

**PROCESS REVIEW: Flowcharts**

* Event flow charts are designed to help competitive events run on time.
* When flow charts are provided, event personnel will use a clock to coordinate the time for movement from one part of the event to the next and NOT a stop watch.
* Before the event begins, event personnel should synchronize their watches, or use their cell phones for timing.
* CELL PHONE/SMART DEVICE “heads up” – If personnel plan to use their cell phones to assure the event is timed correctly, they should tell competitors about this during the competitor orientation, and remind competitors that competitors may NOT use cell phones/smart devices FOR ANY REASON during the event. (Exceptions: Those events that allow electronic notecards and for simulated 911 call.)
* Competitors should have access to the flow chart, and should be told their starting/stopping time.
* If a break is needed or the time is off, event personnel may choose to skip an entire row of times on the flow chart to get back on time.
* Events that use a flow chart during Round Two at ILC include:
* Creative Problem Solving
* Forensic Medicine
* Parliamentary Procedure
* When a flow chart is NOT provided, the event is generally timed with a stopwatch.
* Written tests are timed with a clock or egg timer.
* EHP, EW and OC are timed with a clock
* Space is provided on the chart to write in the competitor/team number or name.