

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

Friday, February 9th, 2018

Reporting to: <ul style="list-style-type: none">the MANAGER of your event/category Managing: <ul style="list-style-type: none">1 event/category with 10 Judges	Category Team <ul style="list-style-type: none">ManagerSeries DirectorAdministrator, Caller, Timer, Reserve
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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; actual competition is in either 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, **10 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 put their judge letter and **print their FULL name** on the bottom of their Scantron sheets (i.e. Judge 1 writes the number 1 on each of the evaluation sheets as they completes and record and sign their name)
- 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 Oral A) 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%
- 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. No pencil cases. **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 his/her name and judge letter 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

- 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 9th, 2018

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

Reporting to: <ul style="list-style-type: none">Series Director Managing: <ul style="list-style-type: none">1 category with 10 Judges	Category Team <ul style="list-style-type: none">ManagerSeries DirectorAdministrator, Caller, Timer, Reserve
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Individual and Team Oral Events: train in **Sheraton Hall** to meet your Judges and category team; actual competition is in either 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' 4-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]
Individual Series Events	10	10
Principle Events	10	10
Team Decision Making Events	30	15

Student(s) are inappropriately dressed!? Not in business attire!?

Use the **HIGHLIGHTER** to COLOUR over the DECA logo and then use a pen and write in the blank space on the front side of the scantron the **actual infraction AFTER they leave**.

i.e. NO tie, skirt was too short, wore running shoes, wore black jeans

DUTIES OF TIMER
Friday, February 9th, 2018

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

Reporting to: <ul style="list-style-type: none"> ▪ Series Director Managing: <ul style="list-style-type: none"> ▪ 1 category with 10 Judges 	Category Team <ul style="list-style-type: none"> ▪ Manager ▪ Series Director ▪ Administrator, Caller, Timer, Reserve
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Individual and Team Oral Events: train in **Sheraton Hall** to meet your Judges and category team; actual competition is in either 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:

1. 7:45 a.m. – register in your assigned room (based on specific event) and proceed to meet your category team.
2. Receive either 10 or 12 students at a time from your **CALLER**; always have FULL rounds
3. Check Picture ID and Name badge ~ **NO ID, NO COMPETE. MUST have ID AT time of competition; that is, BEFORE they start to prep.**
4. Give participants the case when it says **GET CASE** (INDIVIDUAL - 10 minutes to prepare; TEAM - 30 minutes)
5. Go to the judge when it says **TO JUDGE** (INDIVIDUAL - 10 minutes to present; TEAM - 15 minutes)
6. Have students set case on their chair at the end of **10 (TEAM - 30) minutes** and proceed to judge.
7. Give 1-minute call or 'wave' for judges at the **9 minute (or for TEAMS – 14 minute)** mark.
8. Remove any remaining students from the judge's booth at the **10 minutes (TEAMS – 30 minute)** mark; **NO ONE** is to have extra time.
9. 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 10-12 kids 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 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

DUTIES OF CALLER

Friday, February 9th, 2018

(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.

Reporting to: <ul style="list-style-type: none">Series Director Managing: <ul style="list-style-type: none">1 category with 10 Judges	Category Team <ul style="list-style-type: none">ManagerSeries DirectorAdministrator, Caller, Timer, Reserve
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Individual and Team Oral Events: train in **Sheraton Hall** to meet your Judges and category team; actual competition is in either 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!!! 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**

Timing Note:

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

DUTIES OF RESERVE

Friday, February 9th, 2018

(act as support for your event)

Reporting to: <ul style="list-style-type: none">▪ Series Director Managing: <ul style="list-style-type: none">▪ 1 category with 10 Judges	Category Team <ul style="list-style-type: none">▪ Manager▪ Series Director▪ Administrator, Caller, Timer, Reserve
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Individual and Team Oral Events: train in **Sheraton Hall** to meet your Judges and category team; actual competition is in either 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:

1. 7:45 a.m. – register in your assigned room (based on specific event) and proceed to meet your category team.
2. Get direction from the Series Director of your event and assist in the running of the event. If anyone is missing, we are short of Judges, there is an issue of any kind, you will assume their position until it gets resolved. You will essentially be the support for the entire team.

