

# State Tournament Volunteer Instructions

## **Boxed Lunch Distribution - Report to cafeteria at 10:00am**

Please report 10:00am - The box lunches will be distributed in the cafeteria. Students and adults who have purchased a pre-ordered boxed lunch will have a ticket from their team's coach. Each ticket will have a specific sandwich type. When a person presents their ticket, please give them a corresponding box lunch and their choice of drink. Please count the number of tickets and take final count to tab room. ONLY the correct number of each type have been ordered. If there are box lunches remaining at 12:30pm, ask the DJ to make a last-call announcement.

## **Cafeteria Supervisor - Report to cafeteria at your scheduled time. No need to check-in with anyone, simply start supervising.**

Number One job is to watch for students going through other students' belongings. Number Two job is to not allow students to set up camp in the cafeteria.

Early Morning (7:30-8:00): Direct students to the bleachers in the field house. Please do not allow students or teams to leave personal items at the cafeteria tables. All students and teams should be stationed in the bleachers of the fieldhouse. At 8am, please direct students to fieldhouse prior to student meeting to start at 8:15am.

Round 1 rooms will finish and students will be dismissed to the fieldhouse and/or cafeteria. Chaperone students while they wait between rounds and visit concession stand in the cafeteria. Please direct students to keep food in the eating area. Keep an eye on the clock and at about 10:30, have students get ready for their round 2 performance (round 2 begins at 10:45). Be sure to have students clean up their table once they're finished and then return to the fieldhouse. Do NOT allow the students to set up at the cafeteria tables.

Round 2 rooms will finish and students will be dismissed to the fieldhouse and cafeteria.

Patrol the food area and request students to clean up their meal area. Chaperone students while they eat lunch. Students who have a pre-paid box lunch (they will have a ticket from their coach) can pick up their lunch boxes beginning at 11:00am from the east side of the field house at the concession stand. Please direct students to keep food in the eating area. There should be other forensics volunteers to help in the food area. Custodial staff will empty the garbage cans, but if you could please assist with tables that need wiping, messes, etc.

Concessions will be open from 7:45am-3:45pm. West Bend Boosters will run the concessions, you are the supervisors.

# State Tournament Volunteer Instructions

## Check In Table Runner - Report to Station at 9:00am for Training

Your job is to pick up critique sheets from the check in tables and take them to the TAB. Please report directly to your assigned table. The coaches at the infractions table in your assigned area can be asked for assistance &/or answers to questions.

## Check In Tables - Report to Station at 9:00am for Training

Please report directly to your assigned table after Judge's meeting. It's your job to collect the critique sheets from the judges after round 1 & 2. **Please read the specific Check-in Instructions in advance** via the MLFA website: <http://goo.gl/MemTiq> Once all is checked and correct, mark off room on your table sheet (to enable the table to know if all rooms have been submitted) and hand critique sheets and ballots to runners who will take them to TAB. After round two, please stack your chairs and bring all materials, posters and baskets to the TAB.

## Time Infractions Tables - Report to Station at 9:00am

All members assigned to the smaller infractions tables should be experienced coaches with experience at the rules/infractions table. The infractions/concerns dealt with at these tables will only entail time infractions. ALL OTHER RULE infractions should be directed to the main infraction table outside the judge/coach room. Please report directly to your assigned table. Please review the [Infractions http://goo.gl/mtlbft](http://goo.gl/mtlbft) & [Check-in http://goo.gl/MemTiq](http://goo.gl/MemTiq) instructions prior to the meet.

## Main Infractions Table & Power Round Infractions - Please report to station by 10:15am

All members assigned to Main Infractions should be experienced head coaches with experience at the rules/infractions table. Please report to the main infractions table outside the judge/coach room after the coach meeting. Your table will be moved to the TAB room doors for Power Round. [Infractions http://goo.gl/mtlbft](http://goo.gl/mtlbft)

## Impromptu Timers & Group Improv Timers - Report to your coach in the Judge Room by 8am

**Your room assignments & folder will be with your Coach in your team folder.** Please leave when judges are dismissed. Please bring a stopwatch or ask your team's coach for a stopwatch. You should receive your instructions folder and materials from your team's coach. Please be sure to read the enclosed instructions.

