

## DUTIES OF EVENT MANAGER for INDIVIDUAL ORAL, TEAM ORALS AND PRINCIPLES ORALS

Friday, February 7<sup>th</sup>, 2025

<b>Reporting to:</b> <ul style="list-style-type: none"> <li>A Board Member</li> </ul> <b>Managing:</b> <ul style="list-style-type: none"> <li>Category type</li> </ul>	<b>Category Team</b> <ul style="list-style-type: none"> <li>Series Director</li> <li>Administrator, Caller, Timer</li> </ul>
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Individual Orals Manager	Grand Ballroom (lower level)	Anthony	Nigro	Woburn CI
Individual Orals Manager	Grand Ballroom (lower level)	Mike	Stephens	Crescent School
Individual/Team Orals Registration Manager	Sheraton Hall	Joanna	Torossian	Mary Ward CSS
Individual/Team Orals Judge Trainer	Sheraton Hall	Nerissa	Coronel	DECA Staff
Principle Orals Manager	City Hall Room (2nd floor)	Mandy	Toor	Ancaster HS
Principle Orals Judge Trainer	City Hall Room (2nd floor)	Priscilla	Solorzano	DECA Staff
Principle Orals Manager	Sheraton Hall	Jordan	Hoffman	TanenbaumCHAT
Team Orals Manager	Osgoode Ballroom (lower level)	Christine	Ivey	White Oaks SS
Team Orals Manager	Osgoode Ballroom (lower level)	Jamie	Randall	Cameron Heights CI
Written Events Judge Trainer and Manager	Birchwood Ballroom (Mezzanine Level)	PAOLA	FIOCCO	North Park SS

Individual and Team Oral Events: train in **Sheraton Hall** to meet your Judges and category team; competitions in Grand Ballroom or Osgoode Ballroom.

Principle Oral Events: train in **City Hall Room** to meet your Judges and category team; actual competition is in Dominion Ballroom.

Written Events Judge Trainer and Manager	Birchwood Ballroom Mezzanine Level	Paola	Fiocco	North Park SS
Written Events Manager		Karen	Quinton	The Woodlands School
Written Events Manager		Jennifer	Giffen	Richmond Hill HS
Written Events Manager		Anne Marie	Blazina	North Park SS

Written Events: train in **Birchwood Ballroom** to meet your Judges and category team; actual competition is on the Mezzanine Level. Ballroom.

**Event Managers** have the DECA experience and the know how to understand all the moving parts of running an event. As the Event Manager, you will be responsible for ensuring everything is running smoothly and will be prepared to take on any role that may not be left vacant due to last minute cancellations or no-shows (both judge and advisor).

### Order of Duties:

1. Ensure that all members of the team understand their roles
2. START on time!
3. If anyone is missing, then be prepared to jump in and assist where needed
4. You will step in for absent Judges and/or Series Directors, Timers, Callers, etc.

We need to have a plan B in place... and you are my plan B... you have the experience and the DECA-know-how to get it done!

**TEAM ORALS: CRUCIAL** that the double prep starts without a hitch!

## **Black Bucket of Materials include the following:**

1. TWO copies of all the students in the categories listed in TIME ORDER
2. Half page CALL sheets to be used by CALLER outside in the foyer with a clipboard; Caller does not need names list (sheets found in ADMINISTRATOR hanging file)
3. MUST stick to the sections.

**If a student is to see JUDGE 2, THAT is the ONLY Judge they can go to. If there is a NO SHOW, then only a SECTION 2 student can be moved into the slot.**

## **Administrator toolkit:**

- ✓ ONE calculator
- ✓ ONE eraser
- ✓ ONE RED pen (to be used for **proofing addition** and **initialing scantrons**)
- ✓ ONE highlighter to flag any scantrons for Tabulation

**HIGHLIGHTER** is to be used if there is an issue in the event:

HIGHLIGHT THE DECA LOGO and put the scantron **ON TOP** the scantrons. i.e. if only ONE student in a team event showed up or if in a Written event, there were supposed to be THREE presenters but only TWO showed.

**CLEARLY mark WHO did not show and HIGHLIGHT THE DECA LOGO!**

## DUTIES OF INDIVIDUAL ORAL, TEAM ORALS AND PRINCIPLES ORALS SERIES DIRECTOR

Friday, February 7<sup>th</sup>, 2025

<b>Reporting to:</b> <ul style="list-style-type: none"><li>the Event Manager of your event/category</li></ul> <b>Managing:</b> <ul style="list-style-type: none"><li>1 category with 10 Judges (Individuals/Principles)</li><li>1 category with 8 Judges (Teams)</li></ul>	<b>Category Team</b> <ul style="list-style-type: none"><li>Manager</li><li>Series Director</li><li>Administrator, Caller, Timer</li><li>Advisor Judge Assistant</li></ul>
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### Order of Duties:

7:45 a.m. & Noon – Report to Sheraton Hall to collect your category resource bucket and/or return the category resource bucket from the morning oral.

