



WCA Competition Organizer Responsibilities

Organizing a WCA competition is a large but rewarding responsibility. A competition can be organized by one or more individuals, who partner with one or more official WCA Delegates to plan and run a competition.

Anyone can organize a competition. Although having prior competition experience is helpful, a Delegate may be willing to partner with a parent or other responsible adult to help them learn what is necessary to organize a competition in their area. It is recommended that organizers under the age of 18 partner with a parent or another experienced organizer to help with organizational tasks.

If you are interested in organizing a WCA competition, please review the summary of responsibilities below prior to contacting a delegate, and ensure you are prepared to take on these tasks.

Organizer Responsibilities BEFORE the competition:

- Find a suitable venue, coordinate all communication with the venue, and secure and sign a contract.
- Develop a budget and secure approval from Midwest Cubing Association (MCA), following the [MCA Competition Support](#) process.
- Work with the Delegate(s) to complete the competition website, including developing the schedule and events.
- Find and coordinate with a sponsor for the competition, or determine awards and other prizes to be given out.
- Processing registrations and handling all email correspondence and questions from the community regarding the competition on a timely basis.
- Ensure venue is setup appropriately to support the competition, including tables, chairs, microphones, internet access, outlets, etc.
- Depending on the size of the competition, secure and coordinate with staff members.
- Create competition groups (delegate will assist), and prepare all printed materials for the competition (print/cut/sort scorecards, certificates, etc.).
- Setup registration process for competitors, and provide lanyards or other way for competitors to access their schedule and assigned groups.
- Communicate competition details to competitors and competition staff.



Organizer Responsibilities DURING the competition:

- Arrive early and help with room and equipment setup (Delegate will provide equipment).
- Have someone available to check-in/register competitors and pass out lanyards or other information as deemed necessary.
- Kickoff the competition by welcoming competitors at the beginning of the day, and providing any logistical information they need (bathroom locations, lunch, competition schedule details, etc.).
- Assist the delegate in monitoring timer displays for battery replacement.
- Ensure the competition runs on schedule, by setting out scorecards for each event / group, calling out groups to come up and compete, and ensuring all judging stations are filled.

Organizer Responsibilities AFTER the competition:

- Refund staff if applicable.
- Send out prizes/awards (if not given out at competition).
- Send out post-competition survey (if asked by delegate).
- Finalize budget and close out competition with MCA.