***Judging at the 2023 Lake Tournament***

Hello, and thank you for judging for us at our tournament this year! Without your support, this tournament literally would not be possible and so we are truly appreciative. If you have any questions at all during the tournament, please don’t hesitate to let us or any of our students know.

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Student Tournament Directors

**What do I do before the tournament?**

1. Create an account on tabroom.com (you should have already done this, so just be sure you can login to it – that you remember your password, etc.). Bookmark tabroom.com because it’s definitely a place you’ll be coming back to.
2. Make sure to note on your schedule the time slot(s) you signed up for; remember that each is normally about 1.5-2 hours long, and we ask that you are at least 15 minutes early.

**What do I do during the judging shift(s) I’ve signed up for?**

1. When you arrive at our beautiful campus, please park in the front lot facing Bay Area Blvd. Helpful students and signs will be placed to guide you from the main entrance to our judge check-in location.
2. Before the round is schedule to begin, normally about 15-30 minutes prior, the tournament administrators will assign judges to their rounds. As long as you didn’t block notifications from tabroom.com (and if you did, please go into your settings and *unblock* them), you should receive a text and/or email from tabroom.com when you are assigned a ballot. It will likely read something similar to: “You have a round between competitor A and competitor B at 8:15 am in Room C.”
	1. If you did not receive a notification about a ballot 15 minutes prior to the scheduled start of the round, you can check to see if you’ve been assigned one by going to tabroom.com and clicking on your email address at the top-right corner; if it does not show a ballot, you have not been assigned one yet. There might be a chance that we have more judges than we need for a particular time slot, but there also might be a chance we might have to make judge substitutions at the last minute. Instructions will be given in the judge holding room.
3. Once you receive your notification, go to tabroom.com. In the upper-righthand corner click on your email address (or click on the sign in button, and *then* click on your email address). You should see your ballot listed on the screen.
4. After you’ve opened your ballot on tabroom.com, please head to your room. The text message or email you received will tell you the room number, as will the account dashboard screen (image c, below). As there are a lot of rooms in the competition, it might take a second to pull up your specific one. Your competitors may or may not be there already by the time you arrive; hopefully, they’ll show shortly around when the round is set to start. Lake students will be monitoring the hallways where competition is occurring, so if it is well past the start time and your round still hasn’t started please alert them.



*(image c – similar to what you’ll see for a debate round)*

* 1. Directions on how to fill out and submit a ballot are best summarized on the tabroom.com documentation page, <https://docs.tabroom.com/Judging>. Rather than retype it, we encourage you if you are judging debate to take a look at their brief write-up.
1. **An important note**: please utilize the feedback section(s) of your tabroom.com ballot to record constructive feedback regarding the performances or debates you see. Students and their coaches ***can*** see this, so keep that in mind.
	1. In a debate round, there will be an opportunity for you to provide an RFD (Reason for Decision) in addition to the comments. Comments go to the individual student or team, while the RFD is viewable by all competitors. Students will also sometimes ask you to disclose the winner of the round or provide verbal feedback – **please, do NOT do this**. Confine all comments to your ballot.
	2. Debaters will sometimes try to continue the debate after the round is over – please, do not let them do this! As soon as you’ve entered a decision, please enter that on the ballot and confirm the ballot. Feedback can continue to be written and edited until the conclusion of the tournament, but timely decisions are important for the smooth and efficient running of the tournament.

**A few last notes…**

1. Truly, thank you for judging for us this weekend!
2. If you have questions or concerns during the tournament, please don’t hesitate to reach out to us by speaking to a Lake student, a tournament official, or rnassif@ccisd.net.
3. Don’t worry if you’ve never judged a debate tournament before, it’s the job of the student to meet you where YOU are. Before a round starts, feel free to tell them you’ve never judged before. Their coaches train them to adapt their style to you, not expect you to adapt to them. With that said, please do your very best to be objective and rational when making decisions and not let any preconceived opinions or beliefs color your decision.