PF Rules and Procedures

Coin Flips

There will be automated coin flips before each round. The winner choses side or going first/second; the loser chooses the other.

Structure of a Round

Constructives - 4 min
Crossfire between 1st speakers - 3 min
Rebuttals - 4 min
Crossfire between 2nd speakers - 3 min
Summaries - 3 min
Grand Crossfire - 3 min
Final Foci - 2 min

The structure of a round is not modifiable, with the exception that speakers are not required to use all of their speech/crossfire time. That time is simply absorbed, not transferred to other activities.

Prep time

3 minutes - teams may ask for prep time in between any two elements of the round and may divide their prep time in any increments.

Calling for and sharing evidence

Any evidence read/cited in the round must be made available to the opponent upon request. Requests for evidence, and the time spent finding the evidence, is untimed in the round and MAY NOT be used for prep time for any debater. Teams ought to be able to find and electronically share their evidence very, very rapidly. If the time spent finding a piece of evidence is excessive, you may begin running prep time - however, the lack of prep time CANNOT be a reason to deny a team the chance to see their opponent's evidence.

If a team simply cannot produce their evidence, or is out of prep time to find it, it should be tossed out of the round and not factored into your decision.

Time spent reading the opponent's evidence must be timed in some way, either as prep time or while another speech/crossfire is underway.

Judges may ask for evidence if they would like to, but are not required to read any evidence presented in round. Judges may not ask for evidence until the round is over.

Evidence challenges

The quality of evidence may be a part of the debate. In fact, good debaters make evidence comparisons. Here is a way to consider the escalation of evidence issues:

1. A team claims evidence is of low quality, from a disreputable source, uses a flawed methodology, etc. - decide this issue in the course of the debate based on the arguments made by the teams. Read the evidence after the debate if you'd like.
2. A team cannot produce evidence they read - disregard the evidence in your decision and pretend it was never mentioned
3. A team alleges that their opponent's evidence is fabricated - this claim would, under NSDA rules, stop the round for the judge to determine win/loss in the debate based solely on the evidence challenge. Please confirm that this is a team's intent before stopping the debate.

You can consult tab via the helpline email for directions on how to resolve this issue in the round, but we cannot make the decision for you.

Mavericks

Students in VPF may not debate as mavericks. In JV and Novice PF, if a student's partner has health or tech issues that prevent them from debating during one or more rounds, the remaining partner may continue to compete, at their discretion, with no additional prep time provided. Please consult with tab if such issues arise.

Judging Miscellany

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.

Debate Speaker Point Scale

Speaker points are used to give a holistic measurement of the effectiveness of the debater's participation in the round - speaking, strategy, decorum, etc. Judges must follow the speaker point scale, regardless of what they are used to or may prefer, so that there is a fair standard across all rounds. Plus, if we have a standard, points provide meaningful feedback instead of being arbitrary and useless!

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)

Low-point wins (where the winning team has fewer points than the losing team) are allowed.

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.