



## Primary Contact (with Secondary Contact as Backup)

You have agreed or been assigned the responsibility of serving as the **Primary Contact** for your group's participation in Academic Rodeo. You may be a teacher, counselor, principal, or parent of your school or group.

The **Primary Contact** is the **Chief Facilitator for the GROUP**. When information is needed from the group, the Primary Contact is responsible for seeing that someone submits the information. For some schools and groups, the Primary Contact handles all registrations for contests and is the registered Sponsor/Coach for all Contests. In other schools and groups, the Primary Contact does the initial Contest Registration and Contests are handled by other Sponsors and Coaches.

The **Secondary Contact** is the **Co-Facilitator or Backup to the Primary Contact for the Group**. Things happen – Someone moves. Someone becomes ill. The Secondary Contact is the point of contact when Academic Rodeo is not receiving information needed from the Primary Contact or Sponsors.

**Coaches and Sponsors are the Chief Facilitators for each CONTEST.**

Other volunteers can be recruited – other teachers, parents, interested adults, even older students – to help share the load of creating a great experience for the participating students and an enjoyable experience for the leaders as well!

### **So, what comes next? . . .**

There is a **School-Group Participation Plan** document on the Getting Started page available to assist you in organizing your participation. It is NOT required, but you may find it helpful, especially if this is your first year to participate.

The following is an overview of the responsibilities for the Primary Contact. This information is applicable to all contests. For a specific contest, go to the Contest page for rules, tips, the timeline, and other information needed.

## Responsibilities of the Primary Contact

The Primary Contact is the Chief Facilitator or “go-to” person for the school or group. When information is needed from the group, the Primary Contact is responsible for seeing that someone submits the information.

### School/Group Primary Contact Checklist

Print Checklist to Keep Your Group on Track

\_\_\_\_ 1. **August or September – Make decisions about your participation.** Discuss and decide with your school/group which contests you plan to enter. Determine who will coach each contest and list that person on the Contest Registration. Please provide a Secondary Contact and email in the event of your absence to keep information coming to your school.

\_\_\_\_ 2. **August 1 – October 15th – Register your School or Group in Contests** (Getting Started page)

- Register for all contests of interest. HOWEVER, **please drop** any contests as soon as you decide you will not participate. **PLEASE do ONLY ONE online Contest Registration for your school or group.** If a change needs to be made, use the Add/Drop online form on the General Info page.
- When you register for Contests, you will provide the name of the Coach or Sponsor for each contest with an email address for contact about that contest. You may add your email address if you would like to receive these as well.
- **You will receive an email notification that your registration has been received.**

\_\_\_\_ 3. **September - Provide coaches with information** about each contest. Direct each Coach or Sponsor to the following:

- **Coach’s Packet**
- **Academic Rodeo Calendar** (General Info page) and **Contest Timeline** (Contest pages)
- **Coaches’ Contest Checklist** (on each Contest page)
- **Rules** for the specific contests – (Contest pages) It is **VERY important** for everyone to understand the rules!
- Website address and links for specific information
- Forms and registration links on the website
- **Where Do I Find** document on the General Info page

\_\_\_\_ 4. **Be aware** of the status of Student Registration for contests if coaches are doing the registration.

\_\_\_\_ 5. Obtain a signed **Indemnification** form for each student (except those in contests with submission entries only and students not attending a contest) and send to Academic Rodeo with the first contest the student attends. **Maintain a notebook list** of names of students and status of their form submission and acceptance of the Code of Conduct. You do **NOT** submit signed Codes of Conduct. When you register a Student in any Contest, you verify that the student has read and agreed to the Code of Conduct.

\_\_\_\_ 6. **Check-in with your coaches** regularly to see that deadlines and guidelines are being met. If a Coach is struggling or falling behind, determine if others or you can help to keep the students in the contest. This may be a great place for Parent or Volunteer Assistance.

\_\_\_\_ 7. **February – Prepare for the Awards Celebration and Wrap-Up**

As **key contact** for your group, provide the following for the Awards Celebration.

- Names of winners who will attend the Awards Celebration.  
A seat is reserved for **each winner** in each contest planning to attend. Not responding may mean your winner will not be able to sit with the contest group.  
**It is preferred that you collect names from coaches to make one response for the group.**
- The name of anyone other than yourself or coaches who will pick up your Award Packet.
- Any requests for alternate pick-up times

\_\_\_\_ 8. **February – For the Awards Celebration**, please coordinate the following with other coaches from your school or group.

- **WHO** will attend the Awards Celebration with winners and pick up Packet and **ALL entries?**
- If you did not have someone at the Awards Celebration, **WHO** will pick-up **ALL entries (AND Packet)** in the days following the Awards Celebration?