



TEXAS ASSOCIATION OF FUTURE EDUCATORS COMPETITIVE EVENTS

Timekeepers, Door Monitors, and Runners Responsibilities

Chapters with students helping with events chapter members are competing in can lose IN GOOD STANDING with the TAFE organization, or be disqualified if they interfere or share judging information.

Timekeepers - inside the competition room

- **You *cannot* be a timekeeper for a competitive event you are competing in!**
- In the competition room, put your chair in a spot where the competitor/s can easily see you.
- Put your phone away unless you need it to keep time, but do not use it to text or make calls.
- You will have 1 minute/30 second/STOP cue cards given to you by the judge. Please hold them up at the appropriate times.
- Be sure to keep track of video times and total presentation times.
- Notify door monitors when judges are ready for the next competitor(s)

Door Monitors - outside the competition room

- You will receive a "Quiet Please" cue card from the judge.
- If people in the hallway are noisy, hold up the "Quiet Please" sign to get them to hold the noise down. If that does not work, quietly and politely ask them to hold it down because competitors are competing in that room.
- Do not let anyone in the room while someone is in the room competing.
- Teacher Leaders are not allowed in the room unless they are one of the judges.

Runners – are in the area of the competition room

- We ask that all runners stay in the area of their rooms (unless you are running an errand for the judges) so that if you are needed, you can be easily found.
- Some things you might be asked to do:
 - Get refreshments or lunches for judges.
 - Get help or supplies if needed in the competition room.

If you would like to switch positions with someone in your group, you can as long as your position is covered at all times, and you cannot change while someone is competing.

*****NO CELL PHONES ARE TO BE USED AT ANY TIME WHILE WORKING A COMPETITIVE EVENT UNLESS IT IS USED TO KEEP TIME*****