DUTIES OF WRITTEN EVENTS SERIES DIRECTORS

Friday, February 9th, 2018

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.

Reporting to: <ul style="list-style-type: none">Paola Fiocco, Jordan Hoffman or Vicki Moore Birchwood Ballroom Managing: <ul style="list-style-type: none">1 category with 1 - 11 Judges depending on the category	Category Team <ul style="list-style-type: none">2 Written Events Managers (smaller events will have only one)39 Series Directors
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You will pick up presentation guidelines from Vicki Moore, Michele Axelrod or Paola Fiocco which you will then share with your Judges.

Order of Duties:

- NEW THIS YEAR!!** Judges have been timetabled to evaluate PRESENTATION ONLY. The paper portion of the mark has been completed 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’ 4-digit ID numbers on the Scantrons. Participant IDs are pre-printed on the Scantron label area. Ensure Scantrons are in TIME ORDER 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
 - 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 83 scantrons, #2 of 83 scantrons, #3 of 83 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.

DUTIES OF TABULATION, PROOFERS & SORTERS

Friday, February 9th, 2018

The Thursday to Saturday LEADS have more responsibility in tabulation: VIP Room.

Corwin 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.... and would like to establish you as the Tabulation Team moving forward, for Regionals and future Provincials. If you like the duty, then it's yours :)

The bulk of our testing will be done by late Friday night, but I will need you as well Saturday morning at 9am to continue scanning the 2 500 writing the Marketing and Finance 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 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....

Order of Duties:

1. 15 minutes before your assigned time (2 pm or 7 pm), report to the VIP 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.

DUTIES OF LEADERSHIP FACILITATORS

Friday, February 9th, 2018

Please register in the VIDE Foyer at 7:45 a.m. on Friday, February 9th, 2018 then proceed to the LDA room - the Civic Ballroom (marked on your name badge). Please introduce yourself to the workshop facilitator, Nicole Sandow from Dale Carnegie and assist with set up as needed. Programming starts promptly at 8:30 a.m.

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 introduce CPA and the keynote speaker: 9:00am – 9:30am
3. You will act as facilitators for the day
4. Students who are late (more than 15 minutes) will not be allowed in; please confiscate their name badge and bring them down to the VIDE Office to answer to the Disciplinary Committee
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 and bring them down to the VIDE Office to answer to the Disciplinary Committee
8. Take attendance for both the morning and afternoon sessions
9. Students are expected to stay for the ENTIRE session

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

DUTIES OF Sequestered JUDGES

Friday, February 9th, 2018

Please register in the **Sheraton Hall A at 8:00 a.m.** on Friday, February 9th, 2018. PLEASE check in and ON TIME!

You will step in for absent Judges and/or Series Directors, Timers, Callers, etc. By 9:30 am, we will hopefully be well on our way and in competition mode so if there is no need for support, you will be dismissed and free for the rest of the day.

There are just so many moving parts that if we get hit with 40 last minute Judge cancellations, teachers don't show, bus doesn't pick up a school and 15 teachers are stranded.....We need to pick up and have a plan B in place... and you are all essentially my plan B.

It WOULD be great if I could release you and I will, BUT.... only after I know we've started and we are well under way.

DUTIES OF AWARDS CEREMONIES PROTOCOL

Saturday, February 10th, 2018, 8:30 am - 6:30 pm, Grand Ballroom

This is what I need – FOUR of you will.....

- The entrance to the Grand Ballroom will be closed at the start of each Awards Session I need four of you to act as guards to the other set of main entry way to turn away 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

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 of big, chomping mouths
- 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
- no Assigned Seating for Session I.... just Session II and III
- ensure only **BLUE** lanyards on Session I, **ORANGE** lanyards for Session II and **GREEN** lanyards for Session III only