Thank you for your participation and involvement in the 2022 SCJFL 4th Quarter Elementary Speech and Debate Tournament!

This is a synchronous online tournament, and as a real-time online tournament, there are unique challenges. With that in mind, we ask that each competitor, judge, and coach review the **Best Practices** in the invitation for how to achieve a great online tournament experience, test their equipment *before the tournament* to ensure they can be seen and heard, communicate with the tournament staff whenever an issue arises, and show patience if a delay occurs.

As a judge, the tournament's timeliness hinges on you accepting ballots quickly and submitting ballots promptly after a round. You can greatly aid in making sure the tournament runs timely by doing the following:

- Review the 15 minute e-ballot training video at: https://www.youtube.com/watch?v=Cwx59cWE0AQ
- Review a sample ballot and test your computer to ensure you can hear/see competitors https://forensicstournament.net/sampleeballot
- Join the standby room https://8x8.vc/SCJFLStandby 10 minutes prior to your assigned event and do not leave until you have been released or accept a ballot (this includes receiving and accepting a ballot via e-mail).
- After the round completes, **stay in your assigned event room until you submit your ballot or you join your next round.** This way, you are easy to contact if any issue arises with your event.
- Submit your rankings as soon as possible after the round. You can add more feedback to the ballot until the awards ceremony. *Note, preliminary IE rounds rank to 5th place, if you have 5 or more competitors, tie at 5th place.*
- Add justification on the ballot for your decision. Competitors use this information to improve themselves, and constructive feedback helps them grow. Feedback is required, and if not enough feedback is provided, your school can be fined $20 per round.
- Review the rules/guidelines for your assigned events SCJFL Bylaws
- Review the judge e-ballot guide, https://forensicstournament.helpscoutdocs.com/article/73-judges-eballot-guide

A day prior to the tournament, a tournament dance card will be sent to your designated e-mail/phone number. This will include all events you are currently scheduled for as well as any events where you are a 'standby judge'. Standby judges are required to arrive in the Standby Room (https://8x8.vc/SCJFLStandby) 10 minutes prior to their first round. Please monitor your e-mail/phone closely during the time you are assigned and join the judge standby room if you have not received a ballot directly. The standby room will be open throughout the tournament and the tab tournament staff will call for judges through the online meeting room. Make sure to accept your ballot within 10 minutes to avoid a judge no-show fee being charged to your school.

Below is a list of reference materials that will aid in creating a smooth and enjoyable experience for everyone. Please review and save this information to refer to throughout the tournament.

- SCJFL Bylaws
- 2022 SCJFL 4th Quarter Elementary Speech and Debate Tournament Invitation
- SCJFL Tournament Help Room
- SCJFL Judge Standby Room

Tournament details can be found at: https://forensicstournament.net/SCJFLelemetaryQfour/22. Updates to the tournament, including postings, ballot updates, delays and any changes will be posted on the tournament homepage.

Thank you again for your participation in the upcoming tournament, with your efforts in adhering to the best practices, we can have a smooth tournament and an enjoyable experience for all participants.