Upon pick-up and drop-off, ensure your bucket includes:

- Judge cases (1 per judge)
- Participant cases
- Participant Scantrons (Student ID and information have been preprinted directly on the Scantrons)
- Time sheets (multiple copies for category team)
- Participant schedule
- Pencils (for Judges)
- 1 Calculator (for administrator)

Individual and Team Oral Events: train in **Sheraton Hall** to meet your Judges and category team; competitions in Grand Ballroom or Osgoode Ballroom.

Principle Oral Events: train in **City Hall Room** to meet your Judges and category team; actual competition is in Dominion Ballroom.

- Ensure you have all your Judges. There should be **10 Judges for each Individual Series** Event, **8 for each Team Decision Making** Event, and **10 Judges for each Principles Series**
- Distribute materials to your category team as indicated above
- Before/After the general judge training, delivered by your Judge Trainer, conduct case-specific training with your Judges. Training should include the following:
  - Read and discuss the case content
  - Emphasize the need to ask each participant the case questions exactly and consistently (i.e. even if the student has addressed the question topic, ask the question to be consistent - the student may make connections they didn't mention already)
  - Encourage Judges to make notes about the presentations - suggest "Things that were excellent" and "Things to incorporate next time" - on the **back** of the Scantrons (Scantrons are returned to students at the end of the competition and is vital for student reinforcement and improvement). The notes will also help the Judges remember each presentation more clearly.
- Demonstrate how to correctly fill in Scantron evaluations by bubbling the correct numbers, paying attention to the scale of each item (i.e. some items are out of 12, others are out of 5, etc.); and printing the score in the box to the right of each set of bubbles
- Ask Judges to keep their marks between 40 and 100
- Instruct Judges to **print their FULL name** on the bottom of their Scantron sheets and ensures they are **ONLY** judging students in their assigned Judge **SECTION** number.
- Reinforce the need for the Judges to collect all participants' notes at the end of their presentations. Participants should not have preprinted notes of any kind (this is grounds for cheating and disqualification)
- Any issues with the students!? ...Complete Judge Referral form
- Advise Judges to report conflicts of interest (i.e. judge knows participant, or, has evaluated the same participant in morning oral) to ensure unbiased and equitable judging

Discuss these evaluation tips to guide your Judges:

- Score each student as they go through the role-plays. For each successive role-play, begin to stack the evaluations with the 'best' role-play on top regardless of the score.
- If needed, adjust/modify scores before submitting them to the Series Director.
- Make comments about the participant's performance on the back of the Scantron (excellent things - to incorporate next time).

#### Mark Guidelines:

- First and second best = 90% and above
- Third and fourth highest = 80% to 89%
- Fifth and sixth highest = 70% to 79%

**NO TIES for top 3 scores for EACH JUDGE!**

- Aim to submit only a few marks over 90%
- These are only *guidelines*. If ALL role-plays weren't very good, then mark accordingly. Perhaps all will be below 70% but avoid extremely low scores. Nothing is gained by decimating a student by assigning a mark of 23%.
- Complete a Judge Referral Form for extreme cases of inappropriate student performance: unprepared, admits to cheating, behaviour is inappropriate behaviour/comments. IMMEDIATELY, hand in the form so that we can deal with the issue.
- As a group, move to the category location indicated on your name badge.

Seat Judges and discuss with your category team the importance of "DECA Time". DECA Time stresses the need for all members of a category team to synchronize their watches and not adjust the timesheets provided. For example, if your event was scheduled to start at 9:30 a.m. but delays cause you to start at 9:40 (10 minutes behind schedule), category team members should adjust their watches back to 9:30 a.m. such that their watches still reflect the times indicated on the timesheets.

1. For Individual Series Events, Principles Events and Team Decision Making Events, there will be enough chairs for two rounds of participants; while one round preps, the other round quietly sits and waits behind them.
2. Check to ensure prepping students are only using the approved competitive materials: blue/black pen, grey lead pencil, any DECA padfolio; only non-programmable calculators; no cell phone use, no pre-printed notes may be referenced or used. **Anything** beyond this is grounds for disqualification.
3. Give a 1-minute call/warning to Judges to wrap up any presentations still going and at the end of the presentation time, escort any remaining participants out of the booths. No participant is to have extra time.
4. In the scheduled morning break, bring your Judges together to discuss their best presentations and determine whether the same quality of presentation is garnering the same mark. The goal is to have all your Judges assess as though they are one Judge.
5. When Judges are done with the Scantrons, collect and count them to ensure you have one for every student/team who has been judged thus far (i.e. if Judge 1 was scheduled to see 15 participants, you should have 15 Scantrons including the kept "no shows"). Occasionally, go to each judge when there is a break and see how many scantrons they have. Theoretically, the SAME number PER judge.
6. Check to ensure each Scantron has been correctly and completely filled out (checklist below). Any recurring errors should be mentioned and clarified with the judge(s) by the Series Director to prevent more work for you. If you notice exceptionally high scores from the SAME judge or if EVERY judge is scoring nothing but 90s, you, the Series Director, should discuss judging tips with the Judges again.
  - Scantron is completed using pencil only
  - Student ID is correctly bubbled
  - Each performance indicator and evaluation item on the scantron has been scored
  - Each score is bubbled in; not circled, not crossed-out, not underlined...completely **COLOURED** IN
  - Each score is handwritten in the box to the right of the bubbles, and, the handwritten score matches the bubbled score
  - The total score is accurate and bubbled correctly
  - The judge has printed their name and judge number at the bottom of the Scantron

