

# MESA DAY

@ San José State University

## Windmill Judges Responsibilities

### Competition Preparation

- 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@science.sjsu.edu) or [cramos@science.sjsu.edu](mailto:cramos@science.sjsu.edu)

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

### Registration

- You are encouraged to wear a blue top and black pants. Companies and organizations are encouraged to wear their own respective t-shirts w/black pants.
- Parking Options:
  - 1) 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.
  - 2) 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 – Barrett Ballroom** & please make sure to sign in and pick up nametag before heading over to competition site.

### Lead Judge: (Minal Lee - Intel)

- Pick up material box and take to competition site and verify all supplies needed to judge competition are inside Competition Material Box. If materials are missing go directly to the materials table for assistance located at **Student Union- Barret Ballroom**.
- All additional judges/volunteers check-in at registration before going to competition location.

### 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.

### Project Check-In

- Students will drop-off their projects at the competition site in the morning. They will need to be separated by JH (6 -8 grades) and HS (9 – 12 grades) grade Levels.
- 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 once project is set on table.

### Pre-Judging

- Conduct prejudging of competition at this time. Complete the Specification Checklist for each project.
- Separate all disqualified projects and place on the DQ (Disqualified) table. Make sure to 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.

### 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 (disqualified) projects were left at the project check-in area."
- Follow the Appeals Process Guidelines in the case of an appeal.
- Refer to MESA Day competition information and contest rules inside judges' binder for detailed judging instructions.

## Competition Results

- Compile all results from all competition judges and determine winners at the end of each session.
- Make sure that the Competition Results Form is completed. As soon as the competition results form is completed for the last session, take it immediately to the registration table 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 Registration Desk.
- You are welcomed to attend the Awards Ceremony.
- Checkout at Registration Desk before you leave (very important).

## 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.**

<b>Additional Information:</b>
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- 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.**

***THANK YOU!***