



ARBITRATION COMPETITION

2020–2021 Supplemental Rules*

Supplemental Rules for the Virtual Arbitration Competition 2020-2021

*NOTE: These rules supersede the general rules of the competition to the extent there is a contradictory rule. Please ask if you have any questions.

Many ideas for these rules are borrowed from the Guidance for Conducting Moot Court Competitions, the rules for the Baylor Top Gun competition, and the UCLA and Drexel for Trial by Combat.

Technical Requirements for Host Schools

1. Host Schools should secure adequate Zoom licenses to run the virtual competition. Host Schools will need individual Zoom rooms for the following:
 - Competition Headquarters
 - Judges' Registration and Briefing
 - Teams' & Coaches Orientation and Briefing
 - One Zoom room for each pair of competing teams in each Round of the Virtual Competition
2. Host Schools will need to provide a designated Host Ambassador for each Zoom room to run technology, answer technology questions, manage the waiting room, and manage breakout rooms.
3. Host Schools may wish to have their IT department on call during the competition to assist in any technical difficulties.
4. Host Schools will need a gmail account in order to access Google Docs, where the ABA will provide all electronic materials for the competition.
5. Judges' Score Sheets for each round will be submitted electronically this year and will automatically feed into a Google Docs Master Score Sheet. The Host School will need access to Google Docs throughout the competition to access the Master Score Sheet.

Zoom Room Requirements

1. The time zone of the host will be used for the tournament schedule.
2. No one, including hosts, judges, competitors, and coaches may record or live stream the rounds. The national final round will be recorded and made available.
3. The host will create a Zoom meeting for each hearing room per round of competition and provide the link to the competitors. Teams are responsible for making sure the host has the correct contact email(s) for the team. Each participant will need a basic Zoom account to join the competition.
4. The host will enable the waiting room feature, all screen share, and whiteboard. The host will disable the chat feature.
5. The host will create three breakout rooms: one for each team and one for the judges. The teams and judges can utilize these breakout rooms during breaks. Coaches will not be allowed in the breakout rooms.

Technical Rules for Teams

1. This is an online competition. It involves the use of Zoom technology. Teams are responsible for having sufficient equipment, technology, and Internet bandwidth to participate throughout the competition. Judges have discretion to allow for short-term technology accommodations.
2. Every competition room will have a designated Host Ambassador, provided by the Host school, to run technology, answer technology questions, manage the waiting room, and manage breakout rooms.
3. Teams may have one additional student from their law school on their team to serve as a hearing technician responsible for technology needs, such as display of exhibits and time cards. Teams may also assign those responsibilities to one or more of the other team members. In no event may more than 4 members of the team participate in a speaking role in any arbitration.
4. Each participant, including the hearing technician, will be allowed a maximum of one device (computer or tablet) logged in. Separate phone audio through the call in function is permitted, if necessary. However, each person should have a second device (computer, tablet, or phone) that can be used as a backup device.
5. Each team may identify one coach that will be allowed to observe the round and the critique. No other person may observe the round. The coach should not turn on their video or audio and may not communicate with anyone in the round while the round takes place.
6. Teams may use laptops, phones, or tablet computers to access the Zoom accounts, for case presentation, and for their notes.
7. Teams may not use teleprompters or other script-scrolling apps/devices for their notes or any other part of their case presentation.
8. Each student competitor should secure a physical space that will allow them to compete alone and uninterrupted during the competition. No student may compete in the same room with any other team member or in the same room as a coach or any other person.
9. Teams may set up their individual physical spaces however they like except they may not have anything on screen or in the background that identifies their school, state, or region.
10. Teams and coaches must complete a certificate of compliance after each round.
11. Team members, hearing technicians, and coaches must participate in a mandatory technology orientation.

Supplemental Competition Rules

1. An electronic version of the 2020-21 Arbitration Competition case file will be provided to arbitrator judges and witnesses. Teams should reference the pleadings and exhibits by their pre-marked identification letter. (Exhibit A, Exhibit B, etc.) Advocates should authenticate exhibits, impeach, and refresh recollection by reference to the electronic case file, as necessary.
2. While a witness is testifying, no one may communicate with them privately by any means. Advocates may communicate with witnesses during breaks while in the breakout room.
3. Rule 20 regarding Prohibited Communication remains in effect, except for the following. The two advocates on each team may communicate with each other during the round. All private communications between advocates (texts, IMs, etc.) must be preserved until the tournament is over in case of a protest.
4. Teams may only display or introduce demonstratives during the hearing. Teams may use screen sharing or the whiteboard features in Zoom. Teams are permitted to use basic presentation software, but the manufacturer's suggested retail value of the software should not exceed \$500. As stated in Rule 8. I. 2, "Demonstrative exhibits and visual aids are limited to information that is contained directly or by reasonable inference in the case file."
5. Advocates must mute their audio except when presenting. If an attorney wishes to raise an objection, they must unmute their audio to do so.
6. During the entire round, all advocates must have their video on. Team members should list their name and team number as their screen name (e.g. Joan Jones, Team 140). Witnesses should have their audio and video on only when testifying. Witnesses should use their character names as their screen names.
7. Judges and teams are encouraged to use gallery view on Zoom.
8. Judges will use an online ballot. Teams will be allowed to review the tabulation sheet during the normal review period. All comments will be provided orally by judges at the end of the round.
9. Teams will receive their judges' evaluation sheets electronically. Judges will not provide written comments this year.
10. Eliminated teams may not attend subsequent rounds this year.

SUGGESTIONS FOR COMPETITORS

- a. Use a stable, high-speed Internet connection.
- b. Use a wired Internet connection, if possible.
- c. Limit competing bandwidth use during the hearing.
- d. Keep equipment plugged into a power source rather than relying on battery.
- e. Keep connection information (both for Internet and backup phone connection) at hand so you can quickly reconnect if necessary.
- f. Have a backup phone connection available in case connectivity is lost.
- g. Make sure the background is as presentable as possible (e.g. close closet doors, adjust lighting as needed, remove clutter from background, etc.).
- h. As much as possible, select a quiet location and avoid background noise and other distractions or disruptions.
- i. Mute phones, email sound notifications, alarms, etc.
- j. Make sure there is adequate lighting.
- k. LOOK into the camera (not at the screen).
- l. Competitors may use headsets to minimize distractions.
- m. If you choose to use a virtual background, that background:
 1. Must NOT identify your location, or your school.
 2. Should be professional.
 3. Should not interfere with your ability to maintain a stable connection and ability for the arbitrator judges to see you. Virtual backgrounds uses more bandwidth than not using one. Virtual backgrounds may also make the picture of competitors grainy, particularly when moving.
 4. Be proactive in testing the background and making technological adjustments if the background is not supported or so that you can report any issues to the competition hosts.
- n. Participants should use gallery view, enable side-by-side mode, and hide non-video participants.
- o. Advocates are encouraged to enable the spacebar mute/unmute feature.
- p. Understand that competition hosts are not always aware of the difficulties or hardships occurring in different parts of the country. As hosts attempt to account for obstacles, please reach out to the host if an accommodation or variance is needed regarding a particular rule. Also, be mindful that it may be impossible to account for all disparities.