

DUTIES OF A SERIES DIRECTOR

(train judges, hands out & collects evaluation sheets, proofs addition, moves students from Prep area to Judge area)

- Train your judges by reviewing the event case with them
- Give them actual content, what they might expect, for them to feel comfortable with the case
- Use BACKGROUND INFORMATION which is in the last two pages of the Judges Instructions. They give background information for each Performance Indicator. Meant as a starting point for discussion; it is NOT meant to be an answer key; let the Judges come to a consensus of the types of answers the students should come up with
- Being vague about the case will only increase their anxiety levels
- There will be **6 - 8 judge stations**, numbered 1, 2, 3, 4, 5, 6, 7 or 8
- Have each judge **PRINT** and **SIGN** their name at the bottom of each scantron evaluation sheet
- Make sure judges only use pencils
- Judges must BUBBLE in the score and WRITE in the score as well - please ADD and proof their work –**Maximum score is 100**
- INITIAL at the bottom that you have checked their score
- “No Shows” get a score of 1 bubbled in for the first question ~ clearly write NO SHOW on sheet
- Student with NO ID or inappropriately dressed!? Stick a label at the top right corner of Scantron sheet. Tabulation Room will deduct 10 points... please DO NOT adjust the scores yourself... WE will.
- Count the number of completed evaluation forms; should match number of competitors (students or teams) in your event
- Hand in your scantrons at the lunch break and then at the conclusion of the role-play (**TABULATION ROOM**)

If only **ONE student competitor comes and competes in a TEAM event, you MUST clearly mark at the top of the Scantron ONE STUDENT ONLY. Let the Judge score the student as is but we cannot allow them to qualify for Provincials. The student can come and compete for the experience.**

Any issues? ~ **Ask Don or Jane** ~ Try to ensure consistency among judges

NO ID - 10 point penalty

place **PENALTY STICKER** at the top right corner of Scantron

**ALL CASE COPIES MUST BE SUBMITTED INTO THE TABULATION ROOM,
INCLUDING THE PLASTIC COVERS, AT THE END OF THE EVENT**

- Please and Thank you

DUTIES OF TIMER or CALLER

(calls students, gives students cases, moves students from prep area to judge table)

- Checks student photo ID
- Bubble in five-digit ID (number found printed on scantron sheet)
- all chairs should be full for each round – keep students moving in, and don't leave judges idle
- go into the hall and CALL the kids according to the CALL TIME and bring them into the PREP ROOM.
- GET CASE time is when the students get the case
- GO TO JUDGE time is when they get walked to the JUDGE ROOM - give the student the scantron sheet which they will then give to their judge. Typically the Series Director comes to get the students from the PREP ROOM to bring them to the JUDGE ROOM.
- ALL plasticized sheets MUST stay on the desks - do not allow kids to take cases in to Judge
- CHECK to see that you ALWAYS have the students plasticized cases sheets on the desks, as some kids may try to, or accidentally, take it with them to the Judge
- Students may bring BLANK paper 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 may hand things to judge only if it is relevant to the case; items will have to have been created DURING the prep time.
- Students can bring notes they wrote DURING prep into Judging
- No pre-printed material allowed in, or anything that was prepared in advance
- BRING a watch! - if you are running late, adjust your watches and go with 'DECA time' make sure everyone else in your event is on the same timetable

NO ID - 10 point penalty

They MUST have ID at time of competition

(drivers license, health card, school ID, photocopy of passport, picture of student ID on cell phone, etc.)
place PENALTY STICKER at the top right corner of Scantron

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- Please and Thank you

DUTIES OF CAFETERIA or GYM SUPERVISORS

(tables set up in each location for you to sit at)

- Periodically patrol the room with another supervisor
- Prompt kids to move garbage to bins
- Continue patrolling; if students do not move empty wrappers/garbage after an hour and you go back again, literally stand there and wait for them to get up and go to the bins
- Students will likely sit with other classmates.... If they say 'it's not mine'... then ask them to do their friend a favour and take it to the bin for them
- The GYM might be trickier since students will sit on the bleachers... but same deal. Please go up and done the bleachers asking students to put garbage where it belongs.

- Please and Thank you