**Specific instructions should be read in advance** via the MLFA website: <http://goo.gl/JoVnrX>  
Please attend the judge meeting.

# State Tournament Volunteer Instructions

**Fieldhouse Supervisor - Report to fieldhouse at your scheduled time. No need to check-in with anyone, simply start supervising.**

**Number One job is to watch for students going through other students' belongings.**

Early Morning (7:30-8:00): Direct students to the bleachers of the field house. Please do not allow students or teams to leave personal items on the floor or in walkways. All students and teams should be stationed in the bleachers of the fieldhouse. Please do not allow them to block any of the corner walkways of the fieldhouse. Students will also be looking for rooms, concessions and restrooms. At 8am, please direct students to bleachers prior to student meeting to start at 8:15am.

Students will be dismissed to go to round 1 at 8:30 and round 1 should begin by 8:45am. While students are in their round 1, please keep an eye on things in the fieldhouse and walk through the nearby hallways to keep them clear.

Round 1 rooms will finish and students will be dismissed to the fieldhouse. Chaperone students while they wait between rounds and visit concession stand in the cafeteria. Please direct students to keep food in the eating area. Keep an eye on the clock and at about 10:30, have students get ready for their round 2 performance (round 2 begins at 10:45).

DJ & Photo Booth will arrive mid-morning and set up in the fieldhouse.

Round 2 rooms will finish and students will be dismissed to the fieldhouse. **NO FOOD IN THE FIELDHOUSE.** Send any students to the cafeteria if they have food.

Once the DJ starts to play at 11:30am, supervise students and help to keep order. The Photo Booth will start at Noon. Please supervise students while they stand in line to buy a ticket.

During the lunch hour, the results room staff will begin to project the codes of kids who've qualified for the final round of competition. The slideshow will be on the DJ's screen in the fieldhouse. Please keep students behind the crowd-control barrier. Chaperone students until the awards program begins at (approximately 4pm).

**Fieldhouse Photo Booth - Report to fieldhouse at scheduled time - The DJ can answer your questions**

First shift of volunteers, please report to the TAB room to pick up the tickets & money box, then go to the field house Photo Booth table. Please charge \$2 per student, give each paid student a ticket and direct them to the line for the two photo booths. (The ticket is good for one sitting, regardless if they purchase the ticket in the morning or afternoon. In other words, they can buy the ticket and use it later.) This money will help pay the photo booth fee and off-set the state tournament costs. If the lines are short, have the DJ make announcements encouraging students to get their photo taken. When the Photo Booth is finished, please bring money box to the TAB.

**Sign Carriers - Report to the Fieldhouse by 8am**

At 8am, please ask students to return to the field house for the student meeting (8:15am). You should also go to the Fieldhouse, because you will carry a sign leading students from the fieldhouse to the section of the building where you are assigned. The coach running the student meeting will call students by round 1 rooms that correspond with the signs. You will lead the students to the rooms that correspond with your sign. Once you've arrived at your room block, you are finished! Return signs to TAB. **\*\*The students run the risk of disqualification if they cause a ruckus. Please remind them to be quiet and respectful.\*\***

# State Tournament Volunteer Instructions

## **Hallway Supervisor (Adults) - Report to your assigned area by your scheduled time. No need to check-in with anyone, simply start supervising.**

You've been assigned to "sweep" the hallways and to be the authority figure in the hallways. During the rounds, help to keep hallways quiet and clear. As rounds finish and rooms dismiss students, direct students back to the field house. Assist judges to the nearest check-in tables to turn in their critique sheets (tables are marked on the map). Do not allow students to hangout in the hallways. Walk through the hallways in your assigned area and provide assistance and supervision. \*\*The students run the risk of disqualification if they cause a ruckus. Please remind them to be quiet and respectful.\*\*

