



Tournament Guide – Coaches

Thank you for your participation and involvement in the 2022 12th Annual California Middle School State Tournament!

This is a synchronous online tournament, and as a real-time online tournament, there are unique challenges.

- All competitors and participants must have a verified e-mail/phone number to receive e-mails or text messages about their events.
- Any messages sent to your school competitors and judges will include a carbon copy (cc) to your designated coach(es). This can incur a plethora of e-mails, please choose which coach(es) should receive these notifications on the tournament registration page, select coach contacts and update as needed.

We have worked to make the online tournament experience as easy as possible, but it does require a technical component and can encounter additional complications. With that in mind, we ask that each competitor, judge, and coach review the **Best Practices** in the invitation for how to achieve a good 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.

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

- [SCJFL/CMSF Bylaws](#)
- [Best Practices](#)
- [CMSF Tournament Help Room](#)
- [CMSF Judge Standby Room](#)

Tournament details can be found at: <https://forensicstournament.net/CaliforniaMiddleSchoolState/22>. Any updates to the tournament, including postings, ballot updates, delays and any changes will be posted on the tournament homepage. Coaches also have the option of using the Squad Room on the tournament website to view and share details about their team's events.

Working with your judges

If you have arranged to have judges participate in the tournament, we thank you for your efforts.

The tournament timeliness hinges on judges accepting ballots quickly and submitting your ballots promptly after a round. It is your responsibility to ensure each judge is familiar with their event rules, how to accept/record ballots, and promptly accept/return ballots. You can greatly aid in making sure the tournament runs timely by doing the following:

- Reviewing the rules/guidelines for assigned events
- Review the judge e-ballot guide <https://forensicstournament.helpscoutdocs.com/article/73-judges-eballot-guide>
- Review a sample ballot and test your computer to ensure you can hear/see competitors <https://forensicstournament.net/sampleeballot>
- Have all judges join the standby room <https://8x8.vc/CMSFStandby> 10 minutes prior to their assigned event and do not leave until they have been released or accept a ballot.
- Have judges stay in their event room until they submit their ballot.
- Encourage judges to provide constructive feedback and add justification for their decision in the comments. Feedback is required, and if not enough feedback is provided, your school can be fined \$20 per round.



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A day prior to the tournament, a tournament dance card will be sent to the judge's designated e-mail/phone number. This will include all events they are currently scheduled for as well as any events assigned as a standby judge.

Please have your judges monitor their e-mail/phone closely during the time they are assigned and join the judge standby room if they 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 have your judges accept their ballot within 10 minutes to avoid a judge no-show fee being charged to your school.

Working with the Tournament Staff/Tab Room

We have an open tab room policy for this tournament. All coaches are welcome to view ballots through the ballot review link on the website as they are submitted.

If you have an issue or potential conflict, it will greatly aid the staff if you reference the specific rule or bylaw you need to discuss. You can review the bylaws here: [SCJFL/CMSF Bylaws](#)

At the close of the tournament, e-ballots and ballot review will be made available to your school coaches when all outstanding fees have been paid.

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.

Regards,

2022 California Middle School State Tournament Staff