



2022-23 Competition Format

Competition Format



Rounds 1 & 2; Round 5; State Tournament.

- In-person at local courthouses;
- Arrive 30 minutes early;
- Security and restrictions.



Rounds 3 & 4; Make-Up Rounds

- Via Zoom;
- Links sent one-week prior;
- Follow guidelines.

In-Person Competitions (Rule D, 4.1)

- Cell Phones turned off or on vibration
- No videotaping
- No food, candy, or beverages allowed (water is acceptable)
- Adult chaperone required
- Mindful of noise in building – court may still be in session
- Allocate time for security check (be aware of prohibited items)
- Do not move items, unless necessary. Put back after round and clean up courtroom (put chairs back, pick up garbage, etc....)
- Regions 7-16: Make sure ride home is on time; staff cannot leave until students do.

Zoom Requirements



- Zoom will be the platform for the first four competitions. Downloading the app is highly recommended for the best quality and to reduce technical issues that may arise.
- PC or laptop work the best. Tablets and cell phones are a last resort. Zoom app should be downloaded to the devices you plan on using for your last-minute back-up (cell phone, tablet).
- A wired connection is strongly recommended over a wi-fi connection.
- Your device must have a Microphone and camera. You may use a headset and that may provide better performance compared to the speaker and microphone on your device. If you are having issues with the camera, a last resort would be to have the microphone option – this is not ideal, but a last resort option.
- Attorney Team Members: Plan how you're going to communicate with your co-counsel during the trial. (Under the rules for virtual competition, the chat function is not to be used for team communication and only the attorneys may communicate with one another during the trial – post trial may include the witnesses and timekeeper.)
- Refer to Virtual Competition (VC) Technical Tips posted online. This is where we will post announcement of protocols that may be established. If you have suggestions to improve processes, please have the coach submit them to the MSBA.
- **Practice and Test BEFORE the day of the competition round.**

Zoom Link and Password

- The scheduled round will be posted as soon as possible; coaches will receive an email to forward to students.
- Team rosters should be sent to the MSBA **at least one week** in advance. This is required and shared with the other team and judges.
- Teacher coaches will be sent a Zoom link with the login information and code(s)*. Goal: One week in advance of the round.
- The information should be shared with the students and attorney coaches via email or in-person only. It will not be posted on the website.
- The information is confidential and we prohibit the information from being posted anywhere online. This will help significantly with security.
- Spectators may join the rounds and must have the exact code to be moved into a round. Staff will not assist any person that does not have the correct codes.

*Code = This identifies your school team



Screen Name Rule

- In order to be moved to your Round (Breakout Room), you will need to change your name to the following codes which will be sent with the login information:
- (Breakout Room #);Team Code;(P/D);Role; (First/Last Name); OR (Unnamed Role)-Pronoun

TEAM CODE: Apple Valley Blue = AVB; Bemidji = BEM (tentative, for presentation only)

TWO different scenarios of how teams may be named; either by code or number.

- **For example, Apple Valley Blue (AVB) is in breakout room 2, and (P) plaintiff.**
- Tim Smith is the attorney. = (2)AVB(P)Attorney(Tim Smith)-he/him
- Cathy Jones is a witness, Jordan Knox. = (2)AV B(P)Witness Jordan Knox(Cathy Jones) -she/her
- Sam Bo is the timekeeper. = (2)AVB(P)Timekeeper(Sam Bo)-they/them
- Beth Wei is the alternate. = (2)AVB(P)Alternate(Beth Wei)-she/her
- Coaches. = (2)AVB(P)Coach Matthew Smith

- **Another example, Bemidji (BEM) is in breakout room 2, and (D) defendant.**
- Jo Kipp is the attorney. = (2)BEM(D)Attorney(Jo Kipp)-they/them
- Paige Nelson is a witness, Kris Nixon. = (2)BEM(D)Witness Kris Nixon(Paige Nelson)-she/her
- Jeff Mouse is the timekeeper. = (2)BEM(D)Timekeeper(Jeff Mouse)-he/him
- Sue Mei is the alternate. = (2)BEM(D)Alternate(Sue Mei)-she/her
- Coaches. = (2)BEM(D)Coach Dana Johnson



Zoom Meeting

Talking:

Meeting Topic: My Meeting
Host: Kim Basting
Passcode: 296815
Invite Link: <https://mnbar-org.zoom.us/j/99592280937?pwd=TVZscUI2...>
[Copy Link](#)

Join Audio
Computer Audio Connected

Share Screen

Invite Others

Rename dialog box:
Enter a new screen name:
Kim Basting
 Remember my name for future meetings
OK Cancel

Participants (1)
KB Kim Basti... (Host, me) Mute Rename

Invite Mute All ...

