



EVENT SUPERVISOR ROLES

1. Responsible for conducting the event according to the CURRENT Science Olympiad Rules exactly as printed in the current Coaches Manual. Do not assume that they are the same as last year. Read them carefully.
2. Responsible for bringing or obtaining all material and questions necessary to conduct the event and coordinate with Co-Supervisor as applicable. If copying is needed, please get materials to the Science Olympiad office no later than 1 week prior to the event.
3. Answer Regional Director and/or Coach questions whenever possible. Don't give answers which would give any team an unfair advantage.
4. Encourage and challenge students in a professional and friendly manner. Remain objective.
5. Complete the scoring sheet and return it to Science Olympiad Judges' Room with all student papers and calculations used to figure final scores as quickly as possible after your event has concluded. Leave a set of questions (as applicable) and an answer key with your scores. Please plan to remain in the Scoring Room after your scores have been turned in to answer questions of staff entering scores and arbitration team. Every effort must be made to eliminate ties.
6. Communicate with Co-Supervisors/Event Assistants (as applicable) to determine respective roles.
7. Bring judging assistants or make certain that you have communicated in writing with the tournament site coordinator your needs for officials at least 2 weeks in advance.
8. Be certain to avoid duplication of specimens or questions that you may have used at other tournaments to avoid favoritism.
9. Plan ahead and have a good time!

CO-SUPERVISOR/EVENT ASSISTANT ROLES

1. Assist the Event Supervisor in the conduct of the event.
2. Communicate with Supervisors to determine roles and responsibilities.
3. Refer to numbers 1, 4, 6 and 9 in Event Supervisors list above.