

Creativity Unlimited in Wisconsin
Policy and Procedure for Establishing Judging Teams

Purpose:

To delineate the process for recruiting, retaining, assigning, training judges and volunteers and to provide clear expectations and responsibilities of the board member assigned to do communications, Judges Coordinator (JC), webmaster 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, PCs and sales manager 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 board member assigned to do communications 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. Arrange set up of training sites.
 - 3. Contact prior volunteers who were not assigned to specific problems by email, letter and/or phone call.
 - 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 communicate about 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.
 - 2. Provisionally assign judges who request their problem, using the Official's Manager. An intentional effort should be made to give returning judges or

volunteers their preference; however, the PC can release individuals for reassignment elsewhere. PCs will assign as judges register online, completing the process within 1 week after the sign-up deadline.

3. Work collaboratively with other PCs to select new judges or volunteers based on their preference, experience, date of registration and availability.
4. Attempt to assign and train extra judges 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 PCs have selected their desired individuals, assign remaining judges and volunteers with no preference or remaining judges and volunteers based on need, experience, preference and date of registration.
2. Communicate effectively with PC to make sure judging teams are full and balanced between new and returning members.
3. 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 their assigned judges to identify and confirm the training date 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. Communicate to judges the tournament time and location where to report.
5. It is highly recommended to send a follow-up thank you to all judges and volunteers after the tournament.

G. The JC will:

1. Maintain a record of attendees in the Official's Manager.
2. Assign any additional judges/volunteers that arrive at judges training or the tournament.
3. Communicate with PC at the tournament regarding judging team staffing.
4. Work collaboratively with PCs to problem solve any judging team issues and reassign judges or volunteers at the tournament, as needed.

Date Authorized:

9-22-07

Dates Reviewed:

1-30-12 Revisions approved at board meeting as follows:

Purpose: Delete 'Membership Director' and replace with 'Communication Director';

Procedure: B. Delete 'Membership Director' and replace with 'The Communication Director will . . .;'

Procedure: C. Addition of 4. & 5;

Procedure: D. 2. Addition of the word Provisionally at the beginning of the sentence;

Procedure: D. Addition of 5.

9-14-12 Reviewed by KB-L

12-9-14 Revisions approved by board as follows:

Purpose: Delete 'Communication Director' and replace with 'communications board member'; addition of 'webmaster'.

Procedure: A. Additions of PCs and sales manager;

Procedure: B. Delete 'Communications Director' and replace with 'communications board member';

Procedure: C. 2. Delete 'set up' and replace with 'arrange set up'.

Procedure: C. 3. Delete 'If the first attempt to contact a judge or volunteer is unsuccessful, a follow up method should be done.'

Procedure: C. 5. Delete verbally discuss; and replace with 'communicate'.

Procedure: D 1. Delete 'If the first attempt to contact a judge or volunteer is unsuccessful, a follow up method should be done.'

Procedure: D 2. Delete 'or volunteers they have recruited both in the past and current' and replace with 'who request their problem'. 2nd sentence, add 'however, the PC can release individuals for reassignment elsewhere. PCs will assign as quickly as possible as the judges register online, completing the process within one week after the sign-up deadline.'

Procedure: D 4. Delete 'team members' and replace with 'judges'.

Procedure: E. 1. Delete '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' and replace with 'assign remaining judges and volunteers with no preference or remaining judges and volunteers based on need, experience, preference and date of registration'.

Procedure: E. 2. Delete entire sentence.

Procedure: F. 1. Add 'their assigned judges'. Delete 'assigned judging team members' and replace with 'their assigned judges'. Delete 'to identify which' and replace with 'to identify and confirm the'.