

## Welcome to the Texas State half of the Fall 2021 Hill Country Swing!

This document will provide some info about how our online tournament will operate. Note that these guidelines are only for the first half. The University of Texas will have their own procedures. Thanks for being patient with us and please let us know how we can help make your tournament better. You can email Wayne at [wk02@txstate.edu](mailto:wk02@txstate.edu) and Jeremy at [jh200@txstate.edu](mailto:jh200@txstate.edu). You can also visit us in the [tab room](#).

### Getting Started

We will use SpeechWire for entries, tournament tabulation and information distribution. We will use Zoom for competition rooms, tab room, and awards. Coaches, please ensure that competitors and judges are registered with and able to access each.

Students must have a registered/validated individual Zoom account to access the tournament. Blind guest access will not be allowed. Coaches should add student emails and generate student accounts in SpeechWire. Round alerts will be sent to students individually through their SpeechWire designated emails. Judges should also have SpeechWire accounts. These should have been created when judges were entered. Be sure to use correct judge emails entered in SpeechWire so judges can access their ballots. Finally, please make sure that the name for each participant is the same in SpeechWire and Zoom. For example, if the coach entered a competitor as "Johnny Smith" in SpeechWire, the competitor should use the same name (not "Jonathan Smith") on Zoom.

### Competition Guidelines

Generally, the procedures for how to participate will be the same for all events. Any differences will be noted below under the specific event.

Each pattern will have a main room in Zoom that is monitored by tournament staff. The room monitor will be checking in competitors and assigning those competitors to breakout rooms that coincide with each section of each event. The postings and round announcements that are sent to each participant will have a room number associated with each section of each event. Once you enter the main pattern room, please rename yourself following this convention: Room Number Your Name. This will help the room monitor quickly place you in the correct breakout room. Once in your breakout room, the judge should orally call roll. Use your response to confirm that the judge can hear you and see you. Once confirmed, turn your mic and camera off (muted) until you are called to perform.

If you are cross-entered, rename yourself following this convention: Room Number Your Name. Use the number of the room for the event that you want to complete first. Let the room monitors know that you are cross-entered before being placed into your first event. When you return, tell the room monitor your next room number and wait to be placed in the appropriate breakout room. Make sure your mic and camera are off (muted).

Postings will be sent to competitors by email and posted on SpeechWire. The room monitors will try to open the main rooms as quickly as possible following the previous round. Arrive early if you can.

#### Dramatic Duo Procedures

When both duo partners have arrived in the main pattern room, each competitor should rename themselves according to this convention: Room Number Last Names. Once you have both been placed in the appropriate breakout room, one competitor should sign in for both by following this convention in the chat: "Burr/Hamilton Duo here."

Non-performing competitors should turn off (mute) their mic and video. As noted below, this is especially important in Duo because it helps the judge focus only on the DUO partners.

### **Extemporaneous Speaking Procedures**

All competitors will first go to the extemp draw room before going to the main pattern room. The draw room monitor will alert participants when it is their time to choose a topic. The monitor will then share their screen revealing the topics competitors may choose from.

Students have thirty (30) minutes to prep but should arrive at the main pattern room no less than five (5) minutes prior to their scheduled speaking time. Once you enter the main pattern room, please rename yourself following this convention: Room Number Your Name and the room monitor will place you in your breakout room when your prep time has elapsed. You may continue to prep while waiting in the main pattern room but please turn off your mic. When the current speaker is finished presenting, the judge will enter the main room and call for the next speaker in the section. Room monitors will also be watching the chat to help alert competitors when the judge is ready. When your name is called, you will be placed in the breakout (section) room where you should confirm with the judge that you are in the correct place and that they are ready for you to begin.

Competitors in extemp must keep up with their own time while speaking. Judges will be timing too and we will encourage judges to give hand signals as they would in a face to face tournament. However, those signals may be difficult to see and, given the complexities of judging online, some judges are going to forget. To be clear, the Texas State portion of the Hill Country Swing views time awareness in limited prep events as the responsibility of the speaker. Competitors are encouraged to use a timer that is visible to them during the performance to track how much time has elapsed.

Competitors should not seek help from others during preparation time.

