Room Runner:

1. Help set up the Competition Rooms according to NOSB/BCB format. Each competition room has a room supplies box & a buzzer system box.

2. Assure that your Team’s respective competition rooms have functioning equipment and adequate supplies throughout competition. Replacement supplies are in the Room Box or at Crab Pot Central.

3. Assist the Rules Judge in maintaining quiet and correct behavior during competition rounds. Be familiar with rules for competitor and spectator conduct.

4. Assure that quiet is maintained in the hallway outside the competition room. Do not admit spectators except during the official break.

5. Either the Runner or Science Judge will take the 1st Team Challenge Question (TCQ) answer packet to the Grading & Judges Appeal Room. The Runner should return promptly to the Match room. A Runner or the Science Judge will take the 2nd TCQ packet to the Grading Room and wait for the grades, then return with them to the Match room.

6. During the half-time break: Assist the Rules Judge, monitoring returning & new room arrivals, they are NOT allowed to communicate with team members.

7. At the end of the match: Deliver the Match Competition Packet to Crab Pot Central immediately following the end of the match, then rejoin your Team. The packet should contain: Overhead score transparencies, official score sheet signed by captains, as well as used TCQs and students’ scratch papers. Inform CPC Staff of any teams or individuals that have received warnings during your match.

8. At the end of your last match, pack up competition equipment & supplies, deliver to Crab Pot Central at end of competition.

9. Assist officials and Crab Pot Central staff as needed.
Your duties as a Blue Crab Bowl Room Runner include:

1. **Help set up the Competition Rooms** prior to competition:
   * Be familiar with the equipment & supplies checklist & Room Box contents.
   * Understand how the buzzer system sets up, positioning of team name tags,
     Officials table, clocks, scorekeepers overhead projection system.

2. **Assure that your respective competition rooms have functioning equipment and adequate supplies throughout competition.** Your Officials Team may rotate from one room to another.
   * When your Match Officials Team arrives at a new competition room, test the equipment and check the stock of supplies.
   * Check your Room Box for extra supplies. Replacement Buzzer Systems and Overhead Projectors will be at Crab Bowl Central.

3. At the morning Officials’ Meeting in the morning, the Science Judge (or you) may be asked to **pick-up Team Challenge Question packets** for Rounds 1-3. After lunch, you may be asked to pick-up Team Challenge Packets for Rounds 4-7. Exact procedures will be announced on Bowl Day at the Officials’ Meeting or before.

4. **Assist the Rules Judge in maintaining quiet and correct behavior** during competition rounds.
   * **You stand at the back of the room,** close to the door. Assure that **no one enters or leaves** after competition has officially begun.
   * **Assure that quiet is maintained in the hallway outside the competition room.** You may have to step out discretely and instruct people in the hall to return to the “lounge” area or to maintain quiet. If they do not comply, immediately notify the Head Rules Judge or BCB Coordinators.
   * During the competition, watch and listen for any signs of inappropriate behavior, e.g. talking, signaling between audience members and the competition team, use of reading electronic devices or other rules violations. If inappropriate behavior does occur, notify the Rules Judge (he/she has the authority to issue a warning and/or ask the person to leave the room (with discretion, of course). The Rules Judge may send you to retrieve the Head Judge or BCB Coordinator for consultation if needed.

5. **You (or the Science Judge) may take the Team Challenge Question answer packets from your competition room to the Grading & Judges Appeals Room.**
   a) If you take the 1st TCQ to the Grading Room, return to your Competition Room. Alternatively, the Science Judge will take the TCQ to the Grading Room and remain there until grades are issued
   b) If you deliver the 2nd TCQ while the Science Judge remains in the Competition Room, you wait for the grades to be issued and return with them to the Competition Room, give them to the Science Judge.
   OR
   c) If the Science Judge is in the Grading Room, you deliver the 2nd TCQ and return to the Competition Room to help monitor the Half-time Break. The Science Judge will return with the grades.
6. **During the Half-time Break:**
   a) During the mid-round break (after 2nd TCQ is completed), no members of the team are to leave the room. If there is an urgent need, the Rules Judge may assign an official to escort any team members (competitors, coach, alternate) that needs to leave the room, even to use the restroom.
   b) Any observers returning to the room, any new observers entering the room during the break **MAY NOT speak with the members** of the competing teams. Assist the Rules Judge in monitoring

7. **When each match is over, deliver the Match Competition Packet**, labeled with the Round # and Room #, **immediately to Crab Pot Central.** The packet should contain:
   - **Clipped to the Outside:** Official paper scoresheet & Score transparency sheet
   - **Inside:** TCQ & answer transparencies, used TCQ and scratch paper sheets, any other competition papers
   - **Any Warnings Issued? Inform CPC staff** of any teams or individuals that have received warnings during your match.
   - Rejoin your Officials Team at your competition room.

8. **Help breakdown/pack-up the Room supplies** after the last match in a competition room:
   - *Pack appropriate equipment & supplies to the Room Box & Buzzer case.
   - *Return Room Box & Buzzer to Crab Pot Central.