

Online Tournament Guidance

Though in-person tournaments are strongly preferred, circumstances may require FGCCFL to hold a tournament online. This document provides guidance for coaches, judges, and students with respect to online competition.

Information for All Participants

FGCCFL uses **NSDA Campus** (campus.speechanddebate.org) as its online competition platform. This secure videoconferencing system is integrated with Tabroom, allowing students and judges to go directly from their Tabroom dashboards to their assigned rounds.

Device Requirements

The required devices for online competition are either of the following:

- (a) A Windows, Mac, or Linux PC with camera, microphone, and speakers and the Google Chrome web browser
- (b) An iOS or Android tablet with front-facing camera, microphone, and speakers, any web browser, and the Jitsi Meet app (downloadable from the iOS App Store or the Google Play Store)

If a participant does not have one of these devices available (due to equipment failure or other reasons), he/she/they may substitute a smartphone with the Jitsi Meet app for the tablet in **(b)** above.

Headphones/headsets are permitted for judges but not for students.

Judges MUST have a device with a full-size keyboard to complete their ballots. It is permissible to open the ballot on a computer and the NSDA Campus room on a smartphone if no alternative exists.

While we will do our best to accommodate technical issues within the structure of the tournament, the League **cannot** provide tech support. Try logging out and back in, or quitting and restarting Chrome.

Signing into Tabroom/Getting Your Assignments

If your email address appears at the top of the Tabroom screen, click it. Otherwise, click **Sign In** and enter your email address and Tabroom password. This will take you to your *Tabroom Dashboard*.

Students: Look under the **Current** tab for any assignments you may have.

Judges: On the right, under **Judging**, click **Current Ballots & Panels**.

Rounds are published one at a time shortly before the start time, so keep refreshing this page as the scheduled round time draws near. (We will send “blast” texts and emails, but we cannot guarantee that these will arrive on time.) The blue button with a camera icon will open an NSDA Campus room for competition (or other purposes as labeled).

You will also have access to your school’s *Squad Room*, where you can meet with others representing your school at the tournament.

Using NSDA Campus

When you enter an NSDA Campus room, you may be asked to allow access to your microphone and camera. Your MUST allow both for NSDA Campus to work properly.

The main NSDA Campus window has an interface similar to Zoom and other conferencing apps. The buttons at the bottom of the screen control your experience. From left to right:

1. **Show/hide text chat and polls.** Chat can be used to share information or citations in Debate and Congress, to conduct PO voting in Congress, and to provide technical help. It is NOT a place to carry on side conversations while a round is in progress. Anything entered in chat is visible to everyone in the round, including the judge and any tab staff who may drop in.
2. **Raise/lower hand.** This may be used to vote or signal the PO in Student Congress; however, the PO may elect to have legislators use placards instead.
3. **Mute/unmute microphone.** The small arrow may be used to change the input/output device for sound. In general, participants should be muted when not speaking or in CX/Crossfire.
4. **Turn camera on/off.** The small arrow may be used to select a connected camera. All participants (*students and judges*) are REQUIRED to have cameras on at all times while in competition.
5. **Toggle single speaker or grid view.**
6. **Access other features.** This lets you adjust the video quality or enter full screen mode.

To the right of the main conferencing window are tabs with additional features, possibly including:

1. **Info.** Includes more instructions for using NSDA Campus.
2. **File Share.** Allows participants to drag and drop files to share with the room. Once a file has been uploaded, a download link appears here. Used to share evidence in Debate and Congress.
3. **Timer.** Offers a user-adjustable countdown timer for use in the round. Also includes dedicated timers for prep time in Debate.

One known issue with NSDA Campus is that “ghost” or duplicate speaker may appear. If this happens, just enter something in the chat to make NSDA Campus remove them.

If a speaker has forgotten to unmute, the judge (or PO in Congress) should immediately stop them, remind them to unmute, *ensure that they have done so*, and restart time.

Brief Tournament Schedule

Debate & IE (except Ext)	Congress	Extemporaneous Speaking
8:45 AM – Round 1 <i>This round has extra time for familiarization with NSDA Campus.</i>	8:45-9:00 AM – Opening Business (<i>calendar, PO election</i>)	8:45-9:00 AM – Prep Check-In <i>Times below are first draw.</i>
10:45 AM – Round 2	9:00-10:30 AM – Session 1	9:00 AM – Round 1
1:00 PM – Round 3	10:45 AM-12:15 PM – Session 2	10:45 AM – Round 2
2:45 PM – Round 4 (except CX)	1:00-2:30 PM – Session 3	1:00 PM – Round 3
	2:45-4:15 PM – Session 4 <i>Best PO voting ~4:10 PM</i>	2:45 PM – Round 4

Notes for Students in Debate (CX, LD, PFD)

- Policy and Public Forum Debate partners may be together on the same camera, or separate.
- Debaters may sit when speaking and in CX/Crossfire.
- Please use the file sharing and timer capabilities NSDA Campus provides.

Notes for Students in OO and Dec

- IE contestants must stand while performing. Cameras should be adjusted accordingly.
- NSDA Campus provides an onscreen timer. Judges are not required to provide time signals.

Notes for Students in Extemp

- Open the “Extemp Prep” room. You must have your camera on and microphone off for the duration of your prep time.
- The first speaker draws at the time on the schedule (9:00 for Round 1). Subsequent speakers draw at **10 minute intervals** after that.
- Click on “Extemp Draw” to open the automated draw. Select your code and round and click “Start Draw.” If you’re early, the system will show your topics at the scheduled time. If you’re late, you will have whatever time remains.
- At the end of your prep time (red banner under the topic tapes), close the “Extemp Prep” tab and any tabs with sources or notes and open your assigned round on Tabroom. You **may** keep your topic tape open.
- You are expected to stand while speaking; adjust your camera accordingly.
- NSDA Campus provides an onscreen timer. Judges are not required to provide time signals.
- Please be aware that your judges’ ballots include all of the topics, sorted by speaker.

