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| **Rules For The Virtual Competition** | **2021 Clara Barton** **International Humanitarian** **Law Competition** |

# HOW IT WILL WORK

* 1. The 2021 Clara Barton IHL Competition will be conducted using Zoom. The Competition Committee will send out a link to the meeting a few days before the competition begins to the emails you have provided us. The meeting will have a password and we strongly suggest logging on at least five minutes before your scheduled time to ensure you can access the meeting. We will conduct a practice round on Friday, March 12, to orient teams to the competition format and to familiarize teams with Zoom.
	2. You will have one hour of preparation time for each round. Five minutes before your preparation time is scheduled to begin, the Competition Committee will email you the prompts for that round. Please ensure you have access to your email and that you are checking it throughout the weekends to receive the prompts. If you would like to change your email or have not been receiving communications from us, please email clarabartonihlcompetition@gmail.com as soon as possible.
	3. In February, we will send you a schedule of the rounds with specific times for your team. The general schedule is Saturday, March 13, Round One in the morning and Round Two in the afternoon. Sunday, March 14, Round Three in the morning and Round Four in the afternoon. Saturday, March 20, Round Five (semifinals) in the morning and Round Six (finals) in the afternoon. The schedule will refer to your team by your school's name. If there are two teams from a school, the school's name will be followed by a number and the initials of the team members, e.g. Clara School #1 (AB, DC, EF) and Clara School #2 (GH, IJ, KL).
	4. We will use Zoom breakout rooms for the preparation and competition rounds. Your schedule will include your start and end time as well as the breakout rooms you are assigned to for your preparation and competition rounds. Participants will be required to place themselves into their preparation and competition breakout rooms at their scheduled time. This should reduce the amount of time it will take for everyone to get into their breakout rooms and ensure we stay on schedule.
	5. **Only team members are allowed in the preparation breakout rooms.** Coaches or observers are not allowed in the preparation rooms. Team members are not allowed to message, text, email, call or otherwise communicate with alternates, coaches, observers or anyone other than a fellow team member during the preparation time. The Competition Committee members will join breakout rooms to spot check compliance with this rule.
	6. Alternates, coaches and observers can join competition round breakout rooms to watch the rounds. However, they must stay on mute and are not allowed to communicate with team members during the round and must not interfere in any way with the rounds.
	7. At the end of your preparation time, you will immediately return to the main Zoom room. From there you will immediately place yourself into your competition round breakout rooms. This allows us to use the same numbered rooms for preparation and the competition, and hopefully ensure a smooth transition between preparation and competition. There is a five-minute buffer period between preparation and competition rooms to allow time for everyone to get into the proper competition rooms.
	8. During the competition round, you must aim to be in your breakout rooms at least two minutes before the beginning of the round. The rounds will begin at the designated time provided that at least two of the three team members are able to successfully enter the breakout room. In the event that a technical difficulty prevents two or more team members from entering the breakout room, the round will not start until at least two team members can join (See 3.2 for how to inform the Competition Committee if this occurs).
	9. Volunteer bailiffs will be in the competition rooms and will be the primary timer. The bailiffs will note when each room begins their round so that every team receives the full allocated time. **While the bailiff will be keeping time, they will not be responsible for informing teams of how much time remains**. It is the responsibility of the teams to manage their time and keep track of how much time is left in the round. Once time has expired, the bailiff will announce that time has expired, and the round is over. Teams must stop at that point, even if they are midsentence.
	10. Once time expires, everyone but the judges must immediately leave the competition round breakout room. It is important that everyone does this as quickly as possible to allow the judges to remain in the room to deliberate the round.
	11. We will strictly adhere to the schedule. Any deviation will be at the sole discretion of the Head of the Competition Committee. There is the potential for technological difficulties that may cause delays. If this occurs, the teams in the round that encountered difficulties will have their round moved to the end of the day. Teams must ensure that they are available for an hour after the scheduled end time for each day.
	12. In the event of technical difficulties with any team member or the entire competition, (specific circumstances are in the technical difficulties section), we will communicate with teams via WhatsApp. We will WhatsApp message the team point of contact (POC) that you indicated in your forms. The POC is responsible for passing along this information to the rest of their team members. If you are the POC please ensure you have downloaded WhatsApp and that your phone is near you at all times to receive messages. You will likely receive them from Claudia Bennett (+1 857-241-7984). We will create the WhatsApp group with all the team POCs on Friday the 12th of March. The intent is to only use the WhatsApp messages in the event of technology difficulties or other exigent circumstances. Routine communication with teams will be conducted using the main Zoom room.
	13. In the event of an emergency where you are unable to send or receive emails or WhatsApp messages, you can call (202) 527-5302 to speak with someone on the Competition Committee. Please do not jump to call the Competition Committee if there is a short delay; it may take a minute or two for everyone to place themselves in their breakout rooms. WhatsApp and calls should be reserved for logistical or technical issues that impact your ability to prepare or compete.
	14. The “call host” function will also be accessible for your convenience on Zoom if you need to contact an organizer for questions while in the preparation rooms or competition rooms. This should be your first point of contact if you are able to use it.
	15. Please note that you are unable to message the host on Zoom from your breakout room. The chat function only sends the message to those inside the breakout room.

