

Student Assistant Responsibilities

Thank you for agreeing to serve as a student assistant. Your role is vital to the smooth operation of the competitions. Read the following information carefully. Remember, you are at the tournament to assist, and your complete operation is greatly appreciated.

1. Attend the pre-tournament meeting with the staff coordinator.
2. Report to the staff coordinator thirty minutes prior to the start of a competition and stay at the competition site until dismissed by question reader. Report back to the staff coordinator after dismissal by the question reader.
3. The role of the student assistant is to assist the question reader, scorekeeper, and judges before, during, and after competitions. The duties include:
 - a. Put names of teams on appropriate tables.
 - b. Distribute paper and pencils as needed.
 - c. Assist with general set-up.
 - d. Distribute and collect student handouts.
 - e. Assist with audio-visual materials.
 - f. Distribute and collect team sign-in forms.
4. Dress appropriately at all times. Shorts, T-shirts, and extreme fashions are not acceptable attire for competitions.
5. Exhibit exemplary conduct at all times.
 - a. Do not talk unnecessarily during competitions.
 - b. Do not enter into decision-making.
 - c. Remain neutral in all competition situations.
6. During competition play remain in assigned seats unless performing required duties.
7. After the competition collect periodic tables, pass signs, trash and team signs; clean tables and help ready tables for next competition.