



General Info and Responsibilities for All Coaches & Sponsors

An individual from your group (Primary Contact, interested teacher, Principal, etc.) registered your group for Academic Rodeo. The registration was done online from the ***Getting Started*** page of Academic Rodeo on the East Texas State Fair website. **Only ONE** registration is needed for a group, therefore you do NOT need to do this process again.

So, what comes next? . . .

In the best scenario, the Primary Contact has discussed Academic Rodeo with all in your group to determine the contests of interest and for which your group is eligible, and you have been chosen as a Coach/Sponsor. Below is a brief overview of the different roles.

The Primary Contact is the **Chief Facilitator for the GROUP.**

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. This is your role and your responsibilities are listed on the next page.

Responsibilities of Coaches/Sponsors

The Chief Facilitator for a Specific Contest

- You are the Chief Facilitator for a specific Contest! Know your contest WELL!
- **Read the Rules for your contest.**
Communicate rules, deadlines, and expectations to students. Students and/or their entries will be disqualified if they do not meet rules, standards and deadlines.

Follow the requirements for choosing students, so that disqualifications don't occur.
- **THEN PRINT, READ, and POST the Timeline** for your contest. Check off the benchmarks and deadlines as they occur and plan to stay on track.
- Expect an e-mail from Academic Rodeo **after** the October 15 School/Group Contest Registration Deadline to indicate that your group is registered for the specific contest and giving additional preliminary information.
If you do not receive this e-mail by the end of October, check your Spam/Junk Mail folder and/or contact your Primary Contact and/or Academic Rodeo for help.

Check **Registered Schools** on the **General Info** page to see that your School or Group is registered correctly in your contest.
- Review and become familiar with Academic Rodeo on the East Texas State Fair website (www.etstatefair.com).
- Check out the **Frequently Asked Questions** and **Where Do I Find** documents on the **General Info** page if you are having difficulty finding something.
- Discuss the Code of Conduct with your students.
 - Work with students to prepare for the contest. When you bring the entries for the student and submit them to Academic Rodeo, you are verifying the students' work and that the student alone is responsible for the entry. Find preparation resources if available.

Arrive promptly when bringing students to the contest. Location of the contest, check-in times, etc. will be listed in the contest's timeline.

Keep others at your school "in the loop" on dates and activities associated with your Academic Rodeo participation so that conflicts with activities do not occur.

- Check for results on the **Results** page after the contest. When time allows, coaches/sponsors receive e-mail notification when results are posted.
- Notify students who have placed and supply them with the Award Letter that will be sent to you by e-mail. YOU will be responsible for relaying Awards Celebration information to the student.
- Understand the Wrap-up Procedures
 - PLEASE coordinate** with others (PRIMARY CONTACT) from your school or group regarding . . .
 - Who will attend the Awards Celebration with winners and pick up Packet and ALL entries
 - Who will pick-up **ALL** entries (AND Packet if you did not have someone at the Awards Celebration) from Academic Rodeo AFTER the awards program.
 - Who will complete the online **Report** form within one month of the conclusion of Academic Rodeo.