

2020 Volunteer Instructions:

9:00-9:25—Check IN

Get your name tag and instructions from the check in desk located in the Lake James Ballroom.

Stations or Megaroom table judge: go to your location at 9:30 sharp! You will be briefed there. These are all day assignments. If you need to leave, talk to the coordinator and we can try to find substitutes. You are not actually “judging”, more just grading their work against a provided key. Make sure each participant has their answer sheet and that they are putting their answers for your table in the correct spot. You may pronounce words (reading help) and clarify instructions (tell them what to do) but not help them answer in any way. Use your answer keys to grade the answers, and tally the score in the appropriate spot on the scoresheet.

Any protests get referred to the Phase Coordinator and upwards. At the end of the day, help pack up and please return your name tag and evaluation to the Phase Coordinator before leaving.

Barn judges: go to Barn as soon as available, but by 9:30.

Classroom Judges and Classroom Scorers: Briefing at 9:50 in Snow A

Readers (and Chaperones): attend the main briefing. Stay in the Ballroom for written test. DO NOT help those from your own club/team. We need the most readers in Written Test and Megaroom. Attend the GLR talks in the Ballroom during the day as you are able. (ex. Team settled in Barn or classroom)

Stewards: Go to the main briefing at 9:30. AM shift is after briefing until your location breaks for lunch, PM shift is when your location resumes after lunch. Please return your name tags and evaluation at the help desk in the Ballroom. Attend the GLR talks in the Ballroom during the day as you are able.

F. Room Steward

The Room Steward is usually a volunteer position that is recruited by the Classroom Coordinator, Rally Organizer or Volunteer Coordinator. The Room Steward assists the Classroom Judge in maintaining the decorum necessary for a fair Quiz competition.

Duties and responsibilities:

- Must attend volunteer briefing.
- Keep the room empty of competitors and spectators until it is time for the session to start.
- Remind other Quiz competitors that they may not be spectators.
- Make certain that no note-taking occurs or any recording equipment other than official recording equipment is present
- Require silence from the spectators during the session.
- Excuse from the room spectators who do not maintain appropriate decorum.
- Allow entrance and exit only to officials during the questioning.
- Serve as runner/communicator with Organizer and officials as needed.
- Make certain that all spectators leave the room at the end of the session before the inquiry and protest period begins.