### **Impromptu Speaking Procedures**

Once you enter the main pattern room, please rename yourself following this convention: Room Number Your Name and the room monitor will place you in your breakout room. Once everyone is in the appropriate breakout room, the judge will call roll to confirm everyone is present. Then, just like in a face-to-face tournament, the judge will ask all non-speaking participants to leave the breakout room (you will remain in the main pattern room until it is your turn to speak). When the current speaker is finished presenting, the judge will enter the main pattern room and call for the next speaker in the section using chat. Room monitors will also be watching the chat to help alert competitors when the judge is ready. When your name is called, please return to your breakout room to perform. Once in the breakout room, the judge will share the speaking prompts with you through chat.

Judges will be asked to give oral time signals during prep. However, competitors in impromptu must keep up with their own time while speaking. Judges will be timing too, and we will encourage judges to give hand signals as they would in a face-to-face tournament. Those signals may be difficult to see, though, and, given the complexities of judging online, some judges are going to forget. To be clear, the Texas State portion of the Hill Country Swing views time awareness in limited prep events as the responsibility of the speaker. Competitors are encouraged to use a timer that is visible to them during the performance to track how much time has elapsed.

## Judging Guidelines

When rendering a decision and providing feedback to competitors, judges will use an electronic ballot that is generated by and available on SpeechWire (the tournament tabulation site). Access to those ballots will be through your [judge account](#). At the same time, judges will need to be able to watch student performances through Zoom (the virtual meeting site).

We recommend using a laptop or desktop to judge online performances. If available, a larger screen on your device will allow you to keep two windows open - one for the ballot and one for the performance. If your main screen is not that large - you're working on a laptop, for example - you might consider using a second screen (such as a tablet or phone). That way you can use the laptop to write the ballot while watching the performance on the tablet or phone.

However you choose to set up your tech, please help us keep the tournament running efficiently by writing comments on your electronic ballots while the competitor is performing. Judges sometimes like to write notes on paper while observing the round and then transcribe those notes to the electronic ballot at the end of the round. This is very time consuming and could cause the tournament to run behind - especially if it happens a lot.

**Please ensure that you are working with reliable internet access.** Also, it's very important that you save your work regularly in SpeechWire. Many internet connections will "time out" after shorter periods of time between data transfers. If this happens and you have not saved your comments, a lot of hard work could be lost!

## Round Procedures

Generally, the procedures for judging a round will be the same for all events. Any differences will be noted below under the specific event.

When postings for the event are released, the tournament director will send a message to everyone who has verified their email. That email will reveal your judging assignment, it will alert you that your electronic ballot is available on SpeechWire, and it will provide a link to the main pattern room on Zoom. You may also get to the main pattern room by opening your ballot and clicking on the link available there.

**\*\*\*\*When you open your ballot, please use "Click here to start the round" to let the tab room know the ballot has been received.\*\*\*\***

The main pattern room will be monitored by tournament staff. Their job is to perform an initial check-in for competitors and to get competitors and judges into the correct breakout rooms. When you enter the main pattern room, please rename yourself following this convention: Room Number Your Name and the room monitor will place you in your breakout room. Once you and the students are in the breakout room, you can call roll and begin the round. Even though room monitors will be performing an initial competitor check in, it's important that you also orally call roll in the breakout room. This provides a double check for the monitors and gives the competitor a chance to check their microphone and video when they answer the roll call. Once roll call is complete, ask all non-speaking competitors to turn off (mute) their mic and video so that only the performing student is visible and audible. For most events (see Dramatic Duo below for a small exception), using active speaker view in Zoom will work the best.

If you have any issues getting Zoom set the way you want it, go back to the main pattern room and ask the monitors for assistance.

If a competitor is cross-entered, they will sign in by using the main pattern room chat feature to alert the room monitor. Your electronic ballot should also identify those students in your section that are cross-entered. When the student returns from completing their other events, they will tell the room monitor their room number and wait to be placed in the appropriate breakout room. It's possible that a cross-entered student could enter your breakout room while another student is performing. To minimize disruption, the student will be told to mute their mic and video before entering.

## Ranking Best Practices

Competitors should not be penalized for lower streaming quality or connectivity issues so long as the performance can be completed within the time allotted for the round and so long as the judge can “observe” a complete performance.

