

## Creativity Unlimited in Wisconsin

### Policy and Procedure for Establishing Judging Teams

Purpose: To delineate the process for recruiting, retaining, assigning and training judges and volunteers and to provide clear expectations and responsibilities of the Communication Director, Judges Coordinator (JC) and Problem Captains (PC) in order to facilitate an equitable and efficient assignment of judging teams.

Policy: Judges [and volunteers] will be recruited, trained and assigned for the state Wisconsin Odyssey of the Mind Tournament.

Procedure:

A. All board members will make an effort to recruit new judges and volunteers and expand the roster of returning judges. The JC or PC will follow up with individuals who have expressed interest in officiating or volunteering.

B. The Communications Director will place notification to all memberships of dates and procedures for registering their respective judges online.

C. The JC will:

1. Work with the board to schedule judge's training dates.
2. Set-up training sites.
3. Contact prior volunteers who were not assigned to specific problems by email, letter and/or phone call. If the first attempt to contact a judge or volunteer is unsuccessful, a follow up method should be done.
4. Make final determinations as to which judge or volunteer is assigned to which problem. Every effort will be made to give all judges and volunteers their preferences.
5. Before the JC reassigns a judge who has been provisionally assigned by a PC the JC will make a reasonable attempt to verbally discuss the reassignment with any PCs affected before making a final determination.

D. The PC will:

1. Contact desirable judges from previous years by email, letter, and/or phone call. If the first attempt to contact a judge or volunteer is unsuccessful, a follow up method should be done.
2. Provisionally assign judges or volunteers they have recruited both in the past and current, using the Official's Manager. An intentional effort should be made to give returning judges or volunteers their preference.

3. Select new judges or volunteers based on their preference, experience, date of registration and availability.
4. Attempt to train and assign extra team members in case of an emergency or unexpected staffing issue.
5. All assignments by the PC are provisional pending final approval by the JC. It is the intention of the Board that the PC will have primary responsibility to recruit and make assignments of judges and volunteers for the PC's respective problem. However, any disputes regarding assignments of judges and volunteers will be resolved by the JC whose determination is final.

E. The JC will:

1. After the PC have selected their desired individuals, contact the remaining judges or volunteers and ask if they have a strong preference for a particular role, or if they are willing to be placed as needed.
2. Assign judges and volunteers with no preference or remaining judges and volunteers based on need, experience, preference, and date of registration.
3. Communicate effectively with PC to make sure judging teams are full and balanced between new and returning members.
4. Contact memberships if they haven't submitted and registered judges to represent a team after the deadline.

F. The PC will:

1. Follow-up via email or phone with assigned judging team members to identify which training they will be attending.
2. Train their judging team members. If the PC cannot attend training where a judge or volunteer will be present, it is his or her responsibility to find a replacement.
3. Only the PC will make exceptions for training of judges or volunteers.
4. It is highly recommended to send a follow-up thank you to all judges and volunteers after the tournament.

G. The JC will:

1. Register judges and volunteers at training sites.
2. Maintain a record of attendees in the Official's Manager.
3. Register judges and volunteers at the competition site the date of the state tournament.
6. Assign any additional judges/volunteers that arrive at the tournament.

7. Communicate with PC at the tournament regarding judging team staffing.
8. Work collaboratively with PCs to problem solve any judging team issues and reassign judges or volunteers at the tournament, as needed.