As the Series Director please **SIGN YOUR NAME** using a **RED** pen at the bottom of the sheet, that you proofed the Judges bubbling and adding, on each Scantron. If timing is an issue, please have the ADMINISTRATOR proof for you.

- After completed Scantrons have been checked and corrected, put them in competition order which is printed in the bottom right corner of the scantron cards; i.e., #1 of 83 scantrons, #2 of 83 scantrons, #3 of 83 scantrons, etc. **Ensure that no scantrons are missing.**
- Collect and organize all event materials, place them back in the bucket, and return them to the Vide office at the end of each session.

**Individual and Principles Events hand in their morning Orals BEFORE lunch in the Vide office where they will be given Oral B events. They will repeat this process for the second oral event in the afternoon with training taking place at lunch.**

- A hot, sit-down lunch will be served at noon in Sheraton Hall / City Hall Room for all assigned Advisors, Alumni on duty and Judges. Series Directors and Judges must sit at tables designated by category so they can conduct case-specific training for the afternoon orals.
- Review evaluation tips with your Judges if Scantrons are not filled in correctly or there are exceptionally high/low scores. Use the tips listed above to guide them.

## DUTIES OF ADMINISTRATOR

Friday, February 7<sup>th</sup>, 2025

(ensure evaluation/scantron sheet integrity - student number, judge scores, totals, set is intact)

<b>Reporting to:</b> <ul style="list-style-type: none"><li>Series Director</li></ul> <b>Managing:</b> <ul style="list-style-type: none"><li>1 category with 10 Judges (Individuals/Principles)</li><li>1 category with 8 Judges (Teams)</li></ul>	<b>Category Team</b> <ul style="list-style-type: none"><li>Manager</li><li>Series Director</li><li>Administrator, Caller, Timer</li><li>Advisor Judge Assistant</li></ul>
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Individual and Team Oral Events: train in **Sheraton Hall** to meet your Judges and category team; competitions in Grand Ballroom or Osgoode Ballroom.

Principle Oral Events: train in **City Hall Room** to meet your Judges and category team; actual competition is in Dominion Ballroom.

### Order of Duties:

- 7:45 a.m. – register in your assigned room (based on specific event) and proceed to meet your category team. Collect the Scantrons, participant schedule, and a pencil from your Series Director.
- When dismissed by the Judge Trainer, go directly to the category location indicated on your name badge.
- Begin bubbling and recording the participants' 5-digit ID numbers on the Scantrons. Participant IDs are pre-printed on the Scantron label area. Ensure Scantrons are in **TIME ORDER** to make Scantron distribution easier. You will have time to continue this as students are prepping.
- As the Caller leads rounds of participants into the competition area, direct them to the appropriate seating block (i.e. prepping or waiting).
- After bubbling and recording the IDs, distribute Scantrons to the seated participants.
- Scantrons for participants who do not show up for their event should be given a score of 1 for item 1 ONLY. Clearly record "No Show" **BESIDE** the participant information, and keep it aside.
- Two minutes before they go to the Judge, hand them their scantrons and instruct them to give it to their Judge as soon as they walk into the booth. Judge #3 must see kids **ONLY** assigned to Judge #3 and must give them the correct scantron with the kid's name on it which will SAY GO TO JUDGE #3....

## YOUR goal is to PROOF accuracy of ALL the scantrons!

- Check the bubble matches the number recorded by the Judge
- PROOF the Judge's addition!
- Sort the scantrons in time order i.e., #1 of 83 scantrons, #2 of 83 scantrons, #3 of 83, etc.

If YOU are perfect then tabulation will be a dream... if not, then it becomes a nightmare 😱  
Knowing you, I know it will be a dream 😊 .... Bring out that teacher perfectionist in you!!!