Notes for Students in Congress

- Speakers, questioners, and POs may remain seated.
- All votes should be taken either by show of hands (either the “hand” button or placards) or the Polls feature in the onscreen chat. Voice voting is impractical.
- The PO should give time signals by hand (one minute remaining = 1 finger; 30 seconds remaining = hand in “C” shape) or using time cards. But at 3 minutes, the PO should unmute herself/himself and gavel the speaker down.
- PO elections should be done using the Polls feature in the onscreen chat.
- FGCCFL will provide a recency tool in Google Sheets. A link will be posted in the Session 1 chat.
- In the final 5-10 minutes of Session 4, legislators should refresh their Tabroom dashboards to cast a vote for Best Presiding Officer.

Awards

Awards will be held over Zoom as soon as possible after the fourth round. Links will be provided in Tabroom dashboards. Electronic ballots and result schematics will be posted shortly after the end of awards.

Information for Judges

Thank you for judging an online tournament! If you have any questions or problems, please contact your coach and/or the tab staff.

Judge Pooling Room

You will have access to either *Judge Pooling Debate* or *Judge Pooling IE*. Please keep your Judge Pooling room open when you're not in rounds because we will use these rooms to make announcements and check availability.

Reporting to Your Rounds

At the start time of the round—or when you receive a text/email “blast” notification with round details—you should click the **Open Ballot** button. This will record in Tabroom that you have accepted the judging assignment. You should then click the blue button with the camera. NSDA Campus will open in a separate tab, which you can drag downward to detach from the main window.

Once you enter your NSDA Campus room, you *MUST* turn on your camera for the entire round. The contestants need to be able to see who is judging them. Keep your microphone muted when contestants are performing—just remember to unmute when you need to address them.

Special Note for Extemporaneous Speaking

Extemporaneous Speaking rounds have a half-hour prep period before students will report to speak. This means that you can expect your first speaker at **9:30** for Round 1; **11:15** for Round 2; **1:30** for Round 3; and **3:15** for Round 4. Speakers will enter, speak, and leave one at a time, at 10 minute increments.

Statement on Bias

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.

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.

Completing Your Ballot

If you are new or it's been a while since you last completed an electronic ballot, please review the [FGCCFL Electronic Balloting Guide](#), available on the FGCCFL website.

Your electronic ballot will be laid out differently depending on the event. However, it will always have (1) a space to enter comments and (2) a space to enter decisions, ranks, and ratings.

PLEASE write your individual comments DURING THE ROUND (while the contestants are speaking), and enter them DIRECTLY into the electronic ballot. DO NOT WAIT until the end of the round. You can save and edit comments as you go without submitting the entire ballot.

At the end of the round, you can close the NSDA Campus window and complete the parts of the ballot that pertain to the whole round:

- *In Debate*: Decision, speaker points, and RFD.
- *In Speech*: Ranks and speaker points.
- *In Congress*: PO ballot and ranks.

Special Instructions for Congress Ballots

Write one Congress ballot for each speech. Select the speaker's name from the drop-down, enter the speech topic in the space provided, write your comments, assign a score from 1-6, and save the ballot.

To write the PO ballot, select the PO's name from the drop-down, toggle the Presiding Officer switch from No to Yes, write your comments, assign a score from 1-6, and save the ballot. You will write one PO ballot for a 90-minute session.

DO NOT WRITE BALLOTS FOR STUDENTS WHO DID NOT SPEAK. DO NOT WRITE SEPARATE BALLOTS FOR QUESTIONS.

Rankings appear on a separate tab; the link is above the speaker ballots. At the end of the session, complete the rankings as directed below, then submit the ballot.

DIRECTIONS FOR CONGRESS RANKINGS: At the end of the session, **select and rank** (from 1 to 8, where 1 is best) the students who, in your opinion, contributed the most to the session. Although speaking and presiding should weigh most heavily in your decisions, we are looking for your overall impression of the students' performance and contributions. Please do NOT simply rank the students who scored the most points! **The Presiding Officer (PO) is eligible to be ranked and MUST be considered.** The PO gave up the opportunity to speak in order to lead the session, and her/his effective leadership is a contribution to the session that is at least as significant as effective speaking.

Submitting and Confirming Your Ballot

After you complete your decision/ranks/points as appropriate, you can submit your ballot by clicking the **Submit** button. Tabroom will check the ballot and, if everything appears OK, ask you to confirm it. You **MUST** confirm your ballot before it is considered complete!

Once you have confirmed your ballot, your round is complete. Please be back in your Judge Pooling room before the start of the next round. (If you wish to revise and extend your comments for individual participants, you may do so until the end of the tournament, but you cannot change decisions, ranks, or points.)

Thank you for judging! We hope you enjoy your rounds.

Information for Coaches

The tournament's internal start time in Tabroom is **7:00 AM**. At that time, your *Squad Room* will open; your students and judges can check in with you there.

A room called *Registration and Coaches* will also open; this is a place where you will be able to speak with tab staff and register your team. You should keep this room open (unless you're judging a round or staffing the tournament) in case the tab staff have questions.

Awards

Awards will be held over Zoom as soon as possible after the fourth round. Links will be provided in Tabroom dashboards. Electronic ballots and result schematics will be posted shortly after the end of awards.