Winter Holidays Open 2020
Info Pack

This document has been shared with all delegation leaders and adjudicators. Please make sure it's forwarded to debaters.

We would like to stress that all participants have to familiarize themselves with these guidelines since **adherence to the following guidelines is mandatory and will be required for full participation at the tournament.**

If, after you have read the document, any questions persist, you can contact us through Discord or at who@hdd.hr

Contents:

Preparation

In order to participate at WHO 2020**, please make sure you:**

- have read this document thoroughly
- have a stable internet connection
- have a webcam
- have a mic that is understandable
- have a headset/headphones

The tournament will take place online using **the latest versions of Zoom** as the video call platform and **Discord** for announcements/ notifications/ questions/ emergency debate rooms in case of Zoom problems. All WHO 2020 participants will need to use both. Please download both on **at least 2 devices** (laptop/ phone/ tablet/ Star Trek style ship computer) to ensure you have access at all times.

All assemblies, registrations, debate and impromptu preparation will happen through Zoom. All participants should have Discord running in the background at all times (downloading and installing the software + logging in will do it) to receive notifications, access all tournament-relevant information, and be able to report any issues/ get responses to questions from CAs, organizers and/ or tab.

We kindly ask any delegations unable to use either Zoom or Discord due to domestic restrictions to contact us at who@hdd.hr so we can set up an alternative communication channel. Alternatives are possible only in the case of countries where the required services are not available.

Zoom

You can download Zoom here. Please make sure to update your Zoom software to the latest version (ex. under your Zoom profile, click "Check for Updates"; full instructions available here).

All participants are required to update their Zoom software to be able to participate, as update software allows for the necessary functionalities, such as **self-allocation into break out rooms**. Participants who do not update their software as required risk being late for preparation time and rounds.

Please be aware that Zoom is planning to release **a new update on December 7th**, so you will need to update your software accordingly.

Division 1 main meeting can be accessed here, Division 2 here.

Discord

Please download Discord [here](#), create an account and join the WHO 2020 server using [this link](#) **by Thursday, December 10th, at 6 pm (UTC).**

Documents and other requirements

Please make sure that:

- the delegation leader submitted the answers to the **Rules & Guidelines Form**, agreeing to tournament rules and consenting (or not) to the delegations' debates being recorded
- the delegation leader forwarded this document and other emails relevant to the tournament to all delegation members, including all adjudicators, and communicated tournament rules with the entire delegation
- all adjudicators have read the **Adjudicator Guide** and **World School Marking Guide**
- all adjudicators submitted their responses to the **Adjudicator Information and Test Form**, with **adjudicators who failed to do so to date** providing a summary of their relevant judging and/ or debating experience to date

Naming protocol

The naming protocol is a very important part of all online tournaments, because it allows the organizers to keep the long lists of participants neatly organised and helps the tournament run smoothly. **It is of vital importance that you follow the naming protocol exactly as described below, or you will cause tournament delays.**

Zoom and Discord naming rules

Please make sure that your name in both Zoom and Discord is in accordance with the following rules for the duration of the tournament.

ZOOM: Please change your name by editing your profile on Zoom's website, here. If you do it in your Zoom app, you will have to change it every time you join a meeting.

DISCORD: Please change your name using the "User Settings" button (clock wheel icon) in the bottom left of your Discord app.

Debaters must name themselves according to the following formula:

<div align="center">

D - team name - full name

</div>

Please make sure you use the team name as registered. To make sure you've named yourself correctly, please access the team list here.

All adjudicators must name themselves according to the following formula:

<div align="center">

J - full name

</div>

All other participants (coaches, observers) must name themselves according to the following formula:

<div align="center">

O - delegation name - full name

</div>

Please access the list of delegations and associated teams/ speakers here.

Guidelines and rules for debaters

Make sure that you follow the naming convention and **rename yourself immediately** when you enter the meeting. Please look at and use our naming protocol.

Once the pairing for a round is released, write down the number of the room in which you will debate and double check it. If you are not sure which room you are in after the pairing display, you can contact the tab team for help.

Teams/ individuals who are **over 10 minutes late for any round forfeit that round automatically.**

During preparation time, debaters are **only allowed to interact with other members of their team**.

Questions about the motion in impro rounds have to be directed at CAs, and can be asked in the main meeting hall, or through the Zoom option "ask for assistance" when already in a breakout room. Questions will only be accepted within **the first 10 minutes of preparation** in the allocated question time.

Judges are not expected to give time signals. We ask each speaker to time themselves, and for other debaters in the round to give timely POIs.

We encourage asking POIs through video or audio. However, debaters should make clear at the beginning of their speech **how they would prefer to receive POIs.**

During the debate, switch to gallery view by using controls in the top right hand corner so you can see those offering POIs.

In all moments possible **debaters should appear on screen** if their bandwidth allows for it.

Remain muted during the debate if you are not speaking.