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Day of Scheduled Round

- Each member should login in **30 minutes before the start time, unless told differently.**
- Each member should change their screen name to the required information.
- You will be in the Waiting Room until the Admin moves you to the Breakout Room based on your screen name. All teams will be moved into a private breakout room with their team members and then moved to the actual competition room right before the round begins.
- You should have a solid white or neutral background. Make sure there are not a lot of things behind you (pictures, trophies, dark walls, clutter, etc.) Lighting is very important too, especially if you wear glasses (avoid the glare).
- No virtual backgrounds allowed for team members. Judges may have a background.
- Make sure your cell phone is on mute or airplane mode.
- Make sure your background noise is limited or quiet.
- Verify broadband usage is good with little competition (for example playing video games or streaming a show)



BACKGROUND EXAMPLES

Judges Chambers - ??

Plain Backgrounds - YES



Messy Bed - NO

Items in Background – YES



During the Round

- All members should make sure their camera is turned off and the microphone is muted during the round, unless it is your turn.
- The Chat Box is for the Timekeeper only. Timekeepers should have their screen on the entire time to keep the round running as scheduled, using their cards. [VC Rule 4.6]
- The Round will start when the judging panel arrives and announces the start time.
- If there is a technical difficulty or issue, the Admin will be available. You may leave the breakout room and go to the Main Room to reach the Admin.
- In the event you are disconnected, you will be given a short period of time to reconnect to the competition. The Alternate should be ready to fill in (and make the appropriate change to their screen name). The Presiding Judge will make this call at the appropriate time. [VC Rule 2]
- Exhibits may be shared using the Share Function button at the bottom of the screen. Prepare to have exhibits ready so there is not a lag in time. [VC Rule 4.11 & 4.20]



Introductions: Team members should introduce themselves “Live” and then turn the screen off.



Witness Interview: Who should be on the screen?
Presiding Judge, Witness, attorney from D and P side.



Closing: P & D Attorney should be present.



Timekeeper:

It is up to the individual.

The Chat box is for the timekeeper to use to alert team members and all participants should have this function open.

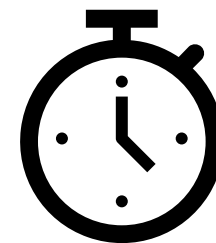




Exhibit Screen Sharing

Save the exhibits on your desktop or to a cloud.

The screenshot shows a screen sharing interface with two panels. The left panel is titled "Select a window or an application that you want to share" and has tabs for "Basic", "Advanced", and "Files". It lists several windows: "Whiteboard", "exhibit-7.pdf - Google Chrome", and "Aptify - msbasql-01 - MSB...". The right panel is also titled "Select a window or an application that you want to share" and has tabs for "Basic", "Advanced", and "Files". It lists several cloud storage options: "Dropbox", "Microsoft OneDrive", "Google Drive", "Box", and "Microsoft SharePoint". At the bottom, there is a toolbar with icons for "Security", "Participants", "Chat", "Share Screen", "Record", "Breakout Rooms", "Support", and "Reactions".

Red arrows point from the text "Save the exhibits on your desktop or to a cloud." to the "Files" tab in both panels. Another red arrow points from the "Share Screen" icon in the toolbar to the text "Click HERE TO START SHARING an EXHIBIT. HAVE A BACK-UP PERSON READY.".

**Click HERE TO START SHARING an EXHIBIT.
HAVE A BACK-UP PERSON READY.**



Conclusion of Round

- The Judges will allow 2 minutes for each team to confer about potential rule violations during the trial and to select the Best Attorney/Witness from opposing team. [Rule 4.23.1]
- The Judges may share comments at the conclusion. They will turn their screen on, but team members should refrain.
- The Presiding Judge may ask the team members to turn on their camera so that everyone can see each other for the final good-bye.
- Scoring will be completed electronically and the results will be shared with the coaches within 48 hours. Final scores will be posted online. The Best Attorney/Witness Certificates will be included with the scoresheets.
- If the Judges are willing, team members may stay on for Q & A. This will be limited and at least **one adult coach must be visibly present with their student(s) throughout the entire Q & A portion. No exceptions.**
- Be mindful that you are completely disconnected from the Zoom call before any conversations. You will leave the session and do not need to go back to the main room.



Minnesota State Tournament

Minneapolis (In-Person)

March 2023 (TBD)



Nationals Tournament (NHSMTTC)

Little Rick, Arkansas (In-Person)

May 17 – 20, 2023



Thank you and good luck!