# PARTICIPATION

* 1. **Team members are not required to be physically together during the competition or to join from the same location**. However, they may be in the same room if they choose to. Team members should join the competition from a quiet location that has a strong, reliable internet connection. Team members must also ensure they have a computer with a camera, a microphone, and the ability to run Zoom. Cameras will be on during the competition rounds. This may place increased demands on internet bandwidth, so it is important that team members join from a location with fast, reliable internet.
	2. Once you join the competition round breakout room, change your name on Zoom to the following format: “First Name, [the role you are playing for that round].” The role you are playing is indicated in the cover sheet for each round. This enables our judges to know who you are and what side of the issue you are arguing. The judges and participants will receive a program with everyone’s photographs, so they will be able to identify you and the school that you attend for grading purposes.
	3. If you are not speaking, please ensure you mute your microphone to show respect to your fellow teammates and competitors and limit background noise and feedback. The use of headsets is also encouraged to reduce feedback. There will be volunteers acting as bailiffs in the Zoom rooms monitoring in case you accidentally unmute yourself or there are many people trying to talk at once (see 2.5). Bailiffs may also mute a team member that has excessive background noise.
	4. Teams may create a private chat for use between team members during the competition rounds. You can use any app or communication platform of your choice but bear in mind you are also responsible for paying attention to the round and the judges may deduct pointes for distracted or slow responses. Only your team members can be part of the chat. A**lternates, coaches, observers or others cannot be part of the chat during the rounds.**
	5. During the competition rounds we will **not be utilizing the raise hand function**; however, the judges have the discretion to resort to using the raised hand function if they deem it necessary for a particular round**. You must avoid talking over each other or being disrespectful.** This is a major part of the role-playing aspect of the competition and simulating the real-world virtual meeting among professionals. Based on the role you are assigned and who the judges are, you can decide if interruptions are appropriate and if so, how to use them to your advantage. Moreover, how you handle and approach the interruptions and making your point during the rounds will impact your overall score. If a participant is rude or continuously interrupting and not showing respect for the others in the room, the judges will likely deem it unprofessional and deduct points from that team. Teams should keep in mind the role they are assigned and act in conformity with that role. For example, when two teams are role playing as legal advisors to coalition military forces, they would likely not be adversarial to each other.
	6. In conformity to the roles, they are playing in a particular round, the judges may interrupt you with comments and questions during the course of a round. You should be prepared to answer questions and proceed as you would in person, as if your client is asking clarifying questions or wants a further explanation.
	7. There are breaks embedded into the schedule. You should not leave your computer or the Zoom room during the competition round. If there is an emergency, tell your team members, and ideally the Competition Committee, either by using the Zoom call host or WhatsApp.
	8. After your team has completed their competition round, there will be a break before the next round. You should leave the Zoom, including the main room completely, and then rejoin the Zoom at the designated time for your next round.

# TECHNICAL DIFFICULTIES

* 1. If your video is causing your Zoom to lag and the judges are unable to hear you, you may be asked to turn off your video. Unless granted permission to turn off your camera, you must have your camera on during the competition rounds. It is your responsibility to ensure you have access to a strong, reliable internet connection.
	2. If two or more of your team members **cannot join or connect to** the competition round room at the beginning of the round, you should contact the Competition Committee immediately, either through WhatsApp, email, or the team member that is able to access Zoom can use the call host function. If you completely lose internet capability, you can call the number provided in 1.13 above.
	3. If one or two team **members lose connection or internet during the round**, the round will continue provided that at least one team member is still connected. The remaining team member(s) will continue the round while the others attempt to rejoin the Zoom session. For this reason, we encourage each team member to be prepared to represent their team alone if necessary.
	4. In the unlikely event that all three team members lose connection, we will suspend the clock for that round for up to five minutes and wait until at least one team member has rejoined the Zoom session. The round clock will be suspended and tracked by the bailiff, then added to the end of the round.
	5. After five minutes, if no team member can rejoin the Zoom, the Clara Barton Committee may stop the round and replay it at the end of the day (for rounds 1-4). While the rounds follow a chronological timeline of a conflict, each round has its own facts and teams can proceed out of order as a last resort. If, in the opinion of the judges for the round, the round has substantially and sufficiently be played at the time that all three team members drop from the Zoom session, the round will not be replayed. Team POCs will be notified of the decision whether to replay a round.