



## 2021 NCFL GRAND NATIONAL TOURNAMENT

May 28 – 30, 2021

### Extemp Procedure for Coaches, Competitors, and Judges

#### Coaches:

- Students should have their own tabroom.com accounts to receive information about rounds, speaker order, and announcements from tab or prep staff.
- Make sure any drops are reported so that the tabroom information is as accurate as possible.
- Be sure your students understand the rules for Internet usage at CFL Nationals.

#### Competitors:

- There will be a general meeting at 7:00 p.m. on Friday night to go over procedures for prep and answer any questions you may have. It will take place here: <https://zoom.us/j/93995954710?pwd=c3JCdm1lSzNsZzBycjV5U01URmJ3Zz09>
- Arrive at prep 45 minutes prior to the start of each round (15 minutes prior to prep beginning).
- You will go to the prep room that corresponds to your speaking order each round.
- Be sure you know your speaking order and/or how to find it on tabroom.com
- The prep room monitor will take roll.
  - Turn your microphone on to answer “present.”
  - Do not type in the chat until/unless instructed to do so.
- When your draw time begins, the monitor will paste the three topics from which you can choose in the chat box.
- Once you have chosen your topic (1, 2, or 3), type your code and the topic number in the chat box.
- Turn your camera on during the entire prep time. Students are expected to stay in frame (even while practicing/pacing) for the duration of their prep period.
- Do not leave the prep room until you are dismissed by the monitor.
- Report immediately to your speaking room (within one minute).
  - Suggestion: have your tabroom round link open in a separate window on your computer and be ready to click on that window and enter the room as soon as you are dismissed from prep.

- Any delay in “getting to” your speaking room could result in disqualification, as it could be perceived as an attempt to gain more prep time.
- Once you are finished speaking, you may exit the room or stay and watch the other speakers. You will not be expected to stay, but you certainly may if you so choose.
- CFL Rules for Communication during Prep:
  - CFL rules say that you can use sources and material you already have downloaded onto your computer or that you have on a flash drive.
  - Internet connectivity use for search and retrieval is also allowed.
  - You may not communicate with another teammate or coach about your topic via in-person, phone call, text, internet, or any other tool or technology.

## **Judges:**

- There will be 3 judges in each prelim and elim round through Semifinals. In the Finals, there will be 5 judges. Please do not start the round until all judges are present.
- Please be in your EXTEMP round at least 15 minutes before the round.
  - The timing of extemp depends on the speakers starting as soon as they enter the room.
  - The first speaker WILL arrive within a minute of the start of the round.
  - Students will enter one at a time (and likely leave afterward).
  - **\*\*Do not expect all speakers to be present as in other events.**
  - Students may choose to stay and observe after they speak but are not required to do so.
  - Each subsequent speaker will arrive in 10 minutes increments thereafter.
- If all judges are not present by 5 minutes before the start of the round, please let the Extemp Tab Table know. They will be checking rooms as rounds begin and replacing judges as needed.
- Please allow the students to begin speaking as soon as possible after they enter the room, give you their code and topic, and work out time signals.
  - Don't make them wait for you to finish making comments.
  - Timing of all subsequent speeches will be thrown off if you make the speakers wait at all.
- Students will type their code and question into the chat box. Please make sure you are commenting on/judging the correct speaker.
- Speaker order should not be different than the one on your ballot.

- **IF speaker order gets changed FOR ANY REASON you will be notified by the prep room moderator.**
- **There should not be speaking gaps in your round. If you have a gap in speakers, contact the prep room moderator immediately via the help ticket.**
  - **If there is a gap, but the next student shows up during their allotted 10 minutes of time, you may judge them and the subsequent students. The prep room will let you know what is happening with the missing student.**
- **Do not judge a student who shows up late (outside/after than their allotted 10 minutes).**
  - **If a student shows up in your room to speak out of order (well past when they were supposed to show) you must send a message to the prep room moderator via the help ticket system, AND**
  - **send the student back to their prep room while we determine how to proceed.**
  - **Do not leave the room until the issue has been resolved and the prep room moderator has communicated with you.**
- **Please turn your cameras on so that students have an audience as long as your Internet is not lagging. If lagging is an issue, it may be better to turn off your camera to preserve your bandwidth.**
- **Please determine who will keep time and give signals to the speakers.**
  - **Communicate this information with each speaker when they enter the room.**
  - **One judge should keep the official time of the speakers in the round and communicate that to the other judges after the speaker has finished.**
  - **If the speaker asks for his or her time at the end of the speech, it is acceptable to tell them their time. (It's not a secret).**
  - **Judges should not discuss any issue of timing with one another. If a timing rule is violated or some other issue arises, send a help desk ticket, and someone from prep or tab will contact you.**
  - **If students would like to also keep their own time, that is acceptable.**
- **Students are not required to stay in the room after speaking, but may wish to do so. Either is acceptable.**
- **Judges should not discuss their ranks or anything else about the round with one another. You should rank the students based on your own evaluation of the round.**
- **If you feel a rule has been violated, send a help ticket and the appropriate tab staff will handle the situation.**

# Schedule for Rounds/Prep

## Friday

### General Meeting for ALL EXTEMP COMPETITORS (Mandatory)

**7:00 p.m.**- Students will meet in the general meeting room (after their 0 round) to check in with tab staff, listen to announcements and procedures, and ask questions.

