

DUTIES OF CALLER

Friday, February 7th, 2020

(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 9 or 10 Judges	Category Team <ul style="list-style-type: none">ManagerSeries DirectorAdministrator, Caller, Timer
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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.

Timing Note: 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**

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