### Timing Note:

	Prep [minutes]	Presentation [minutes]
<b>Individual Series Events</b>	10	10
<b>Principle Events</b>	10	10
<b>Team Decision Making Events</b>	30	15

As the Administrator please SIGN YOUR NAME using a **RED** pen at the bottom of the sheet, that you proofed the Judges bubbling and adding, on each Scantron. Use the **HIGHLIGHTER** in the bucket and **highlight the DECA logo** if there is a note on the scantron that you want **FLAGGED** by the tabulation team. For example, partner did not show... you **MUST** mark **DOWN** the student that did not show! **Highlight ANOMALIES!**

- After completed Scantrons have been checked and corrected, put them in competition order which is printed in the bottom right corner of the scantron cards; i.e., #1 of 83 scantrons, #2 of 83 scantrons, #3 of 83 scantrons, etc. **Ensure that no scantrons are missing.**
- Collect and organize all event materials, place them back in the bucket, and return them to the Vide office at the end of each session.
- Individual and Principles Events hand in their morning Orals BEFORE lunch in the Vide office where they will be given Oral B events. They will repeat this process for the second oral event in the afternoon with training taking place at lunch.**
- A hot, sit-down lunch will be served at noon in Sheraton Hall / City Hall Room for all assigned Advisors, Alumni on duty and Judges. Series Directors and Judges must sit at tables designated by category so they can conduct case-specific training for the afternoon orals.
- Review evaluation tips with your Judges if Scantrons are not filled in correctly or there are exceptionally high/low scores. Use the tips listed above to guide them.

**DUTIES OF TIMER**  
Friday, February 7<sup>th</sup>, 2025

(give student cases, moves students from prep area to judge, collects evaluation sheets)

<b>Reporting to:</b> <ul style="list-style-type: none"> <li>Series Director</li> </ul> <b>Managing:</b> <ul style="list-style-type: none"> <li>1 category with 10 Judges (Individuals/Principles)</li> <li>1 category with 8 Judges (Teams)</li> </ul>	<b>Category Team</b> <ul style="list-style-type: none"> <li>Manager</li> <li>Series Director</li> <li>Administrator, Caller, Timer</li> <li>Advisor Judge Assistant</li> </ul>
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Individual and Team Oral Events: train in **Sheraton Hall** to meet your Judges and category team; competitions in Grand Ballroom or Osgoode Ballroom.

Principle Oral Events: train in **City Hall Room** to meet your Judges and category team; actual competition is in Dominion Ballroom

**Order of Duties:**

- 7:45 a.m. – register in your assigned room (based on specific event) and proceed to meet your category team.
- Receive either **10 students or 8 pairs of students (teams only) at a time** from your **CALLER**; always have FULL rounds
- Check Picture ID and Name badge ~ **NO ID, NO COMPETE. MUST have ID AT time of competition; that is, BEFORE they start to prep.**
- Give participants the case when it says **GET CASE** (INDIVIDUAL - 10 minutes to prepare; TEAM - 30 minutes)
- Go to the judge when it says **TO JUDGE** (INDIVIDUAL - 10 minutes to present; TEAM - 15 minutes)
- Have students set case on their chair at the end of **10 (TEAM - 30) minutes** and proceed to judge.
- Give 1-minute call or 'wave' for judges at the 9 minute (or for TEAMS – 14 minute) mark.... DO NOT INTERRUPT!**
- Remove any remaining students from the judge's booth at the **10 minutes (TEAMS – 30 minute) mark; NO ONE** is to have extra time.
- While one round is prepping the case, the CALLER should be bringing in the next round of students. Have them sit quietly in the second set of rows unless it's the team events, they will begin prepping within 15 minutes of the previous round. Repeat process with next group of students.

**SAMPLE**

**CALL Sheets for ALL Individual Orals**

**Morning Session**

Round	Competitors	Called at	Get Case	Go To Judge	Leave Judge	Judge Done
1	1-10	8.45	8.50	9.00	9.10	9.15
2	11-20	9.00	9.05	9.15	9.25	9.30
3	21-30	9.15	9.20	9.30	9.40	9.45

- Follow the timesheet for distributing competitions and the time which students go to the judge
- Move students as a group. **Students may have less time with a judge, but none are to have more time.**
- Check picture that Scantron ID **AND** name badge corresponds with picture ID. Students will be allowed to compete if they are late, within **ONE** round of their actual competition time. Any later and they will not be able to compete. As the Timer, please make a note of it on the scantron card.
- Ask students to check that their name and ID number are correctly recorded on the scantron card.
- Ensure that students do not know their judge. This will disqualify the student score for that round.
- BEFORE** Participants go to the Judge, remind students to give Judges the scantron card and that it is important that students do not see the same judge for Orals A and B. Also, ask each Judge to notify you if they see the same competitor more than once.
- Synchronize your watch(es) to match the time sheets or 'DECA' time when you are ready to begin the event
- When it says '**TO JUDGE**', take that round of students to their Judges. Ten minutes later, according to the '**LEAVE JUDGE**' time, the Oral is officially over. If the students are still in the booths, please call time. The judges will then have one minute to complete the evaluation form before the next student(s) comes in.
- Count the number of completed scantron forms. This should match the number of students in your category. The scantron cards are pre-numbered in the bottom right-hand corner. This will help prevent you and us from losing any scantron evaluations.

