

EVENT SUPERVISOR ROLE

1. Run the event according to the current Science Olympiad Rules as printed in the current Coaches' Manual. Do not assume that the rules are the same as the previous year. Read them carefully!
2. Develop the test or task necessary for the event (unless specifically stated in the Coaches' Manual), make copies, and bring them to the tournament. Make sure that the event has some parts that are basic and others that are challenging.
3. Bring or obtain all materials and equipment necessary to conduct the event. Often, supplies and equipment can be supplied by the college/university hosting the tournament. Consult the Regional/State Science Olympiad Site Director ahead of time and make necessary arrangements.
4. Encourage and challenge students in a professional and friendly manner.
5. Grade the tests in a timely manner. If your test is complex, start grading the tests after the first round. If multiple people grade the test, have each person grade the same part of the test for consistency.
6. Read the scoring guidelines in your supervisor's packet and complete the scoring sheets. After checking the scoring sheets, return them to the Scoring Headquarters with student papers and answer sheets or calculations used to figure the final score.
7. Coordinate with judges and helpers so that the event runs smoothly. If possible, call the judges ahead of time.
8. Make sure the event is run fairly. Only disqualify a team as a last resort. If a team is disqualified, tell the team and notify the coach ASAP. Hopefully, the event supervisor has a cell phone, can call headquarters for the coach's cell phone number, and can call the coach.
9. In case of starting problems or equipment failure make sure that every team operates under the same constraints (time allotment, equipment use).

EVENT JUDGE ROLE

1. Assist in the running of the event according to the current Science Olympiad Rules as printed in the current Coaches' Manual. Do not assume that the rules are the same as the previous year. Read them carefully!
2. Encourage and challenge students in a professional and friendly manner.
3. Assist in grading the tests, if asked by the supervisor. If your test is complex, you may be asked to grade while the event is in progress. If multiple people are grading the test, we suggest that each person grade the same part of the test for consistency.
4. Read the scoring guidelines in your Supervisor's packet and assist in completing the scoring sheets.
5. Coordinate with supervisor so that the event runs smoothly. If possible, call the supervisor ahead of time.
6. Make sure the event is run fairly. Support the event supervisor in this endeavor. Only disqualify a team as a last resort. If a team is disqualified, tell the team and notify the coach ASAP.

Note of Clarification:

- Supervisors: responsible for conducting the event
- Judge: coach, teacher, volunteer who helps supervisor perform designated responsibilities
- Helper: student or parent that helps
- Coach: school faculty member responsible for a team of fifteen students and alternates