

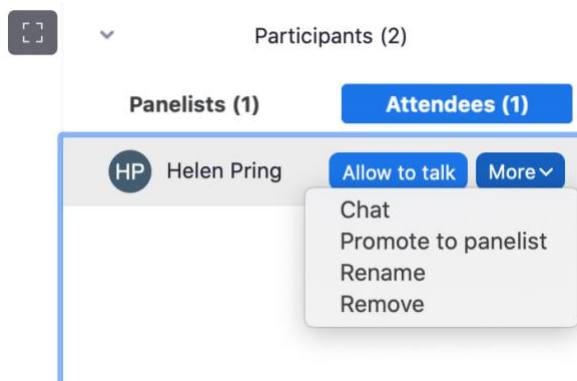
How to run an online 'Zoom Webinar' Call my Bluff Competition

To do before the event:

- Let the county office know the date and time of your group round so that they can schedule a Zoom webinar on the Devon account. Nominate one person to be responsible for coordinating the event – their email will be used to give them **zoom host access** (this does not need to be the Chairman – somebody tech minded will help!) The host will need to have a reliable WIFI connection and will be responsible for the running of the webinar.
- County office will send you a Zoom Webinar registration form link. Send this link out to all the competitors and spectators and ask them to complete the form **prior to the event**. Once they have completed the form they will be sent a zoom link ready for the competition.
- As per normal with Call My Bluff, each team will be sent 3 words with the correct dictionary explanation (ideally two weeks before the competition).
- Contact suitable judges that are able to access Zoom confidently. Give the judges the option to meet in a central location should they wish (you can use the YFC centre) - a steward would need to be with them.
- Make sure you have the list of clubs competing and names of competitors taking part in the event beforehand.
- Decide who will chair the Call My Bluff Competition (usually the Chairman). **The Chairman of the competition should not also be the host of the webinar.**

To do during the event:

- Ensure all the competitors join the webinar at a specific time – preferably 15 minutes before the scheduled start time.
- Under the participants tab, the host will see a list of attendees – these will be all the competitors and any spectators.
- Make sure the 'Chairman' is upgraded to panellist and his video is on. You can do this by finding the Chairman's name in the attendee list – press more – then 'promote to panellist'.
- At the start of the event – the Chairman needs to explain how the evening will run. They will go through the running order and explain that when it is your teams time to compete they will be invited to be promoted to a panellist by the host.
- The Chairman will then invite the first two teams to the floor! During this moment, the host will need to upgrade the two teams from attendees to panellists.
- The call my bluff competition will then run as normal with the teams taking it in turns to give their definition of the



word and then the opposition debating and coming to the conclusion of who is right.

- Teams could potentially all be in the same room – or they could be on separate screens if they are not able to meet up.
- Once the two teams are complete – the host will change the teams back to attendees in the same way that they promoted them to panellists. The Chairmen will then invite the next two teams on as panellists.
- After everyone has competed we recommend two options for how to present the results:
 1. You allow time for the judges to work out the results and then promote them as panellists to reveal the results to all the attendees and give feedback.
 2. Announce that results will be posted on social media later that evening once the judges have had the opportunity to discuss their results.
You will need to speak to your judges before hand to find out what they are comfortable with.
- At the end of the competition the host needs to press 'end meeting for all'.

How to run a blended Call my Bluff Competition

To do before the event:

- Let the county office know the date and time of your group round so that they can schedule a Zoom webinar on the Devon account. Nominate one person to be responsible for coordinating the event – their email will be used to give them **zoom host access** (this does not need to be the Chairman – somebody tech minded will help!) The host will need to have a reliable WIFI connection and will be responsible for the running of the webinar.
- Contact suitable judges and ask them whether they would be comfortable attending face to face or on Zoom. Give the judges the option to meet in a central location should they wish if they would prefer Zoom (you can use the YFC centre) - a steward would need to be with them.
- County office will send you a Zoom Webinar registration form link. Send this link out to anyone who will be attending virtually. Once they have completed the form they will be sent a zoom link ready for the competition.
- As per normal with Call My Bluff, each team will be sent 3 words with the correction dictionary explanation (ideally two weeks before the competition).
- Make sure you have the list of clubs competing and names of competitors taking part in the event beforehand.
- Decide who will chair the Call My Bluff Competition (usually the Chairman). **The Chairman of the competition should not also be the host of the webinar.**
- For those attending physically, make sure you carry out a risk assessment to ensure all the covid-19 procedures are in place.

To do during the event:

- Set up a top table as normal – a laptop will need to be facing the top table. As the top table will be large with social distancing – a steward may need to move the laptop to each speaker accordingly.
- At any given time there will only be allowed a maximum of 15 members + 2 leaders in the room. If you have more members attend physically, teams will need to be waiting outside (socially distanced) and come into the room when it is their turn.
- Please ensure the main tables are sanitised after each round.
- Please complete the track and trace form upon arrival and supply hand sanitiser when appropriate.
- If there are any spectators in the room – including judges – masks must be worn. But when taking part in the event you do not need to wear a mask.
- Please ensure everybody keeps to a 2m social distance – including the top table and judges.
- If judges are there virtually – make sure the laptop is facing the top table and the judges can hear the competitors.
- The benefits of a blended meeting is that it will allow you to have spectators attend virtually.

- If competitors are attending virtually see 'How to run an online 'Zoom Webinar' Call my Bluff Competition' for details on how to coordinate this.
- After everyone has competed we recommend two options for how to present the results:
 1. You allow time for the judges to work out the results and then reveal the results to all the attendees (either virtually or physically) and give feedback.
 2. Announce that the results will be posted on social media later that evening once the judges have had the opportunity to discuss their results.

You will need to speak to your judges before hand to find out what they are comfortable with.

How to run a physical Call my Bluff Competition

To do before the event:

- Contact suitable judges and ask them whether they would be comfortable attending a face to face competition.
- As per normal with Call My Bluff, each team will be sent 3 words with the correct dictionary explanation by the group secretary (ideally two weeks before the competition).
- For those attending physically, make sure you carry out a risk assessment to ensure all the covid-19 procedures are in place.

To do during the event:

- At any given time there will only be allowed a maximum of 15 members + 2 leaders in the room. If you have more members attend physically, teams will need to be waiting outside (socially distanced) and come into the room when it is their turn.
- Please ensure everybody keeps to a 2m social distance – including the top table and judges.
- Please complete the track and trace form upon arrival and supply hand sanitiser when appropriate.
- Please ensure the main tables are sanitised after each round.
- If there are any spectators in the room – including judges – masks must be worn. But when taking part in the event you do not need to wear a mask.
- Once the competition is complete competitors will need to go home so that we do not break the government guidelines in terms of numbers for social gatherings. Results can be announced on social media.