**NOTE: TEAM ORAL STUDENTS HAVE 30 MINUTES TO PREPARE AND 15 MINUTES TO PRESENT.**

- Students must leave cases on their chairs. Please make sure that the students **do not** take the cases with them to the judge
- Students may only bring Padfolios (supplied by DECA) to do hand-written notes which can be used when presenting to a judge, but these notes must be left behind with the judge when they are done.
- Students can hand materials to Judges so long as they were prepared **DURING** their prep time
- Not allowed **ANYTHING** that was prepared in advance of their prep time

**IMPORTANT!!!** ON THE STUDENT TIME CARDS, students are to go to SPECIFIC Judges. Have students proceed to the PREP or WAIT areas according to their Judge Numbers!

**Student's badge that say **GO TO JUDGE #3** will sit on the chair marked "**3**" for prepping and then will go to Judge booth "**#3**" for the actual presentation**



## DUTIES OF CALLER

Friday, February 7<sup>th</sup>, 2025

(call and bring students to the waiting and prep area)

**Note:** Wearing a watch in which the time can be manually adjusted easily is critical for this role. Most cell phones do not allow for manual adjustments to time and therefore will not suffice.

<b>Reporting to:</b> <ul style="list-style-type: none"><li>Series Director</li></ul> <b>Managing:</b> <ul style="list-style-type: none"><li>1 category with 10 Judges (Individuals/Principles)</li><li>1 category with 8 Judges (Teams)</li></ul>	<b>Category Team</b> <ul style="list-style-type: none"><li>Manager</li><li>Series Director</li><li>Administrator, Caller, Timer</li><li>Advisor Judge Assistant</li></ul>
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Individual and Team Oral Events: train in **Sheraton Hall** to meet your Judges and category team; competitions in Grand Ballroom or Osgoode Ballroom.

Principle Oral Events: train in **City Hall Room** to meet your Judges and category team; actual competition is in Dominion Ballroom

### Order of Duties:

- 7:45 a.m. – register in your assigned room (based on specific event) and proceed to meet your category team. Confirm the number of Judges present with your Series Director to know how many students should be called per round.
- When dismissed by the Judge Trainer, go directly to the category location indicated on your name badge.
- Identify your calling area **outside** your category location marked by a large category stand up banner in the foyer of either the Grand Ballroom (Individual Orals), Dominion Ballroom (Principles Orals) or Osgoode Ballroom (Team Orals). This is where participants will congregate and you will stand to call and organize each round of the competition.
- Review your call sheet (provided by Series Director at initial meeting) and ensure your watch is set to “DECA Time” (according to the start time of your event such that your watch is always in sync with the timesheet).
- Standing by your category stand up banner begin calling students repeating both category and time. “BSM, 8:45 – BSM, 8:45!”
- Organize two rounds at a time such that vacant spots from one round can be filled with participants physically present for the subsequent round. If someone is late within 1 round of his/her call time, reschedule him/her. Beyond 1 round of the call time, the participant is disqualified.
- To initiate the competition, you will lead the first two rounds into the competition area at once where the Timer will further direct them. Thereafter, continue to call two rounds at a time, but only lead one round into the competition waiting area at a time.

## IMPORTANT Timing Note:

ON THE STUDENT TIME BADGES, students are to go to SPECIFIC Judges. Have students proceed to the PREP or WAIT areas according to their Judge Numbers!

Student's badge that say **GO TO JUDGE #3** will sit on the chair marked “**3**” for prepping and then will go to Judge booth “**#3**” for the actual presentation

	Prep [minutes]	Presentation [minutes]
Individual Series Events	10	10
Principle Events	10	10
Team Decision Making Events	30	15

## DUTIES OF WRITTEN EVENTS SERIES DIRECTORS

Friday, February 7<sup>th</sup>, 2025

**Note:** Wearing a watch in which the time can be manually adjusted easily is critical for this role. Most cell phones do not allow for manual adjustments to time and therefore will not suffice.

<b>Reporting to:</b> <ul style="list-style-type: none"><li>Paola Fiocco</li><li>Birchwood Ballroom</li></ul> <b>Managing:</b> <ul style="list-style-type: none"><li>1 category with 1 - 6 Judges depending on the category</li></ul>	<b>Category Team</b> <ul style="list-style-type: none"><li>2 Written Events Managers (smaller events will have only one)</li><li>39 Series Directors</li></ul>
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You will pick up presentation guidelines from Paola Fiocco which you will then share with your Judges.

