

**Parkland Regional Tournament
Event Supervisors & Coaches Meeting
Wednesday, January 8th, 2020**

1. Introduction

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

2. Teams

- B Division (Middle School): 5 + 3 JV = 8 total
- C Division (High School): 12 + 4 JV = 16 total (divided for most events into 2 groups of 8)

3. Awards and Advancement

- Teams:
 - Division B: *awards given by event; number TBD*
 - Division C: *awards given by event; number TBD*
- Advancing to State: *determined by overall total team scores; number TBD*
- Spirit Award

4. Building Room Assignments

- ISO Administration
 - Headquarters (Check-in and Registration): Room X-212
 - Hospitality Room (Coaches and Supervisors ONLY): L-217
 - Scoring Room: X-212
- Team Homerooms
 - Located in the M and X wings
- Event locations
 - Primarily in classrooms and labs throughout the L, X and M wings (NOT open to the public)
 - Public events
 - College Center: Boomilever (B/C), Mission Possible (B)
 - Gymnasium: Elastic Launched Glider (B), Gravity Vehicle (C), Mousetrap Vehicle (B), Ping Pong Parachute (B/C), Wright Stuff (C)

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
Machines (8-8:50am) Mousetrap Vehicle (9-9:50am)	Gravity Vehicle (9-9:50am) Machines (8-8:50am) Protein Modeling (8-8:50am)

*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 all materials and equipment – contact Amy if you need help acquiring something
 - Some rooms will be available Friday evening for setup; others on Saturday morning
 - 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
 - **Varsity and JV teams from the same school should be treated as completely separate teams. They should not be allowed to talk or share materials during the event.**
 - 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
 - **For events that follow the standard schedule, be sure to end no later than :50 so students will have time to get to their next events.** Also be sure to give all groups equal time. If you have 2 sessions for your event and spend 10 minutes getting started the first time (leaving 40 minutes for students to work), make sure you also wait 10 minutes to start the second time. This keeps the competition fair for all students.

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.
 - 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 an account with Avogadro and send his/her username to Amy.
 - Online self-schedule begins Mon. Feb. 17, 9:00am and runs through Mon. March 2, 5:00pm
 - **Varsity teams need to be scheduled for times that are concurrent with or prior to JV times**
 - 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 (link will be posted on tournament website)
 - Required at registration
 - Final Roster with Principal Signature (**expedite registration process by scanning and emailing roster to Amy by 5pm Thursday, March 5**)
 - Participant Release Forms for ALL students (**expedite registration process by scanning and emailing release forms to Amy by 5pm Thursday, March 5s**)
 - 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
 - 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 (Theater/Gymnasium)
 - There will be separate ceremonies for each division
 - Division B: Bring your teams to the Miner Theater 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 the Parkland ISO website (<http://www.illinoisolympiad.org/parkland-college.html>) often for updates. Follow us on Facebook (@PC.ScienceOlympiad) and Instagram (@parklandscienceolympiad) for photos from past ISO tournaments, and share your own photos with #ParklandSO