

**Parkland Regional Tournament
Event Supervisors & Coaches Meeting
Wednesday, January 25th, 2017**

1. Introduction

- Regional Directors: Amy Nicely (Supervisors/Teams), Erik Johnson (Parkland)

2. Teams

- B Division (Middle School): 6 + 2 JV = 8 teams total
- C Division (High School): 11 + 5 JV = 16 teams total, divided into 2 groups for most events

3. Awards and Advancement

- Teams:
 - Division B: 1st – 3rd Place Medals + 1 JV Medal
 - Division C: 1st – 4th Place Medals + 2 JV Medals
- Advancing to State: 2 from Division B; 3 from Division C
- Spirit Award

4. Building Room Assignments

- ISO Administration
 - Headquarters (Check-in and Registration): Room X-212
 - Hospitality Room (Coaches and Supervisors ONLY): Room X-219
 - Scoring Room: Room X-202
- Team Homerooms
 - Located in the M and X wings
- Division B events
 - Outside: Bottle Rockets
 - College Center: Mission Possible, Towers
 - Gymnasium: Scrambler, Wright Stuff
 - Planetarium: Reach for the Stars
- Division C events
 - College Center: Robot Arm, Towers
 - Gymnasium: Electric Vehicle, Helicopters

5. Directions, Parking and Maps

- Go to <http://www.parkland.edu/about/maps.aspx>
- Maps with event locations identified will be available in the Coaches & Supervisors packets and posted on the tournament website (available soon)

6. Registration (X-212)

- Teams
 - 7:00 – 7:45 AM
- Event Supervisors
 - Try to arrive 1 hour before your event starts; will vary based on setup needs
 - If your event has an impound, arrive before impound begins

7. Wristbands

- All varsity teams will receive 15 wristbands on the day of the tournament; JV teams will receive up to 25 wristbands
- Wristbands will be marked with team #
- Each team member must have a wristband on tight enough that it cannot be slipped off
- Only students with wristbands will be allowed to compete in events.
- Wristbands will be used to enforce appropriate/respectful behavior. Students behaving inappropriately will have their wristband taken and will no longer be able to compete.

8. Impound

- Drop off event apparatus at the event location during the designed time on the schedule
- Everything should be in boxes labeled with school name and number
- Event Supervisors must watch impound areas to prevent tampering or damage to materials
- Events:

Division B	Division C
Hovercraft (8-8:50am) Scrambler (8-8:50) Wind Power (9-9:50am)	Electric Vehicle (11-11:50am) Hovercraft (10-10:50am) Wind Power (11-11:50am)

*All impound items should be collected by the teams immediately after the event. Event supervisors are not responsible for items left behind.

9. Event Supervisor Information

- Room and Materials
 - Bring your OWN materials and equipment – contact Amy Nicely if you need help acquiring something
 - See when your room is open for prep and clean up
 - Make sure your assigned room is sufficient
 - Return the room to the condition it was when you got there (including moving back furniture if you rearranged things).
- Written Exams (not applicable to every event – check your rules page)
 - Follow the rules of the event
 - Difficulty should be 1/3 Easy – 1/3 Medium – 1/3 Hard
 - Have student names, school name and # on test
 - Make copies of your exam/answer sheet for each team
 - Bring copy of exam, answer sheet and grading rubric for the scoring room
 - Send electronic copy of exam (if available) to Amy Nicely, preferably 1 week prior to the tournament
- Scoring
 - You grade the exams and create your grading rubrics
 - NO tied scores – Rules specify how to handle tie-breakers
- Misc Notes
 - Spirit of the competition – let students participate unless there is a potential hazard; don't disqualify for being a little late
 - There will be a Spirit Award form to nominate spirited teams

10. Coach Information

- Tournament Details
 - Put your Team NAME and NUMBER on everything
 - Please keep your homeroom clean
 - Reminder to stay quiet in the halls as events are taking place all over the building
 - After the tournament take all impounded events with you.
- Appeals and Arbitrations
 - Talk to event supervisor first, and then initiate appeals process if not resolved. Appeals will be handled in the Scoring Room (X-202).
 - Events will NOT be re-graded

- Schedules
 - Tournament schedules are available on the ISO – Parkland Regional website (<http://www.illinoisolympiad.org/parkland-college.html>)
 - Self-Scheduling
 - Will be done online on a first-come basis; sign up early for the most options
 - Must designate ONE coach per school to handle all scheduling. This coach needs to sign up for a NEW account with Avogadro and send his/her username to Amy.
 - Online self-schedule begins Mon. Feb. 13, 9:00am and runs through Mon. Feb. 27, 5pm
 - We try to keep events running on time, but have your students plan to arrive a few minutes early and potentially stay a few minutes later than their scheduled time
 - Last-minute schedule changes will be allowed on the day of the tournament if space/time permits
- Forms
 - Required 1 week before tournament
 - Team demographics (<https://goo.gl/forms/uODftgRq4ZOQUZ4C2>); link posted on tournament website
 - Required at registration
 - Final Roster with Principal Signature (**New: expedite registration process by scanning and emailing roster to Amy by 5pm Friday, March 3**)
 - Participant Release Forms for ALL students (**New: expedite registration process by scanning and emailing release forms to Amy by 5pm Friday, March 3**)
 - Medical Forms for ALL students; coach keeps these but must show them at registration
 - Before leaving
 - Coaches must submit Homeroom Cleanup Form before attending awards ceremony

11. Other Tournament Information

- Food
 - Breakfast, lunch, and snack items will be provided for coaches, volunteers, and supervisors (no students) in the hospitality room (X-219)
 - Teams should bring their own food or plan to order food for delivery
- Spectators
 - Absolutely NO parents/coaches allowed in competition area when the event is running. Event supervisors will let us know about any interference. Spectators ARE allowed in designated areas in the College Center (Flag and Gallery lounges) and Gymnasium
- Awards Ceremony (Gymnasium)
 - There will be separate ceremonies for each division
 - Division B: Bring your teams to the gymnasium and get them seated by 3:15 pm
 - Division C: Bring your teams to the gymnasium and get them seated by 4:00 pm

12. Contact Information

- Amy Nicely, (217) 714-4904, amy.nicely@illinoisolympiad.org
- Erik Johnson, (630) 392-1207, erik.johnson@illinoisolympiad.org

Please check your email regularly!

Please check the ISO website (<http://www.illinoisolympiad.org>) often for updates!