

Complete Guide to Everything Regionals

Good Morning,

Hope you are all doing well! As we approach one week away from the first high school tournament registration due date, I wanted to provide some resources that would help with making the first tournament as successful and well organized as possible. Yes, this is a lengthy email, but it comes with the hopes to offset as many questions or concerns as possible.

Deadlines-

Everything for HS Regional 1 is due on September 11th at 4pm. This includes the following-

Entries in Tabroom, Completed Judge Training for All Judges, Videos in Tabroom, IE Information in Tabroom, ACTAA Waivers Uploaded to the Google Drive, Judges in Tabroom. Congress Legislation

Everything for the JH Regional 1 is due September 28th at 4pm.

This includes the following-

Entries in Tabroom, Completed Judge Training for All Judges, Videos in Tabroom, IE Information in Tabroom, ACTAA Waivers Uploaded to the Google Drive, Judges in Tabroom. Congress Legislation

This will not be extended. I need time to do all sorts of administrative things prior to the competition. The committee will go thru all of this information. Anything that is incorrectly added, missing signatures, or incomplete will result in potential drops from the tournament or fines levied to your invoice. Please triple check all of your paperwork for signatures and that videos have audio/video.

Video/Performance Information-

It is critical that Coaches check EVERY SINGLE VIDEO they are uploading. This is both for technology issues, but also to check for any rule violations that could lead to disqualification. The Online Tournament Best Practices Guide is very helpful to explain the process of uploaded/recording videos. This can be found here and also on the ACTAA Website under Events - Tournaments

[ACTAA Virtual Best Practices V.1. 8-16-20.pdf](#)

Performance Information is very important this year due to the nature of recorded performances. All information must be completed by the deadline and cannot be changed after the fact. This includes Title, Author, ISBN, and other publication

information. Information that is incomplete will result in the performance being removed from the tournament with no refund.

ACTAA Waivers

We are requiring all students to have a Waiver on File for ACTAA Regional Tournaments. They only need to complete this one time. It must be 100% completed. Waivers that aren't completed correctly or are missing will result in the students being unable to compete. Waivers will be uploaded to this Google Drive. Please create a folder in the Google Drive for your school and upload all release forms in that specific folder. Please make sure you clearly label each waiver with the students name as listed in Tabroom. Don't put all your waivers in one huge scanned file that says "Cabot" Instead it should say 'ACTAA Waiver - Cabot - Billy Bob' within the Cabot Folder.

One waiver will be completed for the entire year for regionals. Other invitational tournaments will have separate waivers/release forms.

Here is the PDF copy of the waiver- [ACTAA Waiver 2020 Season.pdf](#)

Here is the Google Drive for uploading waivers-
https://drive.google.com/drive/folders/1AEDjYHG1HpVJ1c84j_k4newBt-hZ6TQj?usp=sharing

Judge Training

All individuals who are judging on your roster, including ACTAA Coaches, are required to complete the mandatory judge training. This is a simple 9 minute video that explains how to judge in an online format. It's the responsibility of the Coach to confirm that their judges completed the training. If a judge doesn't complete the training by the deadline, that judge won't count for your commitment and you will be owe the fee that judge covered. This training can be found on the ACTAA Website under Events - Tournaments or at the following link-

https://youtu.be/-fOmvA_0zO4

High School Regional Tournament Judges

Tournaments need your judges! It's critical we have judges in able to run such large online competitions. The incentive is also the \$60 missing judge fee for every judge you are missing. That way the host committee will have a two week window to reach out to judges outside of the state to hire. Please have all of your judges added by September 11th at 4pm for the HS Regional!

After this time, your judge commitment and invoice will lock. Please be sure to mark their availability based on the number of days they are available. Due to length of tournaments, a judge can't just be available for a single round. It's a full day commitment. Remember there is a \$25 missing round fee for judges that don't attend their assigned rounds. Be sure to communicate this with your judges.

The Host Committee is also hiring judges using the missing judge fees. These judges cannot get hired for pay and also be on a coaches roster. If you have alumni or individuals you might want to get hired by the HS Regional Tournament tournament, they can sign up at the following link-

<https://forms.gle/PLXdHPfmgv4indjE6>

There is no guarantee that all individuals who sign up to get hired will be hired by the tournament. It's all based on the need and school diversity in the tournament.

Junior High Regional Tournament Judges

For the Junior High Regional Tournaments, we will be utilizing high school students to judge this competitions with multiple judges per round. These judging opportunities for students will provide a great opportunity for all and grant high school NSDA points and volunteer hours! We would love your high school students to come out and help the next generation of speech and debate! They can sign up here-

<https://forms.gle/xhAQtjscSxAoLdRD6>

Concluding Thoughts-

The Tabroom Home Page for each tournament is the best place to look regarding tournament specific questions. This includes timelines, topics, legislation, schedules, etc. Remember... Patience is the key word. The individuals creating and hosting these tournaments have put in a vast amount of work, but it won't be perfect. As long as we always focus on providing students opportunities, it'll be a great tournament season!

If you have any questions or concerns, please let me know at rachelmauchline@gmail.com or 479-877-9910

Sincerely,
Thank you,

Rachel Mauchline

Webmaster