

Tournament [Personnel Job](#) Descriptions

Managers

Supervise your assigned areas by ensuring that everyone is doing their job and dealing with any problems that arise. You MUST lead by example. If you do not know how to deal with a certain problem, you may ask for help from the coach that is above you on the flow chart.

- [1st floor](#) will manage concessions, the charity, parking, and looking for missing individuals.
- [2nd & 3rd floors](#) will give ballots a final check. If the ballot is incomplete fix those issues (ie. call judges) before sending them to tab. Resolve room issues for your chairs .
- [Tech manager](#) assists with our [spreadsheet](#) issue tracker and speechwire issues.

Tab

Take completed [ballots](#) and tabulate results from rounds. Provide clear results for results postings via computer. Tab personnel should STAY in the tab room.

Judge Chairs

Before the tournament, organize judge forms and input information into Speechwire. During the tournament, sign in judges and hand them ballots. If a round does not have a judge, find a judge for the round quickly. Train judge runners to be future judge chairs.

[Chairperson](#)

Before the tournament, work with runner(s) to establish a system. During the tournament, check to see that all competitors and judges are in their rooms when the round is scheduled to start. If a competitor is not present or a judge is missing, use the [spreadsheet](#) issues tracker to communicate your needs. **After rounds are over, you will coordinate the collection and checking of ballots.** The entire time, be ready to answer questions and direct judges and competitors. At the end of the competition, make sure all the rooms used for your event are clean and back in order. Remember your job is to train the event runners to be future event chairs. You should be leading by example.

Hospitality

Make sure the parent volunteers know what to do and step in if they need to leave. This means putting out food for judges at appropriate times (i.e. breakfast food Saturday morning, lunch food around lunchtime, snack food all the time). Keep all other tournament personnel out of the hospitality room except for coaches, judge chairs/runners, tab staff, and managers who have a reason to be in there. Be polite and stay out of the judges' way so they have a place to relax away from students.

Concessions

Set up the concession stand. Sell food to competitors in the cafeteria during the tournament. Manage the money box and do not leave it unattended. Keep track of West "free" tickets and don't steal from the food provided. Borgs bought this with her own money. Be considerate of that. Act in an appropriate, professional manner at all times since you are representing our team.

Charity

Plan and set up all of the fundraisers. Encourage tournament attendees to participate. Monitor the fundraisers and collect/count the money when it is over.

Draw

Before the tournament, write all of the questions for each Extemp round, cut them out, and put them in envelopes. During the tournament, keep track of time and call up competitors by speaker order when it is their turn to draw. Monitor the competitors in the library to keep it quiet and make sure no one is breaking rules (i.e. using the internet to look up sources).

Judge Runners

Your main job is to learn how to work at the judge's table from the judge chairs. You are to do any judge-related task they ask you to do. The chairs will likely ask you to look for judges who have not signed in on time. Keep in mind that you will be a judge chair next year so you must learn your job well. Hand out time reference sheets to NHS volunteers and make sure you accurately record when they serve. Tell them what room to go to and give a brief description of what they will be watching. Keep track of when they arrive and when they leave so they can get NHS hours. Additional student spectators can also time.

Runners

Your main job is to learn how to be a chair. You will be assigned to a specific section of the building with a single chair as your mentor. You will help them with whatever they need, which will probably include finding competitors, cleaning classrooms after rounds, getting rounds started, answering questions, and collecting and running ballots after rounds. If you have nothing to do and you have cleared it with your event chair, you should time keep rounds that do not already have timekeepers in them.

Student Judges

You will check in with the judge table at the start of each round (after most judges have been assigned). If you are judging you must do so with care and concern (you will be asked to review judging rules and etiquette with Borgs before the tournament). If you are not needed to judge during that round you need to go to concessions to help.