Additionally, there may be instances when a competitor must perform from a space that is shared with others. We encourage judges to be understanding when it comes to unavoidable and isolated distractions. We think this should not affect rankings or speaker points if it is beyond the competitor’s control.

### Dramatic Duo Procedures

When both duo partners have been placed in the appropriate breakout room, one competitor will sign in for both by following this convention in the chat: “Smith/Hamilton Duo here.”

When you are ready to begin the performances, ask non-performing competitors (and any observers) to turn off (mute) their mic and video. Once everyone else is muted, the judge should right click on all non-speaker windows and choose “hide non-video participants.” This should just leave the judge (assuming they left their video on) and the two Duo partners visible. Judges could also mute their mic and video if they wanted to see only the Duo partners during the performance.

### Extemporaneous Speaking Procedures

When you reach the main pattern room please rename yourself following this convention: Room Number Your Name. A room monitor will move you to your breakout room. The first speaker should be along shortly. Once a competitor has spoken, they may stay to watch other speakers, but, in some cases, they may be cross-entered and be forced to leave. Either way, please ask anyone who is in the audience to turn off (mute) their mic and video before the next performance begins. Because extemporaneous speakers are staggered by time, you will need to check the main pattern room after every speech to find your next competitor. Simply leave the breakout (section) room. This will put you back in the main pattern room. There, you can use the chat function to call your next speaker. Monitors will also be there to help get the correct speaker to the correct room.

We have asked competitors in extemp to keep up with their own time while speaking. Judges should time speeches as well and we encourage you to give hand signals as you would in a face-to-face tournament. However, to be clear, the Texas State portion of the Hill Country Swing views time awareness in limited prep events as the responsibility of the speaker. Competitors are encouraged to use a timer that is visible to them during the performance to track how much time has elapsed.

### Impromptu Speaking Procedures

When you arrive in the main pattern room, please rename yourself following this convention: Room Number Your Name. After the you and all students are in the appropriate breakout room, orally call roll and then ask all non-speaking participants to leave the breakout room and wait in the main pattern room until they are called to speak. Speaking prompts will be listed on your ballot. You may copy those prompts from the ballot and paste them into chat to share them with the student whose turn it is to speak.

As the student prepares, please give oral time signals in 30 second increments. Note that when they have finished prepping and begin to speak, competitors in impromptu have been asked to keep up with their own time. You should time student speeches as well and we encourage you to give hand signals as you would in a face-to-face tournament. However, the Texas State portion of the Hill Country Swing views time awareness in limited prep events as the responsibility of the speaker. Competitors are encouraged to use a timer that is visible to them during the performance to track how much time has elapsed.

When the current speaker is finished presenting, leave the breakout room and call for the next speaker using chat. Room monitors will also be watching the chat to help alert competitors that you are ready for the next speaker.

## Getting to Your Rooms

When postings are released, each competitor and judge should receive an email that contains a link to their main pattern room on Zoom. If something goes wrong or you don't get the email, the patterns and their links for each round are listed below. Clicking the link should take you to a Zoom meeting where you will be divided into breakout rooms by event and section.

If you are registered as a judge for the tournament, you should have received an email with information on how to access your account and use electronic ballots. Judges must "pick up" their ballot on SpeechWire. You can sign into your judge account by clicking [here](#).

Competition Rooms		
Pattern A (ADS, CA, DI, EXT, PER, POE)	RD 1: 8:30 RD2: 12:30	<a href="https://txstate.zoom.us/j/96658319054">https://txstate.zoom.us/j/96658319054</a>
Pattern B (DUO, IMP, INF, POI, PRO)	RD1: 10:00 RD2: 2:00	<a href="https://txstate.zoom.us/j/92017723359">https://txstate.zoom.us/j/92017723359</a>

Admin Rooms	
Extemp Draw	<a href="https://txstate.zoom.us/j/93269173483">https://txstate.zoom.us/j/93269173483</a>
Tab Room	<a href="https://txstate.zoom.us/j/96505068748">https://txstate.zoom.us/j/96505068748</a>
Awards (PW: HC2021)	<a href="https://txstate.zoom.us/j/99934797518?pwd=QlI0dFVxaIV1eFNGL1lINUhZeHpMZz09">https://txstate.zoom.us/j/99934797518?pwd=QlI0dFVxaIV1eFNGL1lINUhZeHpMZz09</a>