

# MESA DAY

@ San José State University

## EggsXpress (6<sup>th</sup>-8<sup>th</sup>) (9<sup>th</sup>-10<sup>th</sup>) (11<sup>th</sup>-12<sup>th</sup>) Judges Responsibilities

Judges are responsible for all official decisions in the scoring of the competition. The following are your responsibilities as a competition judge.

### Competition Preparation

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- **All volunteers are required to attend** one mandatory Volunteer Orientation Meeting on:
- Obtain activity/task background information, schedule, and school map from SJSU MESA Center.  
SJSU Map: [http://www.sjsu.edu/about\\_sjsu/visiting/campus\\_maps/directions/](http://www.sjsu.edu/about_sjsu/visiting/campus_maps/directions/)
- Go to the activity site and familiarize yourself with the area prior to the event.
- Address questions regarding competitions to: [Christina Ramos @ 924.3837](mailto:Christina.Ramos@924.3837) or [cramos@science.sjsu.edu](mailto:cramos@science.sjsu.edu)

### Day of Event - Arrival Time: 7:00 am

#### Registration

- You are encouraged to wear blue top and black pants. Companies and organizations are encouraged to wear their own respective t-shirts w/black pants.
- Parking Options:
- You may park at the 10<sup>th</sup> Street Garage (San Fernando and 10<sup>th</sup> Street), and pay the \$8.00 parking fee.
- You may park at local City Parking Lots for \$3.00 and walk into campus Check-in at the **Registration Desk** located at **Student Union – Barret Ballroom** & please make sure to sign in and pick up nametag before heading over to competition site.

#### Lead Judge: (MAES)

- Pick up material box and take to competition site and verify all supplies needed to judge competition are inside competition material box(es). If materials are missing go directly to the registration table for assistance located at **Student Union- Barret Ballroom**.
- **All other judges/volunteers** go directly to competition site after checking in at registration.

#### Judges Introductions/Opening

- Upon arrival take time to meet all volunteer judges.
- Review contest rules/competition procedures inside the judges' binder and agree to a set of procedures/responsibilities for each judge as well as a decision making process.

#### Set-Up:

##### **Drop Area**

- Place tarp(s)/floor covering on ground drop target area and seal with duct tape.
- Seal off this area using caution tape.
- Place rags, water, squirt bottles, paper towels, and box cutters in the area.

##### **Check-In Area**

- Keep junior high and high school projects separated.
- Label 1 area with the provided "DQ" (Disqualified) sign.
- Set-up 1 area with judging materials (hoops, scales, pens...).

#### Project Check-In

- Separate projects by Junior High/High School in order to effectively judge the projects.
- Once the project is checked in, students are not allowed to alter the project in any manner.
  - Make sure no students are touching theirs or anyone else's project which is checked-in.

#### Pre-Judging

- Conduct prejudging of competition at this time.
  1. Weigh packages.
  2. Conduct hoop test.
  3. Read and score lab reports.
  4. Complete judge's section on the Official Entry Form for each project.

- Separate all disqualified projects and place on the DQ (Disqualified) area. Write “DQ” on the project tag and on the official entry form located in the judges’ binder with a marker. To determine DQ projects refer to specific contest rules for exact details.
- Transport only projects which are qualified to the drop area location (refer to schedule). Leave disqualified projects in the project check-in area.

### Competition

- Introduce yourself and all additional volunteer judges once all participants arrive.
- Read competition instructions out loud & clarify questions prior to competition.
- State: “All DQ projects were left at the project check-in area.”
- Drop packages (free fall – do not throw).
- Call name of student(s) whose package is being dropped. Students are not allowed to enter the drop area.
- Clean tarp/floor covering every so often to avoid anyone from slipping.
- Record number of survivor eggs. Calculate deduction, drop score/survivor ratio, and final score.
- Disqualified projects may be dropped pending time and judges’ opinion.
- Follow the Appeals Process Guidelines in the case of an appeal.
- Refer to MESA Day competition information & contest rules for judging instructions.

### Emergency Procedure

If you experience an emergency proceed as follows:

#### If the situation is serious and/or life threatening:

1. Call 911 immediately.
2. Contact the University Police Department (UPD) immediately at 924-2222 and inform them what happened and tell them you already called 911.
3. Get the student’s Parent Consent Form (located at Registration) and verify if there is any medical information that we need to be aware of immediately. If so, communicate this to UPD as soon as they arrive.
4. Contact SJSU Center Director.
5. Contact the student’s MESA Advisor.
6. Document student name, time, and description of what happened including how you proceeded with the situation (use the Emergency Report Form on Judges Binder).

#### If the situation is not serious:

1. Provide assistance to student if necessary (i.e., First Aid Kit available at Registration. )
2. Contact SJSU Center Director.
3. Contact student’s MESA Advisor.
4. Document student name, time, and description of what happened including how you proceeded with the situation (use the Emergency Report Form on Judges Binder).

### **APPEALS PROCESS:**

1. The student may first appeal to the event judge concerning the decision. If the student continues to feel that the decision is unfair, the student may then proceed to the arbitration committee.
2. The issue should be expressed in writing by the student using the “Official” Event Appeals Form (see attached Appendix IIB) prior to the committee’s review.
3. The issue should then be presented by the student to the appeals committee.
4. The committee reviews the issue/dispute and seeks clarification from the judge(s) if needed.
5. The committee will resolve the dispute immediately.
6. The decision of the committee is final and will be communicated to the contest judge, to the disputants and to the MESA Day Host. **An attempt by either the student or the advisor to continue with an appeal once a final decision has been rendered by the appeals committee may cause the student to be disqualified from ALL MESA Day events.**

### Additional Information:

- Begin and End competition at assigned times. **Do not excuse anyone early or allow them to be unsupervised.**
- Pick up your Breakfast & Lunch at **Student Union- Ballroom**

### Competition Results

- Compile all results from all competition judges and determine winners at the end of each session.
- Fill out the **Competition Results Form** immediately after the last session. As soon as the competition results form is complete, **take the form instantly to the registration table** for the MESA staff to prepare for the awards ceremony.
- All volunteers must then complete a MESA Day Evaluation form and leave inside judges’ binder.
- Lead Judge: Take judges binder & material box(es) directly to the Materials Desk.
- You are welcomed to attend the Awards Ceremony.
- Checkout at Registration Desk before you leave (very important).

*Thank you for your time & a job well done!*