### Order of Duties:

- Judges have been timetabled to evaluate PRESENTATION ONLY. The paper portion of the mark was completed and marked at the end of January. Your Judges will solely mark their presentations out of 40 marks.
- 7:45 a.m. – **Birchwood Ballroom** You will meet your Judges there.
- Identify your calling area outside your category location. Look for the large pull-up banner with the event code. This is where participants will congregate and you will stand to call and organize each round of the competition.
- Review your call sheet (provided by Written Events Manager at initial meeting) and ensure your watch is set to "DECA Time" (according to the start time of your event such that your watch is always in sync with the timesheet).
- Begin bubbling and recording the participants' 5-digit ID numbers on the Scantrons. Participant IDs are pre-printed on the Scantron label area. Ensure Scantrons stay in TIME ORDER to make Scantron distribution easier.
- Once your Judges have arrived, begin calling students repeating both category and time. "IBP, 8:45 – IBP, 8:45!"
- Organize two rounds at a time so that vacant spots from one round can be filled with participants physically present for the subsequent round. If someone is late within 1 round of his/her call time, reschedule him/her. Beyond 1 round of the call time, the participant is disqualified. Check that the scantron card and badge(s) match the photo ID. **NO ID, NO COMPETE..... no exceptions!**
- Distribute Scantrons to the participants as they proceed to the judge (with bubbled IDs). Scantrons for participants who do not show up for their event should be given a score of 1 for item 1. RECORD the words "No Show" beside the participant information, and kept aside.
- When Judges are done with the Scantrons, collect and count them to ensure you have one for every student/team who has been judged thus far (i.e. if Judge #1 was scheduled to see 15 participants, you should have 15 Scantrons)
- Check to ensure each Scantron has been correctly and completely filled out (checklist below). Any recurring errors should be mentioned and clarified with the judge(s) to prevent more work for you. If you notice exceptionally high scores, discuss judging tips with the Judges again.
  - Scantron is completed using pencil only
  - Student ID is correctly bubbled
  - If a student member is **MISSING**, ~~CROSS-OUT~~ their name at the top of the sheet and clearly make a note on the scantron
  - Each performance indicator and evaluation item on the scantron has been scored
  - Each score is bubbled in; not circled, ~~not crossed-out~~, not underlined...completely **COLOURED** IN
  - Each score is handwritten in the box to the right of the bubbles, and, the handwritten score matches the bubbled score
  - The total score is accurate and bubbled correctly
  - The judge has printed his/her name and judge letter at the bottom of the Scantron
- As the Written Events Series Director, please SIGN YOUR NAME at the bottom, that you proofed the Judges bubbling and additions using a RED pen, on each Scantron.**
- After completed Scantrons have been checked and corrected, put them in competition order which is printed in the bottom right corner of the scantron cards; i.e., #1 of 20 scantrons, #2 of 20 scantrons, #3 of 20 scantrons, etc. **Ensure that no scantrons are missing.**
- At the end of the day, all materials and Scantrons should be given to the Written Events Manager.

ESB, EIP are 100% Presentations but are expected to bring a paper with them and give it directly to the Judge.

FCE, HTPS, PSE are 100% Presentations; no paper requirement.

IMCE, IMCP and IMCS are 100% Presentations but are expected to bring a paper with them and give it directly to the Judge.



## **DUTIES OF TABULATION, SCANNING, CHECK FOR ZEROS and PROOFERS & SORTERS**

**Friday, February 7<sup>th</sup>, 2025 Davenport Room**

Corwin, Don, Bonnie and Jane will train you on the Scanners and will show you some of the common problems we face in scanning and how to correct them. We need accuracy here!

The bulk of our competition testing will be done by late Friday night, but I will need you as well Saturday morning at 9am to continue scanning the 2 000 writing the Hospitality and Business Management Administration Cluster exams. No proofing on this day but missing scantrons may be an issue. We need to ensure EVERY scantron is accounted for.

Great duty BUT I need you all to scan, proof and sort and check for zeros for nearly 40 000 scantron sheets!

In order for us to give back all of the scantrons by Saturday at 5:00 pm we need to scan, proof and sort and that needs MANY hands....

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### **Order of Duties:**

1. 15 minutes before your assigned time (1 pm or 6 pm), report to the Davenport Room to register and check-in.
2. Proof then sort all scantrons by Board then by school into the respective folders.
3. Initial and sign all printout sheets and submit them to your lead supervisor, Corwin Wong, Don Thody, Jane Cossar or Bonnie Tam.