If you're experiencing connection issues during your speech, try disabling your camera. If you disconnect from Zoom entirely and are unable to reconnect, try voice calling one of your teammates to continue the speech. If problems persist, please urgently contact us through the #tech-help channel in the Help Section of our Discord server.

After the debate is over, **remain in your break out room** and wait for the adjudicator/s to return with their decision.

Guidelines and rules for judges

Make sure that you follow the naming convention and **rename yourself immediately** when you enter the meeting. If you want to avoid changing your name every time you enter a WHO 2020 Zoom meeting, please change your Zoom profile name (on Zoom's website) according to our naming protocol for the duration of the tournament.

Judges need to be present in the Main Zoom room **at least 10 minutes before every round** they're scheduled to judge.

Judges are asked to **stay in the Main Zoom room during prep** time.

After prep time is over, judges will be notified and should move to their respective rooms.

At the start of every debate, **please make sure to ask all the debaters for their names and speaker positions** - this also serves as a mic and camera test.

Please inform all **Observers to keep their cameras and mics off** during the debate.

It is incredibly important **judges keep their own time** and pay attention to it. This will help make things as easy as possible to restart speeches and debates should technical problems arise.

Once the debate is over, **everybody stays in the room.** Judge/s should mute their microphones and disable their cameras until they:
1. reach a decision independently
2. send their decision directly to the Chair, complete with speaker points, **through Discord direct chat,** after which the Chair can share their decision with the wing/s
3. the Chair submits the ballots (both own and the wing's)

Once all judges make their call, they can start the video and audio feeds and each deliver their explanation. The Chair will deliver their explanation first.

The panel will have up to 20 minutes <u>at most</u> to make the call, submit an online ballot and deliver an explanation for the call. Please submit the ballot before announcing the decision.

Troubleshooting technical issues

Debaters

If using the video disrupts the quality of their connection too much, debaters may speak without it.

If even with just pure audio the connection fails, debaters may try giving their speech by calling a teammate and having the phone's speakers be placed near the computer's microphone.

If a debater is disconnected in between speeches, the debate should be paused for a maximum of up to 5 minutes for the debater to attempt to reconnect.

The chair will stop the clock and allow that speaker to continue the speech after they are able to reconnect.

Should they reconnect they will begin again from the moment the clock was stopped.

If a debater is unable to connect back to the round, their team will have to "iron- person". The teammate will re-do that speech from the beginning.

IronPerson teams are still able to win debates, although "duplicate speeches" must be given the lowest score (60) by the judges in their ballots. Additionally, they must notify the tab about what happened through the #ask-tab Discord channel.

Teams who IronPersoned more than 2 rounds due to technical issues will not be eligible for break.

Judges will identify the "duplicate speech" as the speech which would have received the lower score between the two given by the speaker.

Troubleshooting technical issues

Judges

If a panelist is disconnected between speeches, the debate should be paused for a maximum of up to 5 minutes for the panelist to attempt to reconnect.

If a panelist is disconnected in the middle of a speech, the debate will continue as normal.

If a panelist is unable to reconnect, the debate will continue as normal and the chair will receive the deciding vote .

If a chair is disconnected in the middle of a speech, the clock and debate should be stopped. The debate should wait for a maximum of up to 10 minutes for the chair to reconnect. Should they be able to do so, the debater will resume the speech from the point in which it was stopped.

If a chair is unable to reconnect, inform the org immediately using the "Ask Help" Zoom button. We will upgrade one of the panelists to a replacement chair judge and the debate will continue on as normal.

Tournament safety and safeguarding policies

Any breach of the policies listed below needs to be reported to the Admins/ organizers through e-mail (who@hdd.hr) or using direct messaging at Discord.

Participants

Only registered participants are allowed to access the online event. The names of all observers must be registered beforehand, and consent for any observer to view a particular debate must be granted by coaches of both teams.

Recording

It is not permissible for coaches, judges, participants or observers to record debates. WHO may record sessions, with documented consent from all participants as reported by delegation leaders. These recordings will be used exclusively for the purposes of training and promotion.

All aspects of this rule apply equally to screen grabs, photos and voice recording, as well as video.

Contact between participants

All participants will treat each other politely and with respect, using appropriate language both during and outside of debate rounds, including Discord chat.

Contact between adults and debaters should never be on a one to one basis. The coach should be present, or more than one judge, or at least the team should be present if it's a solo chair giving personal feedback.

- No adult should make any effort to contact any debater from a contingent that is not their own outside of designated debate times - this applies to all forms of digital communication (including social media accounts), phone, any chat function present in whatever online meeting platform is being used.
- Should such contact be deemed necessary it should go through the coach.
- This applies equally to judges, coaches, coordinators or adult observers at the competition
- Reports of any such contact attempts should be reported to WHO 2020 organizers through email or private, direct chat on Discord

It is the responsibility of coaches and coordinators to monitor communications between participants within contingents and ensure that such communications are within the guidelines stipulated.