<https://zoom.us/j/93995954710?pwd=c3JCdm1lSzNsZzBycjV5U01URmJ3Zz09>

### Round 1

**7:15 p.m.** - Students will report to their prep room (based on speaker order) to wait for their draw time.

**7:30 p.m.** - Draw will begin for Round 1. Prep officials will leave 10 minutes between each draw.

|                         |                |
|-------------------------|----------------|
| Speaker 1 draws at 7:30 | Speaks at 8:00 |
| Speaker 2 draws at 7:40 | Speaks at 8:10 |
| Speaker 3 draws at 7:50 | Speaks at 8:20 |
| Speaker 4 draws at 8:00 | Speaks at 8:30 |
| Speaker 5 draws at 8:10 | Speaks at 8:40 |
| Speaker 6 draws at 8:20 | Speaks at 8:50 |
| Speaker 7 draws at 8:30 | Speaks at 9:00 |

## Saturday

### Round 2

**9:15 a.m.** - Students report to their prep room (based on speaker order) to wait for their draw time.

**9:30 a.m.** - Draw will begin for Round 2. Prep officials will leave 10 minutes between each draw.

|                          |                 |
|--------------------------|-----------------|
| Speaker 1 draws at 9:30  | Speaks at 10:00 |
| Speaker 2 draws at 9:40  | Speaks at 10:10 |
| Speaker 3 draws at 9:50  | Speaks at 10:20 |
| Speaker 4 draws at 10:00 | Speaks at 10:30 |
| Speaker 5 draws at 10:10 | Speaks at 10:40 |
| Speaker 6 draws at 10:20 | Speaks at 10:50 |
| Speaker 7 draws at 10:30 | Speaks at 11:00 |

### Round 3

**11:15 a.m.** - Students report to their prep room (based on speaker order) to wait for their draw time.

**11:30 a.m.** - Draw will begin for Round 3. Prep officials will leave 10 minutes between each draw.

|                          |                 |
|--------------------------|-----------------|
| Speaker 1 draws at 11:30 | Speaks at 12:00 |
| Speaker 2 draws at 11:40 | Speaks at 12:10 |
| Speaker 3 draws at 11:50 | Speaks at 12:20 |
| Speaker 4 draws at 12:00 | Speaks at 12:30 |
| Speaker 5 draws at 12:10 | Speaks at 12:40 |
| Speaker 6 draws at 12:20 | Speaks at 12:50 |
| Speaker 7 draws at 12:30 | Speaks at 1:00  |

#### **Round 4**

**2:15 p.m.** - Students report to their prep room (based on speaker order) to wait for their draw time.

**2:30 p.m.** - Draw will begin for Round 4. Prep officials will leave 10 minutes between each draw.

|                         |                |
|-------------------------|----------------|
| Speaker 1 draws at 2:30 | Speaks at 3:00 |
| Speaker 2 draws at 2:40 | Speaks at 3:10 |
| Speaker 3 draws at 2:50 | Speaks at 3:20 |
| Speaker 4 draws at 3:00 | Speaks at 3:30 |
| Speaker 5 draws at 3:10 | Speaks at 3:40 |
| Speaker 6 draws at 3:20 | Speaks at 3:50 |
| Speaker 7 draws at 3:30 | Speaks at 4:00 |

#### **Octos**

**6:15 p.m.** - Students report to their prep room (based on speaker order) to wait for their draw time.

**6:30 p.m.** - Draw will begin for Octos. Prep officials will leave 10 minutes between each draw.

|                         |                |
|-------------------------|----------------|
| Speaker 1 draws at 6:30 | Speaks at 7:00 |
| Speaker 2 draws at 6:40 | Speaks at 7:10 |
| Speaker 3 draws at 6:50 | Speaks at 7:20 |
| Speaker 4 draws at 7:00 | Speaks at 7:30 |
| Speaker 5 draws at 7:10 | Speaks at 7:40 |
| Speaker 6 draws at 7:20 | Speaks at 7:50 |

### **Sunday**

#### **Quarters**

**10:15 a.m.** - Students report to their prep room (based on speaker order) to wait for their draw time.

**10:30 a.m.** - Draw will begin for Quarters. Prep officials will leave 10 minutes between each draw.

|                          |                 |
|--------------------------|-----------------|
| Speaker 1 draws at 10:30 | Speaks at 11:00 |
| Speaker 2 draws at 10:40 | Speaks at 11:10 |
| Speaker 3 draws at 10:50 | Speaks at 11:20 |
| Speaker 4 draws at 11:00 | Speaks at 11:30 |
| Speaker 5 draws at 11:10 | Speaks at 11:40 |
| Speaker 6 draws at 11:20 | Speaks at 11:50 |

#### **Semis**

**1:15 p.m.** - Students report to their prep room (based on speaker order) to wait for their draw time.

**1:30 p.m.** - Draw will begin for Semis. Prep officials will leave 10 minutes between each draw.

|                         |                |
|-------------------------|----------------|
| Speaker 1 draws at 1:30 | Speaks at 2:00 |
| Speaker 2 draws at 1:40 | Speaks at 2:10 |
| Speaker 3 draws at 1:50 | Speaks at 2:20 |
| Speaker 4 draws at 2:00 | Speaks at 2:30 |
| Speaker 5 draws at 2:10 | Speaks at 2:40 |
| Speaker 6 draws at 2:20 | Speaks at 2:50 |

## **Finals**

**4:15 p.m.** - Students report to their prep room (based on speaker order) to wait for their draw time.

**4:30 p.m.** - Draw will begin for Finals. Prep officials will leave 10 minutes between each draw.

Speaker 1 draws at 4:30      Speaks at 5:00

Speaker 2 draws at 4:40      Speaks at 5:10

Speaker 3 draws at 4:50      Speaks at 5:20

Speaker 4 draws at 5:00      Speaks at 5:30

Speaker 5 draws at 5:10      Speaks at 5:40

Speaker 6 draws at 5:20      Speaks at 5:50