

Who does what on the day of the tournament?

Much of this info applies to written ballots

THE COACH	THE STUDENT	THE JUDGE
Get to the tournament at least half an hour before it is scheduled to start. The tab room has to handle drops and changes early so that the tournament can get started on time.	Should be at the bus five to ten minutes before the bus is scheduled to leave (or when your coach tells you to arrive at the host school)	Leave Wexford at the same time that the bus does. This time will be on the calendar
Find somewhere for your students and judges to sit so that they can relax and prepare for the tournament. It is better to find a classroom than to leave them milling around the cafeteria or a hall		When you arrive at the school, go directly to the lounge for judges. The room number will be posted. DO NOT CHECK IN AT THE REGISTRATION TABLE.
Check in at the registration table. You will pay your registration fee. You will receive the letter code for your school and the individual codes for your students. You will receive the schedules and ballots (usually) for the students. You will receive information for all of your judges.	Students should not be involved in the registration process. Hang out.	Enjoy coffee and snacks. Someone will come in and give some basic instructions. You can peruse the judging handbook that we have on our site.
<p>Pass out the information to your students if there is written material – the school code, their individual numbers. (Note – frequently – congress students will simply use their names, and LD students will be listed by their school abbreviation with a number listed on your registration form – NA3 is the 3rd LDer from North Allegheny.)</p> <p>If the tournament is using online ballots, this will all be available on the web site.</p> <p>Make sure to remind students to <u>not</u> do any damage to the school – do not borrow anything from any teachers’ desks.</p>	<p>If you are given paper ballots, fill in your ballots with your information. Find yourself on your schedule in all of the rounds. Sometimes LD isn’t scheduled till all of the debaters get there. Relax... If something is in error (for example – you aren’t scheduled at all during second round) – have someone else double-check, then tell your coach</p> <p>If the ballots are online, you will be given your round information as soon as it is ready to your phone (if you have the settings for this) and your computer.</p>	
If there are any problems, report them to registration.		
Go to the central location for your opening meeting. Everyone should be at the appropriate opening meeting (with a few possible exceptions as mentioned on the student side)	Go to the central location for your opening meeting. Extempers usually report to the library to get their materials ready. Debaters may report to a different location	Attend the opening meeting for judges. The location will be announced.
	Extempers will begin to draw before the assembly starts.	
	Debaters follow the schedule that you are given – frequently, they will schedule rounds based on how students have done that day. You may have to wait for your round to be “paired”	

<p>As soon as the tab room has dealt with all the drops and changes, the opening assembly will start. Listen carefully for any changes that will affect your students and judges</p>	<p>As soon as the tab room has dealt with all the drops and changes, the opening assembly will start. Listen carefully for changes that take place in your event. Take note of your judges if they are listed. Adults representing your school cannot judge you except in special circumstances.</p>	
<p>If you are working in the tab room, report there after the assembly. If you are judging, go immediately to your room.</p>	<p>After the assembly, go immediately to your first round. Do not sit in the front or last row unless there are no other seats. Do not sit beside the judge unless there are no other seats. Someone in your room should put the speaking order on the board for the judge if you are using paper ballots. Talk as little as possible so that the judge will judge only your speech and not what you are saying when you are chit-chatting (they technically aren't judging this – but if you say something annoying, they won't be able to help themselves...)</p>	<p>Go to your assigned room. <u>If you are not judging, sit in the judges' lounge in case you are needed.</u></p>
	<p>Extempers – you go into your round when it is your turn. Give the ballot and the slip with your topic to the judge. When you are done speaking, leave and go back to the prep room.</p>	<p>If you are not scheduled to judge, please do not complain!!! Others are judging too much and are upset about this! Find something to do – read, answer emails, play cards. But do not leave the lounge!</p>

<p>If you are judging, collect the ballots when you enter the room. Sit in a location that has a view of the front where students will stand. Put the ballots in order – if a student hasn't already written the order of the round on the board, ask someone to do this. Call each speaker to the front of the room when you are ready if he hasn't already moved to the front. There should only be a few seconds between speakers – don't delay the tournament – write notes on the ballots while the student is speaking.</p>	<p>Speak when it is your turn. Be quiet, still, and respectful when someone else is speaking. Do not chew gum. Do not click or flip your pen.</p>	<p>Collect the ballots when you enter the room. Sit in a location that has a view of the front where students will stand. Put the ballots in order – if a student hasn't already written the order of the round on the board, ask someone to do this. Call each speaker to the front of the room when you are ready if he hasn't already moved to the front. There should only be a few seconds between speakers – don't delay the tournament – write notes on the ballots while the student is speaking.</p> <p>If using online ballots, the order will be given to you – type comments while the students are talking! Make sure that you click "Start Round" as soon as you arrive. Make sure that you enter and then CONFIRM your ballots at the end of the round!!! This should happen almost immediately after the last speaker.</p>
<p>TURN IN BALLOTS IMMEDIATELY AFTER YOU FINISH THE ROUND. Do not hold up the round because you wanted to wait till they were all done speaking to write.</p>		<p>TURN IN BALLOTS IMMEDIATELY AFTER YOU FINISH THE ROUND. Do not hold up the round because you wanted to wait till they were all done speaking to write.</p>
<p>Go to your second then third rounds.</p>	<p>Go to your second then third rounds.</p>	<p>Go to your second then third rounds.</p>
<p>When it is scheduled, go to lunch.</p>	<p>When it is scheduled, go to lunch.</p>	<p>When it is scheduled, go to lunch.</p>
<p>The tab room is calculating final rounds as quickly as they can (too many humans allow for a lot of human error) – be patient.</p>	<p>The tab room is calculating final rounds as quickly as they can (too many humans allow for a lot of human error) – be patient.</p>	<p>The tab room is calculating final rounds as quickly as they can (too many humans allow for a lot of human error) – be patient.</p>
<p>If you are scheduled to judge a final round – work together with the other judges. Do NOT compare ranks or discuss the other students, but determine who is going to keep time. Get your ballots in within a few minutes after the round.</p>	<p>If you are in a final round – good. If you are not in a final round – <u>observe your event.</u></p>	<p>If you are scheduled to judge a final round – work together with the other judges. Do NOT compare ranks or discuss the other students, but determine who is going to keep time. Get your ballots in within a few minutes after the round.</p>

<p>The final assembly gets underway as soon as all the events are tallied. Ballots are given to coaches AFTER the final assembly</p>	<p>Sit with your team at the assembly.</p>	<p>Judges may leave the tournament after the final round (or if someone comes to the tab room to excuse them earlier). Please do not repeatedly come to the tab room to ask if you can be excused. You're in this for the day!</p> <p>You may take your child home with you AFTER THE FINAL ASSEMBLY. Students may only leave with their parents after the tournament is complete</p>
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Avoid going to the tab room to ask a lot of questions when they are trying to work.
If you need help, ask in the judges' lounge.