

**DUTIES OF TIMER**  
Friday, February 10<sup>th</sup>, 2017

(give students 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 -12 Judges</li> </ul>	<b>Category Team</b> <ul style="list-style-type: none"> <li>▪ Manager</li> <li>▪ Series Director</li> <li>▪ Administrator, Caller, Timer, Reserve</li> </ul>
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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 (TEAM - 14) minute** mark.
8. Remove any remaining students from the judge's booth at the **10 (TEAM - 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. 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
<b>1</b>	1-10	8.45	8.50	9.00	9.10	9.15
<b>2</b>	11-20	9.00	9.05	9.15	9.25	9.30
<b>3</b>	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 1 and 2. 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