

Checklist for Chief Judge

Before Contest

- Appoint Judges (5 for Area, 7 for Division and District)
- Appoint Tie Breaker Judge
- Appoint 2 Timers
- Appoint 2 (Ballot) Counters
- Arrange Functionary Briefing
 - Share all necessary forms with each role
 - Follow Functionary Briefing Checklist
 - Present participant certificates
- Create a group email for judges to send ballots (To: Counters, BCC: Judges)

During Contest

- Listen carefully to contestants in case of technical difficulties
 - You may need to let them know the last thing they said before losing connectivity
 - You may need to Pause the contest
- Collect Timer Record from Chief Timer
- Collect Tie Breaker Judge Ballot
- Collect Judges ballots
- Act as Chief Counter
- Resolve any protests
- Provide Results form to Contest Chair/Contest Owner

After Contest

- Provide Notification of Winner form to Contest Owner