## **First Aid Station - Report to table by 8:30am - Cabrini volunteer is registered nurse. No need to check-in with anyone. The first aid kit should be already at your station.**

You are there to help with any minor first aid needs. Although it would be wonderful if you had first aid training, simple common sense aid is really all that is necessary. The majority of students who ask for assistance will request band-aids. You will be provided with a fully stocked first-aid kit.

## **On Call Volunteers (Coaches who are not judging, but are willing to assist) -**

Please remain in the judge room during the day. There are certain areas that may need extra help (fieldhouse supervision, power round posting runners, posting power rounds in judge room, etc). You may also be asked to be a Tab Entry person in the TAB room. In other words, see a need, fill a need.

## **T-Shirts - Report by 8:00am to get instructions from Ronda Davis**

Please report directly to the T-shirt sales table outside the fieldhouse. It will be your job to sort and sell the MLFA t-shirts, sweatshirts, and tote bags. Teams will also be picking up pre-ordered packages of t-shirts, sweatshirts and tote bags. Hopefully, this table will sell out by noon. Before you leave this area, please help to collapse boxes, take down posters and tables.

# State Tournament Volunteer Instructions

## **Ribbons & Critiques - Report to TAB by 9am**

Your job is to work in the TAB to collect critique sheets from the runners and sort the critique sheets into the appropriate team folders. Please report to the TAB at 9am and receive directions from TAB floaters &/or Sarah Lichey. You may also be asked to assist with the organization of the trophies.

## **TAB Room Runner - Report to TAB by 9am**

It's your job to collect papers from the building runners and Power round check in and deliver to the TAB staff. Critique sheets go to the Critique/Ribbons Sorters and ballots go to the TAB Entry staff. Report to the TAB at 9am and receive directions from TAB floaters &/or Sarah Lichey.

## **TAB Room Entry & TAB Room Floater- Report to TAB by 10:00am**

If you've been assigned to Tab room, you've indicated that you are experienced. Your primary job will be to input the scores and ranks from the ballots into the tab program. You will work with a partner so there is a built-in double-check. Within the partnership, one person reads results aloud while the other inputs data. Please report to Sarah Lichey in the Library after the students/judges report to Round 1 (or after the coach meeting).

## **Power Round Postings - Report to TAB by 11:30am**

Please report directly to the TAB by 11:30am and meet with Barb Hallman to receive directions. Your job will be to assist with tab entry to the Google Slideshow of Power Round Assignments.

## **Power Round Posting Judge Room Runners - Report to TAB by 11:30am**

Please report directly to the TAB by 11:30am and receive directions from TAB floaters &/or Sarah Lichey. Your job will be to take the room assignment & entry numbers to the judge room and hand off to the Judge Announcer. The judge announcer will call the judges required for the competition room, hand the room report to a Judge Wrangler who will be sure the correct judges receive their paperwork. The Wranglers will then hand the room report to the Posting Entry person who will double-check the information on the Posting slideshow. Once the information has been confirmed, you will hang the sign on the windows for coaches to check information. You can also get answers to questions from Melissa Krahn, the judge announcer.

## **Power Round Announcer & Assistants to Coordinate Judges (Wranglers) - Report to the JUDGE room by 11:30am**

Please report to the podium in the judge room by 11:30am. Melissa Krahn will be in charge of this station. Assistants will receive the power round judge assignments from Melissa and you will be in charge of gathering the three judges for each room. Once the correct judges have arrived, give the judges their ballots, remind them to NOT discuss their ranking results, and to return to the TAB room TOGETHER at the end of their power round performances. You will then hand off the room posting to the Posting Entry person who will double-check the information on the Posting slideshow.