## DUTIES OF LEADERSHIP FACILITATORS

Friday, February 7<sup>th</sup>, 2025

LDA Manager	Provincials Balloom	Hillary	McKay	North Park SS
LDA Assistant	Provincials Balloom	Matthew	Bullock	Mary Ward CSS
LDA Assistant	Provincials Balloom	Sonia	Bachra	Port Credit SS
LDA Assistant	Provincials Balloom	Wendy	Larm	Cardinal Leger SS

Please register in the Provincials Ballroom (2<sup>nd</sup> floor) at 8:00 a.m. on **Friday, February 7<sup>th</sup>, 2025**. Please introduce yourself to Sue Shoemaker. Programming starts promptly at 8:30 a.m. with registrations and the actual day begins at 9:00 am.

1. Take attendance between 8:30 am – 9:00 am. One sheet per table. Have students sign in and then collect sheets by 9:00 am.
2. Facilitator will be Sue Shoemaker
3. You will act as facilitators for the day and will take direction from Sue.
4. Students who are late (more than 15 minutes) will not be allowed in; please make a note of their name on the attendance sheets as LATE
5. NO students are allowed to leave during the session except for scheduled breaks and lunch
6. Washroom breaks??! Like a class... only two at a time. Please position yourselves at the doors
7. Students who are not actively participating and who are less than exemplary, should be asked to leave; please confiscate their name badge; give them to Sue and he will bring them forth to the Disciplinary Committee
8. Take attendance for both the morning and afternoon sessions (there are TWO sets of attendance sheets). If the facilitator moves the kids during the morning session, please make sure they sit by original table number for afternoon attendance
9. Students are expected to stay for the ENTIRE session
10. CONSOLIDATE the attendance sheets into one so I can see NO SHOWS for the day. Use the ORANGE sheets sorted by SCHOOL to tell me if they showed up. Please be clear if they were absent and for WHICH session. Will need to contact the school and the advisor.

\*\*\* Rules will apply for both morning and afternoon sessions

## DUTIES OF TEST PRESIDERS

Hospitality and Business Management Cluster Events: Saturday, February 8<sup>th</sup>, 2025, 8:00 am - 9:15 am

Duty	Arrive at:	Location	First Name	Last Name	School
Business Management Admin Test Manager	7:00 am	8:00 am; Sheraton Hall (lower level)	Danielle	Simonelli	Sinclair SS
Business Management Admin Test Manager	7:00 am	8:00 am; Sheraton Hall (lower level)	Sarah	Jones	Brooklin HS
Hospitality ClusterTest Manager	7:00 am	8:00 am; Sheraton Hall (lower level)	Kristie	Lee	Sinclair SS
Hospitality ClusterTest Manager	7:00 am	8:00 am; Sheraton Hall (lower level)	Kathleen	Routledge	Sinclair SS
Hospitality ClusterTest Manager	7:00 am	8:00 am; Sheraton Hall (lower level)	Danielle	Bates	Sinclair SS

**Arrive 45 minutes prior to the test time: 7:00 am. I know it's early but we need that much time to set up!**

### Order of Duties:

1. Sign in with the Test Manager upon arrival.
2. Lay out Scantron sheets – 1 per seat.
3. Lay out exams – 1 per seat – according to diagram provided by the Test Manager.
4. As participants enter the room, guide them toward their row/section (recorded on their name badges) using Row # signs as your aid.
5. Ensure participants do not open the test booklet until instructed to do so by the Test Manager.
6. As participants are writing, pass through each row of your section executing the following:
  - Check for photo ID. Participants without ID must leave and their exams confiscated. **NO ID, NO COMPETE!**
  - NO EXCEPTIONS!!!**
  - Students are allowed to use any non-programmable calculator; they cannot use cell phones/programmable devices
  - Advise participants to use their exam paper to make notes/do rough calculations
  - Cannot share calculators
  - ALL bags, notes, books are to be out of sight or under their chairs
  - no scrap paper will be distributed.
  - Stick student labels onto their Scantrons as they are writing their exams.
  - **IMPORTANT** Return extra labels to the Test Manager.
  - Actively monitor the participants in your area.
7. As students finish the test, ensure they have a label on their Scantron and their ID is bubbled in correctly. If they do not, they go to the **NO LABEL STATION** to get a label. They do not hand in paper without label.
8. Ensure the student's name and school is also written on the Scantron
9. Direct them to the test drop off tables, which should be monitored by 2 advisors. Students are not allowed to keep tests.

