| **ROLE** | **Role Responsibility** | **Assigned** |
| --- | --- | --- |
| **ENTIRE TOURNAMENT** | | |
| **Tournament Director** | Keep the tournament running on time - oversight for all areas | **Sharma Dutton** |
| **Tournament Coordinator** | Plan the tournament - the coordinator of the coordinators. Assign each of the coordinator positions below and track all the action items to completion. Collect limited prep topics & submit them to the TAB director. | **Sharma Dutton** |
| **Facility Coordinator** | Liaison to the hosting facility’s staff. Coordinate room assignments, setup, cleanup, reset rooms, furniture requirements (tables, chairs, podiums, restroom supplies etc) | **Sharma Dutton** |
| **PRIOR TO TOURNAMENT** | | |
| **Admin Coordinator** | Copies, supplies, signs, nametags, Student packets. *\*\*Sharma will be doing all formatting for the signs, nametags, and labels for the student packets. This position will be printing the documents and stuffing the envelopes.* | **Wendi Walker** |
| **After Party Coordinator** | Purchase after party supplies and organize setup @ tournament | **Jen Hogan** |
| **Awards Coordinator** | Order, pickup, & verify the medals and trophies before the tournament. Tournament Coordinator will provide the numbers of awards needed and which categories they’re needed for. | **Jen Hogan** |
| **Housing Coordinator** | Arrange a discounted rate at 2-3 local hotels (w/ varying amenities) and arrange host homes for out of town families. | **Sharon Drossos** |
| **Judge Recruiting Coordinator** | Coordinate Community judge recruiting effort (Goal: community judge count = 3/4ths the # of competitors) | **??**  **Helpers:**  June Halliwell  Sharma Dutton |
| **Judges Hospitality Coordinator** | Coordinate food for the judges’ room, develop menu and shop for food (assign cooking meals among club families) | **Jen Hogan**  **Helpers:**  Wendi Walker |
| **Lunch/Dinner Coordinator** | Arrange lunch & dinner selections for attending families to purchase, and coordinate a serving team for each meal. | ??  **Helpers**:  June Halliwell  Sharma Dutton |
| **Registration Coordinator** | Online registration (preferred), collect forms/fees and provide registration data to Tab, Food coordinators, Admin etc. | **Sharma Dutton** |
| **Script Submission Coord** | Collect scripts & script submission forms during check-in, ensuring that credit is appropriately given to author for their work. Ensure script submission forms are completed correctly & signed by student, parent/coach | **Sharon Drossos** |
| **AT TOURNAMENT** | | |
| **Adjudication Committee** | Resolve issues that come up during the tournament | **Sharma Dutton** - Arise  **Rich Fenger** – Metamorphosis  **Theresa Ellington** – Mars Hill |
| **Awards Coordinator** | Setup Awards before the Awards Ceremony and assist with handing them out. | **Jen Spicer** |
| **Check-in Coordinator** | Coordinate a team of 3-4 people to check-in students quickly the first morning of the tournament. Document last-minute drops & pass that info to Tab before 1st round | **Sharon Drossos**  **Helpers:**  **Trish Fenger**- Metamorphosis |
| **Hall monitor Coordinator** | Coordinate a team of Hall Monitors to keep the hallways quiet, verify that the competitors, judge(s) and timekeeper are in their assigned rooms and get the rounds started on time. Keep food out of restricted areas. | **??** |
| **Judges Room**  *Ballot Admin Coordinator* | Push ballots (assign judges) in timely manner during the tournament to get rounds off on time | **Sharon Drossos**  **Helpers:**  **Trish Fenger**- Metamorphosis |
| *Ballot Collection Coordinator* | Collect, check & double-check completed ballots that judges turn in and give to Tab in timely manner | **Jen Spicer**  **Helpers:**  June Halliwell |
| *Judges Orientation Coordinator* | Coordinate the 20min Judges Orientations before every round | **??**  **Helpers:**  **Mrs. Fritz** - Mars Hill  ?? - Metamorphosis |
| *Judge Greeter* | Welcome community judges, sign them in, help them find their nametag & usher them to Judge Orientation, if necessary | **Wendi Walker** |
| **Judges Hospitality Coordinator** | Coordinate food for the judges’ room | **Wendi Walker** |
| **Lunch/Dinner Coordinator** | Hand out purchased lunch & dinner selections to students/families @ tournament. | **Wendi Walker** |
| **TAB Director** | Automated process to schedule rounds: first two debate rounds are random, round 3-6 power-match within brackets. First 3 prelim IE rounds randomly set. Tally ballots with a minimum of one shadow computer for debate and IEs. Print participation & Award certificates. Sort ballots by student & package them for distribution at the close of the tournament. Designate/assign Extemp/IMP topics submitted by Tournament Coordinators and select Apologetics questions for prelim/elim round. | **Tim Walker**  **Helpers:**  **Rich Fenger –** Metamorphosis  **??** – Mars Hill |  |
| **Timer Coordinator** | Recruit, train & assign time-keepers for all rounds. Ensure well-trained timekeepers are in their rooms 10mins before round starts. | **Ballot Admin Coordinator** |