**ABOVE ALL ELSE, ACTIVELY MONITOR THE EXAM!!!  
STAY AND CIRCULATE IN YOUR EVENT AREA!**

## DUTIES OF AWARDS CEREMONIES PROTOCOL

Saturday, February 8<sup>th</sup>, 2025, 8:30 am - 6:30 pm, Grand Ballroom

**This is what I need – TEN of you will.....**

Awards Ceremonies Protocol	Act as gate keepers for all three sessions (Promenade entrance)	Andrew	Cho	Earl Haig SS
Awards Ceremonies Protocol	Act as gate keepers for all three sessions (Promenade entrance)	Desmond	Smart	Victoria Park CI
Awards Ceremonies Protocol	Act as gate keepers for all three sessions (Promenade entrance)	Mark	McMahon	Regiopolis - Notre Dame CHS
Awards Ceremonies Protocol	Act as gate keepers for all three sessions (Promenade entrance)	Tim	Groves	Westmount SS (Hamilton)
Awards Ceremonies Protocol	Act as gate keepers for all three sessions (Promenade entrance)	Mark	McTavish	Nepean HS
Awards Ceremonies Protocol	Act as gate keepers for all three sessions (Promenade entrance)	Monique	Carnegie	Holy Trinity CSS (Oakville)
Awards Ceremonies Protocol	Act as gate keepers for all three sessions (Promenade entrance)	Andrea	Merenda	St. Theresa of Lisieux CHS
Awards Ceremonies Protocol	Act as gate keepers for all three sessions (Promenade entrance)	Ryan	Pasz	WL Mackenzie CI
Awards Ceremonies - Stage Right - Gum Chewing	Act as gate keepers for all three sessions (Promenade entrance)	YuJie	Zhu	WL Mackenzie CI
Awards Ceremonies - Stage Right - Gum Chewing	Act as gate keepers for all three sessions (Promenade entrance)	Brandon	MacRae	Western Technical-Commercial School

- The entrance to the Grand Ballroom foyer will be closed. The entrance only via the Promenade entrance will be open. Station yourselves there to ensure students who do not have the CORRECT colour lanyard for the Session or turn away students who are not in full business attire
- The last session will be a difficult one with students who are not in business attire

**Students CANNOT sit on the floor; we CANNOT violate fire-code regulations. WE WILL BE FINED!!!**

**The rest of you will be in the ballroom patrolling while I need two of you specifically assigned to the stage...**

- anyone going on stage IS in full business attire; anyone NOT in full business attire may collect their medal on FLOOR LEVEL only. Go to the side of the stage and ask one of the officers for a medal for this student.
- NO gum chewing on stage; ensure they do not have gum in their mouths.... get paper cups for spitting gum out... sorry.... and yes, it's needed. Looks 'really' bad on the big screen when we see them chomping away
- manage disagreements/disputes between students/chapters/teachers as to who belongs in which row; make sure you have a copy of the programme; map is in the centrefold. I've also attached it in this email.

**Lanyards colours PER session**

**GREEN**

teachers are exempt and can go to ALL sessions with this colour

**CORAL**

lanyards for Session I

**PINK**

lanyards for Session II

**BLUE**

lanyards for Session III

## DUTIES OF STUDENT AREA MANAGERS

Please report your area and locate the RESERVED Registration Table at 8:00 a.m. on Friday, February 9<sup>th</sup>.

Supervise All-faiths Room	York Room	Noella	Laferriere	Assumption CSS
Supervise All-faiths Room	York Room	Christopher	Hogg	Bear Creek SS
Supervise Civic Ballroom Hangout area	Civic Ballroom	Bessie	Tsetsekas	Bayview SS
Supervise Civic Ballroom Hangout area	Civic Ballroom	Dwight	Stewart	Bayview SS
Supervise Civic Ballroom Hangout area	Civic Ballroom	Stefanie	Williams	Maple HS
Supervise Civic Ballroom Hangout area	Civic Ballroom	Jaime	Dale	St. Francis Xavier HS (Ottawa)
Supervise Grand Ballroom foyer Hangout area	Grand Ballroom foyer	Sandro	Colangelo	St. Jean de Brebeuf CHS (YCDSB)
Supervise Grand Ballroom foyer Hangout area	Grand Ballroom foyer	Brooke	Sharpe	Elmira DSS
Supervise Grand Ballroom foyer Hangout area	Grand Ballroom foyer	Melissa	El Sombati	Forest Heights CI
Supervise Grand Ballroom foyer Hangout area	Grand Ballroom foyer	Kelvin	Yip	Albert Campbell CI

1. act as gatekeepers; NO ONE is allowed in your area unless they have the correct coloured lanyards and the official 45 year time card badge

**GREEN**

teachers are exempt and can go to ALL sessions with this colour

**CORAL**

or

**PINK**

or

**BLUE**

student coloured lanyards

2. please WALK through your assigned in pairs to ensure students are behaving
3. no one school is allowed to commandeer tables; it's first come first served
4. students are NOT allowed to sit on the floor
5. students are NOT allowed to leave there bags unattended and should not be in foyers

### UNACCEPTABLE BEHAVIOUR (not a comprehensive list)

- Use of abusive or profane language
- Defacing of public property; vandalism
- Verbal or physical harassment
- Substance abuse and use (drugs, alcohol, etc.)
- Inappropriate behaviour during down time
- Opposition to authority

## PRESENCE ABOVE ELSE!!